CITY OF HAGERSTOWN

CITY OF
Hagerstown
MARYLAND | 1762

CITY ADMINISTRATOR'S ADOPTED BUDGET

Fiscal Year 2023-2024
July 1, 2023 - June 30, 2024

CITY OF HAGERSTOWN

STRATEGIC PLAN

VISION STATEMENT:

The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe and vibrant neighborhoods.

MISSION STATEMENT:

The City of Hagerstown shall be a community focused municipality.

NEIGHBORHOODS REVITALIZATION & SUSTAINABILTY
The citizens of Hagerstown will experience a high quality of life.

PUBLIC SAFETY
The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown will be healthy and safe.

PUBLIC FACILITIES AND INFRASTRUCTURE
The City of Hagerstown will maintain quality services and infrastructure that support residents and businesses in a cost-effective manner.

ECONOMIC DEVELOPMENT
The City of Hagerstown has a diverse, business-friendly economy that supports the community's needs.

CITIZEN-BASED GOVERNMENT
The City of Hagerstown is an ethical and financially responsible government.

FISCAL ACCOUNTABILITY
The City of Hagerstown will strive for continuous improvement of fiscally responsible decision making.

PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING
The City of Hagerstown supports a rich, social and culturally vibrant community.

INNOVATIVE/ PROGRESSIVE GOVERNMENT
The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and the organization.

COMMUNITY PROMOTION / PRIDE
The City of Hagerstown will take the lead in improving our Community Image by releasing factual, timely, and transparent messaging.

ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM
The City of Hagerstown will be creative and diversify opportunities for Economic Development through nontraditional means.

MISC PROJECTS, GOALS AND LEGISLATIVE PRIORITIES
The City of Hagerstown takes a creative approach at finding solutions.

TABLE OF CONTENTS

	Page
Preface Section	
Table of Contents	
Budget Development Process	i
City of Hagerstown Profile	
Community Profile	iii
Map - City of Hagerstown	vii
Map - State of Maryland	viii
Miscellaneous Statistics	ix
Mayor & Council Ordinances & Adopted Statements	
Establishing the Tax Rates for FY 2023/2024	xii
Establishing the Budget for FY 2023/2024	xiii
Section 1 - Overview	
City Administrator's Message	1
City of Hagerstown Budget Message	5
City Elected Officals & City Organizational Structure	51
City Wide Department Cross Matrix	52
Mayor & Council Strategic Plan	53
Departmental Goals	61
Organizational Narrative	73
City Fund Structure (All)	74
Governmental Fund Structure	77
Section 2 - General Fund	
Statement of Revenues, Expenditures and Changes in Fund Balance	1
General Fund Charts	
Revenues and Expenditures	3
Category of Expenditures	4
Revenue Summary	5
Property Tax Assessable Base Table	6
Proposed Revenues:	
Property Taxes	7
Income and Other Taxes	8
Licenses & Permits	9
Intergovernmental Revenues	10
Charges for Current Services	11
Fines & Forfeitures	12
Unallocated General Revenues	13
Transfers from Other Funds & Other Financing Sources	14
Proposed Expenditures by Department:	
Administration	
Mayor	15
City Council	17
Registration and Elections	19
City Administrator	20
City Clerk	22
Community Engagement	24
Legal	27
Finance and Support Services	
Finance	29
Support Services	31
Information Technology	33
Human Resources	35
Communications	37
Planning and Code	39
Community and Economic Development	42
Engineering	45
Parks and Recreation	49
Police Consolidated	52
Fire	57
Public Works	60
Unallocated Expenses	
Program Summary	63
Debt Service	64
Retiree Health Costs	64
Inventory Adjustment	64
CIP Appropriations	64
Operating Transfers to Other Funds	64
Contingency Reserves	64
Contributions to Other Agencies	64
Schedule of Public Functions	65
Capital Expense Schedule	66
Section 3 - Enterprise Funds	
Organizational Chart	1
Combining Income Statements	2
Electric Fund	
Program Description	3
Comparative Income Statement	5
Charts: Consumption & Rate Comparison	6
Proposed Operating Revenues	7
Capital Expense Schedule	8
Water Fund	
Program Description	11
Comparative Income Statement	13
Charts: Consumption & Rate Comparison	14
Proposed Operating Revenues	15
Capital Expense Schedule	16
Wastewater Fund	
Program Description	20
Comparative Income Statement	22
Charts: Usage & Rate Comparison	23
Proposed Operating Revenues	24
Capital Expense Schedule	25
Parking Fund	
Program Description	28
Comparative Income Statement	30
Proposed Operating Revenues	31
Capital Expense Schedule	32
Golf Course Fund	
Program Description	33
Comparative Income Statement	35
Proposed Operating Revenues	36
Capital Expense Schedule	37
Property Management Fund	
Program Description	38
Comparative Income Statement	40
Proposed Operating Revenues	41
Capital Expense Schedule	42
Stormwater Protection Fund	
Program Description	43
Comparative Income Statement	45
Capital Expense Schedule	46

TABLE OF CONTENTS (continued)

	Page
Section 4 - Special Revenue Funds	
Organizational Chart	1
Combined Statement of Revenues and Expenditures	2
Community Development Block Grant	
Program Description	3
Comparative Income Statement	5
Operating Revenues	6
Operating Expenses	7
Capital Expense Schedule	8
Other Special Revenue Funds Program Summary	
Other Special Revenue Funds Program Summary	9
Economic Redevelopment Fund - Program Description	10
Other Special Revenue Funds - Proposed Expenses and Revenues	
Economic Redevelopment Fund	12
Business Revolving Loan Fund	13
Forest Conservation Fund	14
Flexible Spending Fund	15
Excise Tax Fund	16
Grant Fund	17
Section 5 - Service & Trust Funds	
Combined Statement of Revenues and Expenditures	1
Organizational Chart	2
Program Description	2
Program Financial Summary	
Workers Compensation Fund	3
Health Care Fund	4
Dental Care Fund	5
Bloom-Carlile Fund	6
Section 6 - Financial Projections	
All Funds - Introduction	1
General Fund	2
Enterprise Funds	
Introduction: All Enterprise Funds	14
Electric Fund	15
Water Fund	18
Wastewater Fund	21
Parking Fund	24
Golf Course Fund	27
Property Management Fund	29
Stormwater Protection Fund	31
Internal Service Funds	
Health Care Fund	33
Dental Care Fund	35
Section 7 - Capital Improvement Program	
Program Summary	1
List of Projects Alphabetical by Project Name	7
Vehicle & Equipment Replacement Schedule	10
All Funds - Funding Sources and Expenditures Charts	13
All Funds - Expenditures Summary by Fund	14
Supporting Summary Schedules by Fund	
General Fund/CIP Fund	15
Electric Fund	31
Water Fund	34
Wastewater Fund	36
Parking Fund	38
Golf Fund	40
Property Management Fund	42
Stormwater Protection Fund	44
Individual Project Descriptions	
General/CIP Fund	46
Electric Fund	112
Water Fund	135
Wastewater Fund	148
Parking Fund	163
Golf Course Fund	167
Property Management Fund	169
Stormwater Protection Fund	171
Section 8 -Schedule of Fees & Service Charges	
City Clerk	1
Support Services	1
Communications	1
Department of Community and Economic Development	
Community Development Block Grant	1
Business Revolving Loan Fund	1
Community Engagement	1
Planning and Code Administration	
Planning	1
Code Administration	3
Engineering	
Engineering	4
Recycling and Trash Collection	4
Public Works and Parks	
Public Works	4
Parks and Recreation	4
Police Department	5
Fire Department	6
Enterprise Funds	
Utility Division	
Electric Department	6
Water Department	7
Wasterwater Department	8
Parking Facilities	8
Golf Course	9
Property Management	9
Stormwater Protection	9
Section 9 - Fiscal Policies and Glossary	
Fiscal Policies	
Operating Budget Policy	1
Revenue Policy	1
Purchasing Policy	2
Investment Policy	2
Debt Management Policy	3
Capital Improvement Program	3
Enterprise Fund Dividend Transfer Policy	4
Fund Balance/Retained Earnings Policy	4
Grant Management Policy	5
American Rescue Plan Act of 2021 (ARPA) Policy	6
General Fund Agency Contribution Policy	7
Glossary	8

PREFACE SECTION

	Page
Budget Development Process	i
City of Hagerstown Profile	
Community Profile	iii
Map - City of Hagerstown	vii
Map - State of Maryland	viii
Miscellaneous Statistics	ix
Mayor & Council Ordinance	
Establishing the Tax Rates for FY 2024	xii
Establishing the Budget for FY 2024	xiii

Summary

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

FY 2024 Operating and Capital Budget Process

Throughout the current fiscal year, the City Administrator and Department Managers have presented and discussed various budget agenda topics with Mayor and Council. The budget discussion topics took place between July 2022 through February 2023 and provided opportunities and guidance for the creation of the FY 2024 budget document. A listing of discussion topics and dates are located in the budget message in Section 1.

During the month of December 2022, departmental management and staff conducted departmental reviews of the Capital Improvement Program (CIP) projects. The Department Managers obtained requests from departments, neighborhoods, and homeowners for CIP projects. To assist the City Administrator in determining and recommending projects for funding, priorities were placed on capital projects that impact the City's facilities and infrastructure, safety and environment, legal provisions, and budget. During the same timeframe, Department Managers met with Budget staff to review individual departmental CIP requests.

In addition, the first public hearing on Community Development Block Grant funding needs was held on December 1, 2022. A second public hearing will be scheduled for April 27, 2023 to discuss further the CDBG funding needs.

Budget review meetings began in January 2023 between Department Managers and the Budget Committee to consider departmental operating budget requests. In addition, discussions and/or meetings were held with Department Managers to review initial CIP projects for prioritization of timing and funding within department and City goals. From January 2023 through March 2023, priorities for the upcoming year were discussed and outlined. A number of requests for funding changes were discussed and requests that were approved by the City Administrator were incorporated into department budgets. Approved changes and proposed adjustments were then discussed with the departments. As a result of these meetings and deliberations, the Budget staff compiled the FY2024 Proposed Operating Budget and the Capital Improvements Program for FY2024 – FY2028 for presentation to Mayor and Council.

On March 31, 2023, the City Administrator and Budget staff, in conjunction with City Management, will present the Mayor and Council with the FY2024 Proposed Budget for review. The Mayor and Council and the City's senior management will work together from April 4, 2023 to May 9, 2023 to review and discuss the proposed budget and CIP projects. A public hearing will be scheduled for May 9, 2023 to discuss the Operating Budget, Capital Improvement Program (CIP), and property tax rates.

Mayor and Council are scheduled to introduce the ordinance for the approval of the budget and CIP projects on May 9, 2023. It is estimated that approval to adopt the ordinances to approve the budget as revised by Mayor and Council, which will include water, wastewater, electric, other service charges and any changes to the property tax rate, will take place on May 16, 2023. To conclude the Budget Development Process, Budget staff will implement the FY2024 Mayor and Council's Adopted Budget and the FY2024 – FY2028 approved CIP budget during June and July 2023. The FY2024 adopted budget will become effective on July 1, 2023. The adopted operating and CIP budget is available on the City's website at www.hagerstownmd.org.

Hagerstown was founded in 1762 by Jonathan Hager, a German immigrant who came to America in search of adventure and potential fortune. The home he built in 1739 is fully restored and open to guests at Hagerstown's City Park. The completion of the National Pike in 1808 and Hagerstown's location along the Philadelphia Wagon Road made the town a prosperous location for trade. The arrival of several railroad companies in the later part of the 19th century cemented Hagerstown's role as a center for trade and manufacturing which led to a building boom in the late 19th and early 20th century. The City's railroading history is preserved at the Hagerstown Roundhouse Museum and at the City Park Train Hub Museum. The City's rich history also includes stories from the Civil War, when the community survived a fierce cavalry battle in the streets on the retreat from Gettysburg in 1863 and managed to spare themselves from ransom and destruction by the Confederate troops in 1864. The City's airplane manufacturing history from the early and mid-20th century is preserved at the Hagerstown Aviation Museum.

Hagerstown was named the "Hub City" back when railroading was a primary source of transportation and commerce; the name has stuck throughout the years due to the City's unique positioning at the hub of Interstate 81 and Interstate 70. Today, creative service and technology-related companies are recognizing Hagerstown's close proximity to Baltimore and the D.C.-metropolitan area as an asset, and Hagerstown is seeing a trend in those companies locating in the City. In the past few years the spike in E-commerce has seen a flood of speculative warehouse development proposals come to the City and nearby suburban tracts along I-81.

The City of Hagerstown is at the heart of a metro area in Washington County of approximately 109,034 residents and at the center of a larger trade area in the Hagerstown-Eastern Panhandle Metropolitan Planning Organization area. The 2020 population of the City of Hagerstown was 43,527 with the suburban fringe around Hagerstown containing another 65,507. In the City of Hagerstown, there are currently 510 housing units with final plats or site plans in various stages of development and construction. There are a total of 1,662 units pending for future development still in planning stages, including 414 units in a proposed annexation. Population growth from these pending housing units could see the City's population increase to over 48,000 over the next 10 years.

The City of Hagerstown operates under a council-manager form of municipal government. A charter granted by the General Assembly of Maryland formed the governing authority for the City. The Mayor and Council are the governing body of the City, which is responsible for formulating administrative policies. The Mayor and Council are comprised of a mayor and five council members all directly elected by Hagerstown residents to serve four-year terms. The City Administrator is appointed by the Mayor and Council to serve as the Chief Executive Officer of the City. Washington County is mandated by law to provide schools, libraries, and social services in Hagerstown.

The City of Hagerstown provides the community with a full range of services and programs across multiple departments. The City Administrator directs and supervises all City operations. Within the administration, the City Clerk serves as the record-keeping officer for the Mayor and Council, and is responsible for the preparation, execution, and archiving of all City Council documents as prescribed by State law and City Code. The City is a responsible steward of its resources, and provides accountability for the disbursement of funds, financial reporting, and asset management. The City of Hagerstown continues to streamline operations for efficiency and provides the highest-quality services to enhance our community's quality of life, support community pride, and further the sustainability of the organization. All City employees are supported through the Human Resources department to promote efficient operations.

The City provides a clean, safe, and well-maintained environment in our neighborhoods and community gathering places. The City administers the trash, recycling, and yard waste collection program for the convenience of our customers. Residents and businesses are provided water, wastewater, and electric services at competitive rates. The City's infrastructure is well-maintained to ensure its longevity, provide efficient operations, and reduce costs. Staff ensures traffic flows smoothly throughout the City and sees that our public ways are accessible for all members of the community. The City helps expand, retain and attract businesses, oversees planning and permitting functions, and provides community events programming. The community receives public safety protection through the operation of the City's career Fire and Police Departments. The City's Fire Department helps backstop the County's volunteer system through a mutual aid agreement.

Residents and visitors alike find Hagerstown to be an ideal combination of city living and small-town charm. Downtown Hagerstown's Arts & Entertainment District is home to the Maryland Theatre Performing Arts Center, which hosts the Maryland Symphony Orchestra and other popular performing groups and acts. Area artists proudly display their work at the Washington County Arts Council and other local art galleries. The Washington County Museum of Fine Arts is one of four designated fine arts museums in the State of Maryland and welcomes visitors to its galleries from the picturesque setting of City Park, profiled as the most beautiful city park by a national travel website. Many residents have organized into groups under the City's Neighborhoods 1st program to take responsibility for the well-being of their neighborhood and build community pride. It is a priority of the City to protect our neighborhoods from blight through a variety of proactive programs.

The City of Hagerstown maintains a topnotch parks system with 29 neighborhood and regional parks, playgrounds, and recreation facilities. All parks and recreation facilities owned and managed by the City are smoke-free, with the exception of The Greens at Hamilton Run, a nine-hole golf course overlooking a mountain view. Potterfield Pool is a popular summer retreat for our citizens. The Buys Bandshell at City Park hosts numerous free musical events throughout the summer. The Hagerstown Ice & Sports Complex hosts hockey games, figure skating competitions, and public skate for amateurs on the ice. Fairgrounds Park includes a dog park, BMX track, in-line hockey rink, softball and soccer fields, and a newly opened skateboard park.

Hagerstown is rich in educational opportunities. The Washington County Public School system provides educational services to City residents in five regional or specialty high schools, four regional middle schools, and ten neighborhood/regional elementary schools. The County's Barbara Ingram School for the Arts is located downtown. Hagerstown Community College's main campus is located near the City and a new satellite facility for job training programs is under development in Hagerstown's North End. The University System of Maryland at Hagerstown opened in the heart of downtown in January 2005 and currently there are 5 universities offering 13 undergraduate programs, 10 graduate programs, and 1 doctorate-level degree across a three-building campus. Award Beauty School offers courses in cosmetology, barbering, and nail tech in downtown. Associated Builders & Contractors of the Cumberland Valley offers apprenticeship and craft training programs in 20 trades courses at their school north of downtown. Our newest institution is The Collegium which offers a four-year liberal arts program in downtown Hagerstown. The City and USMH partnered with developers on two projects to renovate existing downtown buildings into apartments for students. The City is continuing to partner with developers on housing projects downtown for students and other interested residents.

In continuing efforts to strengthen the fiscal sustainability of Hagerstown, the City has taken a pro-active approach on annexations in recent years to grow our tax base, particularly for developments on City water and within the City Fire Department mutual aid service area. In 2020, the City annexed 7 pre-annexation agreement parcels near Valley Mall with an assessed value of over $45 million. In FY 2022, the City negotiated annexation agreements for two speculative warehouse development projects that will bring 2.1 million square feet of warehouse space to the region, as well as make the City boundaries contiguous to other properties with pre-annexation agreements. In FY 2023, the City annexed the 116-acre Unger farm on the south side of the city with residential zoning and approved the annexation resolution for one of the warehouses in the FY 2022 agreements. Also in FY 2023, the City is processing two annexation petitions for future residential developments on 108 acres of land adjacent to the Hager's Crossing neighborhood. In FY 2024, the City will process annexation of another of the warehouses from the FY 2020 agreements and begin annexing additional pre-annexation agreement developments on our borders.

In the Downtown area, retail, restaurant, housing, open space, and office redevelopments are underway or in the planning stages with approximately $24.3 million in investment. Many of the projects are directly benefitting from City and State grant programs intended to spur private investment downtown. There also continues to be an uptick in new commercial and industrial development in the arterial areas, business parks, and commercial districts outside the downtown in the City. Of particular note is the booming speculative warehouse development market in our community. The Northpoint development on Wesel Boulevard brought $132 million of investment and 1.7 million square feet of flex warehouse space in FY 2021 and FY 2022. In FY 2023 and 2024, construction is underway on 1.95 million square feet of warehouse space on Edgewood Drive in the City.

The City of Hagerstown and its community partners are proud to organize and host special events that bring people together from Hagerstown and the surrounding region. MDWK Music and Market celebrates the City's music heritage and features local musicians, artisan vendors, craft beer, and food trucks throughout the summer months. The annual Christkindl Markt is a weekend shopping experience that celebrates the City's German heritage with Bavarian food, entertainment, and merriment. Hagerstown has received national attention for the Krumpe's New Year's Eve Donut Drop, which is hosted by Middletown Valley Bank and The Maryland Theatre, and creates a mock midnight celebration for families who count down as a giant paper-mache donut descends from the clock tower in Public Square.

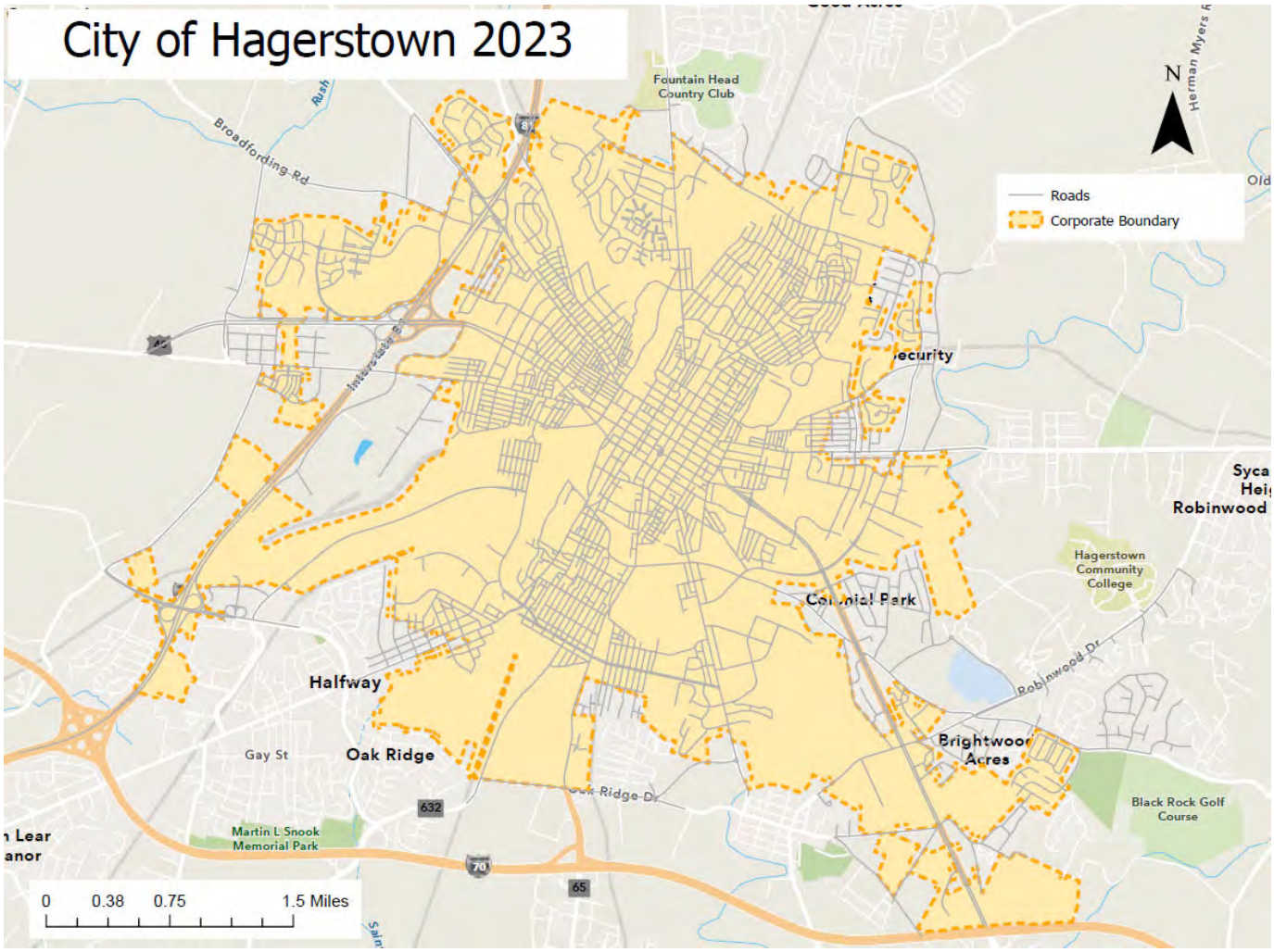
The Hagerstown Cultural Trail was added to the City park system in 2017 and it connects the downtown Arts & Entertainment District with City Park and the Museum of Fine Arts. The trail is one of eight catalyst projects outlined in the Community's City Center Plan, a 10-year roadmap for downtown development that is being implemented through public-private partnerships. Spanning a half-mile, the brick paver pathway makes the route between these two popular destinations more walkable and features open green spaces, gathering areas, and public art that embraces our community's heritage, culture, and values, while also inviting visitors to interact with the pieces. Featured artists along the Trail are regionally and even internationally recognized, including HENSE, who transformed four industrial building facades into a bold, contemporary mural. An extension of the trail was opened in FY 2022 to connect the trail to W. Washington Street through the new Hatter's Plaza.

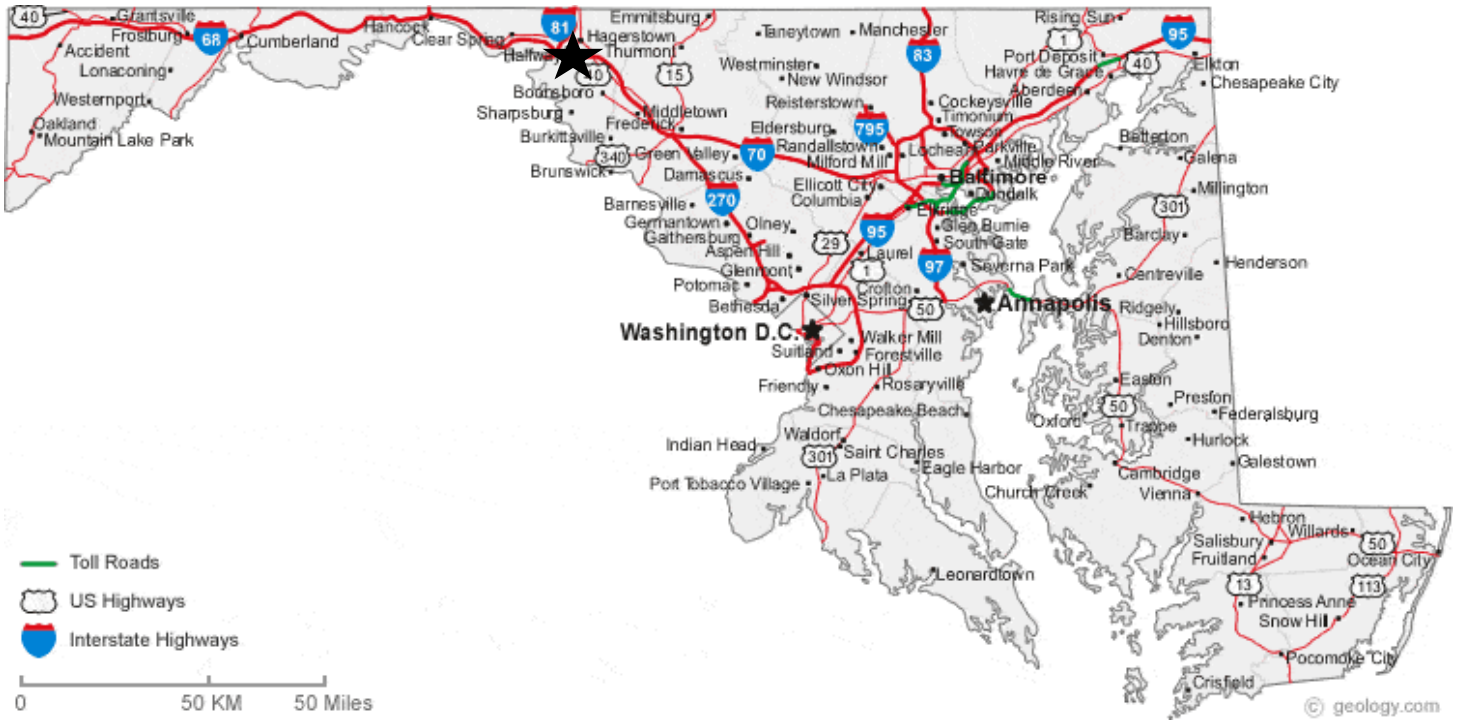
All levels of government, including USMH, the Maryland Theatre, Board of Education, and private developers worked in partnership on the Urban Improvement Project (UIP), a development that has expanded the urban educational complex and helped spur revitalization efforts in downtown Hagerstown. The project included expansions to the Maryland Theatre and Barbara Ingram

School for the Arts, new programs in satellite locations downtown for USMH, as well as an outdoor community plaza that ties into the Hagerstown Cultural Trail.

The Maryland Stadium Authority, working in partnership with a team of investors and the Washington County Industrial Foundation, have begun work on UIP II, a proposed $69.5 million dollar Multi-use Sports and Events Facility in downtown Hagerstown. Construction is anticipated to conclude in the spring of 2024 in time for the first season of a new Atlantic League baseball team. The facility will also host other sports, cultural, and community events. The announcement of this project spurred investment activity in nearby properties as investors anticipated the revitalization impact of this major investment project. In FY 2023 - FY 2024, the City will construct a $12 million public parking structure on West Antietam Street that will support this project as well as implement a recommendation from the City's Downtown Parking Master Plan.

Working in partnership with a private developer, the City is moving ahead with plans to construct a new Hagerstown Field House for indoor turf and court sports. This proposed $25 million dollar facility is expected to open in 2024 and will fill a gap in our region for indoor sports and recreation, especially with the closing of the Frederick Indoor Sports Center in FY 2022.


City of Hagerstown 2023
Fountain Head Country Club
Broadfording Rd
Rush
N
Herman Myers
Roads
Corporate Boundary
Hagerstown Community College
Halfway
Oak Ridge
Gay St
Oak Ridge Dr
Robinwood Dr
Brightwood Acres
Black Rock Golf Course
Martin L Snook Memorial Park
632
70
65
0 0.38 0.75 1.5 Miles


Grantsville
Frostburg
Accident
Lonaconing
Westernport
Oakland
Mountain Lake Park
Cumberland
Hancock
Clear Spring
Hagerstown
Thurmont
Emmitsburg
Taneytown
Manchester
Westminster
New Windsor
Boonsboro
Sharpsburg
Middletown
Frederick
Reisterstown
Eldersburg
Burkittsville
Brunswick
Green Valley
Damascus
Randallstown
Milford Mill
Barnesville
Germantown
Gaithersburg
Olney
Aspen Hill
Glenmont
Potomac
Bethesda
Silver Spring
Washington D.C.
Ellicott City
Columbia
Cockeysville
Timonium
Towson
Lochearn
Parkville
Middle River
Baltimore
Dundalk
Essex
Glen Burnie
South Gate
Severna Park
Laurel
Crofton
Annapolis
Rising Sun
Port Deposit
Havre de Grace
Aberdeen
Elkton
Chesapeake City
Betterton
Galena
Millington
Barclay
Henderson
Centreville
Ridgely
Hillsboro
Denton
Easton
Preston
Federalsburg
Oxford
Trappe
Hurlock
Galestown
Cambridge
Vienna
Church Creek
Hebron
Willards
Salisbury
Fruitland
Ocean City
Princess Anne
Snow Hill
Pocomoke City
Crisfield
Leonardtown
Waldorf
Indian Head
Saint Charles
La Plata
Port Tobacco Village
Eagle Harbor
Chesapeake Beach
Friendly
Suitland
Walker Mill
Forestville
Oxon Hill
Rosaryville
Toll Roads
US Highways
Interstate Highways
0
50 KM
50 Miles
© geology.com

City Charter Dates	
Date founded	1762
Date of incorporation	1813
Date of adoption of present City Charter	1983
Form of Government	Mayor, Council, and Administrator
Area (in square miles)	12.754
Fire Department	
Number of Stations (4 volunteer, 1 City owned)	5
Number of Fire Hydrants (within City limits)	886
Responses to Fire calls	4,199
Average response time (in minutes)	2:58
Public fire education programs	35
Parks and Recreation	
Parks and Playgrounds (307 acres)	29
Outdoor Swimming Pool (Claude M Potterfield Pool, 1.5 acres)	1
Municipal Golf Course (The Greens at Hamilton Run, 61.9 acres)	1
Bike Lanes and Paths (miles)	60
Parking Facilities Department	
Number of lots	13
Number of Parking Spaces (metered or rented)	
Lots	713
Streets	333
Parking Decks:	2
Number of Parking Spaces	625
Number of Permit Holders	628
Police Department	
Parking ticket violations issued	12,817
Net parking fines	$ 149,032
Safe Speed Program citations issued annually	22,018
Calls for service	80,702
Alarm calls (included in above number)	1,974
Public Works	
Miles of paved streets and alleys	155.04
Number of traffic signals maintained	137

Population – per United States Census

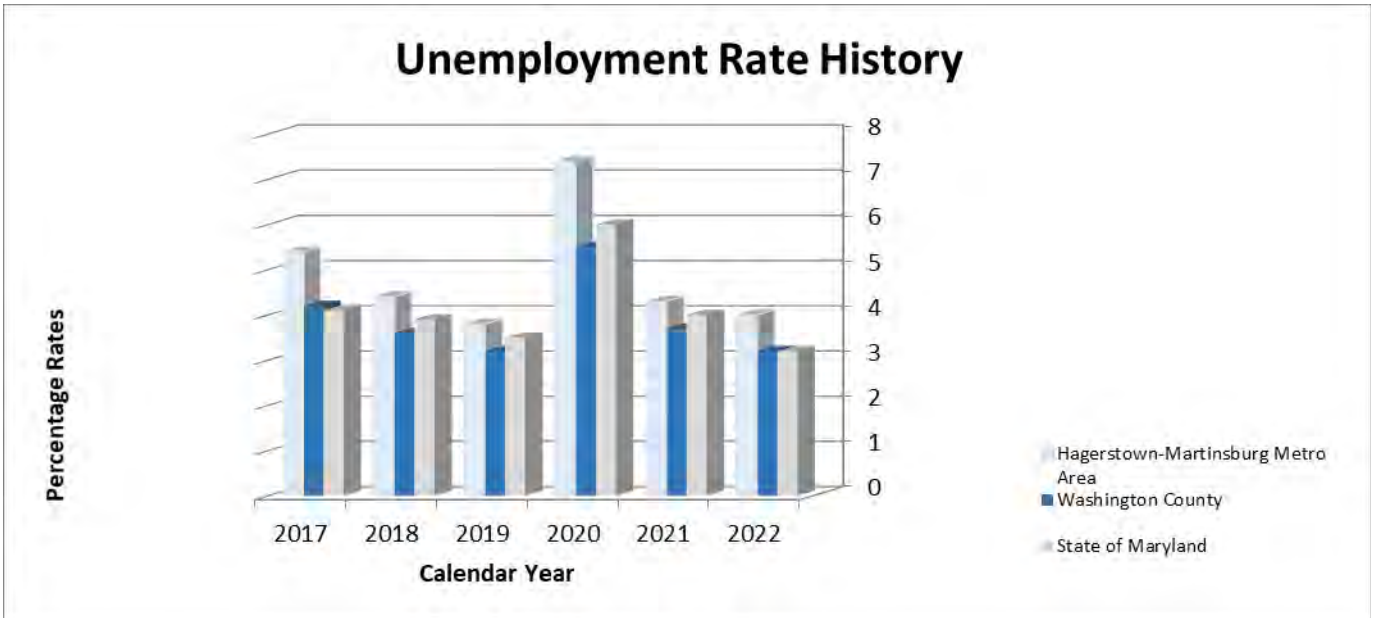
Fiscal Year	Population
1900	13,591
1910	16,507
1920	28,064
1930	30,861
1940	32,491
1950	36,260
1960	36,660
1970	35,852
1980	34,132
1990	35,445
2000	36,687
2010	39,996
2020	43,527

Electric Department	
Number of active accounts	17,550
Number of meters (in use)	17,665
Kilowatt hours purchased	320,592,580
Kilowatt hours sold	311,510,119
System peak demand-kilowatts	62,860
Number of substations – 34.5KV to 13.8KV	7
Water Department	
Number of active accounts-City	13,821
Number of active accounts-County	16,955
Total number of active accounts	30,776
Daily average productions in million gallons	
R.C. Willson Plant (365 days)	11.84
Wm. M. Breichner Plant (365 days)	0
Greatest consumption for a single day	12.23
Plant pumping capacity per day	20
Average daily metered consumption	7.856
Miles of water mains (estimate)	443
Wastewater Department	
Number of active accounts-City	13,558
Number of active accounts-County	3,137
Number of active accounts-District (JSA)	3,942
Number of active accounts-Total	20,637
Daily average of sewage treated (in million gallons)	5.826
Daily average plant capacity (in million gallons)	8
Number of City owned pumping stations	23
Miles of collection system – City owned	185

Principal Employers in the Metropolitan Area
Current Year and Nine Years Ago

	2022			2013		
Employer	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Washington County Public Schools	3,222	1	5.17%	2,965	1	4.46%
Meritus Health	2,740	2	4.40%	2,860	2	4.30%
FiServ	2,185	3	3.51%	2,214	5	3.33%
Volvo Powertrain NA (Mack Trucks, Inc.)	1,611	4	2.59%	1,391	6	2.09%
Amazon	1,500	5	2.41%			
Citi	925	6	1.49%	2,500	3	3.76%
FedEx	900	7	1.44%	648	10	0.97%
The Bowman Group	830	8	1.33%	753	9	1.13%
Walmart	565	9	0.91%			
Hagerstown Community College	545	10	0.87%	813	8	1.22%
State of Maryland				2,304	4	3.46%
Washington County Government				1,134	7	1.70%
Total	**15,023**		**24.12%**	**17,582**		**26.42%**

Source: Principal Employers for Washington County MD provided by Maryland Department of Commerce
Total County employment for 2022 was 62,288 and 2013 was 66,543 supplied by Bureau of Labor Statistics.



Principal Property Taxpayers
Current Year and Nine Years Ago

	2022			2013		
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
CR Hagerstown, LLC	$ 41,415,100	1	1.29%			
Lowes Home Centers, Inc.	29,944,400	2	0.93%	$ 20,280,600	3	0.74%
NP Hagerstown Industrial 2, LLC	28,228,770	3	0.88%			
Board of Education	26,811,800	4	0.84%			
Tractor Supply Company	21,839,900	5	0.68%			
RPAI Hagerstown LLC	20,614,200	6	0.64%			
Walmart Real Estate Business Trust	18,751,300	7	0.59%	20,591,200	2	0.75%
Suso 4 Stone House, LP	17,317,400	8	0.54%			
FB Hagerstown, LLC	15,892,900	9	0.50%	14,254,000	9	0.52%
Washco Centre at Antietam	15,492,433	10	0.48%			
Washington Real Estate				58,036,733	1	2.13%
I-81 Hollyhock LLC				18,833,900	4	0.69%
OEKOS Stone House LLC				18,735,300	5	0.69%
Hagerstown Apartments (Limited) Partnership				17,999,700	6	0.66%
Sams Real Estate Business Trust				14,891,467	7	0.55%
Hagerstown Plaza, LLC				14,516,600	8	0.53%
Cortpark II LLC				14,250,000	10	0.52%
Totals	**$ 236,308,203**		**7.37%**	**$ 212,389,500**		**7.78%**

Source: City of Hagerstown FY2022 Annual Comprehensive Financial Report

ORDINANCE No. O-23-10

ESTABLISHING THE TAX RATES
FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024
CITY OF HAGERSTOWN, MARYLAND

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

NOW, THEREFORE, BE IT RESOLVED, ENACTED and **ORDAINED** by the Mayor and Council of the City of Hagerstown, that the tax rates for the City for the taxable levy year from July 1, 2023 through June 30, 2024, is hereby established as follows:

A. All real property is hereby levied and chargeable on the basis of **$1.002** per $100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland.

B. All business personal property, except as otherwise provided for by Ordinance 98-04 entitled *ORDINANCE ESTABLISHING THE ASSESSMENT LEVY FOR THE PERSONAL PROPERTY CATEGORIES OF MANUFACTURING MACHINERY & EQUIPMENT, COMMERCIAL INVENTORY AND MANUFACTURING INVENTORY for the CITY OF HAGERSTOWN, MARYLAND for the FISCAL YEAR JULY 1, 1998 and Thereafter*, is hereby levied and chargeable on the basis of **$2.505** per $100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland.

C. Taxpayers who pay the taxes referred to herein, between the period of July 1, 2023 up to and including July 31, 2023, shall be entitled and are hereby granted a one quarter of one percent (1/4%) discount on the amount of said tax. Any property tax levy assessed and invoiced after September 30, 2023 shall be and is hereby granted a period of thirty (30) days from the invoice date to pay without additional interest or penalty.

D. A semiannual payment plan for all real property is established in accordance with state law. Any taxpayer who makes an election to pay taxes on a semi-annual payment plan shall pay a service charge on and with the second installment based on the amount deferred.

BE IT FURTHER ORDAINED that the effective date of the tax rate established herein is July 1, 2023 and shall govern for the period set forth.

MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND

Tekesha Martinez, Mayor

Donna Spickler, City Clerk

Date of Introduction: *May 9, 2023*
Date of Passage: *May 16, 2023*
Effective Date: *July 1, 2023*

O-23-10

ORDINANCE No. O-23-11

ESTABLISHING THE BUDGET FOR
FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024
CITY OF HAGERSTOWN, MARYLAND

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

In accordance with the provisions of the City Charter, Article VII, Finance, the City Administrator submitted a proposed budget to the Mayor and Council not less than ninety days before the beginning of the fiscal year, and a public hearing is being held on May 9, 2023 after nineteen days' notice in a newspaper of general circulation.

NOW, THEREFORE BE IT RESOLVED, ENACTED and **ORDAINED** by the Mayor and Council of the City of Hagerstown, that the budget for the City for the fiscal year beginning July 1, 2023 and ending June 30, 2024, is hereby established as follows:

Funds	Proposed FY24 Budget	Mayor and Council Approved FY24 Budget
General Fund	$ 58,001,693	$ 58,001,693
Community Development Block Grant Fund	1,611,089	1,611,089
Special Revenue Funds	2,138,137	2,138,137
General/Capital Improvement Projects	40,803,392	40,803,392
Total Government Funds	**102,554,311**	**102,554,311**
Electric Fund	32,031,967	32,031,967
Water Fund	26,320,831	26,320,831
Wastewater Fund	25,078,517	25,078,517
Parking Fund	11,754,476	11,754,476
Golf Fund	687,869	687,869
Property Management Fund	585,746	585,746
Stormwater Fund	3,975,019	3,975,019
Total Enterprise Funds	**100,434,425**	**100,434,425**
Service & Trust Funds	11,998,082	11,998,082
Total Combined Uses of Funds	**$ 214,986,818**	**$ 214,986,818**

BE IT FURTHER ORDAINED that the effective date of the budget established herein is July 1, 2023 and shall govern for the period set forth.

MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND

Tekesha Martinez, Mayor

(SEAL)

Donna Spickler, City Clerk

Date of Introduction: *May 9, 2023*
Date of Passage: *May 16, 2023*
Effective Date: *July 1, 2023*

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

O-23-11

New Branding

City of Hagerstown











OVERVIEW
SECTION 1

	Page
City Administrator's Message	1
City of Hagerstown's Budget Message	5
City Elected Officials & City Organizational Structure	51
City Wide Department Cross Matrix	52
Mayor & Council Strategic Plan	53
Departmental Goals	61
Organizational Narrative	73
City Fund Structure (All)	74
Governmental Fund Structure	77

[THIS PAGE INTENTIONALLY LEFT BLANK]

City of Hagerstown, Maryland
City Administrator's Department

March 31, 2023

"In the midst of chaos, there is opportunity." -- Sun Tzu

To the Honorable Mayor Tekesha Martinez and the members of the Hagerstown City Council,

The proposed FY24 City of Hagerstown comprehensive budget is submitted for your review and consideration. As Sun Tzu states above, the post-pandemic era our country is embarking on is a chance to make things right and make things better. The attempt to kick start or re-energize the momentum the City had pre-COVID may seem somewhat chaotic given the influx of Federal money, the increase in interest of investors near and far to develop business in the City, and the seemingly moving target our economy is experiencing, However, we try not to look at it that way. We now have the advantage of having taken a step back and approaching our goals with a fresh perspective. City staff can look at this as an opportunity to improve systems and processes and build a stronger team to support the goals this administration put forth in 2021, as well as build into the second half of the 2020's in capitalizing on the opportunities being presented to us. It is to this effort that this balanced budget is presented.

Before going further, I again want to express my sincere appreciation to all City staff involved in the budget development process. Staff have been thrown many curveballs over the past 2 ½ years, and the daily uncertainty that has existed over that time (and two budget cycles) has put strain on the operations and strain on the service levels we and our citizens are used to experiencing. However, that strain has never broken our ability to maintain a level of service that continues to meet timelines and provide the information and services necessary to take advantage of this rising tide of development and opportunity. There may have, and continue to be, stumbles along the way as we experience the same concerns and frustrations many other private and public organizations face in labor needs, supply shortages, and overall pressures of this post-COVID world. However, this resilient and dedicated staff should be commended for having brought the City through the pandemic in as good, or perhaps better, position than what we unknowingly entered in March of 2020. The 500 team members that are part of Team Hagerstown are the best, hands down, and will always have my, and I hope everyone's, gratitude and appreciation. I would be remiss in not specifically recognizing our Accounting and Finance staff who work 7 days a week for the first 2 plus months of the calendar year in preparation of this budget document. The evolving of this document into one that is more easily readable, understandable, and transparent to our community is a direct result of their work.

This budget is a reflection of where the Mayor and City Council want to go in terms of several key areas of the strategic plan and of which we are now in a position to facilitate. I will mention a couple here, and expand upon all of them during the budget deliberation process. However, I am happy to say that we can move forward and progress with the increased development and expansion of City services <u>without a tax rate increase in FY24</u>.

The Mayor and Council, under the new administration in 2021, established their vision and focus areas for the next four years. This administration will be ¾ of the way through their term with this proposed budget, and staff have worked diligently to address and either implement or be in progress of implementation all of the items under the following:

VISION: The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe and vibrant neighborhoods.

FOCUS AREAS:
Neighborhood Revitalization and Sustainability
Public Safety
Public Facilities and Infrastructure
Economic Development
Citizen-Based Government
Fiscal Accountability
Parks & Recreation for Active/Healthy Living
Innovative/Progressive Government
Community Promotion
Economic Development through Sports Tourism
Miscellaneous Goals / Legislative Priorities

Staff have been incorporating the vision and focus areas into our daily work processes, including introductions of resolutions and ordinances, agenda setting, and in the development of this proposed budget. I have chosen a couple focus areas to highlight and can expand on these and others as we go through the proposed budget deliberation cycle.

"I came to understand more broadly that the look and feel of our communities has a profound effect on the collective mental state of the people living there."
— *Antong Lucky, A Redemptive Path Forward: From Incarceration to a Life of Activism*

Triennial Assessments on Real Property Have Increased

As stated previously, there is no tax rate increase included in this proposed budget. Many taxpayers, however, will notice an increase to their tax bills for FY24 due to the fact that the City will be entering the first year of the new three-year triennial assessment period. As has occurred throughout the region, the assessed values of both residential and commercial land and buildings have increased significantly since the last assessment. This increase in assessed value when calculated against the static tax rate will produce a higher tax payment for the City taxpayer. This will result in more revenue to the City in the form of real and personal property taxes. The increased revenue is important to the City as we intend to turn this around into investments into our community in ways that we have not been able to do in at least a decade of stagnant, or at times, decreasing property values. The City, as are our citizen, is also affected by the increased prices we pay for operational expenses both for daily work as well as project work. The cost of materials and the delays in getting raw and finished materials delivered continue to drive up costs for everyday operations. This situation cannot be allowed to affect our infrastructure needs that have gone unfunded, nor our employees to which we find ourselves in an increasing competition to retain and recruit. Our duty, and our commitment, is strong as a fiduciary of our taxpayer's hard-earned money. We continue to commit to using it in the best interest of our citizen's and staff.

"Government's first duty and highest obligation is public safety."
Arnold Schwarzenegger

Public Safety and the Future of Our Neighborhoods

Ensuring public safety in our neighborhoods is crucial for creating a sense of security and well-being among residents. There are several reasons why public safety is essential in these areas:

- **Crime Prevention:** Many of our neighborhoods are hotspots for criminal activity due to high population density and socio-economic disparities. Public safety measures can help deter crime and prevent incidents from occurring in the first place.

- **Protection of Property:** A safe environment is essential for protecting personal and public property. Residents should feel secure in their homes and businesses, knowing that their possessions are protected.
- **Community Cohesion:** Public safety measures can promote community cohesion by fostering a sense of belonging and trust among residents. When people feel safe, they are more likely to engage with their neighbors and participate in community events and activities.
- **Economic Development:** A safe neighborhood can attract new businesses and investors, creating job opportunities and boosting the local economy. Conversely, a neighborhood with a reputation for crime can deter investment and negatively impact property values.

To ensure public safety in urban neighborhoods, our public safety groups (Police, Fire, and Code Enforcement) and community organizations must work together to implement effective strategies. The City made a commitment in 2022 with Operation Take Back to work directly with our S. Cannon / S. Locust / E. Antietam / E. Baltimore street community to address citizen and business concerns regarding the homeless and criminal activity being experienced in that neighborhood on a daily basis. There has been notable improvement in the area as is evidenced by the hundreds of arrests and the thousands of dollars in weapons and drugs taken off the street. As much of a difference as this had, and continues to have, in that community, there is much more to be done there and throughout our urban core. This budget continues that commitment to make our neighborhoods safe and drug-free through increased enforcement, community policing, neighborhood engagement, and outreach initiatives to help those floundering in addiction and criminal activity.

This budget includes innovative means in which to safely pursue and detain those that feel they are not capable of being caught by law enforcement. The budget also looks to ways where public safety, acting as a team, can ensure that when a person wants to move into, or stay in, one of our residences or hotels that they can be guaranteed a safe and clean environment.

It is also necessary that the City is able to recruit and retain public safety professional personnel as well as provide them the necessary training and equipment they need to perform their job in the safest manner possible, not only to them but to the people they are serving. This budget works towards this goal through not only increased compensation but also in the tools and training staff need to do their jobs. The connection between public safety and the community is paramount and perhaps, as stated in the quote, the first duty and highest obligation that should be provided. Getting back into the neighborhoods to re-establish and nurture that connection started in 2022, and will expand in this budget year. This is the foundation of growth of our City and the prosperity of our citizens, and cannot be ignored.

"As we are pursuing economic growth and economic development, we have to make sure it happens with and by and for everyone. That everyone gets opportunity."
Betsy Hodges – Former Mayor of Minneapolis, MN

Economic Development and Growing our City

Our City has seen a boom in economic activity in the past year. Large and small business alike have chosen Hagerstown as a place they feel comfortable in developing and expanding their business interests. It is essential to the overall growth of the City to continue to expand our abilities to incentivize developers to choose Hagerstown as the place to establish their business. This budget provides for our popular business incentives to continue, as well as increases our community engagement activity that generates the positive perspective of quality of life that we know is a huge enticement to bring a business and the labor force associated with it to the community.

Our downtown is poised to experience the largest increase in business activity in the last century. Small business, entertainment, food and lodging, and sports tourism are all on the precipice of opening and expanding the footprint of opportunity for the community. The City must be prepared to capitalize on this

activity and provide the amenities and infrastructure to facilitate this growth. The proposed budget maintains our strong commitment to our utility infrastructure, including our stormwater system, our water and wastewater operation, our electric utility that are all crucial in providing a safe and ecologically sound process.

Our outside the core communities are also seeing this increase in business interest, from warehouse development on the south and west sides of the City, to the commercial expansions in our north and east sides. This expansion is due in part to the ramifications of COVID and the desire of business to get out of the major urban centers of the mid-Atlantic region and come to areas that are more cost-efficient and employer friendly. Our Economic Development group has worked hard to establish that perception and we continue to deliver, with more interest being generated weekly to come and visit our City.

The City has several large capital projects that we are excited in seeing develop into not only taxpayer amenities but destination spots. The proposed Indoor Sports Facility to be built on the land where Municipal Stadium was located will be a tourism and athletic destination spot for Hagerstown. Hagerstown will soon be able to boast a site where, instead of our region traveling hours down the road to participate in team and club sports may now call a state-of-the-art sport facility home. The completion of the new Multi-Use Sports Facility in the downtown, slated for completion during this fiscal year, will be a game changer to the revitalization of the downtown that we anticipate will ripple from the commercial opportunities into the residential market both in single family housing but also multi-unit rehabilitations and occupancy. Last, and certainly not least, the increase in distribution and manufacturing interest and ultimately the desired groundbreaking for operations will continue to draw investments and new residents into the region. It is incumbent and necessary for the City to be able to adjust to these exciting times through not only personnel retention and recruitment but service innovation and expansion.

"I believe the best type of (local government) is one who seeks to uplift people and make their quality of life better and sometimes that requires tough decisions."
Francis X. Suarez – Mayor of Miami, FL

Every budget requires tough decisions to be made. There is never enough for this department's needs, and priorities of some may not be the priorities of others. However, it is crucial that a budget be proposed that is fair and equitable across the board in achieving the mission and vision of the elected body. I feel that this proposed budget, the first without the ominous shadow of COVID-19 hanging over it, attempts to get the City back on a footing that produces the services and the quality of work our citizens expect.

The future of small cities like Hagerstown is likely to be shaped by a complex interplay of factors such as demographic shifts, economic development, technology innovations, and social and cultural changes. While some small cities may thrive and adapt to changing circumstances, others may struggle to remain viable. Successful cities are likely to be those that are able to balance economic growth with a strong sense of community and a commitment to preserving their unique character and heritage. That is the goal of this proposed budget, and we will strive as a municipality to address the factors stated in this message and ensure the viability and progress of the City of Hagerstown.

"The best way to predict the future is to create it"
Peter Drucker

HAGERSTOWN'S ASSESSABLE BASE AND PROPERTY TAX RATE

The 2023 Constant Yield Tax Rate notice from the State Department of Assessments and Taxation (SDAT) indicates a July 1, 2024 constant yield tax rate of $0.9537 per $100 for all classifications excluding Apartments and tax rate of $0.9641 per $100 for Apartments Only. The constant yield tax rate is the calculated amount needed to maintain the current revenue levels in the next fiscal year and is based on estimates. The total amount reflected by SDAT as the constant yield tax rate is lower than the current real estate tax rate charged of $1.002 per $100 for all classifications except Apartments and $1.032 for Apartments. This simply means that the current estimates reflect an overall growth of 5.2% in assessed values will occur which would generate approximately $1.6M more in revenue than the current fiscal year if the tax rate remains the same.

FY24 is the first year of the triennial assessment period which means that real estate market values will be reassessed again in December 2025. New developments, renovations within the City's Enterprise Zone area, and annexations continue to play a vital role in the growth of the overall assessed base. As a result, the FY24 Proposed Budget includes a growth estimate of 7.1% instead of the 5.2% estimated by SDAT. A separate tax tier was implemented in the City on apartments effective in FY19. At this time, staff recommends eliminating the separate tier which will reduce revenue by approximately $85K and is reflected in the total dollars budgeted. The majority of all revenue in the City's General Fund is from total property revenue which includes personal property tax. In fact, total property tax revenues represent 67.1% of current revenue sources in the FY24 Proposed Budget or 64.9% of all revenue sources when including transfers and fund balance utilization.

A fifteen year history of the change in the City's assessable tax base and property tax revenues is included in Section 2 page 6.

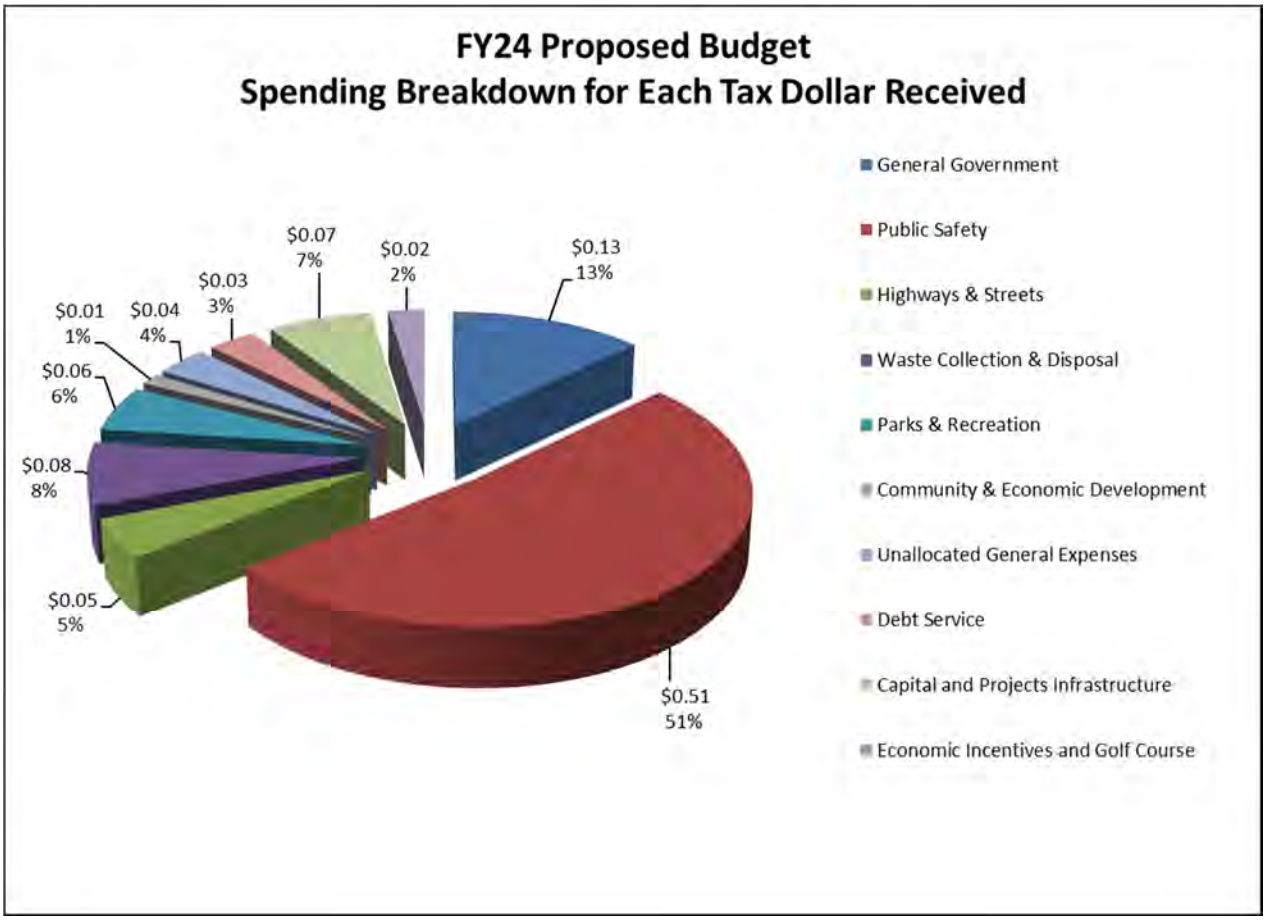
While property tax revenue is important to City operations, it impacts all citizens and business owners. The City strives to be fiscally prudent while balancing the needs of the surrounding community. The below chart reflects costs residential homeowners will pay on average based assessed home value:

Estimated Average Homeowner Tax Bill:

Home Values	**1.002** Annual Payment	**1.002** Monthly Average
$ 75,000	$ 751.50	$ 62.63
$ 100,000	$ 1,002.00	$ 83.50
$ 125,000	$ 1,252.50	$ 104.38
$ 150,000	$ 1,503.00	$ 125.25
$ 200,000	$ 2,004.00	$ 167.00

How is property tax revenue spent? The majority of property tax dollars will be spent to maintain existing City services at current levels; provide salary enhancements as approved in collective bargaining union contracts; cover increasing costs of employer paid benefits; invest in capital infrastructure improvements that have been deferred; and accommodate annual debt service requirements. The chart on the next page reflects a little more detail and specifics on how the City spends each tax dollar received:

HAGERSTOWN'S ASSESSABLE BASE AND PROPERTY TAX RATE (CONTINUED)



HAGERSTOWN FIELD HOUSE

There is exciting momentum for the construction of a new indoor complex, the Hagerstown Field House, in the eastern section of the City. This project is anticipated to span three fiscal years, with a projected opening in the Fall of 2024. The project began in FY22 with multiple study and design phases. Eastern Sports Management, the City's partner, conducted several public session meetings as well as interviewed various community stakeholders for input. At this time, the primary funding source for construction will be bond issues. However, City leadership has started to research and lobby for support from others, including the State of Maryland, to partner in this community endeavor. Specific details for this new facility are summarized below, as well as in Section 7.

PROJECT DESCRIPTION:

A 114,000 square foot indoor recreation facility that includes two turf fields, six hard courts, fitness area, restaurant, kids' zone and other space to support operations. The facility will be constructed at the former Municipal Stadium site. The facility will serve the youth and young adults of our community with a secondary benefit of sports tourism, especially on weekends.

Through an extensive proposal process, the City selected and contracted with *Eastern Sports Management (ESM)* to be our private sector partner and to facilitate design, construction and operations. ESM operates several similar or larger facilities on the east coast and is developing other facilities in partnership with other cities.



PROJECT BENEFITS & JUSTIFICATION:

ESM contracted with *Pinnacle Indoor Sports* to conduct the market analysis. They conducted extensive interviews with dozens of existing local sports and recreation stakeholders and user groups as well as a demographic analysis. They concluded the community interest is in place and the facility would be financially successful provided it was operated well and had limited debt service.

Copies of business plan, design concepts, financial projections and market feasibility are available upon request.



DESIGN/CONSTRUCTION COST ESTIMATE:

$25,000,000

TASK	DESCRIPTION	STATUS	COST	FUNDING SOURCE
Market Feasibility	Victus Advisors	COMPLETED 2018	$30,000	City of Hagerstown
Develop business plan, design concepts, financial projections and market feasibility	Phase I contract with ESM	COMPLETED FEBRUARY 2022	$70,000	City of Hagerstown
Develop full site plans, 35% building plans, operating agreements and economic impact	Phase II contract with ESM	COMPLETED SEPTEMBER 2022	$500,000	City of Hagerstown
Stadium Demolition	Prepare site for Field House	COMPLETED JULY 2022	$85,000	City of Hagerstown
Final Design and Construction	Final design complete March 2023. Begin construction Summer 2023	OPEN FALL 2024	$24,000,000	Funding Partners and the City of Hagerstown

REQUEST: ***The City of Hagerstown is grateful for any financial support for this critical project to benefit the youth and families of our community.***

AMERICAN RESCUE PLAN ACT OF 2021

The American Rescue Plan Act of 2021 (ARPA) provided the City of Hagerstown a total of $20.4 million. $10.2 million was received in May 2021, and the remaining $10.2 million in funding was received in June 2022. As of June 30, 2022, the City has spent $4.3M or 20.9% of ARPA funds. The funding must be spent or appropriated by December 2024. The chart below details total appropriations and spend as of March 31, 2023.

Funding Source: American Rescue Plan Act of 2021 (ARPA)	ARPA Expenditure Category	Capital Project Number	FY21 & FY22 Actual	FY23 Estimated Actual	FY24 Proposed Budget
General Fund					
Employee Premium Pay	Premium Pay	N/A: Operating	1,517,865	-	-
Accounting Grant Coordinator Position	Administrative	N/A: Operating	67,577	89,369	95,711
Police Body Worn Camera Maintenance Costs	Neg Econ Imp Pub Sect	N/A: Operating	43,566	174,265	174,265
Police Community Outreach Coordinator	Neg Econ Imp Pub Sect	N/A: Operating	-	75,258	94,383
Parks Hagerstown Fairgrounds PAL Roof	Revenue Replacement	N/A: Operating	-	394,000	-
FSU HUB@USMH Early Childhood Learning Program	Neg Econ Impact	N/A: Operating	-	350	-
Police: Drones	Neg Econ Imp Pub Sect	N/A: Operating	-	140,371	-
Trash Collection Totes	Revenue Replacement	N/A: Operating	-	71,721	930,000
Convention & Vistors Bureau (CVB)	Neg Econ Impact	N/A: Operating	250	125,100	-
Goodwill Homeless Quarantine Program	Public Health	N/A: Operating	250	10,100	-
Information Technology: 2-Factor Authentication Software	Neg Econ Imp Pub Sect	N/A: Operating	26,675		-
32 N Potomac Building: Acquisition	Public Health	45-C0854	800,522	-	-
32 N Potomac Building: Customer Service Payment Kiosk	Public Health	45-C0854	-	-	50,000
32 N Potomac Building: Partial Funding Customer Lobby Renovation	Public Health	45-C0854	-	474,000	851,000
Fire Ladder Truck: Partial Funding	Revenue Replacement	45-C0010	732,336	-	467,664
Hagerstown Ice Rink: Partial Funding Air Quality and Condensation Unit	Public Health	45-C0843	-	190,425	-
Public Works/Parks: Backhoe	Revenue Replacement	45-C0570	-	128,414	-
Information Technology: Citywide Software Office 365 Implementation (Telework)	Neg Econ Imp Pub Sect	45-C0006	-	155,000	-
Information Technology: Citywide Phone System Upgrade (Telework)	Neg Econ Imp Pub Sect	45-C0006	-	-	75,000
Information Technology: Arctic Wolf Software (Cybersecurity)	Neg Econ Imp Pub Sect	45-C0006	-	-	100,000
Police: Firing Range Security Gate and Improvements	Neg Econ Imp Pub Sect	45-C0226	-	23,900	50,000
Public Works Fuel Station Management and Tank Gauge System	Revenue Replacement	45-C0352	-	-	35,000
Professional Court Extension: Partial Funding	Revenue Replacement	45-C0685	-	-	1,150,000
Fire Facilities: Natural Gas Generator	Revenue Replacement	45-C0870	-	120,490	-
City Hall Improvements: Elevator	Public Health	45-C0326	-	-	200,000
Public Works Vehicles: Trash Truck	Revenue Replacement	45-C0065	-	-	150,000
Public Safety Radios and In-Station Alerting	Neg Econ Imp Pub Sect	45-C0849	-	-	187,500
Fire: Community Risk Reduction Boards	Neg Econ Imp Pub Sect	45-C0871	-	-	150,000
Subtotal General Fund:			**3,189,042**	**2,172,763**	**4,760,523**
Electric Fund					
Employee Premium Pay	Premium Pay	N/A: Operating	134,563	-	-
Subtotal Electric Fund:			**134,563**	**-**	**-**
Water Fund					
Employee Premium Pay	Premium Pay	N/A: Operating	252,978	-	-
Subtotal Water Fund:			**252,978**	**-**	**-**
Wastewater Fund					
Employee Premium Pay	Premium Pay	N/A: Operating	215,300	-	-
Camera Truck: Mainline and Lateral Launcher (approved in FY22)	Revenue Replacement	54-C0004	415,137	-	-
East End Pump Station #33: Funding for Construction of new Pump Station at Hebb Road	Infrastructure	54-C0565	-	1,600,000	1,400,000
Pump Station #13 Reconstruction: Partial Funding of Pump Station at Western MD Parkway	Infrastructure	54-C0574	-	185,000	2,235,000
Subtotal Wastewater Fund:			**630,437**	**1,785,000**	**3,635,000**
Parking, Golf, and Stormwater Funds:					
Employee Premium Pay	Premium Pay	N/A: Operating	32,295	**-**	**-**
32 N Potomac Building Acquisition (approved in FY22)	Public Health	56-ARP06	24,478	**-**	**-**
Hagerstown Field House: Stormwater modifications	Infrastructure	59-C0634	-	**-**	700,000
Subtotal Parking, Golf, and Stormwater Funds:			**56,773**	**-**	**700,000**
Total ARPA Funding Used			**4,263,791**	**3,957,763**	**9,095,523**

APPROPRIATION OF GENERAL FUND RESERVES

The City has a Fund Balance/Retained Earnings policy and adheres and remains with key guidelines of this policy. Specific policy details are reflected in Section 9 on pages 4-5 of this budget book document. The City does not utilize fund balance reserves for recurring operating type of expenditures. However, the City may utilize General Fund balance reserves when balances exceed the policy limits for capital infrastructure needs. A five year history of Unassigned Fund Balance is reflected in the chart below:

General Fund Reserve	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual
Unassigned Fund Balance	9,958	12,378	12,563	16,679	15,574
Total Operating Expenditures	40,808	42,625	42,909	43,147	44,364
Percentage	**24.4%**	**29.0%**	**29.3%**	**38.7%**	**35.1%**
Number of Month Expenditures	**2.9**	**3.5**	**3.5**	**4.6**	**4.2**
City Fund Balance Policy Minimum Target					
Percentage	**17.0%**	**17.0%**	**17.0%**	**17.0%**	**17.0%**
Number of Month Expenditures	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**

As a result of prior General Fund surplus and approved capital utilization, the FY24 Proposed Budget does include the appropriation and reallocation of General Fund reserves as a means to reduce General Fund direct transfers to CIP (Pay-go) and to help balance the budget. The balance of previously approved fund balance utilization included is $1.4M to fund a variety of needs across General Fund departments. As a result of infrastructure needs, bond capacity reserved for the Hagerstown Field House and the 3rd Parking Deck, and strong FB reserves, there is planned utilization of an additional $500K in the FY24 Budget. While complete listings with detailed information of each of the projects are reflected in Section 7 under the CIP projects, a summary chart is included below for reference:

Funding Source: General Fund FB Reserves	Capital Project Number	FY24 Proposed Bud
Previously Approved and Reallocated Surpluses:		
Fire Burn Building	45-C0241	500,000
Steam Engine Museum	45-C0439	17,000
Professional Boulevard	45-C0685	72,000
Consolidation of Public Safety Assets	45-C0687	800,000
Subtotal Reallocated Use of FB Reserves:		**1,389,000**
Additional FB Reserves:		
City Hall	45-C0326	75,000
Steam Engine Museum	45-C0439	120,000
Consolidation of Public Safety Assets	45-C0687	305,000
Subtotal Additional FB Reserves:		**500,000**
Total General Fund FB Reserves Used		**1,889,000**

Even though the proposed budget does not include a transfer to Economic Redevelopment Fund for the former Invest Hagerstown program, $250K remains reflected as Committed General Fund Balance to be utilized in the future when this project commitment moves forward. Details of ending General Fund Balance, including the unassigned reserve, can be found in Section 2 on the bottom of page 2.

ECONOMIC INCENTIVES AND INCENTIVE PROGRAMS

One focus area of the Mayor & Council Strategic Plan is Economic Development and being business-friendly to support the community's needs. Economic Development encompasses a variety of departments, projects, programs, and services. To this end, the City has many types of incentive program and initiatives it provides as a vital component to supporting business growth and helping to grow strong neighborhoods. Some of the incentives are strictly locally administered and funded while others are administered and funded by various parties. The chart below summarizes at a very high level the majority of City administered and City funded incentives that are included in the FY24 Proposed Budget:

City Administered and City Funded Incentive Programs	City Fund	FY24 Proposed Budget
Individual/Customized Incentives	**Economic Redevelopment**	
Customized incentives primarily for businesses		35,000
Spring Sprout Grants	**Economic Redevelopment**	Included above
For-profit businesses in downtown CC-MU zoning district		
Funding is combined total with Individual/Customized Incentives		
Invest Hagerstown	**Economic Redevelopment**	
City Center Redevelopment Grant Program		500,000
City-wide Redevelopment Grant Program		175,500
Home Ownership Grant Program		142,500
Rental Property Rehab Grant Program		70,000
Façade Grant Program		40,000
Partners in Economic Progress (PEP)	**Economic Redevelopment**	
Propety owners & businesses in downtown CC-MU zoning district		131,500
Strategic Demolition Fund (SDF)	**Economic Redevelopment**	
Fire line water vault grant program for Main Street area		122,500
Community Legacy	**Economic Redevelopment**	
Vacant White Elephant Buildings		200,000
Upper Floor Market Rate Housing Development		200,000
Acquisition/Rehab of Blighted Buildings		75,000
Student Housing Rental Guarantee and New Student Housing projects	**Economic Redevelopment**	
USMH Housing rental guarantee		26,000
Single Family Rehab Loans & Rental Rehab Loans	**CDBG**	
Owner-occupied homeowners & investment owners of residential or mixed-use property city wide		30,000
Emergency Repair Grants	**CDBG**	
Owner-occupied homeowners city wide		85,000
Stormwater Management	**SWM**	
Large scale incentive projects		250,000
Total City Administered and City Funded Incentive Programs		**2,083,000**

A few other incentives that are administered by other parties have a direct impact in other ways to the City's budget and include:

- Arts & Entertainment (A&E) District incentives which is a State of Maryland Program and provides ten year tax credits on changes to assessed values from specific renovations projects; exemption from Admissions & Amusement Tax; and personal income subtractions for qualifying resident artists.
- Enterprise Zone Credit which is a State of Maryland Program and provides real estate property tax credits; and income tax credit for wages paid to eligible new employees.
- US Federal programs include: HUB Zone and Opportunity Zone

Again, the chart above is a summary only. For complete details and requirements on all of the incentives, please visit the City's website at www.hagerstownmd.org/dced for more information.

COMMUNITY AMENITIES PROVIDED BY THE CITY

The City is committed to not only providing vital services to the community and citizens but also a wide range of amenities. The variety of amenities include green parks, open spaces, a municipal golf course, a municipal pool, parking decks and spaces, a historic farmers market, and many different events throughout the year. These amenities offer recreation opportunities for families and citizens to enjoy and participate with neighbors. Several of the Mayor and Council focus areas in the Strategic Plan 2021-2024 for the next several years center around providing amenities and the positive impact these enhancements provide to the community.

The amenities listed in the chart below are included in various sections and funds in the FY24 Proposed Budget. The chart below reflects and outlines the revenue and costs associated with providing this assortment and range of Community amenities across the City:

CITY OF HAGERSTOWN
SCHEDULE OF AMENITIES
FISCAL YEAR 2023 PROJECTED AND FISCAL YEAR 2024 BUDGET

	FISCAL YEAR 2023 PROJECTED ACTUAL					FISCAL YEAR 2024 PROPOSED BUDGET				
AMENITY DESCRIPTION	DIRECT REVENUE	DIRECT OPERATING EXPENSE	FUNDING FOR CAPITAL BY EXTERNAL PARTIES	CAPITAL EXPENSES	TOTAL	DIRECT REVENUE	DIRECT OPERATING EXPENSE	FUNDING FOR CAPITAL BY EXTERNAL PARTIES	CAPITAL EXPENSES	TOTAL
General Fund:										
Farmer's Market	$ -	$ 8,453	$ -	$ -	$ (8,453)	$ -	$ -	$ -	$ -	$ -
Potterfield Pool	84,287	211,480	-	25,000	(152,193)	80,400	220,282	51,000	60,000	(148,882)
Hager House	4,481	57,626	12,500	90,908	(131,553)	4,300	52,696	100,000	200,000	(148,396)
Train Museum	3,852	45,353	335,000	490,000	(196,501)	3,500	55,877	633,000	793,000	(212,377)
Hagerstown Field House	-	-	250,000	796,860	(546,860)	-	-	3,225,000	24,000,000	(20,775,000)
All Other Parks*	78,993	2,009,284	1,595,120	2,090,393	(2,425,564)	81,925	2,226,157	1,212,500	1,520,000	(2,451,732)
Ice Rink	36,000	93,847	256,088	278,588	(80,347)	36,000	95,724	6,250	25,000	(78,474)
All Other Recreation	81,000	445,780	-	-	(364,780)	70,400	480,049	-	-	(409,649)
Events										
Public Functions	64,257	210,605	-	-	(146,348)	30,050	204,550	-	-	(174,500)
Recreation	14,903	76,143	-	-	(61,240)	12,600	88,000	-	-	(75,400)
Subtotal General Fund	**367,773**	**3,158,571**	**2,448,708**	**3,771,749**	**(4,113,839)**	**319,175**	**3,423,335**	**5,227,750**	**26,598,000**	**(24,474,410)**
Golf Fund:										
Golf Course	342,550	542,823	49,467	112,467	(263,273)	339,050	612,869	-	75,000	(348,819)
Subtotal Golf Fund	**342,550**	**542,823**	**49,467**	**112,467**	**(263,273)**	**339,050**	**612,869**	**-**	**75,000**	**(348,819)**
Parking Fund:										
Parking Decks	500,000	752,340	-	3,372,736	(3,625,076)	506,000	972,769	-	10,225,000	(10,691,769)
Parking Lots	612,061	315,023	-	-	297,038	269,440	348,469	-	80,000	(159,029)
All Other Parking Fund	169,377	108,842	-	-	60,535	168,852	128,237	-	-	40,615
Subtotal Parking Fund	**1,281,439**	**1,176,206**	**-**	**3,372,736**	**(3,267,503)**	**944,292**	**1,449,476**	**-**	**10,305,000**	**(10,810,184)**
Property Management Fund:										
Property Management	284,468	406,495	-	-	(122,027)	478,537	361,146	-	220,000	(102,609)
Burobox	3,575	12,400	-	-	(8,825)	-	4,600	-	-	(4,600)
Subtotal Property Management Fund	**288,043**	**418,895**	**-**	**-**	**(130,852)**	**478,537**	**365,746**	**-**	**220,000**	**(107,209)**
Total	**$ 2,279,805**	**$ 5,296,495**	**$ 2,498,175**	**$ 7,256,952**	**$ (7,775,467)**	**$ 2,081,054**	**$ 5,851,426**	**$ 5,227,750**	**$ 37,198,000**	**$ (35,740,622)**

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS

During FY23, the City has devoted time to financial related topics during Mayor and Council work sessions. The following schedule is a reminder of these. Hopefully, these discussions serve to assist you throughout the year and help you make informative FY24 Budget decisions.

July 12, 2022	Discussion: City Event Sponsorship Requests Reallocation of Summer Camp Funds from Robert W. Johnson Community Center IAFF Local 1605 Labor Contract Annual Action Plan for Community Development Block Grant (CDBG) for Program Year 2022 Community Liaison Coordinator Position Approvals: CDBG Annual Action Plan – Program Year 2022 Reallocation of Funds for 2022 Summer Camp from the Robert W. Johnson Community Center to the YMCA IAFF Local 1605 Contract
July 19, 2022	Discussion: Event Sponsorship Follow Up Hagerstown Field House Phase II Update Heart of the Civil War Heritage Area Request American Rescue Plan Act (ARPA) Policies and Procedures Stormwater Incentive Program - Surrey School Redevelopment Proposed Code Amendments to Chapters 238 and 240 Licensing of Hotels Alms House Addition to the Competitive Negotiated Sale Program Expansion of Enterprise Zone Invest Hagerstown and Life Safety infrastructure Guideline Updates
July 26, 2022	Approvals: Illicit Discharge Ordinance Annexation of Lands of Unger Properties, LLC Subrecipient Agreement for $ 125,000 ARPA Funding to Support Marketing and Advertising Plan for Hagerstown/Washington County Convention and Visitor's Bureau (CVB) MOU with Maryland Historic Preservation Office for Wheaton Park Improvements New Position – Hagerstown Police Department Community Liaison Coordinator Accept Grant from Maryland State Arts Council Approve Funding Source for Police and Fire Pension Plan Experience Study FY2023 Invest Hagerstown Program and Fire Suppression System Grant Guideline Changes Add Alms House – 239 N. Locust Street to the Competitive Negotiated Sale (CNS) Process City Event Sponsorship Criteria and FY23 Event Sponsorships FY23 City Funding Support for Heart of the Civil War Heritage Area: Agency Contributions
August 2, 2022	Discussion: Branding/Imaging Work Shop

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS (CONTINUED)

August 9, 2022	Approvals: Public Hearing for Renewal and Expansion of Hagerstown-Washington County Enterprise Zone Purchase of 441 South Potomac Street Funding for Improvements to Professional Court Discussion: WM 202 Engine discussion with Western Maryland Scenic Railroad Lobbyist 2023 Legislative Priorities
August 16, 2022	Approvals: Purchase of Vehicles: Western Maryland Regional Crime Lab and HPD Investigations Discussion: ARPA Funding request for United Way's Pathway to Hire Program Outreach Proposal from Horizon Goodwill Industries Maryland Bay Fee Hardship Exemption Program Pump Station 33 Property Acquisition and Easement Agreement Annexation of Lands of GP Hagerstown, LLC, 2-14 Western Maryland Parkway Exception to City Water Policy – Huyett Extended LLC and Bowman Development Corp. Addition of 216 S. Prospect Street to Competitive Negotiated Sale Program (CNS) Down Payment Assistance Program Guideline Changes
August 23, 2022	Approvals: City Code Amendments - Chapter 238 and Chapter 240 Introduction of Annexation Resolution for Lands of GVP Hagerstown Owner, LLC Approval of Annexation Plan for Lands of GVP Hagerstown Owner, LLC Amendment to Sanitary Sewer Easement for 2 Western Maryland Parkway Support Joint Application by the City of Hagerstown and Washington County for Re-Designation of an Enterprise Zone in the City of Hagerstown Urban Trees Grant Acceptance Issue Notice of Termination to Synagro WWT, Inc. Add 216 S. Prospect Street to the CNS Process Guideline Changes to Homeownership Initiative Program Huyetts Extended LLC and Bowman Development Corp for Water Under the City's Water and Wastewater Policy Approve ARPA State and Local Fiscal Recovery Funds (SLFRF) Policies and Procedures Revision to Maryland Bay Restoration Fund Exemption Program
September 13, 2022	Discussion: Event Sponsorship request- Black Economic Empowerment Summit Safe Streets and Roads for All Grant Application CDBG Homeownership Program – 261-263 S. Prospect Street Renovation Purchase Offer for 11850 Indian Lane

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS (CONTINUED)

September 20, 2022	Approvals: Change Order #9 for 261-263 S. Prospect Street Renovation Contract Discussion: Unveiling of Clara Barton Maquette Frostburg State University (FSU) Hub@USMH After School Program at Parkside Community Center Licensing of Transient Housing ARPA Funding for Untied Way's Pathway to Hire Program City Park "Train Hub" and #202 Locomotive Fairgrounds Park PAL Roof – ARPA Revenue Reallocation Addressing Community Blight Request for Extension to City Water and Wastewater Approval: Taylor Bowen, Breeze Hill Commercial Sign and Façade Grant Program Recommendation
September 27, 2022	Approvals: Sale of 11850 Indian Lane Water Line Easement with Hopewell Road, LLC and C/E Hopewell Manor Associates, LLLP to Relocate a Water Line Snow Services Contract with Hartland Earthworks, LLC Revert Unimproved Property to Central Chemical Corporation Extension of City Water and Wastewater Approval: Taylor Bowen, Breeze hill Refuse Collection Agreement within the Summerland Manor Development Light Division Inventory Procurement Funds After School Program at the Parkside Community Center Government Relations Engagement Agreement with Compass GR Partners Appalachian Regional Commission (ARC) FY23 Project Funding
October 4, 2022	Discussion: Coalition 2022 Review and 2023 Request Compass GR Partners FSU Hub @ USMH ARPA request CHOICE Neighborhood Partnership with Hagerstown Housing Authority Hagerstown Field House Rental Licensing Amendment Skate Park
October 13, 2022	Community Meeting at Parkside Community Center
October 18, 2022	Hagerstown Multi-Use Sports and Event Facility Ceremonial Groundbreaking Discussion: United Way Pathway to Hire Follow-up discussion Amendment to Marketplace LLC Parking Lot Payment Light Department – Operational Status and Action Plan FY22 Axon Air Contract for Hagerstown Police Department Approval: Amendment Sales Agreement for 441 South Potomac Street with Columbia Gas of Maryland

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS (CONTINUED)

October 25, 2022	Approvals: Appointments to Hagerstown Youth Council Deed of Easement and Agreement with AuChar Properties, LLC 231 North Locust Street Conveyance of Property to Hagerstown Industrial Properties, LLC – 55 W. Oak Ridge Drive Reallocation of ARPA Funds to Support City Outreach and Case Management Positions - Horizon Goodwill Industries Grant Agreement for The Clara Barton memorial Frist Amendment to Promissory Note with Marketplace, LLC City Center Holiday Parking Program Funding for Community Coalition Lobbyist Notice of Termination to Air Products and Chemical, Inc. Public Hearing: Annexation of 2 Western Maryland Parkway
November 1, 2022	Discussion: ARPA Allocations and Update FY24 Preliminary Budget for General Fund Agency Contributions Solid Waste Curbside Services Rate Adjustments for 2023 Ordinance to License Hotels/Transient Housing Public Hearing: Cable Franchise Agreement with Comcast Approvals: Repeal and Re-enact Chapter 197 with Amendments of a Technical Nature Recommended by the City Attorney Approval of $ 20,000 ARPA Funding to support the FSU HUB@USMH Early Childhood Learning Program Purchase of 14 Drones for Hagerstown Police Department Purchase of Pre-owned Vehicle for HPD
November 8, 2022	Discussion: 2022 Hagerstown Ice & Sports Complex Annual Report Annexation of Lands of GVP Hagerstown Owner, LLC, 2 Western Maryland Parkway MCB Hagerstown (Currwood Development) Financial Incentive Agreement Review of Lease with Maryland Watch Works Review of Letter of Intent – State Departments of Labor and Education
November 15, 2022	Approvals: Amendment #2 to the Agreement with Eastern Sports Management, LLC Discussion: Discussion of Robert W. Johnson Community Center Transient Housing Ordinance Hagerstown Fairground Softball Association Loan Request for Grading and Fence Repairs "Hub City Garage" Parking Deck: Land Acquisition Public Art on City-Owned Land North of Park Circle and Proposed Closure of Summit Avenue at CSX Rail Crossing United Way Pathways to Hire Follow-up

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS (CONTINUED)

November 22, 2022	Approvals: Annexation – Lands of GVP Hagerstown Owner, LLC – 2 Western Maryland Parkway Cable Franchise Agreement with Comcast Financial Incentive Agreement with MCB Hagerstown, LLC Lease Amendment with Maryland Watch Works Letter of Intent with Maryland State Departments of Labor and Education - 2-6 N. Potomac Street Reimburse Washington County for the Community Based Prosecutor for FY23 Solid Waste "Collection Service Fee" Increase
December 6, 2022	Discussion: FY22 Annual Comprehensive Financial Report and Presentation Two Grant Applications to the Maryland Energy Administration and FEMA Purchase Offer for 216 S. Prospect Street Purchase Offer for 239 N. Locust Street
December 7, 2022	Meeting with Washington County Delegation
December 13, 2022	Approvals: Sale of 216 S. Prospect Street Discussion: Presentation from the Doleman Black Heritage Museum Request for ARPA Funds for City-Wide Restaurant Ready Grant Program Program Open Space (POS) Annual Program Request from Blackthorn Capital Partners to Convey Land Automated Speed Enforcement Contract Community Development Block Grant (CDBG) Annual Action Plan Amendments Review of Lease for The Foundry Pop-Ups
December 20, 2022	Approvals: Purchase of 50-58 West Antietam Street Sale of 239 N. Locust Street Lease Amendment with The Foundry Pop-Ups, LLC User Agreements with Colt and Palomino League, West End Little League, American Little League, Hagerstown Pony League, and Hagerstown BMX, Inc. Field Repair Agreement with the Hagerstown Fairgrounds Softball Association, Inc. Sixth Amendment to the Agreement with American Traffic Solutions, Inc. – Red Light Camera System Assignment and Novation Agreement with Rekor Recognition Systems, Inc. and Alumint, Inc. Agreement with Department of Natural Resources for Tree Planting Application for FY 2024 POS Funding Increase to Purchase Order Amount for the YMCA Pool Operations License Agreement for Installment of Trolley Photos ARPA City-Wide Restaurant Ready Grant Program
January 10, 2023	Discussion: Hagerstown Youth News Corp Project – ARPA Request FY23 Maryland SOLE Grant Funding Review of Meritus Holdings and Battlefield Park

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS (CONTINUED)

January 17, 2023	Approvals: Application for the Senator George C. Edwards Fund Discussion: Lobbyist Services for Maryland Municipal Electric Companies Update on Acquisition of Property on Wakefield Road Heart of Art Grant Program – ARPA Funding
January 24, 2023	Discussion: Horizon Goodwill – Goodwill of the Valleys Project Hagerstown Field House Status Update CSX Railroad Crossing Upgrades at Park Circle and Proposed Closure of Summit Avenue at CXS Railroad Temporary Overfill of Fire Position Rental Market/Rent Assistance Availability in Hagerstown Invest Hagerstown City Center Redevelopment Grant Application for Market House Building (25-31 W. Church St.) and The Franklin (34 W. Franklin St.) Review of Lease Holdover with Department of Labor, Licensing, and Regulation, Division of Occupational Health MDE and Rural Maryland Funding
January 31, 2023	Approvals: Conveyance of Land at 43-47 W. Washington St. Purchase of a Portion of a Parcel Located at Hebb Road User Agreement with the Monocacy Aquatic Club (MAC) User Agreement with Hagerstown Fairgrounds Softball Association, Inc. Funding for Municipal Electric Lobbyist Services Lease Holdover Extension with Maryland Department of Labor, Licensing and Regulation, Division of Occupational Health Amendment to Community Development Block Grant (CDBG) Annual Action Plan Invest Hagerstown: City Center Redevelopment Applications for 25 W. Church Street 0- MarketPlace LLC and 34 W. Franklin St. – Cosner Business Services, LLC Temporary Overfill of Fire Positions Mayor Emily Keller resigned.
February 7, 2023	Tekesha Martinez appointed as Mayor. Discussion: Two Additional Full-time Civilian Positions at Hagerstown Police Department
February 14, 2023	Discussion: "Hub City Garage" Parking Deck Bids Request for Proposals (RFP) – Grant Management Portal and Customer Relationship Management Database Legislative Update Council Vacancy Process
February 21, 2023	Discussion: Western Maryland Consortium Information MDE and Rural Maryland Funding Review Chesapeake Bay Trust Tree Planting Grant Pool Rates for 2023 season Appalachian Regional Commission (ARC) Funding Request for FY 2024

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS

February 28, 2023	Approvals: Acquisition of Property in the 100 Block of Wakefield Road Parking Lease with the State of Maryland Department of Education, Division of Rehabilitation Services Developer Agreement for the Hagerstown Field House Rates for the Potterfield Pool 2023 Season Increase the Pool Management Contract Amount for the 2023 Season ARC FY24 Project Funding Requests City-Wide Mowing Contract 2023: 3/15/23-12/15/23 Addition of Two Full-time Civilian Positions at Hagerstown Police Department
March 7, 2023	State of the City

EMPLOYEE WAGE ADJUSTMENT HISTORY AND FY24 PROPOSED

The following chart reflects the wage adjustments authorized by Mayor and Council through previous Fiscal Years back to FY19. It provides a good history of the City's employee pay adjustments.

FY19	**Non-Union:** Proposed step increase, proposed add step 14 **IBEW 307:** 2% COLA effective 7/2/18 **AFSCME 1540:** 1% COLA, add year 25 step effective 7/1/18 **AFSCME 3373:** Steps unfrozen effective 7/2/18 **IAFF 1605:** Move to step should be based on years of service as of 7/2/18; steps remain at that step through FY19
FY20	**Non-Union:** One step increase effective on anniversary date after 7/1/19 **IBEW 307:** 2% COLA effective 7/1/19 **AFSCME 1540:** 1% COLA effective 7/1/19; one step increase on anniversary date **AFSCME 3373:** One Step increase on anniversary date; 1.5% COLA for step 15 only on 7/1/19. **IAFF 1605:** Move to step should be based on years of service as of 7/1/19; steps unfrozen as of 7/1/19; one step increase on anniversary date.
FY21	**Non-Union:** One step increase effective on anniversary date after 7/6/20 **IBEW 307:** One step increase on anniversary date **AFSCME 1540:** One step increase on anniversary date **AFSCME 3373:** One step increase on anniversary date; average 10% COLA on 1/11/21 **IAFF 1605:** One step increase on anniversary date
FY22	**Non-Union:** 1.75% COLA; one step increase effective on anniversary date **IBEW 307:** One step increase on anniversary date **AFSCME 1540:** 2.0% COLA; one step increase on anniversary date **AFSCME 3373:** Market wage adjustments with varying percentages depending on step; changes to Steps 2-14; one step increase on anniversary date **IAFF 1605:** 3.44% increase to Step 14, 6.58% increase to Step 15 of FAO, DFM, and Captain scales; one step increase on anniversary date Minimum wage increased to $12.50/hr effective 1/1/22
FY23	**Non-Union:** 3% COLA; one step increase effective on anniversary date **IBEW 307:** Step on employee's anniversary date; 7% COLA for line workers; 3% COLA for all others **AFSCME 1540:** 3% plus step on employee's anniversary date **AFSCME 3373:** Step on employee's anniversary date; step 2-5 varies; average 21% COLA **IAFF 1605:** Step on employee's anniversary date; FAO: step 2-15 varies, 10% average; FF: eliminate step 4-15, step 1-3 13% average; DFM: step 6-15 varies, 5% average; Captain: added steps 14-15, Step 1-11 7% average Minimum wage increased to $13.25/hr effective 1/1/23
FY24	**Non-Union:** 3% COLA, one step increase effective on anniversary date **IBEW 307:** One step on employee's anniversary date; 3% COLA **AFSCME 1540:** One step on employee's anniversary date; 3% increase **AFSCME 3373:** One step on employee's anniversary, Step 16 added for 20 years' service; 14% COLA for step1 **IAFF 1605:** One step on employee's anniversary date; FAO: step 2-15 varies, 8% average; FF: step 1-3, 6% average; DFM: step 4-9, 4% average; Captain: step 6-12 & 14, 3% average Minimum wage increasing to $14.00/hr effective 1/1/24

HIGHLIGHTS OF FY24 PROPOSED BUDGET

The following information included in this section of this budget message provides a summary of the key assumptions and highlights of this FY24 Proposed Budget. These highlights explain the most significant topics and assumptions needed in preparing a balanced FY24 Proposed Budget for Mayor and City Council's consideration. You will find the individual department and fund budget narratives, which appear later in this budget book provide a more detailed explanation.

City-wide Highlights:

1. **Staffing Levels:** The FY24 Proposed Budget includes 438 funded full-time positions with 301 in the General Fund and 137 in other funds and operations. Additionally, there are 48 unfunded positions with 36 unfunded in the General Fund and 12 unfunded in other funds and operations. The changes in staffing in the General Fund include: 1 part-time to full-time position in Economic Development; 1 part-time to full-time position in Police; 1 new full-time ARPA Community Liason in Police; and unfund 6 vacant sworn positions in Police. All of these full-time changes were approved by Mayor & Council in FY23. A schedule of City staffing for all of our operations along with a five year history appears later in this Section on pages 27-28. Subsequent to finalizing the budget document, Police requested the addition of 2 new FT civilian postions and the elimination of 3 PT positions.

2. **Employee Compensation Package:** City employees are given a competitive total compensation package. It should be noted that the cost of wages, associated payroll taxes and benefits continues to be the largest expense segment of the overall budget. This is not unexpected as the City is a service provider; however the City is one of very few municipalities and counties to provide any sick leave pay-outs upon leaving employment and to provide an insurance benefit beyond Medicare age. Multi-year contracts were negotiated and approved through FY25 for three of the City's bargaining units: AFSCME 3373, AFSCME 1540, and IAFF 1605. The IBEW 307 contract was negotiated and approved through FY24. At the time of budget preparation, the proposed budget includes overall salary enhancement amounts for all full-time staff and include mandated state minimum wage increases. A history of wages since FY19 is included in the summary appearing in this Section on Page 19. General Fund employee and retiree benefits detail information is included on Page 9 of Section 6. Due to current high claim trends and an offset of savings in plan changes, it is anticipated that total health costs will be 4% more than FY23 estimated actual and 29% more than FY23 Budget. Additionally, the contribution to City Police and Fire Pension will remain at 14% of salary; however the actuary is reviewing and may recommend that additional funding is now required. As shown on the top of page 10 in Section 6, the General Fund portion of employee and retiree health insurance and pension costs amounts to $7.8M, which is a 5.8% growth over the FY23 Budget. In total, pension, health and dental insurance costs for all non-General Fund employees and retirees are $3.2M and appear in the presentation of other Funds throughout the Budget. At the bottom of page 10 in Section 6, the City's share of the cost for employees participating in the State of Maryland Retirement System is projected to be 11.32%, which is an increase of 3.6% over FY23. The five year history of the share of the City and Employee cost appears in the table at the bottom of page 10.

3. **Debt Service Expenditures and Bond Issues**: Information on the City's Bonded Debt Outstanding and Debt Levels and Affordability is presented starting on page 37 of Section 1. The City plans to secure a short-term Bond Anticipation Note (BAN) to cover costs of the new 3rd Parking Deck in FY24. It is planned to be converted and added to a new GO bond issue when the Hagerstown Field House project starts. The City remains well within our benchmarks as established in our Debt Policy, which was last updated and approved by Mayor and Council in 2014. The chart below provides an overview (in thousands) of the annual debt service requirements compared to all expenses by fund that are included city-wide in the FY23 Budget:

Fund	Total FY24 Operating Expenses	Total FY24 Annual Debt Service Expenses	Percent
General Fund	58,002	1,887	3.3%
Electric Fund	27,769	26	0.1%
Water Fund	18,354	2,096	11.4%
Wastewater Fund	15,399	1,651	10.7%
Parking Fund	1,449	750	51.8%
Property Management Fund	366	10	2.6%
Stormwater Management Fund	1,354	57	4.2%
Subtotal of Funds:	**122,692**	**6,477**	**5.3%**

Section 6 provides five year projections and more information specifically on General Fund annual debt costs and statistics on pages 12-13. Additionally, it is anticipated that a MDE bond issue or loan will be needed in FY24 for Water projects. There are two anticipated GO bond issues in FY24 in the General Fund and Parking Fund. Total loan and bond issues are reflected below:

Fund	Departments	Project #	Amount
General	Engineering	45-C0041	19,330,355
Enterprise	Water	52-C0168	500,000
Enterprise	Water	52-C0274	2,000,000
Enterprise	Parking	56-C0173	10,000,000
Total FY24 Proposed Bond Financing			**31,830,355**

Staff's assumptions on the size and timing of future Bond Issues including the future projects to need these bond funds appear in the Capital Improvement Program in Section 7 beginning on page 16.

4. **Overview of Capital Improvement Projects (CIP)**: The City's total Capital Improvement Program budget for FY24 at $74.1M is 69.8% higher than the $43.7M in the FY23 Revised Budget. The CIP Section 7 presents comprehensive descriptions of major project needs for FY24 through FY28. At minimum, the capital needs are reviewed at least annually and include a five year forecast to strategically assist in implementing both short-term and long-term goals and priorities.

General Fund Highlights:

5. **FY24 General Fund Revenues and Expenditures:** The Proposed General Fund revenue of $58.0M for FY24 represents an increase of $3.9M or 7.2% over the FY23 Budget. The largest revenue source in the General Fund is total property tax revenue at $37.6M or 64.9% of all current revenue. Likewise, the Proposed FY24 Budget reflects an increase of $3.9M or 7.2% in General Fund expenditures for a total of $58.0M. The key factors for these offsetting decreases are summarized in this budget message on subsequent pages 38-40 in this Section. The three largest components of the $58.0M in expenditures are: wages and benefits at $36.0 or 62.1% of total and an increase of 3.8% over FY23 Budget; contracted services at $6.6M or 11.4% of total and an increase of 14.0% over FY23 Budget; and annual debt service requirements at $1.9M or 3.3% of total which is an increase in expenditures of 18.7% over FY23 Budget.

6. **General Fund Five Year Financial Projections:** Using a multi-year focus of the City's financial condition and projections has always been a part of the budget preparation and is continued in this FY24 Proposed Budget. It remains important to examine how the decisions made today and in the current year impact future operational and capital needs. The forecasts for future years encompass strategic planning and short and long term goals and priorities. Section 6 of this document includes the financial projections for various City Funds. The General Fund Projections begin on page 2.

These budget deliberations mainly focus on FY24. On page 3 of Section 6, the General Fund reflects a lack of sufficient resources to cover the future projected cost of wages, benefits, debt service, and other operational and capital expenditures in FY25 and beyond. The current projections show a shortfall of $5.3M for FY25 with varying deficits in subsequent years. Without future changes to service levels, capital equipment and infrastructure, programs, amenities, or increases to revenue, the City cannot continue operations in the manner as projected.

7. **Highway User Revenue (HUR):** With almost full restoration of historical HUR funding in FY24, $134.7K of the total $2.0M in HUR will be utilized directly in the General Fund to cover a portion of the annual debt service requirements for projects that had to be funded with GO bond issues when there was not sufficient HUR funding from the state. The remaining anticipated balance of HUR funding will be utilized for capital and infrastructure projects as outlined in Section 7 on page 17. The chart below reflects historical trends and funding received from this state source by the City:

City of Hagerstown
State Shared Taxes: State Highway User Revenue Detail
as of March 31, 2023

	Total	Yearly Change	Over FY09	One-Time Allotments	Annual Allocation	Yearly Change	Over FY09
FY13 Actual	301,934.70	-36%	-84%		301,934.70	-36%	-84%
FY14 Actual - includes one-time allotment	1,039,879.51	244%	-45%	722,881.83	316,997.68	5%	-83%
FY15 Actual - includes one-time allotment	1,081,978.18	4%	-43%	748,955.36	333,022.82	5%	-82%
FY16 Actual - includes one-time allotment	1,224,207.10	13%	-36%	884,465.39	339,741.71	2%	-82%
FY17 Actual - includes one-time allotment	1,206,124.86	-1%	-37%	873,766.19	332,358.67	-2%	-83%
FY18 Actual - includes one-time allotment	1,250,240.94	4%	-34%	916,032.11	334,208.83	1%	-82%
FY19 Actual - includes one-time allotment	1,375,305.00	10%	-28%	1,027,992.00	347,313.00	4%	-82%
FY20 Actual	1,558,315.73	13%	-18%	-	1,558,315.73	349%	-18%
FY21 Actual	1,730,254.68	11%	-9%	-	1,730,254.68	11%	-9%
FY22 Actual	1,836,144.34	6%	-3%	-	1,836,144.34	6%	-3%
Estimated FY23 based on 9/23/22 memo							
FY23 Projected Annual allotment	1,765,389.00	2%	-7%		1,765,389.00	2%	-7%
Preliminary Estimated FY24 budget based on 9/23/22 memo							
FY24 Preliminary Budget	1,994,650.00	15%	5%	-	1,994,650.00	15%	5%

8. **Public Safety:** Public Safety is defined to include several areas within the City. The total dollars spent in Public Safety are significant and utilize a large percentage of every tax dollar. In total, it is expected that all of Public Safety will comprise 53.9% of all total operating expense in the current FY23 and will be 51.5% of all total operating expense in the proposed FY24 budget. The chart below reflects not only the operating costs but also the capital project needs and staffing needs of this component within the City.

CITY OF HAGERSTOWN
PUBLIC SAFETY SCHEDULE
FY23 PROJECTED AND FY24 BUDGET

	FISCAL YEAR 2023 PROJECTED ACTUAL						FISCAL YEAR 2024 PROPOSED BUDGET					
DESCRIPTION	DIRECT REVENUE	DIRECT OPERATING EXPENSE	FUNDING FOR CAPITAL BY EXTERNAL PARTIES	CAPITAL EXPENSES	TOTAL	TOTAL FUNDED FULL-TIME POSITIONS	DIRECT REVENUE	DIRECT OPERATING EXPENSE	FUNDING FOR CAPITAL BY EXTERNAL PARTIES	CAPITAL EXPENSES	TOTAL	TOTAL FUNDED FULL-TIME POSITIONS
General Fund:												
Police Department	$ 3,329,160	$15,753,024	$ 232,728	$ 797,041	$(12,988,177)	113.00	$ 3,290,539	$16,827,522	$ 80,000	$ 862,400	$(14,319,383)	109.00
Fire Department	319,817	9,769,313	200,779	546,814	(9,795,531)	78.00	275,450	10,542,798	2,182,664	5,201,167	(13,285,851)	78.00
Code Administration	2,129,302	1,667,189	-	128,815	333,298	17.00	1,808,100	1,812,413	-	35,000	(39,313)	17.00
Signal Department	52,500	549,723	-	15,000	(512,223)	5.85	52,500	678,757	-	25,000	(651,257)	6.50
Subtotal Public Safety	**5,830,779**	**27,739,249**	**433,507**	**1,487,670**	**(22,962,633)**	**213.85**	**5,426,589**	**29,861,490**	**2,262,664**	**6,123,567**	**(28,295,804)**	**210.50**
Total Public Safety	**$ 5,830,779**	**$27,739,249**	**$ 433,507**	**$1,487,670**	**$(22,962,633)**	**213.85**	**$ 5,426,589**	**$29,861,490**	**$ 2,262,664**	**$6,123,567**	**$(28,295,804)**	**210.50**
Total General Fund	**$53,823,230**	**$51,452,938**				**305.85**	**$58,003,817**	**$58,001,693**				**303.10**
% Public Safety	**10.83%**	**53.91%**				**69.92%**	**9.36%**	**51.48%**				**69.45%**

9. **Important Supplemental Factors:** There are factors and items that impact the City and community that are or are not included in this FY24 budget:
    a. American Rescue Plan Act of 2021 – The City was awarded $20.4M through the American Rescue Plan Act of 2021 which was received in two deposits over two years. The 7 federal expenditure categories are Public Health, Negative Economic Impacts, Services to Disproportionately Impacted Communities, Premium Pay, Infrastructure, Revenue Replacement, and Administrative. City leadership, with Mayor and Council, has worked to develop and implement the spending plan found on page 7. FY24 includes $9.1M in ARPA expenditures across all funds.
    b. General Fund Agency Contributions – A summary of the proposed General Fund appropriations for agency funding appears on page 64 of Section 2. In accordance with the General Fund Agency Funding Policy; the Proposed FY24 Budget includes $205K in funding for City support of community agencies from the General Fund. With the $195K across eight core agencies, the FY24 funding proration as proposed is the same as current FY23 totals. This leaves $10K as unspecified for any miscellaneous requests that Mayor & Council may receive.
    c. Ice Rink – The current contract with HIAAA, the operating manager of the ice rink, expires in June 2024. There have been some discussions in the past surrounding the need for a second sheet of ice which would require an expansion of the current City-owned facility/building. As a result, there is some funding included in the five year projections in FY28 for this possibility to be funded primarily by others. A more immediate need has been identified in FY25 to replace the ice making system.
    d. Multi-Use Facility – There is no specific funding included in the five year projections for the City to fund toward the construction of a new or renovated stadium or multi-use facility as the State of Maryland has awarded approximately $70M in funding to private organizations to build and manage. However, a 3rd parking deck is included as the City's contribution toward this initiative.

General Fund/Capital Improvement Project Highlights:

10. **Capital Improvement Projects (CIP) for General Fund**: The General Fund portion in the Capital Improvement Program budget for FY24 represents 55.1% or $40.8M of the total $74.1M. Section 7 of this budget document provides greater details on the capital projects for the General Fund. The largest portion funding source for these projects is anticipated to be bond financing for the Hagerstown Field House as reflected in the chart below:

Funding Sources	Amount	Percent
Bond Financing	19,330,355	47.4%
Contributions, PEG Fees, & Reforestation Funds	420,750	1.0%
Fund Balance Use: CIP Fund	3,812,286	9.3%
Fund Balance Use: General Fund	1,889,000	4.6%
ARPA Grant	3,466,164	8.5%
Other Grants	7,321,500	17.9%
HUR	1,860,000	4.6%
Transfers from Other City Funds (Pay-go)	2,703,337	6.6%
Total Funding Sources for General Fund CIPs	**40,803,392**	**100.0%**

Similarly, a breakdown on the spending of this $40.8M by General Fund department is outlined below with specific details to follow in Section 7:

Spend by Department	Amount	Percent
Engineering	29,052,000	71.2%
Finance	1,490,000	3.7%
Fire	5,201,167	12.7%
Information Technology	624,825	1.5%
Parks & Recreation	2,598,000	6.4%
Planning & Code Administration	35,000	0.1%
Police	862,400	2.1%
Public Works	940,000	2.3%
Total Capital Spend by Department:	**40,803,392**	**100.0%**

11. **Fire Department Capital Project Highlights (CIP45-C0241, CIP45-C0687, CIP45-C0849):** To address fire facility and deployment needs, several individual projects are included in the FY24 Proposed Budget for the Fire Department. These three projects total $3.1M or 7.7% of the total projects costs for the General Fund. Each of these projects provides opportunities to consolidate administrative staff, command staff, and training staff for the department. These projects should be explored collectively in an effort to provide a cohesive strategic plan and future composition of the City's Fire Department.

12. **Vehicles:** Overall, the FY24 Budget includes $2.9M for vehicle replacements which represents 7.0% of all planned capital projects for the General Fund. The City strives for a systematic vehicle replacement plan to eliminate costly repairs and to improve efficiency of operations. There is a detail listing that includes each specific vehicle to be replaced per department in Section 7 on pages 10-12. The chart below summarizes the total amount for vehicles each General Fund department has included in the FY24 Budget:

General Fund Departments	Amount	Percent
Vehicles:		
Engineering	30,000	1.0%
Fire	1,674,667	58.3%
Parks & Recreation	230,000	8.0%
Planning & Code Amdinistration	35,000	1.2%
Police	440,000	15.3%
Public Works	465,000	16.2%
Subtotal Vehicles:	**2,874,667**	**100.0%**
Grand Total All General Fund CIPs	**40,803,392**	**7.0%**

Other Governmental Fund Highlights:

13. **Community Development Block Grant Fund (CDBG):** The proposed CDBG Budget is included in Section 4. The City utilizes these Federal Grant funds to support downtown and neighborhood revitalization projects along with community agencies and other projects and priorities. For FY24 it is anticipated the CDBG grant entitlement will be $781.2K; which is a <0.3%> decrease from FY23. A history of the City's Entitlement Funding is shown on page 6 of Section 4 and reflects an allocation of

growth from FY19 levels. Total CDBG expenditures are projected to be $1.6M in FY24, funded by a combination of new and carry over entitlement funds of $959.7K plus $256.0K in program income. These projected expenditures include: $540.0K for Public Facilities and Improvements; $140.0K to support Public Services; $212.5K in Housing Rehab Projects; $50.0K in Commercial & Industrial Improvements; and $668.6K for overall administration and demolition. A summary of CDBG revenues and expenditures appears on page 5 with more detailed information on pages 6-8.

14. **Economic Redevelopment Fund**: The proposed Economic Redevelopment Fund Budget is included in Section 4. The fund was established to promote the revitalization of the City's downtown and older neighborhood areas. It is used to promote businesses and home ownership in the City Center and has been used for the PEP Program, Invest Hagerstown, and holding real property for resale. For FY24, it is expected that expenditures will be $1.8M. Of the total expenditures, $132K for PEP program rent payments; $475K for various Community Legacy Grant initiatives; $928K combined for Invest Hagerstown incentives; and the remaining $223.3K for general incentives and overall administration. One key property for resale opportunity remains at 11850 Indian Lane. More detailed information of this Fund is found on pages 10-12.

Enterprise/Business-Type Fund Highlights:

15. **Utility Rates:** The FY24 Proposed Budget represents the final year of a five year rate adjustment that was adopted by Mayor and Council on March 26, 2019. These adjustments take place annually on July 1 and include 3% average annual increases for our Water and Wastewater Customers. These approved rate adjustments are included in the FY24 Proposed Budget and in the five year financial projections. A contract for wholesale energy was negotiated in FY17 and a two-year extension is in place beginning in FY23 with a rate of $42.42 per megawatt hour through May 31, 2024. A new wholesale power agreement will be negotiated and in place by May 31, 2024. For all three of our utilities, our customers enjoy some of the lowest service charges in our region.

16. **Electric Fund Projects and Equipment:** The capital projects and equipment purchases are summarized in Section 7 page 31 and total $2.2M for the Electric Fund in FY24. Key purchases and projects include the following: 50-C0550 Kilpatrick Woods $139.0K; 50-C0090 Electric Vehicles $165.0K; Meter Replacement $1.0M; System Reconductoring, and various smaller projects planned. Electric Fund Revenues, Grants, and Private Contributions will provide the funding for all projects included in the FY24 Budget.

17. **Water Fund Capital Projects and Equipment:** In FY24, $8.0M is included for Water Fund capital projects and equipment. These expenditures are summarized beginning on page 34 of Section 7. Key purchases and projects include the following: CIP 52-C0117 Vehicles for $512.0K; CIP 52-C0166 Willson Treatment Plant for $1.5M; CIP 52-C0168 Edgemont Reservoir Improvements for $900.0K; CIP 52-C0274 Mack Water Tank for $2.4M; CIP 52-C0322 Risk and Resiliency/Security $150.0K; CIP 52-C0653 Water Distribution System Meter Program for $310.0K; and CIP 52-C0709 Distribution System Rehab – Main Replacement for $720.0K. Water Fund Revenue, Bond Financing, Grants, and Private Contributions will fund all projects in FY24.

18. **Water Fund - Edgemont Reservoir:** To address regulatory requirements as mentioned above in CIP 52-C0168, $17.3M has been included in the FY24-FY28 (over a 5 year construction period) Proposed Budget to complete the design and subsequent construction of the required MDE improvements in accordance with the direction by the Mayor and Council and as approved by MDE Dam Safety Division. Edgemont Reservoir (Warner Gap Hollow Dam) was originally constructed in 1902 and used to supplement the Potomac River supply during emergencies, Edgemont Reservoir must be repaired to remain a viable resource. Work will include extensive grouting at the ogee and emergency spillway and the demolition and re-construction of the ogee and emergency spillway to meet the State Probable Maximum Precipitation (PMP) criteria. All work is to address identified seepage under the spillway and at the base of the left abutment (toe) and to meet the PMP requirements.

19. **Wastewater Fund Capital Projects and Equipment:** In FY24, $9.0M is included for Wastewater Fund capital projects and equipment and is summarized on page 36 of Section 7. Key purchases and projects include the following: CIP 54-C0004 Vehicles for $240.0K; continuation of CIP 54-C0565

East End Pump Station #33 for $1.70M; and CIP 54-C0574 Pump Station #13 Reconstruction for $3.3M. A combination of ARPA Grant Funding, Private Contributions, Grants, and Wastewater Fund Revenue will fund all projects.

20. **Third Parking Deck (CIP 56-C0173) and Parking Fund Operations:** Due to anticipated construction of a new privately owned multi-use facility and stadium in downtown and in conjunction with Mayor & Council's Strategic Plan, a third parking deck is underway. To date, design is completed with a few modifications to be done in an effort to keep cost of bond issuance to $10.6M. Settlement on land acquisition is set for April 3, 2023. For a new deck to be financially viable to the City, it is critical to have new and additional paying parking system customers in our downtown area beyond current levels. Details specifically on this $12.0M Third Parking Deck are included in Section 7 on page 163 with timing of this deck to be done over FY23 and FY24 with an initial short-term BAN financing in FY23 which will be converted to a Public Improvement Bond in FY24.
    Several factors were considered when completing the five year operations outlook for the Parking Fund, which begins in Section 6 on page 24 and outlines detailed assumptions. The operating revenues from the new deck, combined with other Parking Fund revenue, need to meet total Parking operating expenses plus related debt service expenses to avoid General Fund subsidies. With the inclusion of a third parking deck, it is anticipated that there will be deficits beginning in FY24 which will impact the Parking Fund cash balances. Rates for parking decks and parking lots were last approved for a four year span by Mayor & Council and FY23 was the final year of this approved rate schedule. Rates will be evaluated in more detail as the construction of the parking deck is completed.

21. **Property Management Fund:** This Fund provides stewardship over downtown property owned by the City and leased to area business. In Section 3 on page 39 you will find the Expenditure and Revenue Summary showing FY24 Proposed Total Expenditures of $365.7K and Total Revenues of $478.5K. Beginning in FY24, there will be three properties remaining in this fund and only two of those buildings have tenants (Elizabeth Hager Center and 60 West Washington Street). The Alms House was sold in FY23. There are also anticipated capital projects that total $220.0K in the FY24 Budget which includes improvements to Elizabeth Hager Center. More detailed assumptions through FY28 can be found in Section 6 on pages 29-30. Decisions about the continued viability of this fund and the properties held there will be needed as we are projecting a negative cash situation for FY24 and beyond, which would mean increased need for considering contributions from the General Fund.

22. **Stormwater Protection Program:** The goals of the Stormwater Protection Program include: maintain and preserve the existing storm drainage system; limit flooding and runoff-related damages; improve the quality of the water in the Chesapeake Bay and Potomac River through the construction of new treatment facilities and the retrofit of existing facilities; and comply with permit requirements issued by the Environmental Protection Agency. It is estimated that the mandate requirements in improvements will cost the City approximately $24M. At this time, the FY24 Proposed Budget projections include revenue from a stormwater utility fee that was effective March 1, 2021. The current rate that became effective January 1, 2023 is $36.00 per 1,000 square feet of impervious surfaces. Due to the requirements of the City's MS4 stormwater permit received from Maryland Department of the Environment (MDE), the CIP budget does include project expenditures over the next five years. The funding for these specific projects will primarily be covered by stormwater fees and grants which is reflected in Section 7 on page 44. There are also current operating expenses reflected in the Stormwater Protection Fund for service costs related to stormwater activity.
    a. Stormwater Operating Expenses - $1.4M in FY24 budget in Section 3 on page 44
    b. Stormwater Capital Expenses - $2.6M in FY24 budget in Section 7, pages 14, 44 and 45 in summary

COMBINED USES OF FUNDS
FY24 BUDGET BY FUND

The Adpoted FY23 Budget includes $174.8M in expenditures for all of the City's funds. The City's largest operating fund, the General Fund, is projected at $58.0M for the coming year, a 7.2% increase over FY23. Utility operations for next year include $32.0M for the Electric Fund, $26.3M for the Water Fund, and $25.1M for the Wastewater Fund. The City's General Capital Improvement Fund for next year is proposed at $40.8M. The Parking Fund's Budget is $11.8M and the Community Development Block Grant Fund totals $1.6M. These represent Hagerstown's major operating and capital funds. Other Special Revenue funds totaling $2.1M, along with Service and Trust Funds totaling $12.0M, are also included for next year. Details on the expenditure and revenue assumptions for each Fund, along with program information, is set forth in their individual budgets, which appear throughout the Adopted Budget.

2023/2024 BUDGET BY FUND

	Revised Budget 2022/2023	Proposed Budget 2023/2024	Increase / (Decrease)	Percent Change
General Fund	$ 54,100,912	$ 58,001,693	$ 3,900,781	7.2%
Community Dev. Block Grant Fund	2,005,613	1,611,089	(394,524)	-19.7%
Special Revenue Funds	2,719,190	2,138,137	(581,053)	-21.4%
General/Capital Improvement Projects	19,762,471	40,803,392	21,040,921	106.5%
Total Government-type Funds	78,588,186	102,554,311	23,966,125	30.5%
Electric Fund	28,310,577	32,031,967	3,721,390	13.1%
Water Fund	22,611,201	26,320,831	3,709,630	16.4%
Wastewater Fund	23,353,988	25,078,517	1,724,529	7.4%
Parking Fund	6,909,398	11,754,476	4,845,078	70.1%
Golf Fund	651,464	687,869	36,405	5.6%
Property Management Fund	415,619	585,746	170,127	40.9%
Stormwater Fund	3,135,380	3,975,019	839,639	26.8%
Total Enterprise-type Funds	85,387,627	100,434,425	15,046,798	17.6%
Service & Trust Funds	10,837,648	11,998,082	1,160,434	10.7%
Total Combined Uses of Funds	**$ 174,813,461**	**$ 214,986,818**	**$ 40,173,357**	**23.0%**

COMBINED STATEMENT OF REVENUES AND EXPENDITURES

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE (ALL FUNDS)
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES BY TYPE					
Taxes-Property, Income & Other	$ 41,984,006	$ 42,188,504	$ 42,813,301	$ 45,333,164	7.5%
Charges for Services	71,707,687	69,639,706	69,527,530	72,234,906	3.7%
Licenses and Permits	2,667,306	2,268,900	2,917,308	2,389,300	5.3%
Fines and Forfeitures	1,234,437	1,300,650	1,318,150	1,291,150	-0.7%
Other Governmental	5,479,359	18,594,886	11,366,799	20,711,577	11.4%
Other / Transfers In	19,968,013	22,366,680	23,619,802	41,356,054	84.9%
Total Current Revenues	**$ 143,040,808**	**$ 156,359,326**	**$ 151,562,890**	**$ 183,316,151**	**17.2%**
EXPENDITURES BY DEPARTMENT					
General Government	$ 6,447,992	$ 7,007,101	$ 7,065,475	$ 7,470,783	6.6%
Public Safety	25,371,783	29,010,294	27,739,249	29,861,490	2.9%
Highways & Streets	2,332,860	2,534,461	2,555,651	2,836,654	11.9%
Waste Collection & Disposal	2,926,593	3,156,784	3,281,362	4,463,690	41.4%
Parks and Recreation	2,789,208	3,113,305	2,959,627	3,230,096	3.8%
Community & Economic Development	532,067	691,809	717,582	779,219	12.6%
Community Development Block Grant	1,469,265	2,005,613	1,955,603	1,611,089	-19.7%
Special Revenue Funds	2,443,451	2,719,190	2,154,055	2,138,137	-21.4%
Enterprise Funds	61,754,829	85,387,627	73,061,637	100,434,425	17.6%
Capital Improvement Projects Fund	10,086,571	19,762,471	11,531,974	40,803,392	106.5%
Service and Trust Funds	9,774,474	10,837,648	12,298,959	11,998,082	10.7%
Non-Departmental General Fund	11,180,167	8,587,158	7,133,992	9,359,761	9.0%
Total Expenditures	**$ 137,109,260**	**$ 174,813,461**	**$ 152,455,166**	**$ 214,986,818**	**23.0%**

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

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2023/24

	GOVERNMENTAL FUND TYPES	ENTERPRISE FUND TYPES	SERVICE AND TRUST FUNDS	COMBINED TOTALS
REVENUES				
Property Taxes	$ 37,646,300	$ -	$ -	$ 37,646,300
Income and Other Taxes	7,686,864	-	-	7,686,864
Licenses and Permits	2,389,300	-	-	2,389,300
Intergovernmental Revenues and Grants	14,763,559	6,148,017	-	20,911,576
Charges for Current Services	4,467,886	58,341,667	9,917,890	72,727,443
Fines and Forteitures	1,150,150	-	-	1,150,150
Administrative Allocation Revenues	1,997,500	-	-	1,997,500
Program Income	284,303	-	-	284,303
Reforestation Fees	2,000	-	-	2,000
Premium on Bonds	-	8,247	-	8,247
Interest on Investments	422,200	321,300	46,400	789,900
Miscellaneous/Other General Revenues	674,385	4,048,172	1,751,974	6,474,531
TOTAL REVENUES	**$ 71,484,447**	**$ 68,867,403**	**$ 11,716,264**	**$ 152,068,114**
EXPENDITURES				
General Government	38,636,108	-	-	38,636,108
Public Safety	35,985,057	-	-	35,985,057
Highways and Streets	3,751,654	-	-	3,751,654
Waste Collection and Disposal	4,463,690	-	-	4,463,690
Parks and Recreation	5,829,596	-	-	5,829,596
Economic and Community Development	779,219	-	-	779,219
Unallocated General Expense	2,059,540	-	-	2,059,540
Debt Service - Principal and Interest	1,886,614	4,590,457	-	6,477,071
Operating Expenses	3,747,226	64,322,179	11,798,082	79,867,487
TOTAL EXPENDITURES	**97,138,704**	**68,912,636**	**11,798,082**	**177,849,422**
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	**(25,654,257)**	**(45,233)**	**(81,818)**	**(25,781,308)**
OTHER FINANCING SOURCES(USES)				
Add Back Depreciation	-	9,112,100	-	9,112,100
Bond Financing Proceeds	19,330,355	-	-	19,330,355
MDE Bond Financing	-	2,500,000	-	2,500,000
Operating Transfers From Other Funds	1,172,558	250,000	200,000	1,622,558
Capital Transfers From Other Funds	2,703,337	-	-	2,703,337
Capital Projects Transfers from General Fund Balance	1,889,000	-	-	1,889,000
Appropriated Use of Fund Balance	5,701,286	-	-	5,701,286
Non-Cash Developer Contributions	-	(830,000)	-	(830,000)
General Fund Balance Transfers (to) Capital Projects	(1,889,000)	-	-	(1,889,000)
Capital Transfers (to) Other Funds	(2,134,049)	(29,288)	-	(2,163,337)
Operating Transfers (to) Other Funds	(1,392,558)	-	(200,000)	(1,592,558)
Capital Outlay	-	(35,130,995)	-	(35,130,995)
TOTAL OTHER FINANCING SOURCES (USES)	**25,380,929**	**(24,128,183)**	**-**	**1,252,746**
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	**$ (273,328)**	**$ (24,173,416)**	**$ (81,818)**	**$ (24,528,562)**
Beginning Fund Balance	**$ 28,551,109**	**$ 192,915,087**	**$ 7,444,677**	**$ 228,910,873**
Less Appropriated Use of Fund Balance	(5,701,286)	-	-	(5,701,286)
Ending Fund Balance	**$ 22,576,495**	**$ 196,730,560**	**$ 7,362,859**	**$ 226,669,914**

(Cash Basis)

STAFFING CHARTS

STAFFING SCHEDULE
DETAIL OF UNFUNDED FULL-TIME POSITIONS
FISCAL YEAR 2023/24

Department / Description	Proposed Unfunded
Parks & Recreation	
Parks Maintenance Worker I-III	4.00
Department Total	**4.00**
Fire Department	
Firefighter	3.00
Fire Deputy Chief	1.00
Fire Training Captain	1.00
Fire Public Safety Educator	1.00
Department Total	**6.00**
Human Resources	
HR Coordinator	1.00
Department Total	**1.00**
Police Department	
Officers	21.00
Department Total	**21.00**
Public Works	
Sign/Lines Maintenance Worker I-III	1.00
PW Maintenance Worker I-IV	2.00
Truck Driver	1.00
Department Total	**4.00**
TOTAL GENERAL FUND	**36.00**
Water Department	
Maintenance Technician I	-
Water Utility Service Technician	1.00
Field Operations (Construction & Maintenance) Technician III	2.00
Engineering Technician	1.00
Department Total	**4.00**
Wastewater Department	
Collection System Operator IV	2.00
Department Total	**2.00**
Electric Department	
Senior Meter Repairer	1.00
Meter Reader	1.00
Utility Serviceperson/Building Maintenance	1.00
Senior Electric Construction Worker	1.00
Substation Technician	1.00
Lineworker	1.00
Department Total	**6.00**
TOTAL OTHER FUNDS	**12.00**
TOTAL ALL FUNDS	**48.00**

STAFFING SCHEDULE (FULL-TIME AND PART-TIME POSITIONS ONLY)
FIVE YEAR COMPARISON
FISCAL YEARS 2019/20 THROUGH 2023/24

DEPARTMENT	FISCAL YEARS 2019/20 FULL-TIME	2019/20 UNFUNDED	2019/20 PART-TIME	2020/21 FULL-TIME	2020/21 UNFUNDED	2020/21 PART-TIME	2021/22 FULL-TIME	2021/22 UNFUNDED	2021/22 PART-TIME	2022/23 FULL-TIME	2022/23 UNFUNDED	2022/23 PART-TIME	2023/24 FULL-TIME	2023/24 UNFUNDED	2023/24 PART-TIME
Office of The Mayor	0.33	-	-	0.33	-	-	0.33	-	-	0.33	-	-	0.33	-	-
City Administrator	1.33	-	-	1.33	-	-	1.33	-	-	1.33	-	-	1.33	-	-
City Clerk	1.34	-	0.50	1.34	-	0.50	1.34	-	0.50	1.34	-	0.50	1.34	-	-
Community & Economic Development	6.75	-	1.30	6.85	-	1.28	6.15	-	2.00	6.15	-	2.00	6.30	-	-
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	6.75	-	1.30	6.85	-	1.28	6.15	-	2.00	6.15	-	2.00	6.30	-	-
Planning & Code Administration	20.00	-	1.00	20.00		2.00	20.00		1.00	21.00		-	21.00		-
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	20.00	-	1.00	20.00	-	2.00	20.00	-	1.00	21.00	-	-	21.00	-	-
Finance	8.40	-	-	8.40		-	8.00		-	9.00		-	9.00		-
Support Services & Billing				9.00		3.00	9.00		3.00	10.00		3.00	10.00		1.00
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	8.40	-	-	17.40	-	3.00	17.00	-	3.00	19.00	-	3.00	19.00	-	1.00
Information Technology &	13.10	1.00	5.50	6.00	-	-	6.00	-	-	6.00	-	-	6.00	-	-
Communications				2.00		2.50	2.00	-	2.50	2.00	-	2.50	2.00		2.00
Community Engagement	-	-	-	-	-	-	-	-	-	-	-	-	1.00		1.00
**Included Support Services until FY21															
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	13.10	1.00	5.50	8.00	-	2.50	8.00	-	2.50	8.00	-	2.50	9.00	-	3.00
Human Resources	5.00	-	4.00	5.00	-	4.00	4.00	1.00	4.00	4.00	1.00	4.00	4.00	1.00	3.00
Engineering & Parks Division	26.41	4.00	7.00	26.27	4.00	7.28	24.75	4.00	7.28						
Engineering (Without Parks)										10.24	-	1.00	10.44	-	1.00
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	26.41	4.00	7.00	26.27	4.00	7.28	24.75	4.00	7.28	10.24	-	1.00	10.44	-	1.00
Police Sworn	112.00	-	-	112.00	-	-	104.00	8.00	-	97.00	15.00	-	91.00	21.00	-
Police Administrative/Civilian	15.00		13.00	16.00	-	13.00	16.00	-	12.00	16.00	-	14.00	18.00	-	12.00
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	127.00	-	13.00	128.00	-	13.00	120.00	8.00	12.00	113.00	15.00	14.00	109.00	21.00	12.00
Fire	78.00	6.00	-	78.00	6.00	-	78.00	6.00	-	78.00	6.00	1.00	78.00	6.00	1.00
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	78.00	6.00	-	78.00	6.00	-	78.00	6.00	-	78.00	6.00	1.00	78.00	6.00	1.00
Public Works	23.55	4.00	-	24.95	4.00	-	24.95	4.00	-	24.85	4.00	-	25.80	4.00	-
Stormwater (Gen Fund Operations)	*5.86*	-	-	*3.86*	-	-	-	-	-	-	-	-	-	-	-
Parks & Recreation										15.86	4.00	8.00	15.06	4.00	7.00
Unfunded Positions	-	-	-	-	-	-	-	-	-	-		-	-		-
Total Funded Positions	29.41	4.00	-	28.81	4.00	-	24.95	4.00	-	40.71	8.00	8.00	40.86	8.00	7.00
Total General Fund	**317.07**	**15.00**	**32.30**	**321.33**	**14.00**	**33.56**	**305.85**	**23.00**	**32.28**	**303.10**	**30.00**	**36.00**	**300.60**	**36.00**	**28.00**
Unfunded Total - General Fund	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Funded Positions-General Fund	**317.07**	**15.00**	**32.30**	**321.33**	**14.00**	**33.56**	**305.85**	**23.00**	**32.28**	**303.10**	**30.00**	**36.00**	**300.60**	**36.00**	**28.00**
Electric	31.51	4.00	-	29.96	5.00	-	28.85	6.00	-	28.85	6.00	-	29.85	6.00	-
Unfunded Positions		-	-		-	-		-	-		-	-		-	-
Total Funded Positions	31.51	4.00	-	29.96	5.00	-	28.85	6.00	-	28.85	6.00	-	29.85	6.00	-
Water	50.36	4.00	-	48.67	4.00	-	50.60	4.00	-	49.60	4.00	-	51.10	4.00	-
Unfunded Positions		-			-			-			-			-	
Total Funded Positions	50.36	4.00	-	48.67	4.00	-	50.60	4.00	-	49.60	4.00	-	51.10	4.00	-
Wastewater	46.56	2.00	-	46.95	2.00	-	45.55	2.00	-	46.55	2.00	-	44.05	2.00	-
Unfunded Positions		-	-		-	-		-	-		-	-		-	-
Total Funded Positions	46.56	2.00	-	46.95	2.00	-	45.55	2.00	-	46.55	2.00	-	44.05	2.00	-
Stormwater (Enterprise Fund)	-	-	-	-	-	-	5.36	-	-	4.11	-	-	4.01	-	-
Golf Course	2.25	-	1.00	2.24	-	1.72	2.24	-	1.72	2.24	-	1.00	2.24	-	2.00
Parking	2.20	-	10.00	2.80	-	9.00	2.80	-	9.00	2.80	-	9.00	2.90	-	10.00
Property Management	0.90	-	0.70	0.90	-	0.72	0.90	-	-	0.90	-	-	0.55	-	-
Community Dev Block Grant	2.00	-	-	2.00	-	-	2.70	-	-	2.70	-	-	2.70	-	-
Business Revolving Loan Fund	0.15	-	-	0.15	-	-	0.15	-	-	0.15	-	-	-	-	-
City-wide Staffing Levels	**453.00**	**25.00**	**44.00**	**455.00**	**25.00**	**45.00**	**445.00**	**35.00**	**43.00**	**441.00**	**42.00**	**46.00**	**438.00**	**48.00**	**40.00**
Unfunded Total - City-wide	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Funded Positions - City-wide	**453.00**	**25.00**	**44.00**	**455.00**	**25.00**	**45.00**	**445.00**	**35.00**	**43.00**	**441.00**	**42.00**	**46.00**	**438.00**	**48.00**	**40.00**
General & Oth Govt Operations	**114.22**	**9.00**	**19.30**	**117.48**	**8.00**	**20.56**	**110.70**	**9.00**	**20.28**	**114.95**	**9.00**	**21.00**	**116.30**	**9.00**	**15.00**
Public Safety: (Police & Fire Only)	**205.00**	**6.00**	**13.00**	**206.00**	**6.00**	**13.00**	**198.00**	**14.00**	**12.00**	**191.00**	**21.00**	**15.00**	**187.00**	**27.00**	**13.00**
Enterprise Funds	**133.78**	**10.00**	**11.70**	**131.52**	**11.00**	**11.44**	**136.30**	**12.00**	**10.72**	**135.05**	**12.00**	**10.00**	**134.70**	**12.00**	**12.00**

FY20 FT Changes: 1 new position in Fire Department for a third DFM
FY21: Transitioned/moved Support Services from Info Tech & Communications umbrella to report under Finance. Transitioned/moved Billing from Utilities to report under Support Services
FY21 FT Changes: 1 new position in Police civilian; 1 new Billing; 1 new Support Services; Unfund 1 in Electric
FY22 FT Changes: Shift of 0.7 from GF to CDBG; Shift 5.36 FT related to Stormwater to new Enterprise Fund; Unfund 1 FT position in HR; Unfund 8 vacant sworn positions in Police; Unfund 1 FT position in Electric
FY22: Transitioned/moved Parks & Recreation from Engineeering umbrella to report under Public Works.
FY23 FT Changes: M&C approved during FY22 (1 PT to 1 FT in Code Administration; 1 PT to 1 FT in Support Services; 1 new FT temp ARPA Grant Coordinator in Finance; Unfund 7 vacant sworn positions in Police)
FY23: Transitioned/moved Community Engagement from Economic Development umbrella.
FY24 FT Changes: M&C approved during FY23 (1 PT to 1 FT in Econ Develop; 1 PT to 1 FT in Police; 1 new FT temp ARPA Comm Liaison in Police; Unfund 6 vacant sworn positions in Police)

GOVERNMENTAL FUNDS - COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2023/2024

	GENERAL	SPECIAL REVENUE	CAPITAL IMPROVEMENT FUNDS	TOTAL
REVENUES				
Property Taxes	$ 37,646,300	$ -	$ -	$ 37,646,300
Income and Other Taxes	5,826,864	-	1,860,000	7,686,864
Licenses and Permits	2,389,300	-	-	2,389,300
Intergovernmental Revenues and Grants	2,054,382	1,921,513	10,787,664	14,763,559
Charges for Current Services	4,467,886	-	-	4,467,886
Fines and Forfeitures	1,150,150	-	-	1,150,150
Administrative Allocation Revenues	1,997,500	-	-	1,997,500
Program Income	-	284,303	-	284,303
Reforestation Fees	-	2,000	-	2,000
Interest on Investments	310,000	12,200	100,000	422,200
Miscellaneous/Other General Revenues	242,435	13,200	418,750	674,385
TOTAL REVENUES	**56,084,817**	**2,233,216**	**13,166,414**	**71,484,447**
EXPENDITURES				
General Government	7,469,283	-	31,166,825	38,636,108
Public Safety	29,861,490	-	6,123,567	35,985,057
Highways and Streets	2,836,654	-	915,000	3,751,654
Waste Collection and Disposal	4,463,690	-	-	4,463,690
Parks and Recreation	3,231,596	-	2,598,000	5,829,596
Economic and Community Development	779,219	-	-	779,219
Unallocated General Expense	2,059,540	-	-	2,059,540
Debt Service - Principal and Interest	1,886,614	-	-	1,886,614
Operating Expenses	-	3,747,226	-	3,747,226
TOTAL EXPENDITURES	**52,588,086**	**3,747,226**	**40,803,392**	**97,138,704**
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	**3,496,731**	**(1,514,010)**	**(27,636,978)**	**(25,654,257)**
OTHER FINANCING SOURCES(USES)				
Operating Transfers From Other Funds	30,000	1,140,558	2,000	1,172,558
Capital Transfers From Other Funds	-	-	2,703,337	2,703,337
Operating Transfers (to) Other Funds	(1,390,558)	(2,000)	-	(1,392,558)
Capital Transfers (to) Other Funds	(2,134,049)	-	-	(2,134,049)
Bond Financing Proceeds	-	-	19,330,355	19,330,355
Appropriated Use of Fund Balance	1,889,000	-	3,812,286	5,701,286
Capital Projects Transfers from General Fund Balance	-	-	1,889,000	1,889,000
General Fund Balance Transfers (to) Capital Projects	(1,889,000)	-	-	(1,889,000)
TOTAL OTHER FINANCING SOURCES (USES)	**(3,494,607)**	**1,138,558**	**27,736,978**	**25,380,929**
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	$ 2,124	$ (375,452)	$ 100,000	$ (273,328)
Beginning Fund Balance	**$ 19,770,798**	**$ 4,019,870**	**$ 4,760,441**	**$ 28,551,109**
Less Appropriated Use of Fund Balance	(1,889,000)	-	(3,812,286)	(5,701,286)
Ending Fund Balance	**$ 17,883,922**	**$ 3,644,418**	**$ 1,048,155**	**$ 22,576,495**
DETAIL OF ENDING FUND BALANCES:				
Nonspendable	$ 350,000	$ -	$ -	350,000
Restricted	-	1,347,415	-	1,347,415
Committed	250,000	250,000		500,000
Assigned	1,000,000	2,047,003	1,048,155	4,095,158
Unassigned	16,283,922	-	-	16,283,922
Ending Fund Balance	**$ 17,883,922**	**$ 3,644,418**	**$ 1,048,155**	**$ 22,576,495**

SOURCES OF FY24 GENERAL FUND REVENUE

The Proposed General Fund revenue of $58.0M for FY24 represents a 7.2% increase compared to the FY23 Budget. The primary reasons for this increase in General Fund revenue are: $2.5M growth in Property Tax Revenue as a result of an estimated 7.0% growth in assessed values, $0.6M or 41.8% growth in Intergovernmental Revenue due to the continued utilization of ARPA funding; and a $0.7M increase in Charges for Services primarily driven by planned trash rate increase. There is an offsetting decrease in Transfers from Other Funds as there is zero for non-recurring Health Insurance Fund Transfer which only occurs if there is a prior year surplus.

The following table illustrates the change in the sources of General Fund Revenues from Revised Budget FY23 to Proposed Budget FY24.

Sources of General Fund Revenue Growth			
FY 23/24 General Fund Budgeted Revenues	**$**	**58,003,817**	
FY 22/23 General Fund Budgeted Revenues	**$**	**54,102,679**	
Revenue Growth (Decrease)		**3,901,138**	**7.2% Increase**
	Sources		
Property Tax Revenue		2,511,668	
Income & Other Taxes		404,281	
Licenses & Permits		120,400	
Intergovenmental Revenues		606,072	
Charges for Current Services		673,853	
Fine & Forfeitures		(100,600)	
Unallocated Revenues		255,838	
Transfers From Other Funds		(654,375)	
Appropriated Use of Fund Balance		84,000	
Total	**$**	**3,901,138**	

EXPENDITURES OF FY24 GENERAL FUND RESOURCES

The change in the Proposed General Fund Budget for expenditures in FY24 totals $3.9M representing an 7.2% increase in expenditures from the revised FY23 Budget of $54.1M. The following table illustrates the changes in the use of General Fund budget resources by category of expenditure from FY23 to FY24. The total General Fund expenditure increase is primarily a result of the following: Wages & Benefits; Materials, Supplies & Utilities; Contracted Services; Debt Service; and Other Expenditures.

Uses of General Fund Revenue Growth

FY 23/24 General Fund Budgeted Expenditures	**$**	**58,001,693**	
FY 22/23 General Fund Budgeted Expenditures		**54,100,912**	
Expenditure Growth (Decrease)		**3,900,781**	**7.2% Increase**
	Uses		
Wage & Benefits		1,321,374	
Wage & Overhead Allocations		50,202	
Contracted Services		811,030	
Materials, Supplies & Utilities		956,156	
Insurance		29,932	
Capital Expenditures		(106,768)	
Debt Service		297,855	
Transfers To Other Funds		192,965	
Other Expenditures		264,035	
Fund Balance Transfer		84,000	
Total	**$**	**3,900,781**	

GENERAL FUND CAPITAL INVESTMENT

The following table summarizes our history of General Fund capital investment since FY07.

Fiscal Year	Capital Outlay	Approriation To CIP Fund	GF Fund Balance Transfer to CIP	Total
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
2009/2010	45,781	397,563	-	443,344
2010/2011	69,225	666,506	-	735,731
2011/2012	658,297	336,952	-	995,249
2012/2013	88,123	1,102,759	-	1,190,882
2013/2014	177,981	832,268	-	1,010,249
2014/2015	178,836	353,507	546,903	532,343
2015/2016	248,127	822,655	103,869	1,174,651
2016/2017	235,928	1,042,752	-	1,278,680
2017/2018	131,439	307,740	632,107	1,071,285
2018/2019	191,131	1,105,492	205,419	1,502,042
2019/2020	156,194	997,562	1,311,227	2,464,983
2020/2021	140,130	1,144,147	731,167	2,015,444
2021/2022	135,646	1,496,819	4,026,730	5,659,195
Estimated Actual:				
2022/2023	180,724	2,252,247	416,000	2,848,971
Proposed Budget:				
2023/2024	208,715	2,134,049	1,889,000	4,231,764
2024/2025	210,715	7,549,575	-	7,760,290
2025/2026	230,715	2,522,850	-	2,753,565
2026/2027	235,715	3,108,750	-	3,344,465
2027/2028	245,715	2,407,850	-	2,653,565

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 funding for capital projects so that the City's assets and infrastructure are replaced and maintained for our citizens' safety and recreational needs.

*The Proposed Budget for FY24 above includes the use of General Fund Balance reserves to maintain levels needed for capital improvement projects.

BONDED DEBT OUTSTANDING

In current FY23, the budget included a grand total of $8.0M in total bond issues as follows: $0.5M MDE Loan in Water Fund for Edgemont Reservoir project; $2.0M MDE Loan in Water Fund to replace Mack Tank; $5.5M in GO in Parking Fund for initial Third Parking Deck construction. Now it is anticipated that the only bonds issued in FY23 will be a total of $10.6M in Short-term BAN loans for the Third Parking Deck. Last, the $2.5M in MDE Loans has been deferred and reflected in the same two projects in the Water Fund for FY24 budget.

In addition, the FY24 Proposed Budget includes a $19.3M general fund supported bond issue is included to help fund the construction of the Hagerstown Field House. These proposed capital expenditures are described in detail in the Capital Improvement Program (Section 7).

The following table illustrates the balance of bonded debt outstanding at the end of each fiscal year over a 12-year period since FY13. It is separated into tax supported general bonded debt and self-supporting enterprise fund debt for the City's Electric, Water, Wastewater, Parking, Property Management, and Stormwater Protection funds. As reflected in the table below, the largest growth in total outstanding debt over this 12-year period is in the general tax supported funds.

Fiscal Year	Total Bonded Debt	General Tax Supported	Self-Supporting Enterprise
2012/2013	62,885,398	16,013,064	46,872,334
2013/2014	66,322,848	15,168,166	51,154,682
2014/2015	75,417,227	18,093,422	57,323,805
2015/2016	70,939,759	16,621,899	54,317,860
2016/2017	73,754,525	20,398,887	53,355,638
2017/2018	69,769,925	19,902,356	49,867,569
2018/2019	68,050,106	21,109,308	46,940,798
2019/2020	61,980,642	18,840,748	43,139,894
2020/2021	56,911,953	16,617,257	40,294,696
2021/2022	51,841,424	14,885,822	36,955,602
2022/2023 Estimated Actual	57,529,559	13,755,891	43,773,668
2023/2024 Proposed Budget	74,543,961	31,918,535	42,625,426
12 Year Increase in Outstanding Debt	**$ 11,658,563**	**$ 15,905,471**	**$ (4,246,908)**

Finally, the City may continue to experience both direct and indirect impacts from repeated uncertainty in the Municipal Bond Market. There continue to be a variety of discussions regarding municipal bonds and how changes may impact the bond market interest rates and the cost of issuance with those bonds. As part of a prior national stimulus package, the City issued taxable Build America Bonds as part of its 2009 issuance. With this issue, the federal government was originally reimbursing 35% of the total interest paid to bondholders until December 2012 when the reimbursements were reduced. For this reason, the FY24 Proposed Budget anticipates minimal interest reimbursement.

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 management policy which is included as part of the fiscal policies section of this document to ensure it prudently and responsibly manages its debt. The debt management policy was last amended on December 16, 2014. While the City issues general obligation bonds for its utilities to lower interest costs, this debt is considered self-supporting from utility user service charges. Only non-utility general obligation financing bonds are considered to be tax supported.

As the table below demonstrates, the City's General Fund debt as currently proposed is below the limits established in the City's debt policy.

TAX SUPPORTED GENERAL FUND OBLIGATION DEBT RATIOS

Fiscal Year	Total Taxable Assessed Value	Gov't Debt as Percentage of Total Taxable Assessed Value	Gov't Debt Per Capita	General Fund Debt Service as % of General Fund Operating Revenue
2012/2013	2,633,731	0.61%	404	5.31%
2013/2014	2,665,127	0.57%	382	4.80%
2014/2015	2,541,960	0.71%	448	4.44%
2015/2016	2,618,007	0.63%	411	4.85%
2016/2017	2,659,606	0.77%	504	5.15%
2017/2018	2,659,872	0.75%	494	5.51%
2018/2019	2,713,633	0.78%	525	5.49%
2019/2020	2,754,271	0.68%	469	6.42%
2020/2021	2,814,132	0.59%	382	4.19%
2021/2022	2,934,391	0.51%	342	4.40%
2022/2023 Estimated Actual	3,012,495	0.47%	316	2.92%
2023/2024 Proposed Budget	3,224,371	0.99%	733	3.36%
City Debt Policy		**10.00%**	**$ 1,000**	**10.00%**

GENERAL FUND

REVENUES

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

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Property Tax Revenue	$ 35,134,632	$ 35,314,237	$ 37,646,300	7.1%
Income & Other Taxes	5,422,583	5,867,775	5,826,864	7.5%
Licenses & Permits	2,268,900	2,917,308	2,389,300	5.3%
Intergovernmental Revenues	1,448,309	1,109,181	2,054,382	41.8%
Charges for Current Services	3,794,033	4,133,159	4,467,886	17.8%
Fines & Forfeitures	1,250,750	1,182,150	1,150,150	-8.0%
Administrative Allocation Revenues	1,997,500	1,997,500	1,997,500	0.0%
Contributions & Donations	36,000	50,183	30,800	-14.4%
Interest on Investments	38,434	349,000	310,000	706.6%
Other Unallocated General Revenues	222,163	218,362	211,635	-4.7%
Transfers from Other Funds	684,375	684,375	30,000	-95.6%
Appropriated Use of Fund Balance	1,805,000	-	1,889,000	4.7%
Total Current Revenue	**$ 54,102,679**	**$ 53,823,230**	**$ 58,003,817**	**7.2%**

1. Overall Property Tax revenue is estimated to increase from FY23 Budget to FY24 Proposed Budget by $2.5M or 7.1% as a result of two primary factors. One factor is the impact of keeping the current real estate tax tier rates of 1.002 per $100 of assessed values for all excluding apartments and eliminating the separate tax tier of 1.032 per $100 assessed value for apartments. A second factor is a projected 7.1% growth based on trends versus data from SDAT that only reflected an increase of 5.2% in our assessed values in the first year of the triennial cycle. Part of this growth is related to new development projects and future annexations. This total increase in revenue is needed to cover rising costs for salary enhancements, employer benefits, capital infrastructure improvements and updates, and annual debt service requirements. Total Property Tax revenue is the primary source of revenue for the General Fund at 67.1% excluding Transfers from Other Funds and Appropriated Use of Fund Balance and 64.9% when including these other funding sources.

2. Intergovernmental Revenues are expected to increase by $606.1K or 41.8% compared to FY23 Budget due to American Rescue Plan Act funding being utilized for two grant positions, Police body worn camera maintenance, and trash totes for City customers.

3. Interest on Investments are projected to increase overall by $271.6K or 706.6%. This is primarily the result of the Federal Reserve Board increasing interest rates and maintaining consistent cash balances.

4. Appropriated Use of Fund Balance reflects a total request of $1.9M to be utilized from prior years' General Fund balance for a variety of purposes. This represents an increase of $84.0K over FY23 Budget amounts. This total reflects $1.4M in previously approved reserve balance utilization for projects that were delayed and one new project. It also includes $500.0K in additional reserves utilization beyond previously approved amounts. It is anticipated that the City will remain in compliance with its General Fund/Retained Earnings policy if all is spent.

COST BY FUNCTION

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

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Police	$ 16,616,244	$ 15,753,024	$ 16,827,522	1.3%
Fire	9,994,666	9,769,313	10,542,798	5.5%
Subtotal Public Safety	**26,610,910**	**25,522,337**	**27,370,320**	**2.9%**
Mayor & Council	223,899	225,955	248,363	10.9%
City Administrator	240,069	233,278	253,473	5.6%
City Clerk	187,354	175,583	186,354	-0.5%
Legal Counsel	286,100	295,636	276,000	-3.5%
Community Engagement & Farmers Market	338,743	395,194	402,151	18.7%
Communications	299,026	280,068	296,776	-0.8%
Finance	1,095,046	1,094,684	992,940	-9.3%
Information Technology	1,255,257	1,226,196	1,356,824	8.1%
Support Services, Billing & Treasurer	511,873	574,244	570,002	11.4%
Planning & Code Administration	2,249,229	2,095,662	2,307,629	2.6%
City Hall & Annex	315,990	323,333	347,166	9.9%
Engineering & Construction	1,166,277	1,169,614	1,373,461	17.8%
Human Resources	654,552	651,670	672,057	2.7%
Highways, Streets, & Signal Department	3,134,282	3,105,374	3,515,411	12.2%
Waste Collection & Disposal	3,156,784	3,281,362	4,463,690	41.4%
Parks and Recreation	3,096,554	2,951,174	3,230,096	4.3%
Economic & Community Development	691,809	717,582	779,219	12.6%
Retiree Benefits	1,500,000	1,470,000	1,664,540	11.0%
Contributions to Other Agencies	205,000	205,000	205,000	0.0%
Debt Service	1,588,759	1,569,152	1,886,614	18.7%
Capital Transfers to Other Funds	2,252,255	2,252,247	2,134,049	-5.2%
Fund Balance Transfers	1,805,000	416,000	1,889,000	4.7%
Unallocated Expenses/Transfers*	1,236,144	1,221,593	1,580,558	27.9%
Total General Fund	**$ 54,100,912**	**$ 51,452,938**	**$ 58,001,693**	**7.2%**

* Includes Operating Transfers, Contingency, Inventory Adjustments, and Termination Pay

1. Fire is anticipated to be $548.1K or 5.5% higher than the FY23 budget. Salaries, benefits, and overtime represent $385.5K of this due to negotiated salary increases for staff and corresponding employer benefit increases. In addition, there is an increase in contracted services related to medical services expenses and additional staffing needs.

2. Highways, Streets & Signal Department is projected to be $381.1K or 12.2% more than the FY23 budget resulting from negotiated salary increases, filling all funded vacant positions, reallocation of time for Assistant Director and Traffic Control Supervisor, and cost of gas.

3. The FY24 Proposed Budget for Waste Collection & Disposal is estimated to be $1.3M or 41.4% higher than FY23 Budget. This increase is due to new trash totes purchased for City customers using ARPA funding and anticipated increases when the trash services contract expires.

4. The FY24 Proposed Budget for Debt Service is estimated to be $297.9K or 18.7% higher than FY23 Budget. This increase includes a significant large bond issue in FY24 for the Hagerstown Field House and continued payments of principal on current issues.

5. The FY24 Proposed Budget for Unallocated Expenses reflects an increase of $344.4K or 27.9%. The primary growth is due to increasing transfers to the Golf Course Fund and Economic Redevelopment Funds plus including a small amount for contingency purposes.

EXPENDITURES BY TYPE

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

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Salaries and Wages	$ 23,923,172	$ 23,251,382	$ 24,734,652	3.4%
Employee Benefits	10,784,302	10,293,095	11,294,196	4.7%
Total Wages and Benefits	**34,707,474**	**33,544,477**	**36,028,848**	**3.8%**
Wage & Overhead Allocations	(1,643,270)	(1,685,727)	(1,593,068)	-3.1%
Contracted Services	5,801,788	6,002,663	6,612,818	14.0%
Materials, Supplies & Utilities	2,292,635	2,333,420	3,248,791	41.7%
Insurance	329,271	339,840	359,203	9.1%
Advertising & Printing	214,300	204,850	216,000	0.8%
Rentals	110,965	97,723	87,226	-21.4%
Maintenance & Repairs	2,081,722	1,693,089	1,948,286	-6.4%
Vehicle Expenditures	759,103	910,820	967,765	27.5%
Professional Development	180,637	185,559	239,134	32.4%
Communication Expenditures	397,978	403,892	419,154	5.3%
Other General Expenditures	1,028,578	993,768	1,157,876	12.6%
Unallocated General Expenditures	798,847	798,847	800,724	0.2%
Debt Service	1,588,759	1,569,152	1,886,614	18.7%
Capital Outlay - Non CIP	197,277	180,724	208,715	5.8%
Operating Transfers to Other Funds	1,197,593	1,211,593	1,390,558	16.1%
Capital Transfers to Other Funds	2,252,255	2,252,247	2,134,049	-5.2%
Fund Balance Transfer to CIP Fund	1,805,000	416,000	1,889,000	4.7%
Total All Expenditures	**$ 54,100,912**	**$ 51,452,938**	**$ 58,001,693**	**7.2%**

The major variances in General Fund expenditures by type are as follows:

1. The $1.3M or 3.8% increase in Total Wages & Benefits reflects salary enhancements for all employee groups including minimum wage increases impacting part-time and seasonal staff. Contracts for all four collective bargaining groups are in place through June 2025 for AFSCME 1540, AFSCME 3373, and IAFF 1605 and June 2024 for IBEW 307. Overtime and associated employer benefit costs are anticipated to grow. At a combined total of $36.0M, General Fund Wages & Benefits represent 62.1% of the total annual operating expenditures for FY24 Proposed Budget and is the largest component of all General Fund expenditures.

2. Contracted Services reflects an increase of $811.0K or 14.0% higher than current budget. The largest growing costs is for anticipated new trash contract based on current trends with smaller increases in legal fees, medical services for public safety staff, and credit card merchant fees.

3. Materials, Supplies & Utilities is projected to increase $956.2K or 41.7% as a result of the increased costs due to inflation as seen across the county. However, the primary increase is the cost of trash totes for all city residents that will be funded with ARPA monies.

4. Professional Development is projected to increase $58.5K or 32.4% as staff participates in more in-person trainings and conferences to strengthen skills needed within the City.

5. The $297.9K or 18.7% increase in Debt Service reflects a significant new bond issue in FY24 to help fund the Hagerstown Field House while continuing to pay all outstanding annual debt service costs.

ENTERPRISE FUNDS

ELECTRIC FUND

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Operating Revenues	$ 25,601,690	$ 25,533,290	$ 27,392,490	7.0%
Operating Expenses	26,028,980	25,665,015	27,738,383	6.6%
Operating Income (Loss)	**(427,290)**	**(131,725)**	**(345,893)**	**-19.0%**
Non-Operating Revenues (Expenses)	(3,922)	42,078	42,616	-1186.6%
Gain (Loss) on Fixed Asset Disposal	(32,500)	(33,500)	(15,000)	-53.8%
Transfers from (to) Other Funds	35,079	35,079	(8,200)	-123.4%
Capital Contributions & Grants	398,400	305,900	482,950	21.2%
Increase (Decrease) in Retained Earnings	**(30,233)**	**217,833**	**156,473**	**-617.6%**
Add Back Depreciation	986,000	970,000	1,058,000	7.3%
Capital Outlay/Fixed Assets	(2,210,900)	(1,913,130)	(4,263,000)	92.8%
Principal Payments on Long-Term Debt	(17,760)	(17,760)	(18,521)	4.3%
Non-Cash Developer Contributions	(242,500)	(150,000)	(380,000)	56.7%
Net Surplus (Deficit)	**$ (1,515,393)**	**$ (893,057)**	**$ (3,447,048)**	**127.5%**

Compared with the previous year, the major revenue changes in the Proposed Budget are:

1. No electric rate increases have been projected for FY24. The proposed budget reflects a wholesale power supply contract effective June 1, 2022 through May 31, 2024 with Energy Harbor, LLC at a rate of $42.42 per megawatt hour (MWh). A new wholesale power agreement will be negotiated and in place by May 31, 2024.

2. Electric revenue shows an overall 7.0% increase which reflects the continuation of current FY23 customer trends and usage as well as a few new large commercial accounts anticipated.

3. Capital Contributions are expected to increase by 56.7% or $137.5K due to Kilpatrick Woods, Brookmeadow, and Burhans Village developer contributions and a Streetlight and Outdoor Lighting Efficiency Program grant.

The major expenditure changes in the Proposed Budget are as follows:

1. Purchased power costs are projected to be higher by 6.5% or $1.2M compared to FY23 Budget and reflects the charge per megawatt hour (MWh) of $42.42 which went into effect on June 1, 2022 and higher utilization trends as experienced in FY23.

2. Non-operating revenues (expenses) reflect an increase of $46.5K due to estimated increases in interest revenues even though cash balances are expected to decline.

3. Depreciation expense from FY23 Budget to FY24 Proposed Budget includes an increase of 7.3% or $72.0K due to increasing infrastructure projects over prior levels.

4. Capital outlay totals for fixed assets are expected to increase by $2.1M to total $4.3M. The Capital Improvement Program, Section 7, provides details on all the Electric Fund projects anticipated for FY24 beginning on page 112.

5. Annual debt service expenditures are expected to increase by 4.3% or $1.0K. This is reflected in the Principal Payments on Long-Term Debt line above. There are no new anticipated bond issues expected for the Electric Fund.

WATER FUND

	Revised Budget 2022/2023	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Operating Revenues	$ 13,521,272	$ 13,941,272	$ 14,262,872	5.5%
Operating Expenses	16,152,198	15,551,984	17,970,159	11.3%
Operating Income (Loss)	**(2,630,926)**	**(1,610,712)**	**(3,707,287)**	**40.9%**
Non-Operating Revenues (Expenses)	(396,556)	(177,265)	(171,305)	-56.8%
Transfers from (to) Other Funds	64,326	64,326	(8,200)	-112.7%
Capital Contributions & Grants	2,352,142	3,252,600	1,052,600	-55.2%
Increase (Decrease) in Retained Earnings	**(611,014)**	**1,528,949**	**(2,834,192)**	**363.9%**
Add Back Depreciation	4,096,000	3,969,000	4,144,000	1.2%
Capital Outlay/Fixed Assets	(6,020,000)	(2,660,000)	(7,966,995)	32.3%
Principal Payments on Long-Term Debt	(1,691,388)	(1,691,386)	(1,721,015)	1.8%
Non-Cash Developer Contributions	(350,000)	(500,000)	(300,000)	0.0%
MDE Bond Financing	-	-	2,500,000	100.0%
MDE Loan Forgiveness	(1,500,000)	(1,500,000)	-	-100.0%
Net Surplus (Deficit)	**$ (6,076,402)**	**$ (853,437)**	**$ (6,178,202)**	**1.7%**

Compared with the previous year, the major revenue changes in the Proposed Budget are:

1. Annual rate increases have been approved through FY24. The increase effective July 1, 2019 is an average of 3.0% for inside customers and 3.0% for outside customers and is reflected in the total operating revenue increase of 5.5%. The service rate increase is part of a multi-year plan to offset increasing debt service costs, rising depreciation expense, and decreasing capital contributions. An updated cost rate study is currently in progress with the City's consultant.

The major expenditure changes in the Proposed Budget are as follows:

1. The FY24 Proposed Budget includes an increase of 11.3% or $1.8M for total operating expenses. The FY24 Budget includes approved salary enhancements. The current AFSCME 1540 union contract is effective through June 2025. In addition other primary increases are for drastically rising chemical costs and increases in depreciation due to the planned infrastructure upgrades. The increases are reflected within the Water Fund division as follows: an increase in Pumping & Water Treatment of $1.1M; an increase of $209.1K in Transmission & Distribution; and an increase of $912.1K in General & Administrative Expenses.

2. Capital Contributions and Benefit Charges are expected to remain relatively flat at $300.0K and $502.6K, respectively, in FY24.

3. Capital outlay totals for fixed assets are estimated to increase by 32.3% or $1.9M. Projects include Mack Water Tank Replacement. Edgemont Reservoir Improvements, Willson Treatment Plant Improvements, and Distribution System Rehabilitation and Main Replacement in the FY24 Proposed Budget figures. In future years, Edgemont Reservoir Improvements has $17.3M budgeted for a construction period which continues in FY24. The Capital Improvement Program, Section 7, provides details on all the Water Fund projects anticipated for FY23 Budget beginning on page 135.

4. Annual debt service expenditures are expected to increase slightly as reflected in the Principal Payments on Long-Term Debt line above. A $2.5M MDE loan for FY24 planned improvements is anticipated.

WASTEWATER FUND

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Operating Revenues	$ 14,556,881	$ 14,519,400	$ 14,078,500	-3.3%
Operating Expenses	14,415,724	13,989,557	15,150,935	5.1%
Operating Income (Loss)	**141,157**	**529,843**	**(1,072,435)**	**-859.7%**
Non-Operating Revenues (Expenses)	(255,053)	(136,146)	(220,309)	-13.6%
Gain (Loss) on Fixed Asset Disposal	1,500	1,140	1,500	0.0%
Transfers from (to) Other Funds	55,395	55,395	(8,200)	-114.8%
Capital Contributions & Grants	6,225,000	3,425,067	5,505,067	-11.6%
Increase (Decrease) in Retained Earnings	**6,167,999**	**3,875,299**	**4,205,623**	**-31.8%**
Add Back Depreciation	3,271,000	3,161,000	3,334,000	1.9%
Capital Outlay/Fixed Assets	(8,644,863)	(5,390,000)	(9,680,000)	12.0%
Principal Payments on Long-Term Debt	(1,391,282)	(1,391,282)	(1,412,058)	1.5%
Non-Cash Developer Contributions	(250,000)	(250,000)	(150,000)	-40.0%
Net Surplus (Deficit)	**$ (847,146)**	**$ 5,017**	**$ (3,702,435)**	**337.0%**

Compared with the previous year, the major revenue changes in the Proposed Budget are:

1. Annual rate increases have been approved through FY24 and will become effective July 1, 2024. The 3% rate increase for FY24 is reflected in the total operating revenues which is offset with a reduction in customer base to Washington County. The rate increases are part of a multi-year plan to ensure the fund continues to be self-supporting and to meet the Wastewater revenue requirements. An updated cost rate study is currently in progress with the City's consultant. Overall total operating revenues reflect a decrease of <3.3%> or <$478.4K> in the chart above.

The major expenditure changes in the Proposed Budget are as follows:

1. The FY24 Proposed Budget includes an overall increase of 5.1% or $735.2K for total operating expenses. The FY24 Budget includes approved salary enhancements. The current AFSCME 1540 union contract is effective through June 2025. The other primary reasons for this total increase are an increase in all categories including: plant expenses, laboratory expenses, chemicals, collections, and administrative costs.

2. Capital Contributions & Grants are projected to decrease by <11.6%> or <$720.0K> due to a reallocation of American Rescue Plan Act (ARPA) funding utilized for Capital Improvement Projects and a decrease in Developer's Contributions.

3. Capital outlay totals for fixed assets are projected to increase by 12.0% or $1.0M. Prominent projects include East End Pump Station #33 and Pump Station #13 Reconstruction. The Capital Improvement Program, Section 7, provides details on all the Wastewater Fund projects anticipated for the FY24 Budget beginning on page 148.

4. The City is not anticipating to issue bonds for Wastewater Fund projects in the FY24 Proposed Budget. Annual debt service expenditures are expected to increase by 1.5% or $20.8 as reflected in the Principal Payments on Long-Term Debt line above for payment of current outstanding obligations.

PARKING FUND

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Operating Revenues	$ 853,510	$ 935,528	$ 923,640	8.2%
Operating Expenses	980,912	1,011,964	1,139,461	16.2%
Operating Income (Loss)	**(127,402)**	**(76,436)**	**(215,821)**	**69.4%**
Non-Operating Revenues (Expenses)	(74,584)	186,569	(284,675)	281.7%
Transfers from (to) Other Funds	(4,900)	(4,900)	(4,688)	-4.3%
Increase (Decrease) in Retained Earnings	**(206,886)**	**105,233**	**(505,184)**	**144.2%**
Add Back Depreciation	277,100	256,800	263,000	-5.1%
Capital Outlay/Fixed Assets	(5,847,000)	(3,372,736)	(10,305,000)	76.2%
Principal Payments on Long-Term Debt	(31,466)	(31,466)	(445,034)	1314.3%
Bond Proceeds	10,000,000	10,000,000	-	0.0%
Net Surplus (Deficit)	**$ 4,191,748**	**$ 6,957,831**	**$ (10,992,218)**	**-362.2%**

Compared with the previous year, the major revenue changes in the Proposed Budget are:

1. Parking rates have increased over the last few fiscal years, but no new rate increases are proposed for FY24.

2. Operating revenues are anticipated to increase by 8.2% or $70.1K from FY23 Budget to FY24 Budget. This is primarily due to continuation of the current FY23 trends and historical trends prior to COVID pandemic.

The major expenditure changes in the Proposed Budget are as follows:

1. Total operating expenses in the FY24 Proposed Budget reflects an increase of 16.2% or $158.5K. The primary reasons for this increase are salary costs, minimum wage increases, benefit increases, and contracted services for new parking deck design. The current AFSCME 1540 union contract is effective through June 2025.

2. New Bond Proceeds include $10.0M for the construction of a third parking deck in FY23 with anticipated construction to completed at the end of FY24.

3. Non-Operating Expenses are projected to increase 281.7% or $210.1 due to increased bond interest expense related to the third parking deck.

4. Capital outlay totals for fixed assets are projected to increase by $4.5M primarily due to the construction of a third parking deck. The Capital Improvement Program, Section 7, provides details on all the Parking Fund projects anticipated for FY24 beginning on page 163.

GOLF COURSE FUND

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Operating Revenues	$ 365,567	$ 388,367	$ 335,400	-8.3%
Operating Expenses	538,997	542,823	612,869	13.7%
Operating Income (Loss)	**(173,430)**	**(154,456)**	**(277,469)**	**60.0%**
Non-Operating Revenues (Expenses)	200	3,650	3,650	1725.0%
Transfers from (to) Other Funds	123,000	123,000	250,000	103.3%
Increase (Decrease) in Retained Earnings	**(50,230)**	**(27,806)**	**(23,819)**	**0.0%**
Add Back Depreciation	71,400	55,700	65,900	-7.7%
Capital Outlay/Fixed Assets	(112,467)	(112,467)	(75,000)	-33.3%
Net Surplus (Deficit)	**$ (91,297)**	**$ (84,573)**	**$ (32,919)**	**-63.9%**

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

1. Overall operating revenues are anticipated to decrease by <8.3%> or <$30.2K> from FY23 Budget to FY24 Proposed Budget due to one-time State Highway User income in FY23. The current FY23 trends are higher than FY23 Budget levels and it is anticipated that FY24 will improve slightly more. This is also due to increased rates and rentals and a decrease in the amount of special rate programs and discounts given. The last rate adjustments for the Golf Course happened on January 1, 2021.

2. The operating expenses in the FY24 Budget are 13.7% or $73.9K higher than FY23 Budget. It is anticipated that there will be 1 additional part-time and 1 additional seasonal staff person needed more than was included in the original FY23 Budget. This staffing change has already happened and is expected to continue into FY24. The FY24 Budget does include salary enhancements for full-time employees as the current AFSCME 1540 union contract is effective through June 2025.

3. Transfers from Other Funds is projected to increase by 103.3% or $127.0K due to an increase in the General Fund subsidy to $250.0K necessary to help offset the expenses and project costs.

4. Capital outlay totals for fixed assets are expected to decrease from FY23 Budget to FY24 Budget. The Capital Improvement Program, Section 7, provides details on the Golf Fund project anticipated for FY24 on page 167.

PROPERTY MANAGEMENT FUND

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Operating Revenues	$ 293,917	$ 281,843	$ 272,337	-7.3%
Operating Expenses	391,912	415,188	362,218	-7.6%
Operating Income (Loss)	**(97,995)**	**(133,345)**	**(89,881)**	**-8.3%**
Non-Operating Revenues (Expenses)	(3,207)	2,493	2,672	-183.3%
Capital Contributions & Grants	-	-	200,000	0.0%
Increase (Decrease) in Retained Earnings	**(101,202)**	**(130,852)**	**112,791**	**-211.5%**
Add Back Depreciation	110,900	106,300	108,300	-2.3%
Capital Outlay/Fixed Assets	(20,000)	-	(220,000)	1000.0%
Principal Payments on Long-Term Debt	(5,959)	(5,959)	(5,992)	0.6%
Net Surplus (Deficit)	**$ (16,261)**	**$ (30,511)**	**$ (4,901)**	**-69.9%**

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

1. Overall operating revenues are anticipated to decrease by <7.3%> or <$21.6K> due to rental income loss as Community & Economic Development prepares to move from the Elizabeth Hager Center to a newly purchased City building not held by Property Management Fund.

2. Total operating expenses in the FY24 Proposed Budget reflect an overall decrease of <7.6%> or <$29.7K> compared to the FY23 Budget primarily due to a reallocation of personnel expenses. As buildings continue to sell, there are less rental spaces to maintain and less normal recurring operating costs unless there is tenant change-over.

3. Non-Operating Revenues (Expenses) are projected to decrease by <183.3%> or <$5.9K> from FY23 Budget to FY24 Proposed Budget as a result of an increase interest revenue and maintaining current cash balance.

4. Capital outlay totals for fixed assets are projected to increase by 1000.0% or $200.0K as a result of the proposed Elizabeth Hager Center tenant renovation and normal improvements for FY24. The Capital Improvement Program, Section 7, provides details on the various Property Management Fund projects anticipated for FY24 Budget beginning on page 169.

STORMWATER PROTECTION FUND

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
Operating Revenues	$ 3,196,000	$3,305,000	$3,292,000	3.0%
Operating Expenses	1,377,614	989,009	1,334,654	-3.1%
Operating Income (Loss)	**1,818,386**	**2,315,991**	**1,957,346**	**7.6%**
Non-Operating Revenues (Expenses)	(18,414)	4,886	6,435	-134.9%
Capital Contributions & Grants	66,619	66,619	740,000	1010.8%
Increase (Decrease) in Retained Earnings	**1,866,591**	**2,387,496**	**2,703,781**	**44.9%**
Add Back Depreciation	125,100	110,000	138,900	11.0%
Capital Outlay/Fixed Assets	(1,736,852)	(545,000)	(2,621,000)	50.9%
Principal Payments on Long-Term Debt	(35,833)	(35,833)	(37,374)	4.3%
Net Surplus (Deficit)	**$ 219,006**	**$1,916,663**	**$ 184,307**	**-15.8%**

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

1. The annual Stormwater rate for calendar year 2023 is $36.00 per 1000 square feet of impervious surface. In future years, a new cost rate plan will be calculated by a third-party consultant to adequately cover the future costs associated with this fund and programs.

2. Operating revenues are projected to increase 3.0% or $96.0K in FY24 due to half fiscal year stormwater rate increases and maintaining the current customer base.

3. Total operating expenses in the FY24 Proposed Budget are anticipated to decrease by <3.1%> or <$43.0K> compared to the FY23 Budget due to reductions in general and administrative expenses. The primary factor in this overall decrease is the removal of "At Your Door" program that cannot be implemented or offered by the City's contracted vendor as originally included in the FY23 Budget.

4. Depreciation expense is projected to increase by 11.0% or $11.8K from FY23 Budget to FY24 Proposed Budget due to investment in infrastructure in the fund.

5. Capital outlay totals for fixed assets are projected to increase by 50.9% or $884.1K as a result of a stream restoration and normal improvements for FY24. The Capital Improvement Program, Section 7, provides details on the various Stormwater Protection Fund projects anticipated for FY24 Budget beginning on page 171.

SPECIAL REVENUE FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	Revised Budget 2022/23	Estimated Actual 2022/23	Proposed Budget 2023/24	Percent Change
CDBG Grant Revenues	$1,498,683	$ 1,421,022	$ 959,714	-36.0%
Program Income	220,200	250,832	256,075	16.3%
Total Operating Revenues	**1,718,883**	**1,671,854**	**1,215,789**	**-29.3%**
Commercial/Industrial Improvements	75,000	50,000	50,000	-33.3%
Clearance & Demolition	75,000	-	75,000	0.0%
Public Facilities & Improvements	980,131	921,575	540,000	-44.9%
Public Services	178,951	223,271	140,000	-21.8%
Contra Principal Payments	45,000	67,000	70,000	55.6%
Cost of Properties Held for Resale	221,000	279,390	279,390	26.4%
Housing Rehab	222,000	234,107	212,500	-4.3%
Program Administration	62,742	48,373	84,896	35.3%
Administration	145,789	131,887	159,303	9.3%
Total Operating Expenditures	**2,005,613**	**1,955,603**	**1,611,089**	**-19.7%**
Net Change in Fund Balance	**$ (286,730)**	**$ (283,749)**	**$ (395,300)**	**37.9%**

Compared with the previous year, the major revenue changes in the Proposed Budget are as follows:

1. Total Revenues reflect an overall decrease of <$503.1K> or <29.3%> from FY23 Budget. This is a result of a decrease in the use of Entitlement monies by <$539.0K> or <36.0%> and from an increase in program income by $35.9K or 16.3% as a result of higher principal repayments on loans and higher interest earned compared to FY23. There is chart that reflects the City's entitlement funding history in Section 4 on page 6.

Compared with the previous year, the major expenditure changes in the Proposed Budget are:

1. Commercial/Industrial Improvements are projected to decrease by <$25.0K> or <33.3%> for FY24 Budget due to lower disbursements of Microenterprise Grant awards.

2. Public Services are projected to decrease by <$39.0K> or <21.8%> due to the exhaustion of the majority of one-time CARES Act funding being completely utilized in FY23.

3. Public Facilities & Improvements are projected to decrease by <$440.1K> or <44.9%> due to the completion of large projects such as the Wheaton Park project.

4. Cost of Properties Held for Resale is expected to increase by $58.4K or 26.4% due to the expected sale of 261 South Prospect Street.

THE BUDGET SCHEDULE

The Municipal Charter of Hagerstown requires the City Administrator to submit a budget to the Mayor and Council at least 90 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:

November 14 – November 21, 2022	Department review meetings for 1st Quarter FY23 financial operating results
December 1, 2022	First Public Hearing on Community Development Block Grant funding needs held virtually
January 3 – January 26, 2023	Department budget requests and start of review meetings between Department Directors and Budget Committee
February 2, 2023	Begin prioritizing department requests and developing City Administrator adjustments. This process includes discussing proposed adjustments, obtaining further input, and agreement on adjustments with departments.
March 31, 2023	City Administrator's Proposed Budget submitted to Mayor and City Council
April 4 – May 16, 2023	Mayor and City Council review of Proposed Budget and Capital Improvement Program
April 27, 2023	Second Public Hearing on Community Development Block Grant funding needs
May 9, 2023	Introduction of Ordinances: FY24 Budget and Property Tax Rates
May 9, 2023	Public Hearing on FY24 Budget and Capital Improvement Program; Public Hearing on property tax rates
May 16, 2023	Adoption of Ordinances: FY24 Budget and Property Tax Rates

ACKNOWLEDGEMENTS

This proposed budget is a result of the unified efforts of the City's Senior Leadership Team across all departments and Funds and their staff who have given hours of thought and diligence to prioritizing the programs and projects for inclusion. We commend and thank them for their work.

Preparation of the budget is a unified effort, but we must recognize the Finance Team as the lead in guiding the budget preparation. We wish to especially acknowledge Finance team members: Brooke Garver, Accounting & Budget Manager; Jeff Lear, Senior Financial Accountant; and Heidi Herman, Senior Accountant, who had key responsibilities in the process this year. The entire Finance staff deserves special acknowledgment and credit for the extra hours worked in assisting with and coordinating the production of this year's budget. Ashley Newcomer, Utilities Finance Manager assisted in the preparation of utility revenue projections as well as reviewing and analyzing all of the utility fund budgets. Human Resources staff provided oversight on personnel and fringe benefit budget issues. All of the mentioned contributions have resulted in this comprehensive presentation of the FY24 Budget. The staff and I look forward to reviewing this proposed budget with you.

Respectfully Submitted,

Scott A. Nicewarner

Scott Nicewarner, City Administrator

Organizational Structure

City of Hagerstown Elected Officials



Mayor
Tekesha
Martinez



Councilmember
Kristin B.
Aleshire



Councilmember
Robert E.
Bruchey, II



Councilmember
Tiara
Burnett



Councilmember
Shelley
McIntire

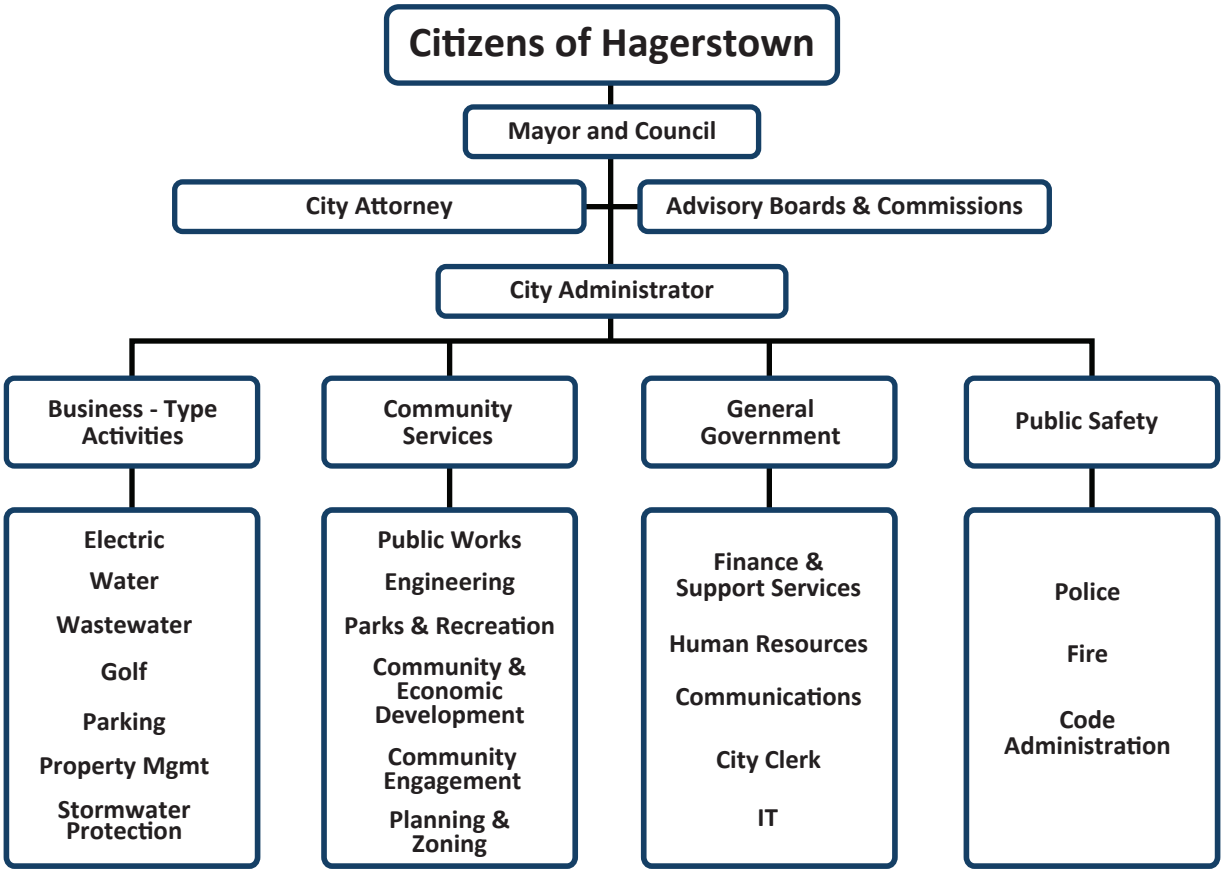
Picture
Coming
Soon

Councilmember
Matthew J.
Schindler

City of Hagerstown Structure



Scott Nicewarner, City Administrator



City Wide Department Cross Matrix

Department	General-Other	Type of Fund	Related Sections
Mayor	General	Governmental	Section 2
City Council	General	Governmental	Section 2
Registration/Elections	General	Governmental	Section 2
City Administrator	General	Governmental	Section 2
City Clerk	General	Governmental	Section 2
Community Engagement	General	Governmental	Section 2
Legal	General	Governmental	Section 2
Finance	General	Governmental	Section 2
Support Services	General	Governmental	Section 2
Information Technology	General	Governmental	Section 2
Human Resources	General	Governmental	Section 2
Communications	General	Governmental	Section 2
Planning	General	Governmental	Section 2
Code Administration	General	Governmental	Section 2
Community & Economic Development	General	Governmental	Section 2
City Engineer	General	Governmental	Section 2
Sanitation	General	Governmental	Section 2
Parks & Recreation	General	Governmental	Section 2
Police	General	Governmental	Section 2
Fire	General	Governmental	Section 2
Public Works	General	Governmental	Section 2
City Hall	General	Governmental	Section 2
CIP-General	Captial Improvement	Governmental	Section 7
Community Development Block Grant	Special Revenue	Governmental	Section 4
Economic Redevelopment	Special Revenue	Governmental	Section 4
Business Revolving Loan	Special Revenue	Governmental	Section 4
Forest Conservation Fund	Special Revenue	Governmental	Section 4
Flexible Spending Fund	Special Revenue	Governmental	Section 4
Excise Tax Fund	Special Revenue	Governmental	Section 4
Grant Fund	Special Revenue	Governmental	Section 4
Electric	Utility Fund	Enterprise/Business Type	Section 3, Section 7
Water	Utility Fund	Enterprise/Business Type	Section 3, Section 7
Wastewater	Utility Fund	Enterprise/Business Type	Section 3, Section 7
Parking	Parking Fund	Enterprise/Business Type	Section 3, Section 7
Golf Course	Golf Course Fund	Enterprise/Business Type	Section 3, Section 7
Property Management	Property Management Fund	Enterprise/Business Type	Section 3, Section 7
Stormwater Protection	Stormwater Protection Fund	Enterprise/Business Type	Section 3, Section 7
Workers Compensation	Workers Compensation Fund	Service & Trust	Section 5
Health Care	Health Care Fund	Service & Trust	Section 5
Dental Care	Dental Care Fund	Service & Trust	Section 5
Bloom Carlile	Bloom Carlile Fund	Service & Trust	Section 5

SECTION 1 - MAYOR & COUNCIL STRATEGIC PLAN 2021-2024

Through a combination of financial management policies, land use, and forecasting, the City will ensure stability by maximizing its use of resources. To assist the Mayor and City Council, a five year forecast of the City's General and Enterprise Funds is included in the City's budget document to illustrate the financial impact of their decisions. On November 23, 2021, Mayor and Council adopted their new Strategic Plan for 2021 through 2024. As outlined below, eleven Focus Areas were derived from Mayor and Council's Vision and Mission Statement that was also approved by the elected body November 23, 2021.

Vision Statement: The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe and vibrant neighborhoods.

Mission Statement: The City of Hagerstown shall be a community focused municipality.

The City will emphasize the following Focus Areas through the implementation of the Mayor & Council's Strategic Plan:

- Neighborhoods Revitalization & Sustainability
- Public Safety
- Public Facilities and Infrastructure
- Economic Development
- Citizen-Based Government
- Fiscal Accountability
- Parks & Recreation for Active/Healthy Living
- Innovative/Progressive Government
- Community Promotion/Pride
- Economic Development through Sports and Tourism
- Misc. Projects, Goals and Legislative Priorities

NEIGHBORHOODS REVITALIZATION & SUSTAINABILTY

The citizens of Hagerstown will experience a high quality of life.

- Identify and prioritize blighted structures and rehabilitation of these parcels to allow placement back on the real property tax roll.
- Sustaining and improving Planning, Code and Zoning policies and laws for continued neighborhood protections.
- Promote neighborhood-based services and citizen engagement by defining neighborhood boundaries and identities and by expanding Neighborhoods 1st programming.
- Continue to improve conditions in neighborhoods by working with owners, tenants and investors utilizing the Rental Facilities and Vacant Structures programs.
- Promote neighborhoods that demonstrate community pride on a regular basis
- Develop partnerships to create a public housing plan and diversify housing balance.
- Strategic Community Revitalization Approach

PUBLIC SAFETY

The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown will be healthy and safe.

- Support the manpower and capital needs of the City Police, Fire, Code and Public Works Departments.
- Focus attention and resources to recruitment and retention in the Police Department.
- Sustain a focus for the City Fire System and the all hazards mission.
- Work with State delegation and community stakeholders to develop legislation and programs to address gangs, violence, drug activity and juvenile crimes. Invest in Youth Violence Prevention Initiative.
- Continue focus on the opioid epidemic through collaborating with community stakeholders and through the continuing opioid litigation.
- Explore 24-Hour Crisis Center in partnership with hospital, health department, other partners.



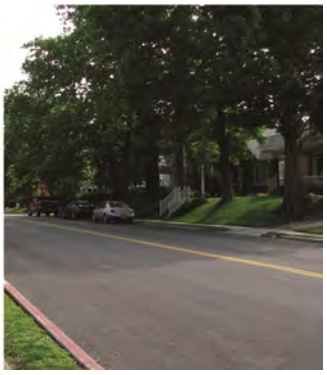



PUBLIC FACILITIES AND INFRASTRUCTURE

The City of Hagerstown will maintain quality services and infrastructure that support residents and businesses in a cost-effective manner.

- Planning for construction of a third parking deck and incorporate new technologies that provide and promote a more customer-oriented parking experience throughout the City owned parking facilities and lots.
- Implementation of Stormwater Restoration Plan and continually review fee structure.
- Support current improvement plan to the Breichner Water Plant, Edgemont Reservoir and surrounding watershed properties.
- Using the data from an updated street Pavement Condition Survey, make future pavement maintenance decisions.
- Support MML Legislative priority to restore HUR permanently.
- Ensure sustainability of our water/wastewater distribution and apply industry best management practices.
- Reserve capacity of water/wastewater for the City and its growth priorities.



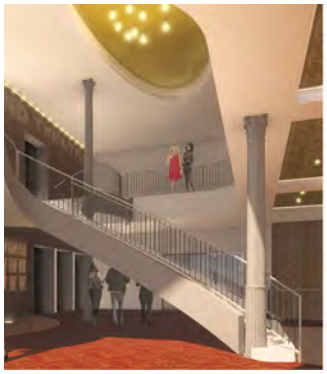



ECONOMIC DEVELOPMENT

The City of Hagerstown will continue to grow a diverse, business-friendly economy that supports the community's needs.

- Implement the Community's City Center Plan to promote economic development and strong neighborhoods in our core concentrating resources on the following catalyst projects.
    - **Catalyst Project #1** - Select a developer to construct new Class-A offices on the Central Parking Lot.
    - **Catalyst Project #2** - Work with public and private partners to support the expansion of Maryland Theatre programming and facilities.
    - **Catalyst Project #3** - Work in support of USMH to expand academic program offerings and facilities, including student housing.
    - **Catalyst Project #5** - Construct a multi-use trail linking the Arts & Entertainment District with City Park and the WCMFA.
    - **Catalyst Project #6** - Expanded Downtown Arts/Events Programming
    - **Catalyst Project #8** - Expanded and Targeted Home Ownership Support

- Review of Pre-annexation agreements and continue to explore new possibilities for annexation opportunities.
- Continued marketing of City owned properties to the private sector and attracting tenants to available space in City-owned property and managing lease agreements and lease renewals.
- Business Retention, Expansion and Attraction.
- Continued administration of incentive programs including the Invest Hagerstown Grant.
- Engage in an updated community center city plan.






CITIZEN-BASED GOVERNMENT

The citizens of Hagerstown will experience a high quality of life.

- Promote awareness and understanding of the City's finances through accessible and easy-to-use data presentations.
- Continue to support the Main Street Program and those volunteer groups.
- Grow a foundation of active and engaged residents to serve on various City boards and commissions.
- Improve access to City website information for mobile device users.
- Create text message opportunities to promote events, meetings and important alerts.
- Continue and enhance Hagerstown Youth Council.
- Support A&E Committee.

FISCAL ACCOUNTABILITY

The City of Hagerstown will strive for continuous improvement of fiscally responsible decision making.

- Grow assessable base (see Neighborhood Revitalization & Sustainability).
- Promote improvements to the State tax assessment and appeals process.
- Continue to strive for the most efficient management of departmental resources and expense controls.
- Evaluate the future structure and delivery of City services within the availability of our community's financial resources and in response to the needs of Hagerstown's citizens and businesses.
- Continued review of Fiscal policies and make recommendations for any changes.
- Continue work on the Utility Rate structures for Water, Wastewater and Stormwater.
- Address staffing in all departments including competitive salary.






PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING

The City of Hagerstown supports a culturally vibrant community.

- Construct a Splash Pad.
- Continue to develop and expand programs through the Parks & Recreation Division to increase active, healthy living for our citizens.
- Continue to develop programs that add public art throughout City neighborhoods, parks and public gathering places on an annual basis.
- Invest in Public Art Commissions efforts to increase public art in the City.
- Make public space inviting and a focal point.
- Develop a Wheaton Park Improvement Plan.
- Grow interconnected pedestrian walkability.

INNOVATIVE/ PROGRESSIVE GOVERNMENT

The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and the organization.

- High focus on Customer Service innovations to enhance the customer service experience.
- Full Service / 24 hour access to City services through implementation of a customer kiosk in the Downtown area.
- Provide ability for application for all types of City permits online, 24x7 access.
- Charter and City Code amendment review. (Possible creation of Ad-Hoc committee).
- High focus on Customer Service innovations to enhance the customer service experience.
- Human Resource technology focus on ways to automate or streamline routine tasks.
- Support and explore energy sustainability options.









COMMUNITY PROMOTION / PRIDE

The City of Hagerstown will improve our Community Image.

- Creation of an Image/Marketing Plan.
- Taking image management and enhancement messaging outside of Hagerstown and Washington County.
- Utilize all means of media outlets and partners to promote our messaging including our own studio and help of organizations such as MML, trade shows, professional conferences, Chamber etc.
- City hosted block parties, diversity events, and other inclusive, unique opportunities.
- City hosted Neighborhood Cleanup Events.
- Development of Mayoral Ambassador Program across all communities outside of N1 program.
- Host public meetings in the community.

ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM

The City of Hagerstown will be creative and diversify opportunities for Economic Development through nontraditional means.

- Indoor Sportsplex RFP and development by 2023 including property acquisition for redevelopment.
- Amphitheater exploration and RFP.
- Finish Skateboard Park by 2022.
- Support and expand opportunities at existing recreation facilities.

MISC. PROJECTS, GOALS AND LEGISLATIVE PRIORITIES

The City of Hagerstown takes a creative approach at finding solutions.

- Enhance community partnerships to help address homeless issues including housing crisis, mental health and lack of year round shelter.
- Work to address food deserts.
- Expand Bridge to Change Program by working with other organizations.
- Neon Light Project and other “light up” promotions.
- Find solution for tax differential and fair fire funding or consider pulling resources.
- Address long term MRGA water/wastewater plan.
- Public Restrooms






SECTION 1 – DEPARTMENTAL GOALS 2023

The Mayor and City Council took office in November 2020 and approved new Goals and Priorities in 2021 that will set the foundation to be built upon during the remaining years of this Administration. The current vision statement: *The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe and vibrant neighborhoods.* This is the current focus and is carried on through the Departmental Goals of this section. You will find that some of the goals are multi-year and phases have been carried forward from previous years, and may be carried into future years. We recognize that this is a working plan, and that at times, priorities may shift. We also understand that the plan is subject to fiscal constraints. In general, these goals as presented here, solidify the team's commitment to the City's vision statement.

CITY CLERK

- Update the records management program, beginning with rebuilding the outdated Record Retention Schedule.
- Provide electronic access to documents and communications for citizens and staff members.
- Move to online agendas and meeting packets exclusively.
- Implement electronic filing capability for candidates in the 2024 election cycle.

COMMUNITY ENGAGEMENT

Arts & Entertainment District. Maintain the City's designation as an Arts and Entertainment District and manage supporting programs.

- Reestablish an Arts & Entertainment Management Board with subcommittees- 1) Entertainment, 2) Marketing and Branding, 2) Professional Development and Grants, and 4) Public Art and Design
- Identify key locations to add public art that enhances the beautification of the district
- Establish a timeless brand for the district
- Create at least one signature event.

Main Street Hagerstown. Maintain the City's designation as a Main Street Community and manage volunteer engagement and programs using the 5-point Main Street Maryland model: (1) Promotions; (2) Design; (3) Business Relations; (4) Clean, Safe and Green; and (5) Organization.

- Support the Main Street Hagerstown Advisory Council, engage business owners, hold various types of events downtown, and encourage organizations to host their events downtown.
- Establish key community partnerships for involvement in events and initiatives.

Special Events and Festivals

- **City Organized, Partnered and Supported Events.** Plan and implement a range of special events and festivals delivered by the City of Hagerstown and/or in partnership. Provide support through sponsorship of additional events. Events include, but are not limited to: MDWK Music & Market, Handmade Hagerstown artisan markets, Thunder in the Square, Mummer's Parade, downtown Tree Lighting, Holly Fest, the Donut Drop and more.
- **Support for Downtown Events.** Encourage and provide support to organizations that select Downtown Hagerstown as the venue for their events. Provide guidance to outside event planners with the goal of increasing the number of events held annually downtown.
- **City Farmers' Market.** Operate and manage the outdoor, seasonal Historic City Farmers' Market and explore related opportunities.

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

The following objectives for the Department of Community & Economic Development (DCED) encompass our programmatic work.

- To drive new development and investment in the City and Downtown resulting in the stabilization and growth of the City's assessable base and new jobs.
- To strengthen City neighborhoods and homeownership through community engagement and addressing blighted/abandoned properties and housing stock issues.
- To promote and advance the image and quality of life of the City for the economic benefit of existing businesses and for new residential and commercial investment.

The following are programmatic-level goals for the Department of Community & Economic Development (DCED).

Community's City Center Plan. Implement catalyst projects identified in the 10-year Community's City Center Plan. In 2023, engage consultant for review and update of the plan.

- Catalyst Project #1: Office Development and Recruitment
- Catalyst Project #2: Maryland Theatre Expansion of Programming and Facilities
- Catalyst Project #3: USMH Expansion Support
- Catalyst Project #5: Linking City Park/WCMFA and the A&E District with Trail & New Housing
- Catalyst Project #6: Expanded Downtown Arts/Events Programming
- Catalyst Project #8: Expanded and Targeted Home Ownership Support

Monitor opportunities related to select catalyst projects.

- Catalyst Project #4: Hotel/Conference Center and Heritage Center/Commemorative Park
- Catalyst Project #7: Expanded Operations of the City Farmer's Market

Urban Improvement Project. The Urban Improvement Project includes expansion of the Maryland Theatre, Barbara Ingram School for the Arts (BISFA) and the University System of Maryland at Hagerstown (USMH) as well as the creation of a plaza. Support the Mayor and City Council's work to expand cultural and academic opportunities in City Center. With the Urban Improvement Project mostly complete, support resulting secondary development and explore additional phases of large-scale urban improvement.

Grants Management. Administer multiple grants through the State of Maryland Community Legacy Program, Strategic Demolition Fund and other grant sources to support redevelopment projects and incentive programs.

COMMUNITY DEVELOPMENT

- **Community Development Block Grant & Supported Programs.** Manage the Community Development Block Grant (CDBG) Program, which provides funding to Public Service Programs, Homeowner Rehabilitation Programs, Capital Improvement Projects, and additional programs.
- **Community Engagement and Growing Volunteerism.** Lead engagement efforts, dialogue and external relations. Explore action items that enhance our efforts to become a more sustainable and viable City. Continue to grow volunteerism to foster civic engagement and understanding of local government operations. Provide support for the development of the Mayoral Ambassador Program.

- **Youth Engagement.** Support and grow the initiatives and activities of the Hagerstown Youth Advisory Council (HYAC). The effort will provide a voice for youth in City government and will foster civic engagement.

- **Strategic Demolition and Repurposing of Abandoned Property.** Work cross department to fully launch and administer a program to repurpose problem, abandoned properties that fail to transfer ownership through the traditional tax sale process. This includes demolition of dilapidated, abandon property (when necessary) and transfer of ownership to a qualifying entity or homeowner. Explore program expansion beyond tax sale properties for blight removal throughout the City.

ECONOMIC DEVELOPMENT

- **Business Retention, Expansion and Attraction.** Work with existing and prospective business owners and investors to retain, expand and attract investment in Hagerstown. These efforts include the administration of a range of incentives and programs (Partners in Economic Progress (PEP), Invest Hagerstown Grant Programs, CDBG Microenterprise Grant and others) as well as services such as grand opening and anniversary events.

- **Sports Tourism.** Support the City's Hagerstown Field House project. Monitor and support economic development opportunities related to sports and sports-tourism industries.

- **Hagerstown Revolving Loan Fund.** Manage a business revolving loan program designed to provide financing for new and expanding businesses for working capital, equipment, property acquisition and property rehabilitation.

- **Entrepreneurship and Business Resource Center.** Explore options to evolve the BuroBox Program, an entrepreneurship and business resource center at 60 West Washington Street, with the goal of supporting the needs of a broader market of entrepreneurs, small businesses, and telecommuters. Seek possible outside operations of the facility through a Request for Proposals (RFP).

- **Property Management.** Lease available space in City-owned properties including attracting tenants and manage lease renewals.

- **Commercial Development and Competitive Negotiated Sale (CNS).** Catalyze commercial development by enhancing City-owned properties and marketing these properties to private investors through the Competitive Negotiated Sale process (CNS) with the goal of returning properties to the private sector for active, contributing uses.

- **Annexation Opportunities.** Explore opportunities to facilitate annexation as a means of enhancing the tax base of the City and facilitating provision of services.

FINANCE AND SUPPORT SERVICES

FINANCE

Cost Allocation Plan. Work with an outside vendor to update the City's Cost Allocation Plan. The current Cost Allocation Plan was last updated in FY 2008. A cost allocation plan calculates the government-wide direct and indirect costs to departments and funds that receive services from other departments. A successful cost allocation plan will enable the City to equitably share the costs of shared facilities and support services and help identify the actual cost of services provided to the Utility funds.

Subscription Management Software. Implement the subscription module of Debtbook, software that will assist in debt, lease, and subscription management and accounting standards GASB 87 and GASB 96 compliance.

Enhancements to Treasury Management Services. Work with the City's local bank to incorporate the ability

to upgrade the bank reconciliation process. This new service will increase efficiency within the department.

Electronic Bid Submissions. Currently, vendors that wish to respond to a formal Request for Proposal (RFP) or Invitation to Bid (ITB) can only submit their bids via hand-delivery or through a shipping/postal company. In order to streamline the bid submittal process, the option to submit bids electronically will be added. This will help to eliminate bids being late/getting lost and should entice more vendors to respond.

Update P-Card and Purchasing Policy. A primary portion of the expenses across the City are monitored via the existing purchasing and P-card policies. These policies establish key limits of authority across all areas including the Director of Finance and the City Administrator. Like any other fiscal policy, this specifically needs to be reviewed and updated and will require a cross department team to make suggestions for ultimate Mayor and Council approval.

SUPPORT SERVICES

Stormwater Billing Implementation. In FY21, the City enacted a Stormwater User Fee. Staff will continue to work to ensure Stormwater User Fees are accurate and customers are receiving the correct billing and credits. Staff will continue to work with Engineering to make sure all fees are being correctly charged and all accounts billed.

Customer Needs Automated Communication Project. Staff will begin planning for implementation of an Interactive Voice Response system that will integrate directly with a new Utility Billing system that is currently being researched. This will provide citizens with another option to pay their utility bill, as well as address some of the volume of representative assisted phone and lobby interactions.

Implement New Utility Billing and Customer Service Software. Implement a new Utility Billing Software and Customer Service software in FY2024. This will be more user-friendly with quicker access to links in order to meet the needs of customers through the continuing changes the pandemic brought in a more efficient manner. The implementation of a new Billing and CIS Software that will integrate with our online payment portal, InvoiceCloud will provide many additional features for our customers.

Customer Service and Utility Billing Relocation. Customer Service and the Utility Billing operation is scheduled to move their new location, the former M & T Bank building on North Potomac Street, in FY24. This move will offer a drive-up window and a better area inside to assist customers. There will also be an outside Customer Kiosk. This will offer after hours convenience for our customers to pay bills and check balances.

Our goal is to strive to continue to provide the best customer service possible and trying to meet all needs to the best of our abilities and will continue to do so.

FIRE DEPARTMENT

- Continue to plan staffing needs and strategy for all components of the Hagerstown Fire Department, including the Fire Marshal's Office, and job duties of several unfunded positions.

- Create an amendment to the City Charter to rename the HFD to "Hagerstown Fire-Rescue" that will: a) assume responsibility for all elements of the all-hazards mission including haz-mat, specialty rescue and EMS, and b) develop a single volunteer division under the centralized authority of the HFD Chief for all certified and operational volunteers.

- Develop policy and procedure updates for the Fire Marshal Office, fully implement an in-service inspection and pre-planning program for non-sprinklered, commercial buildings using Insurance Service Office (ISO) criteria and dedicate resources to the rental housing and hotel/motel inspection program in concert with existing PCAD programs.

- Provide resources necessary to replace up to seven anticipated retirements in FY24.

- Working with the Water Division to develop an in-service plan to inspect, flow-test, color-code and maintain fire hydrants to the ISO standard of 20% sampling in each water zone.
- Continue to implement the strategic recommendations and action items enumerated in the HFD Five-Year Strategic Plan and integrate that plan into the City Comprehensive Plan.
- Continue to implement the multi-year renovations and improvements CIP project(s) to create a fully equipped fire tactical village at the Bowman Avenue training center.
- Finalize land acquisitions for two sites.
- Temporarily relocate resources from 25 West Church St. as mandated by the purchase agreement with the new owners.
- Move to the build phase of the combination headquarters / fire station consolidation.
- Implement the scenario-based incident command training program using simulations software.
- Continue to seek equal and fair funding for all City of Hagerstown fire-rescue facilities redirected to the municipal budget from Washington County government.
- Continue to seek to change the governance model of the Washington County Volunteer Fire & Rescue Association (WCVFRA) and Emergency Services Advisory Commission (ESAC), and the radio system governance board that provides voting representation for the HFD.

HUMAN RESOURCES

Oversight of Collective Bargaining Agreements. Human Resources will provide oversight of all four of the City's Collective Bargaining Units for FY2024.

Wellness Program. Staff is working with our benefits consultants and will continue to transform wellness by converting it into a Total Well-being Program. This program has brought an updated and fresh philosophy by moving beyond just health, nutrition, and exercise by including programs that focus on financial and emotional well-being as well.

Deferred Compensation. Empower will continue to offer employees investment training classes and will incorporate financial planning training for employees/spouses. With the new upgrade to the Empower website and the introduction of the Empower App, employees will be encouraged to utilize technology to make changes or update their accounts as well as review balances and monitor performance of their contributions.

Performance Management. Staff will focus on developing and introducing a new performance management and review process.

Healthcare Initiatives. The Healthcare Committee has provided Mayor and Council with recommended changes to the healthcare plans in an effort to reduce the increasing administrative and claims costs. That work has been hugely successful and has resulted in no increases in our plan for the last several years. Unfortunately, we have received a difficult increase projection for FY24. Human Resources will continue working with the Health Care Committee to explore options to minimize the financial and human impacts of this increase. HR will be working with the committee to integrate wellness initiatives to promote healthier lifestyles (smoking cessation, participating in quarterly programs) in order to assure affordable premiums for medical coverage. Human Resources will host a 2023 Benefits Fair for employees, retirees, and their dependents to provide education about the various benefits plans available, prior to launching online open enrollment scheduled for April and May. We will work to meet various Affordable Care Act requirements for reporting healthcare coverage for employees, retirees and dependents as required by law. Last year's Benefits Fair for employees was a huge success. We will be focusing on additional ways of engagement to make such events

more accessible to all. Staff will be providing an update to Mayor and Council on the Plan's performance and discuss future projections.

Technology. Staff will continue to automate and streamline routine tasks in order to shift time and staff resources from transactional administrative work to more strategic focuses. Re-introduction of Employee Self Service (ESS) within MUNIS to all employees to streamline HR services/communications and implementation of online benefits enrollment is on-going. Introduction of the Munis ESS app has been implemented as an additional resource for employees to access personal, pay, tax, time off and benefits information. Staff will continue to focus on ways to make the HR website more useful by consolidating various processes, policies, and forms.

Training. Human Resources will continue utilizing Kantola Training Solutions for a variety of offerings for development of City employees. Newly promoted supervisors will be offered training with AMA (American Management Association). We will continue to make customer service training a priority. We will also be providing tools to staff to develop their supervisory and coaching skills, specifically in areas related to performance management and succession planning and city-wide refresher training on anti-harassment and sensitivity, diversity, and inclusion in the workplace. We will continue to review and update employment policies as needed throughout the year.

Compensation. With all four bargaining units having completed contracts, there will be greater pressure on the compensation system. This will continue to be a primary focus as we move into future fiscal years.

Employee Recognition. In 2022, staff continued work on our employee recognition programs including the HIP Award Program. In 2023, HR will continue to focus on ways to recognize our employees.

Risk Management. We will continue to work to minimize losses due to workers' compensation and liability incidents. Staff will work closely with all departments to ensure goals are met to address risk management concerns. Classroom training conducted by internal and outside instructors is paramount to reducing City losses. We plan to increase the utilization of online training through services provided by our insurers. We will continue courses (some on-line) despite the pandemic to maintain our required training levels in critical areas.

INFORMATION TECHNOLOGY

Network Infrastructure Analysis/Upgrade. Staff is consistently reviewing and analyzing of our current network infrastructure, providing recommendations for upgrading of equipment to newer/current hardware technologies as well as undertaking a project to increase the operating standard of City network capacity throughput from 1G to 10G.

Virtualize Hardware Infrastructure. Staff will continue to move our hardware infrastructure from individualized servers to a virtualized environment, allowing for greater flexibility and performance of our existing systems while simplifying overall support of the hardware landscape.

Increased Integration into Cloud Services. Staff will continue to evaluate and recommend data storage solutions that are cloud based (instead of on-premises). This enhances data security and backup capability for sensitive information that is integral to our overall IT operations.

Security Awareness Education. As businesses and municipalities continue to come under increased threats of hackers utilizing more sophisticated phishing and virus-laden emails, IT continues to partner with HR to provide training and awareness to our City staff concerning safe and secure technology usage.

Security Software. City is continuing to implement real-time IT security software that monitors our various endpoints and alerts staff when potential threats are detected. These discrepancies can then be addressed as soon as they are discovered.

Standardization of Technology Across City Departments. Staff will continue to work with the various departments in order to standardize and upgrade all hardware and software so that all users are on common/supportable levels. This includes a planned move to the Office 365 common suite of productivity products.

City Financial System. Staff will continue to work with our software vendor to upgrade the City's financial system (MUNIS) to more current versions, allowing for additional functionality and to increase operational efficiency of services.

Evidence Barcoding System. Teams are working with vendor partners to implement systems to simplify and streamline the handling of police evidence for various active and historical casework.

Video Surveillance Wireless Network Expansion. Continue to add equipment to allow for enhanced video coverage for wireless camera connections throughout the City

Overall Business Process/Technology Updates Staff will meet with various departments to better understand their business processes and make recommendations for either utilizing technology (to replace manual processes) or streamlining operations, where applicable.

.

COMMUNICATIONS

The Communications Department is committed to constant evolution in an effort to boost the City's image through both style and substance. To that end, here are the goals the department is prioritizing:

- With the City Branding & Imaging/Marketing Campaign now established, continuing to implement strategies outlined within it is the objective in order to ensure consistency related to its message, appearance, and recognizability

- Replacing antiquated video equipment with new equipment that will enable the department to fully tap into today's ever-changing technology in order to incorporate different virtual platforms seamlessly into the broadcast and streaming system in order to maximize its look and ease of use.

- Working with the Mayor, City Councilmembers, and departmental staff to increase community engagement and the City's marketability by promoting a unified vision, visibility, and voice through local and regional media outlets, our cable channel, and social media platforms.

ENGINEERING DEPARTMENT

- Support the design and construction of the $70 million *Hagerstown Multi-Use Sports and Events Facility* in downtown. Staff will assist the Maryland Stadium Authority on the Cultural Trail relocation, neighborhood outreach and logistics effecting City infrastructure.

- Per the Strategic Plan and in partnership with *Eastern Sports Management*, complete design and start construction of a $24 million, 114,000 square foot indoor sports "Field House" at the municipal stadium site

- Complete the construction of the $3.3 million widening Professional Court to four lanes, connection to new bridge over Antietam Creek and adding second southbound left turn lane on Eastern Boulevard.

- Per the Strategic Plan, construction of a $12 million third parking deck at 50 West Antietam Street. The deck is projected to be five levels and hold 395 spaces.

- Per the Strategic Plan, construction of the $2M renovations to the former M&T Bank building just south of City Hall for relocation of customer service, billing, and DCED staff.

- Per the Strategic Plan, construction of the first phase of the "Wheaton Park Master Improvement Plan" including plaza, parking, misting pad and interpretive plaques.

- Per the Strategic Plan, implement projects to clean and treat stormwater including MKS pond retrofit, golf course stream relocation and design the Hamilton Run restoration adjacent Northern Avenue. Expand street tree and forest planting program using grant funds from the Chesapeake Bay Trust; partner with the Maryland Forest Service to plant trees at the former City-owned landfill off of Resh Road.

- Complete improvement projects including: renovations to Locomotive #202, installation of the Clara Barton Memorial, new bathrooms in City Park, installation of safety beacon at Salem Avenue/Rhode Island Avenue, design of improvements to Hager House Visitors' Center, Antietam Creek access at Mt Aetna Road, installation of radar speed boards on Maryland and Summit Avenues, rectangular rapid flashing beacon at Fountaindale Elementary, replace elevator in City Hall, install sidewalks on West Irvin Avenue, phase II of the Fairgrounds Park stable roof and installation of Morningside Heights stormdrain

- Per the Strategic Plan, continue pavement preservation and curb/sidewalk replacement programs.

PLANNING & CODE ADMINISTRATION

Neighborhood Revitalization and Sustainability

1. **Get Bighted Structures back on Tax Roll** –
    a. Work with City of Cumberland on effort to revise State law to allow municipalities to acquire tax sale properties quicker.
    b. Prepare contract for on-call engineer for structural analyses.
    c. Do RFP for demolition contractors on retainer.

2. **Improve PCAD policies and laws to protect neighborhoods** –
    a. Revise Vacant Structures ordinances as discussed in September 2022.
    b. Revise Rental Facilities ordinance to change frequency of inspections.
    c. Expand abatement ordinance or enact new ordinance for untagged/inoperable motor vehicles and graffiti.
    d. Review 2021 Building Code Update with M&CC.
    e. Update Billboard Ordinance.
    f. Complete 2022 LMC Amendments and draft 2023 amendments.
    g. Update HDC's design review guidelines.
3. **Develop partnerships to create a public housing plan and diversify housing balance** – Update Housing Element of Comprehensive Plan to include affordable housing requirement per State law.

Public Safety

1. **Support the manpower needs of City Police, Fire, Code and Public Works department** – Expand Permit inspection staff to add a combination inspector to help cover for heavy workloads and absent inspectors, thus ensuring maintenance of high level of customer service satisfaction

Economic Development

1. **Implement Community's City Center Plan to promote economic development** – Continue exploration of redevelopment of downtown Meritus properties.
2. **Review of pre-annexation agreements and continue to explore new annexation opportunities** – 2 Western Maryland Parkway annexation becomes effective; start proceedings for phase one annexation of 55 Oak Ridge Drive; process one or two other annexations that have been discussed with staff; begin work on annexation of adjacent pre-annexation agreement properties.

Innovative & Progressive Government

1. **High focus on customer service innovations to enhance the customer service experience** –
   a. Begin process to include scanned development plans and plats on City's GIS web page.
   b. Overhaul shelving system of the 5th Floor Planning Archives to facilitate PIA research and scanning for GIS web page project.

POLICE DEPARTMENT

Quality of Work Life and Training. Employee safety and career development will remain a priority this year. The employee driven safety committee will meet to discuss issues and specialized training programs focusing on officer safety. Career development will continue to take shape by utilizing the individual surveys and interviews of staff to develop training and education to further the employee's career. Specific training areas will promote career development The utilization of state of the art Virtual reality training technology is moving our agency ahead of most in the state and region. Additional training utilizing this tool will focus on community expectations of policing in today's world, to include de-escalation, implicit bias, and modern policing tactics.

Crime Reduction. We will continue to enhance our "Watch Center" model this year, hiring part time staff to cover 84+ hours a week during our busiest hours. The staff working this center will focus on calls that can be handled without an in-person response, thus freeing up officers on the street to be able to perform more proactive details. Our goal is to reduce "in-person" patrol response by 30%. These details will focus on criminal activity identified in the intelligence led policing model we currently utilize. In response to concerns over youth and gang related violent crime we will continue to utilize intelligence led policing, grant initiatives, ad hoc task forces, along with developing an anti-youth violence group with community partners to address prevention, intervention and re-entry youth. The department will also incorporate the utilization of drones to enhance air capabilities.

Engaging the Community. Community engagement for the Police Department relies on information and the receiving of feedback through a variety of sources. The Department will continue to follow recommendations identified in the President's 21st Century Policing Report and CALEA standards as well as District commanders and officer participation in community events and meetings to listen and share information will continue. Information will also be shared through the increased use of social media and our website to provide timely and relevant information. Feedback through our website, community meetings, and involvement with the faith-based, minority and ethnic community groups will be used to shape our responses, service needs and recruiting concepts. Based on the community acceptance and success of the Community Resource Officer (CRO) program, and as manpower allows, we will expand the program into more neighborhoods and the department will seek to institute a downtown squad that will gradually expand its operational area.

PUBLIC WORKS

Third Parking Deck: Begin construction of the third parking deck to be located at 50 W. Antietam Street. Work should begin in early spring of 2023 with completion approximately one year later.

City Hall Annex: Start construction of the City Hall Annex at 32 N. Potomac Street. This is the former M&T Bank that will house the Billing operations and DCED offices. Work will be completed by the end of 2023 or early 2024. Staff will need to discuss long term maintenance operations for the interior and exterior of the property.

Traffic Control/Signals: Complete upgrades to the traffic signals at Eastern Blvd. and Frederick St. Traffic signals will be mounted on new pole arms as opposed to the current hanging of traffic signals on span wire.

Additional Battery Backups: Staff will continue to improve the operations of signalized intersections by installing battery backup systems. The battery allows traffic signals to continue to operate for up to 2 hours after the main power fails. There are currently 8 intersections with battery backups.

City Hall Elevator Replacement: One of two elevators has completely failed at City Hall being beyond repair due to age. This elevator will almost be completely replaced with new components and hardware.

Downtown Events: Managing downtown events has been placed under the Recreation Division of Public Works. Staff will continue assisting current events and creating new events in the downtown to provide a leisurely experience while promoting the downtown. The Main Street program and City created events are now part of the City Administrator's responsibilities. Public Works will also assist with the logistics of these events as well.

Complete City Park Restrooms: Complete the construction of the City Park restrooms located near the Train Hub. Restrooms will enhance the park experience by allowing visitors to the train, train museum, pavilion and softball fields by providing convenient, handicap accessible restrooms. Work began in 2022 and should be complete by spring 2023.

Citywide Park Improvements: Work includes new handrails of steps off of Virginia Ave.), reconstruction of smaller, pedestrian bridges (City Park), additions to the Christmas lighting (City Park), epoxy flooring (Wheaton Park), completion of renovations to band shell (Wheaton Park), step repairs (Fairgrounds Park), complete roof replacement of staples (Fairgrounds Park), roof replacement (Hager Park), trellis repairs (Pangborn Park) to name a few.

Hellane Park: Install 4 new basketball hoops and resurface the courts. The hoops have been purchased awaiting installation. Once installed, a new surface will be installed to provide a premium, outdoor basketball experience.

Potterfield Pool: Complete repairs to the concession stand eaves, soffit and gable lumber to include new lumber and paint. Replace numerous doors frames and hardware that are rusted and deteriorated.

Recreation: Staff will continue to promote and create events for leisurely, healthy and active lifestyles. Harvest Hoedown, Ghost Tours and Community Yard Sales provide a relaxed atmosphere for those looking for a fun affair. The city programs health conscience events such as the Hub City 100 Miler, Yoga and Kids Gymnastics. Finally, those looking for a more active lifestyle can enjoy programs like Zumba, golfing and soccer. The city also teams up with the YMCA for youth soccer and the Hagerstown Fairgrounds Softball Association for youth and adult softball leagues and tournaments.

Property Abatements: Staff will continue to provide support to the Code Administration and Planning Department in the cleanup of blighted properties by providing lawn mowing, weed control and trash/debris removal. On average, 378 properties per year are abated. Staff also provides automatic removal of furniture, electronics and mattresses abandoned in the core of the downtown to quickly eliminate this unsightly element for the business community. Several homeless camps per year are typically cleaned up as well in cooperation with Code and Police.

Neighborhood Cleanups: Public Works will continue to support multiple neighborhoods, non-profit organizations and volunteers willing to organize cleanups of public spaces. There are typically 6 - 8 requests per year for gloves, trash bags and the collection of debris. Cleanup usually occurs along streets such as Garland Groh Blvd., in neighborhoods and along/in Antietam Creek.

UTILITIES DEPARTMENT

ELECTRIC

System Safety and Reliability. The safety of all Light Department employees and City residents is our highest priority and is accomplished by continuous review of safe work practices, safety regulations, and

training related to high voltage electrical systems. System coordination and reliability studies are ongoing along with implementation of upgrades associated with improvement of these values.

Customer Service. Staff will continue to explore software options to enhance the work management systems. The Department continues to maintain a warehouse to ensure all essential parts and equipment is available to efficiently respond to outages and customer service requests. Staff is proposing replacement of all electric revenue meters with devices capable of integrating with an automated metering infrastructure for real-time reads, automated disconnection/reconnection, and real-time voltage/outage detection.

Rate Structure & Revenue. With a projected deficit in FY26, a Request for Proposals and solicitation for professional services to conduct a cost of service study analysis will be necessary. The combination of the revenue losses, wholesale power supply rates, and increases in wage and benefits will force the Department to continue to extend the life of our existing assets as required until a rate increase is approved by the Maryland PSC.

Wholesale Power. The wholesale contract with Energy Harbor will expire in May 2024. Staff will prepare a Request for Proposals for a new wholesale purchase power contract to begin on June 1, 2024. Staff continues to gather baseline information, utilizing consultants, legal counsel, and trade data, regarding the ownership of generation assets, offsets in our renewable energy standards, or rate structures, utilizing a mix of long term and short-term purchase for our wholesale power supply contracts. Savings of this nature may be used to offset the expected increase in future energy costs.

WATER

Water Meter Service Program. The Water Division inspects and upgrades services through the service area to ensure the accuracy of the metering equipment and address possible public safety concerns. The Division continues to test the 350 commercial and industrial meters annually and repair and/or replace defective meters as needed. The Water Division is responsible for approximately 28,000 meters.

Water Production Upgrades. Staff continues to work with Hazen & Sawyer and the MDE on the Edgemont Reservoir and Breichner Plant projects to ensure compliance with Dam Safety regulations as well as Safe Drinking Water Act requirements associated with the Edgemont raw water supply. The Zone 5 Water System Study will be completed in FY24 with construction expected to begin in 2025.

Distribution System Upgrades. The Water Division will continue to budget for rehabilitation and main replacement projects utilizing data from the leak detection program. Planning and design will begin in FY24 on the second phase of the potable water transmission main project. Work will continue in FY23 through our coordinated efforts with the City/County/State roadway rehabilitation projects in an effort to minimize unnecessary road repairs.

Water Five Year Rate Model. Staff will continue to manage the financial operations of the Water Division to ensure that our existing five-year rate model is followed through FY24 with FY24 rates previously approved by Mayor and City Council. Work is underway for the FY25-FY29 five-year rate plan.

WASTEWATER

Wastewater Plant Upgrades. Staff continues to work with Black and Veatch to ensure the pelletizing operation (Class A Biosolids Facility) and beneficial re-sue of biosolids maintains compliance with all applicable Federal and State regulatory standards. Work is ongoing to replace the SCADA system, pump replacement, electrical upgrades and replacement of laboratory equipment to ensure continuous operation and reliability for compliance with the Clean Water Act. Staff has requested funding through the Maryland Department of the Environment Clean Water Act Program.

Wastewater Collection System. Administrative and Collections staff will utilize the Capacity Management Operation & Maintenance (CMOM) evaluation to implement upgrades to the sewer collection system to reduce inflow and infiltration and increase system capacity. Staff requested and was awarded grant funding through ARC to continue the lining program to remove extraneous flow from the collection system. Staff will continue to

request funding from MDE Water Quality Financing Administration for Inflow and Infiltration remediation. Work has been initiated for the relocation of Pump Station 9 to address capacity and aging infrastructure concerns. Work is also underway to rebuild Pump Station 13.

Wastewater Five Year Rate Model. Staff will continue to manage the financial operations of the Wastewater Division to ensure that our existing five-year rate model is followed. Mayor and City Council adopted the current 5-year rate plan in FY20 establishing rates though FY24. Work is underway for the FY-25-FY29 Rate Plan.

ADMINISTRATIVE

Regulatory Requirements. The Utilities Department Administrative, Regulatory, and Engineering staff will work to meet all regulatory reporting requirements including but not limited to the Maryland Public Service Commission, Federal Energy Regulatory Commission, the Maryland Department of the Environment, the US Environmental Protection Agency, and all local agencies having jurisdiction.

Policy and Code Amendments. Administrative and Engineering Staff continue to review and update City Code and Department Policy and Procedures for consistency with industry standards.

City Enhancements. The Utilities Department Administrative, Regulatory, and Engineering Staff will continue to assist on all economic development projects.

The City of Hagerstown 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 12.754 square miles; its population is 43,527 according to the most recent 2020 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 and is responsible to the Council for the administration of all City affairs. 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 wastewater 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, Economic Redevelopment Fund, Business Revolving Loan Fund, Forest Conservation Fund, Flexible Spending Fund, Excise Tax Fund, and 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 include, but are not limited to, 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 Electric Fund, Water Fund, Wastewater Fund, Parking Fund, Golf Course Fund, Property Management Fund, and Stormwater Protection Fund all operate as Enterprise Funds.

FIDUCIARY FUNDS:

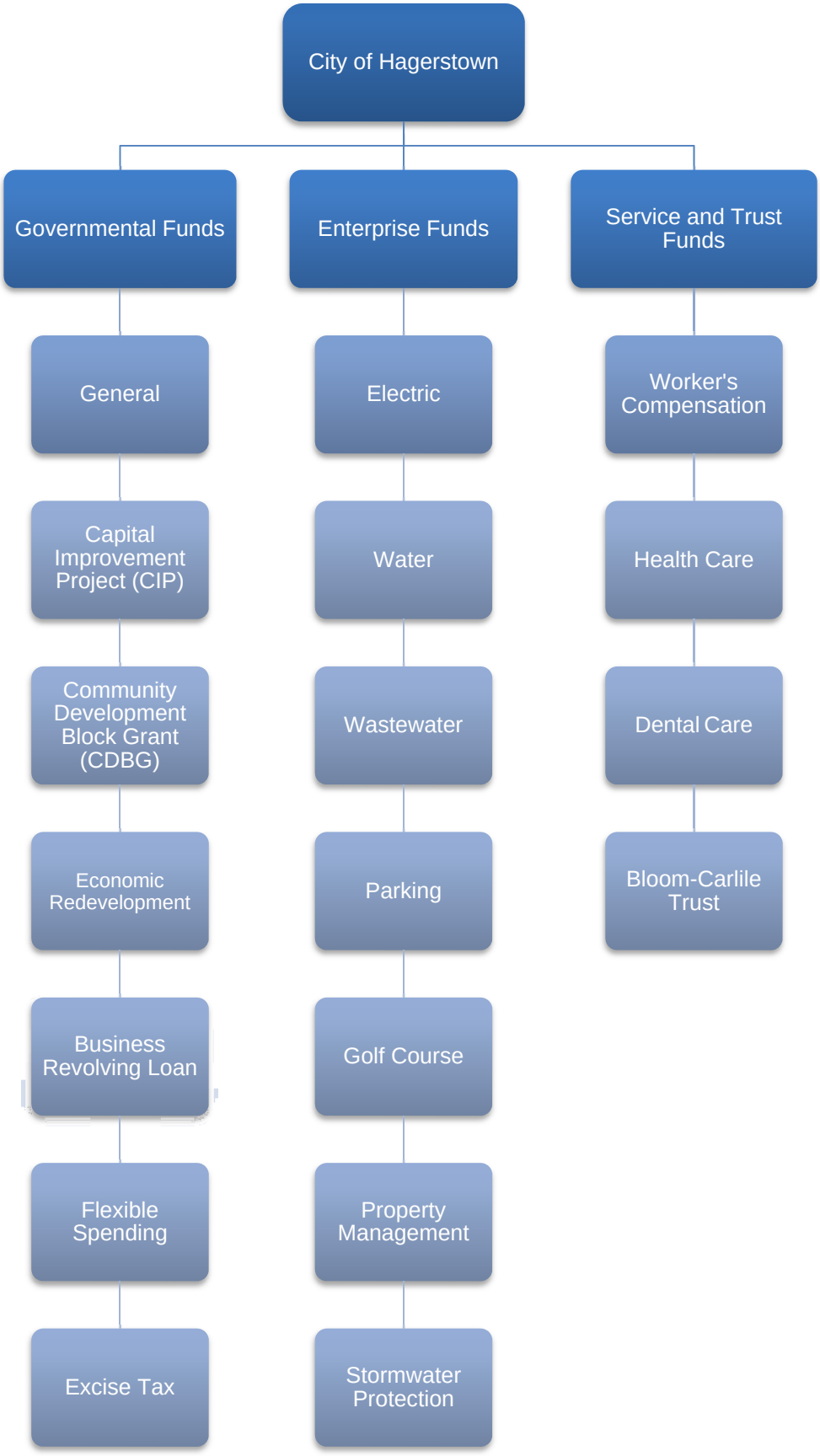
Trust Funds - These funds are used to account for assets held by the City in a trustee capacity. The Bloom-Carlile Trust Fund operates as a Trust Fund.

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 the recognition and timing of when revenues and expenditures are recorded 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 of Hagerstown
Governmental Funds
Enterprise Funds
Service and Trust Funds
General
Capital Improvement Project (CIP)
Community Development Block Grant (CDBG)
Economic Redevelopment
Business Revolving Loan
Flexible Spending
Excise Tax
Electric
Water
Wastewater
Parking
Golf Course
Property Management
Stormwater Protection
Worker's Compensation
Health Care
Dental Care
Bloom-Carlile Trust

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 (CIP) - 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 (CDBG) 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.

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.

Electric 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.

Stormwater Protection Fund - This fund is used to account for the activities of the City’s Stormwater Protection Program that seeks to limit flooding and runoff-related damage as well as improve the quality of water in the Chesapeake Bay, the Potomac River, and all of the tributary streams in Washington County.

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 investments of the fund is used to provide assistance to the poor and needy of Hagerstown.

Explanation of Funds (continued):

Health Care Fund - 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 Health Care Fund. It allocates 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 Health Care Fund from which all health care related administrative and medical reimbursements costs are paid.

Workers Compensation Fund - The City manages its uncovered workers' compensation risks and sets aside assets for claim settlement in this Internal Service Fund. Workers Compensation Fund 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 Workers Compensation Fund. 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 the actual claims experience of the City as a whole and makes provisions for catastrophic losses.

Dental Care Fund - Similar to the Health Care 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.


Governmental Funds
General Funds
Special Revenue Funds
Capital Improvemment Projects Fund
General Government
Public Safety
Highway & Streets
Waste Collection & Disposal
Culture & Recreation
Community & Economic Development
Unallocated General Expense
Debt Service
Transfer To Other Funds
Community Development Block Grant (CDBG) Fund
Economic Redevelopment Fund
Business Revolving Loan Fund
Forest Conservation Fund
Flexible Spending Fund
Excise Tax Fund
Grant Fund

[THIS PAGE INTENTIONALLY LEFT BLANK]

Public Safety

City of Hagerstown









GENERAL FUND
SECTION 2

	Page
Statement of Revenues, Expenditures and Changes in Fund Balance	1
General Fund Charts	
Revenues and Expenditures	3
Category of Expenditures	4
Revenue Summary	5
Property Tax Assessable Base Table	6
Proposed Revenues	
Property Taxes	7
Income and Other Taxes	8
Licenses & Permits	9
Intergovernmental Revenues	10
Charges for Current Services	11
Fines & Forfeitures	12
Unallocated General Revenues	13
Transfers from Other Funds & Other Financing Sources	14
Proposed Expenditures by Department	
Administration	
Mayor	15
City Council	17
Registration and Elections	19
City Administrator	20
City Clerk	22
Community Engagement	24
Legal	27
Finance and Support Services	
Finance	29
Support Services	31
Information Technology	33
Human Resources	35
Communications	37
Planning and Code Administration	39
Community and Economic Development	42
Engineering	45
Parks and Recreation	49
Police Consolidated	52
Fire	57
Public Works	60
Unallocated Expenses	
Program Summary	63
Debt Service	64
Retiree Health Costs	64
Inventory Adjustment	64
CIP Appropriations	64
Operating Transfers to Other Funds	64
Contingency Reserves	64
Contributions to Other Agencies	64
Schedule of Public Functions	65
Capital Expense Schedule	66

[THIS PAGE INTENTIONALLY LEFT BLANK]

STATEMENT OF REVENUE,EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES BY TYPE					
Property Taxes	$ 34,592,251	$ 35,134,632	$ 35,314,237	$ 37,646,300	7.1%
Income and Other Taxes	5,655,611	5,422,583	5,867,775	5,826,864	7.5%
Licenses and Permits	2,667,306	2,268,900	2,917,308	2,389,300	5.3%
Intergovernmental Revenues	486,514	1,448,309	1,109,181	2,054,382	41.8%
Charges for Current Services	3,715,980	3,794,033	4,133,159	4,467,886	17.8%
Fines and Forfeitures	937,727	1,250,750	1,182,150	1,150,150	-8.0%
Unallocated General Revenues	2,369,260	2,294,097	2,615,045	2,549,935	11.2%
Transfers from Other Funds	570,492	684,375	684,375	30,000	-95.6%
Appropriated Use of Fund Balance	-	1,805,000	-	1,889,000	4.7%
Total Current Revenues	**$ 50,995,141**	**$ 54,102,679**	**$ 53,823,230**	**$ 58,003,817**	**7.2%**
EXPENDITURES BY DEPARTMENT					
0101001-Council	125,809	137,657	138,452	153,778	11.7%
0101002-Mayor	86,589	86,242	87,503	94,585	9.7%
0103001-City Administrator	227,516	240,069	233,278	253,473	5.6%
0103002-City Clerk	158,174	187,354	175,583	186,354	-0.5%
0103004-Legal Counsel	254,528	286,100	295,636	276,000	-3.5%
0103005-Public Functions	265,152	321,992	386,741	400,651	24.4%
0103006-Communications	270,342	299,026	280,068	296,776	-0.8%
0107001-Finance & Accounting	921,853	1,095,046	1,094,684	992,940	-9.3%
0107200-Information Technology	1,164,347	1,255,257	1,226,196	1,356,824	8.1%
0107201/203-Customer Services/Billing & Treasurer	560,034	511,873	574,244	570,002	11.4%
0109001-Planning	458,567	438,866	426,473	484,416	10.4%
0109002-Annexation	1,609	10,800	2,000	10,800	0.0%
0109003-City Hall	272,114	300,490	304,333	318,516	6.0%
0109004-Engineering & Construction	1,084,791	1,166,277	1,169,614	1,373,461	17.8%
0109005-Human Resources	566,126	654,552	651,670	672,057	2.7%
0124010-City Hall Annex*	30,440	15,500	19,000	28,650	84.8%
Total General Government	6,447,991	7,007,101	7,065,475	7,469,283	6.6%
0110XXX-Police Department	14,282,938	16,616,244	15,753,024	16,827,522	1.3%
0112001-Fire Department	9,039,781	9,994,666	9,769,313	10,542,798	5.5%
0114001-Code Administration	1,553,483	1,799,563	1,667,189	1,812,413	0.7%
0116XXX-Signal Department	495,583	599,821	549,723	678,757	13.2%
Total Public Safety	25,371,785	29,010,294	27,739,249	29,861,490	2.9%
0121001-Snow Removal	217,826	386,000	386,000	386,100	0.0%
0123XXX-Gas Station & Maint Garage	586,080	562,096	635,409	712,058	26.7%
0124001-PW & Street Operations	1,410,911	1,478,066	1,422,395	1,620,739	9.7%
0124008-Central Equipment Building	118,041	108,299	111,847	117,757	8.7%
Total Highways & Streets	2,332,858	2,534,461	2,555,651	2,836,654	11.9%
0130001-Waste Collection & Disposal	2,926,593	3,156,784	3,281,362	4,463,690	41.4%
0140001-Department of Recreation	582,283	668,261	615,770	663,773	-0.7%
0140202-Swimming Pools	235,779	188,020	211,480	220,282	17.2%
0140204-Farmers Market	82,178	16,751	8,453	1,500	-91.0%
0140401-Municipal Stadium	32,773	12,208	11,661	11,311	-7.3%
0140402-Hager House	35,848	48,497	57,626	52,696	8.7%
0140403-Train Museum	22,137	43,451	45,353	55,877	28.6%
0145XXX-City Parks	1,798,210	2,136,117	2,009,284	2,226,157	4.2%
Total Culture & Recreation	2,789,208	3,113,305	2,959,627	3,231,596	3.8%

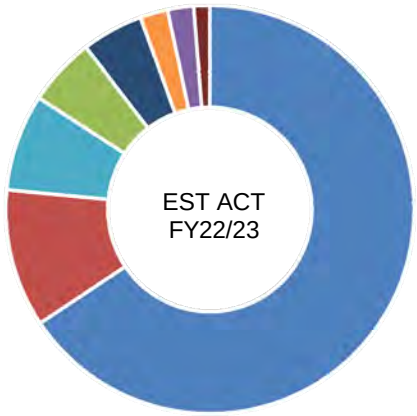
STATEMENT OF REVENUE,EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2023/2024

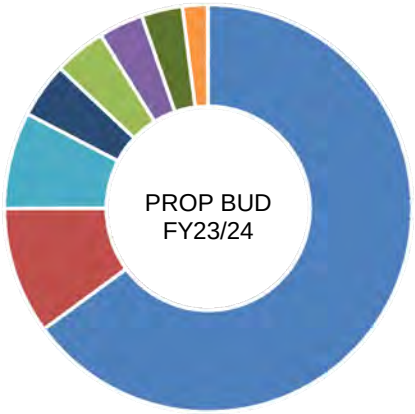
ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
0150001-Community & Economic Development	532,067	691,809	717,582	779,219	12.6%
0160001-Retiree Benefits	1,465,742	1,500,000	1,470,000	1,664,540	11.0%
0166001-Contributions-Other Agencies	272,100	205,000	205,000	205,000	0.0%
0162001-Inventory Adjustments	7,483	10,000	10,000	10,000	0.0%
0168001-Contingency	-	28,551	-	180,000	530.5%
Total Unallocated General Expenses	1,745,325	1,743,551	1,685,000	2,059,540	18.1%
0190001-Debt Service-Principal	1,707,194	1,105,690	1,105,691	1,143,470	3.4%
0191001-Debt Service-Interest & Issuance Costs	511,080	483,069	463,461	743,144	53.8%
Total Debt Service	2,218,274	1,588,759	1,569,152	1,886,614	18.7%
0195001-Operating Transfers to Other Funds	1,247,009	1,197,593	1,211,593	1,390,558	16.1%
0195002-Capital Transfers to CIP & Other Funds	1,496,819	2,252,255	2,252,247	2,134,049	-5.2%
0195002-Fund Balance Transfer for CIP Projects	4,472,741	1,805,000	416,000	1,889,000	4.7%
Total Transfers to All Other Funds	7,216,569	5,254,848	3,879,840	5,413,607	3.0%
Total Expenditures & Transfers	**$ 51,580,670**	**$ 54,100,912**	**$ 51,452,938**	**$ 58,001,693**	**7.2%**
Excess (Deficiency) of Revenues over Expenditures	**$ (585,529)**	**$ 1,767**	**$ 2,370,292**	**$ 2,124**	
Beginning Fund Balance	**$ 17,986,035**	**$ 17,400,506**	**$ 17,400,506**	**$ 19,770,798**	
Less Budgeted Use of Fund Balance	-	(1,805,000)	-	$ (1,889,000)	
Ending Fund Balance	**$ 17,400,506**	**$ 15,597,273**	**$ 19,770,798**	**$ 17,883,922**	
Detail of Ending Fund Balance					
Nonspendable	$ 508,641	$ 350,000	$ 350,000	$ 350,000	
Committed	250,000	250,000	250,000	250,000	
Assigned	1,068,047	1,000,000	1,000,000	1,000,000	
Unassigned	15,573,818	13,997,273	18,170,798	16,283,922	
Ending Fund Balance	$ 17,400,506	$ 15,597,273	$ 19,770,798	$ 17,883,922	
Unassigned Fund Balances as: % of Operating Budget Less Transfers to All Other Funds	35.1%	28.7%	38.2%	31.0%	
Number of Months Expenditures	4.2	3.4	4.6	3.7	

*City Hall Annex is 32 N Potomac Street, which is a new acquistion funded with American Rescue Plan Act (ARPA) in FY22, and will become the location of Customer Services, Billing, and Community & Economic Development areas.

COMPARISON OF REVENUES AND EXPENDITURES - PROPOSED BUDGET FY24 VS EST ACTUAL FY23
FISCAL YEAR 2023/2024

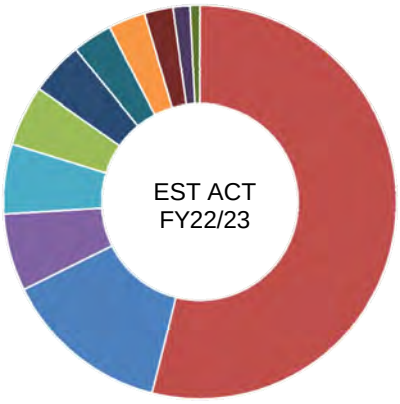
GENERAL FUND REVENUES

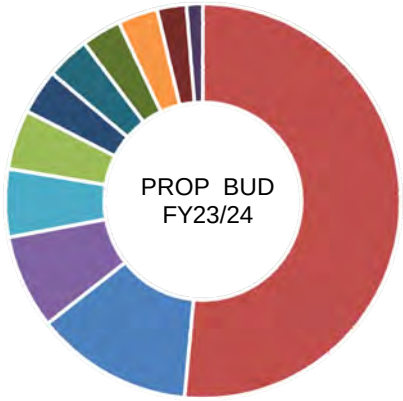




	Est Act FY22/23	Prop Bud FY23/24
Property Taxes	$ 35,314,237	$ 37,646,300
Income & Other Taxes	5,867,775	5,826,864
Charges for Current Services	4,133,159	4,467,886
Licenses and Permits	2,917,308	2,389,300
Unallocated General Revenues	2,615,045	2,549,935
Intergovernmental Revenues	1,109,181	2,054,382
Fines and Forfeitures	1,182,150	1,150,150
Transfers from Other Funds	684,375	30,000
Appropriated Use of Fund Balance	-	1,889,000

GENERAL FUND EXPENDITURES





	Est Act FY22/23	Prop Bud FY23/24
Public Safety	$ 27,739,249	$ 29,861,490
Highways & Streets	2,555,651	2,836,654
General Government	7,065,475	7,469,283
Waste Collection	3,281,362	4,463,690
Parks and Recreation	2,959,627	3,231,596
Unallocated Expenses	1,685,000	2,059,540
Debt Service	1,569,152	1,886,614
Operating Transfers	1,211,593	1,390,558
Fund Balance Transfers	416,000	1,889,000
Capital Transfers	2,252,247	2,134,049
Comm & Econ Development	717,582	779,219

CATEGORY OF EXPENDITURES
Fiscal Year 2023/2024

Where Does Your Money Go?



General Government*
$7,469,283

Unallocated/Debt Service Expenses
$3,946,154

Waste Collection
$4,463,690

Highways & Streets
$2,836,654

Transfer to Other Funds
$5,413,607

Community & Economic Development
$779,219

Parks & Recreation
$3,231,596

Public Safety
$29,861,490

Total Proposed FY24 Budget Expenditures $58,001,693

***Includes: Mayor & Council, City Admin, City Clerk, City Hall, Communications, Engineering, Finance, Human Resourcs, IT, Legal, Planning, Public Functions, and Suport Services**

REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
CURRENT REVENUES					
Property Taxes	$ 34,592,251	$ 35,134,632	$ 35,314,237	$ 37,646,300	7.1%
Income and Other Taxes	5,655,611	5,422,583	5,867,775	5,826,864	7.5%
Licenses and Permits	2,667,306	2,268,900	2,917,308	2,389,300	5.3%
Intergovernmental Revenues	486,514	1,448,309	1,109,181	2,054,382	41.8%
Charges for Current Services	3,715,980	3,794,033	4,133,159	4,467,886	17.8%
Fines and Forfeitures	937,727	1,250,750	1,182,150	1,150,150	-8.0%
Unallocated General Revenues	2,369,260	2,294,097	2,615,045	2,549,935	11.2%
Total Current Revenues	**$ 50,424,649**	**$ 51,613,304**	**$ 53,138,855**	**$ 56,084,817**	**8.7%**
OTHER FINANCING SOURCES					
Transfers from Other Funds	570,492	684,375	684,375	30,000	-95.6%
Appropriated Fund Balance to CIP Fund:Capital Expenditures	-	1,805,000	-	1,889,000	4.7%
Total Other Financing Sources	**$ 570,492**	**$ 2,489,375**	**$ 684,375**	**$ 1,919,000**	**-22.9%**
Total Ending Revenues and Other Financing Sources	**$ 50,995,141**	**$ 54,102,679**	**$ 53,823,230**	**$ 58,003,817**	**7.2%**

CITY ASSESSABLE TAX BASE AND PROPERTY TAX REVENUE TRENDS AFTER ADJUSTING FOR CURRENT YEAR TAX CREDITS, ABATEMENTS, AND REFUNDS (FIFTEEN YEAR HISTORY PLUS BUDGET PROJECTIONS)

	Total Assessable Base* (in millions)	Assessable Base - % Chg from Prior Yr		City Portion Only Real Estate Tax Rate	Real Estate & Prop Tax Revenues (in thousands)		Property Taxes - % Chg from Prior Yr	Direct and Overlapping Tax Rates			
								City	County	State	Combined
Actual 2007/2008	2,297	9.2%		0.798	19,742		8.5%	0.798	0.948	0.112	1.858
Actual 2008/2009	2,552	11.1%		0.788	21,676		9.8%	0.788	0.948	0.112	1.848
Actual 2009/2010	2,830	10.9%		0.788	23,959		10.5%	0.788	0.948	0.112	1.848
Actual 2010/2011	2,881	1.8%		0.788	24,132		0.7%	0.788	0.823	0.112	1.723
Actual 2011/2012	2,559	-11.2%		0.788	21,386		-11.4%	0.788	0.823	0.112	1.723
Actual 2012/2013	2,634	2.9%		0.788	22,216		3.9%	0.788	0.823	0.112	1.723
Actual 2013/2014	2,665	1.2%		0.788	22,398		0.8%	0.788	0.823	0.112	1.723
Actual 2014/2015	2,542	-4.6%		0.898	24,325		8.6%	0.898	0.823	0.112	1.833
Actual 2015/2016	2,618	3.0%		0.913	25,586		5.2%	0.913	0.823	0.112	1.848
Actual 2016/2017	2,660	1.6%		0.913	25,991		1.6%	0.913	0.823	0.112	1.848
Actual 2017/2018	2,660	0.0%		0.941	26,857		3.3%	0.941	0.823	0.112	1.876
Actual 2018/2019: All	2,714	2.0%		1.002	29,197		8.7%	1.002	0.823	0.112	1.937
Actual 2018/2019: Apts	*237*	*N/A*	***	*1.032*	*2,451*		*N/A*	*1.032*	*0.823*	*0.112*	*1.967*
Actual 2019/2020: All	2,754	1.5%		1.002	29,525		1.1%	1.002	*0.823*	*0.112*	*1.937*
Actual 2019/2020: Apts	*184*	*-22.6%*		*1.032*	*1,897*		*-22.6%*	*1.032*	*0.823*	*0.112*	*1.967*
Actual 2020/2021: All	2,814	2.2%		1.002	30,567		3.5%	1.002	*0.823*	*0.112*	*1.937*
Actual 2020/2021: Apts	*242*	*31.5%*		*1.032*	*2,494*		*31.5%*	*1.032*	*0.823*	*0.112*	*1.967*
Actual 2021/2022: All	*2,934*	*4.3%*		*1.002*	*32,000*		*4.7%*	*1.002*	*0.823*	*0.112*	*1.937*
Actual 2021/2022: Apts	*245*	*1.4%*		*1.032*	*2,530*		*1.4%*	*1.032*	*0.823*	*0.112*	*1.967*
Estimated 2022/2023: All	*3,012*	2.7%		*1.002*	*32,641*		*2.0%*	*1.002*	*0.803*	*0.112*	*1.917*
Estimated 2022/2023: Apts	*267*	*9.0%*	***	*1.032*	*2,758*		*9.0%*	*1.032*	*0.803*	*0.112*	*1.947*
Proposed 2023/2024: All	*3,224*	7.0%	**	*1.002*	*34,857*	**	*6.8%*	*1.002*	*0.803*	*0.112*	*1.917*
Estimated 2023/2024: Apts	*286*	7.1%	***	*1.002*	*2,866*		*3.9%*	*1.002*	*0.803*	*0.112*	*1.917*

*The City chart above includes a calculated assessable base value for both real property and personal property and these values are reflected separately on the following page. The State Department of Assessment and Taxation provides annual Constant Yield notice information that includes real property assessed value expected on July 1 only.

**The assessable base value per the February 2023 Constant Yield Notice memos reflect a combined expected real property assessed value of 3,177 which is an increase of 5.2% compared to current levels. The City chart above assumes a slightly higher average assessable base value which includes personal property values. In addition, the chart above reflects the average value for all of FY23 and not just the value estimated to be on July 1.

***In addition, the City implemented a different tier tax rate for all Apartment classifications in FY19. The numbers and data for "All" include the Apartment classifications and are representative of total dollars and value to the City. The FY24 Proposed Budget recommends eliminating the separate tax tier.

Each penny on the real estate tax rate generates additional revenue of	**$ 308,000**
Each penny on the personal property tax rate generates additional revenue of	**$ 17,000**

PROPERTY TAXES - PROPOSED REVENUES
FISCAL YEAR 2023/2024

DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Current Year Levy	$ 31,999,286	$ 32,337,332	$ 32,641,004	$ 34,857,000	7.8%
Interest on Delinquent Taxes	(211,185)	150,000	15,000	150,000	0.0%
Prior Years' Levy-Net	35,367	(100,000)	(100,000)	(100,000)	0.0%
Payment in Lieu of Taxes	2,809,089	2,785,300	2,793,161	2,799,300	0.5%
Tax Discounts & Credits Allowed	(40,306)	(38,000)	(34,928)	(60,000)	57.9%
Total Property Taxes	**$ 34,592,251**	**$ 35,134,632**	**$ 35,314,237**	**$ 37,646,300**	**7.1%**

Revenues from property taxes are based on assessments established by the State Department of Assessment and Taxation. The real estate tax rate for FY23 was $1.002 per $100 of assessed value on all but apartments; and $1.032 per $100 for apartments. The business personal property rate was $2.505 per $100 of assessed value in FY23.

FY24 is the first year of the City's triennial reassessment period. The February 2023 Constant Yield Tax Rate Certification memo reflects a combined increase in real estate assessed values of 5.2% which represents a $1.6M increase in real estate revenue for FY24 if no changes are made to the tax rate. The real estate property constant yield rate certified by the State for FY24, that would generate the same dollar amount of gross real tax revenues (before local property tax credits), is $0.9641 per $100 of assessed value for apartments and $0.9537 per $100 assessed value for all excluding apartments which is less than the City's current FY24 tax rates. The proposed budget for FY24 includes the following: an estimated overall growth of 7.0% increase in the assessable base over current year from historical trends, anticipated growth from new developments and potential annexations, and no increase in tax rate.

A fifteen year history of the change in the City's assessable tax base and property tax revenues is available on Page 6. Several years ago, the Mayor and City Council took action with Washington County to limit the maximum annual growth in assessments on owner occupied residential real estate to 5.0%. The cap had been 10.0%, which is still the maximum cap for State tax purposes.

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

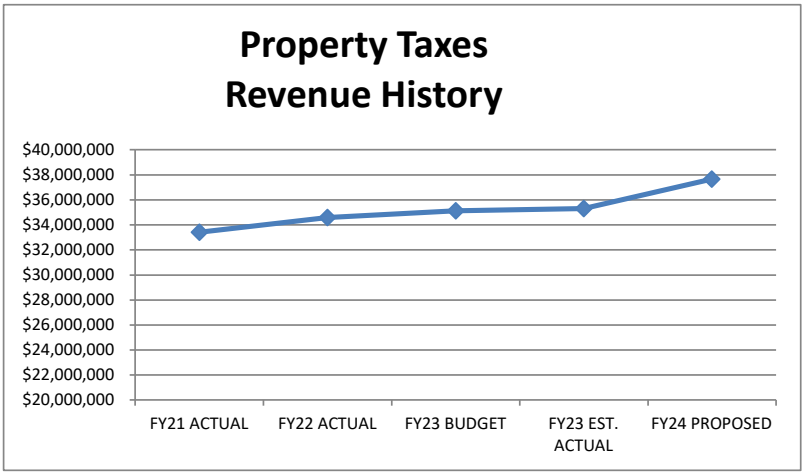
Adopted FY23 to Estimated Actual FY23

The estimated actual property tax revenues for FY23 when compared with the FY23 budget is expected be about 0.5% or $179.6K higher than originally budgeted. This increase is mostly the result of current year levy and payment in lieu of taxes being higher than budgeted by a total of $311.5K. This is offset by $135.0K in decreases from lower than expected revenues from interest on delinquent taxes and tax discounts & credits allowed. It is important to note that the impact of appeals remains hard to determine. During the COVID-19 pandemic, the State and PTAAB Board did not continuously hold these meetings. Additionally, the delay in filing of business corporate personal property tax returns impact that started in FY20 and has continued into FY23.

Adopted FY23 to Proposed FY24

Overall, the proposed property tax revenue for FY24 is expected to increase by 7.1% or $2.5M when compared to the FY23 budget. The FY24 proposed budget includes estimated growth of 7.0% in overall assessable base values based on market value increases, development of several warehouse facilities, and annexations. Offsetting this increase, staff recommends eliminating the two-tier tax rate which reduced revenue by approximately $85.0K.

This primary revenue source helps to fund various expenditures including: existing services provided to the community, economic incentives to businesses, annual debt service requirements, and employees' salaries and benefits. This funding source is vital to the City's future sustainability and growth. FY24 is the first year of City's triennial reassessment cycle.



INCOME AND OTHER TAXES - PROPOSED REVENUES
FISCAL YEAR 2023/2024

DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Income Tax	$ 3,809,747	$ 3,100,000	$ 3,500,000	$ 3,500,000	12.9%
Admissions & Amusement Tax	300,314	250,000	250,000	300,000	20.0%
Financial Corporations	34,214	34,214	34,214	34,214	0.0%
Enterprise Zone Tax Credits	402,173	537,784	524,709	538,000	0.0%
Room Tax - Tourism Promotions	255,084	200,000	250,000	250,000	25.0%
Police Protection	676,790	1,096,485	1,096,485	1,000,000	-8.8%
State Aid For Fire Service	77,289	70,000	78,267	70,000	0.0%
Highway User Revenues	100,000	134,100	134,100	134,650	0.4%
Total Income and Other Taxes	**$ 5,655,611**	**$ 5,422,583**	**$ 5,867,775**	**$ 5,826,864**	**7.5%**

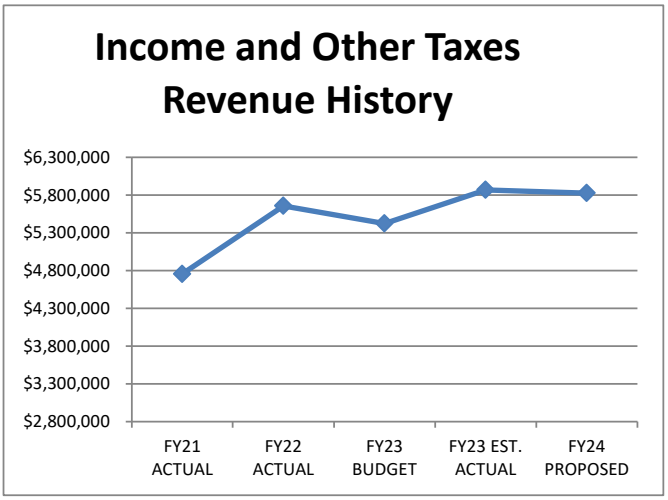
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

When compared to the FY23 adopted budget, FY23 estimated actual revenues are anticipated to be 8.2% or $445.2K higher. The largest increase of $400.0K is in income taxes which are established by the County government. Despite a reduction in percentage withheld established by the County, new trends reflect growth over original estimates. Room tax is expected to increase by a total of $50.0K to reflect more than average pre-COVID amounts with the opening of several new hotels. It is anticipated that enterprise zone tax credits will decrease by 2.4% or $13.1K in FY23 estimated actual.

Adopted FY23 to Proposed FY24

Overall, the proposed budget for FY24 income & other taxes revenue is expected to increase by 7.5% or $404.3K over the FY23 budget. This increase is driven by increases in most revenue categories except the following which are expected to remain level with FY23 budget: financial corporations, enterprise zone tax credits, and state aid for fire service. The growth in income taxes is estimated to continue to reflect the trend from the past three years. The Income Tax is not expected to reach FY22 amounts as a result of the change in percentage withheld from 3.0% to 2.95% by the County.



As the current graph indicates, FY23 estimated actuals are more in line with FY22 actuals and are expected to continue. The primary growth from FY23 budget is a result of better than anticipated Income Tax.

LICENSES & PERMITS - PROPOSED REVENUES
FISCAL YEAR 2023/2024

DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Traders Licenses	$ 110,310	$ 98,000	$ 95,000	$ 95,000	-3.1%
Vendor Permits from City Clerk	1,575	2,700	1,525	1,600	-40.7%
Cable TV Franchise Fee	306,413	320,000	305,000	280,000	-12.5%
General Construction Permits	20,025	25,000	122,181	25,000	0.0%
Street Digging Permits	32,781	25,000	25,000	30,000	20.0%
Curbs, Sidewalks, & Driveways	260	500	500	500	0.0%
Stormwater Management Permits	7,682	35,000	70,000	35,000	0.0%
Grading Permits	263,207	25,000	60,000	25,000	0.0%
Right of Way Permits	6,574	3,500	4,000	4,000	14.3%
Building Permits (Fire)	177,591	100,000	230,000	200,000	100.0%
Fireworks Permits	750	1,000	750	1,000	0.0%
Blasting Permits	200	200	150	200	0.0%
Plumbing Dept-Licenses	8,205	12,000	12,000	6,000	-50.0%
Contractor's Licenses	20,060	5,000	5,000	18,000	260.0%
Electrical Licenses	6,420	28,000	28,000	6,000	-78.6%
Residential Rental Licenses	671,045	725,000	725,000	725,000	0.0%
Uncollected- Residential Licenses	(156)	(40,000)	(58,798)	(10,000)	0.0%
Building Permits	474,124	300,000	670,000	350,000	16.7%
Plumbing Permits	80,144	65,000	50,000	65,000	0.0%
Electrical Permits	160,367	110,000	110,000	110,000	0.0%
Mechanical Permits	70,793	50,000	50,000	50,000	0.0%
Re-Inspection Fee	600	1,000	1,000	1,000	0.0%
Property Abatement Billings -Engineering	2,101	-	-	-	0.0%
Property Abatement Billings -Code	119,957	215,000	215,000	215,000	0.0%
Use & Occupancy Inspections	-	-	1,000	1,000	100.0%
Vacant Residential Structure Fee	78,775	95,000	95,000	95,000	0.0%
Vacant Commercial Structure Fee	3,000	15,000	15,000	15,000	0.0%
Admin Fee for Excise Tax	4,807	3,000	45,000	5,000	66.7%
Secure Vacant Structure Fee	1,200	3,000	3,000	3,000	0.0%
Technology Fee	36,496	45,000	35,000	35,000	-22.2%
Unattended Donation Bin Fee	2,000	1,000	2,000	2,000	100.0%
Total Licenses and Permits	**$ 2,667,306**	**$ 2,268,900**	**$ 2,917,308**	**$ 2,389,300**	**5.3%**

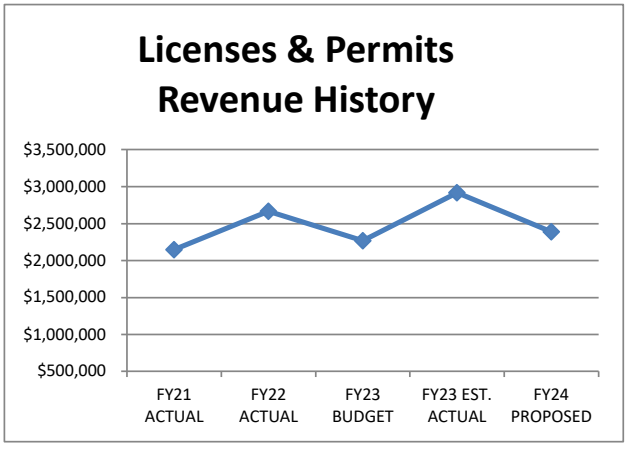
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

FY23 licenses and permit revenues are projected to be over budget by 28.6% or $648.4K. This increase is due to multiple of the permit and license revenue categories being over budget but mainly grading permits, stormwater management permits, and building permits. The majority of the growth in these categories are directly related to new development.

Adopted FY23 to Proposed FY24

Overall, the proposed FY24 budget is expected to be 5.3% or $120.4K over FY23 budget. This increase isn't necessarily identifiable to one specific revenue source because multiple revenue categories are expected to grow. The largest increases in revenues are in stormwater management permits, contractor's licenses, and building permits whereas the largest decreases are in cable franchise fees, electrical licenses, and technology fees. The contractor and electric licenses are bi-annual fees which is reflected in the fluctuations when comparing year to year amounts.



DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
County Grant: School Resource Officers	$ 310,331	$ 421,605	$ 421,605	$ 550,940	30.7%
State Grant: Imagine Hagerstown	9,363	6,000	33,328	6,000	0.0%
State Grant: A&E District Events/Main Street	17,571	16,000	48,810	16,000	0.0%
DEA/NTF Reimbursed OT Grants	37,605	47,312	23,000	27,500	-41.9%
Federal Grants: SS4A Transportation	-	-	-	160,000	100.0%
American Rescue Plan Act (ARPA)	111,644	957,392	582,438	1,293,942	35.2%
Total Intergovernmental	**$ 486,514**	**$ 1,448,309**	**$ 1,109,181**	**$ 2,054,382**	**41.8%**

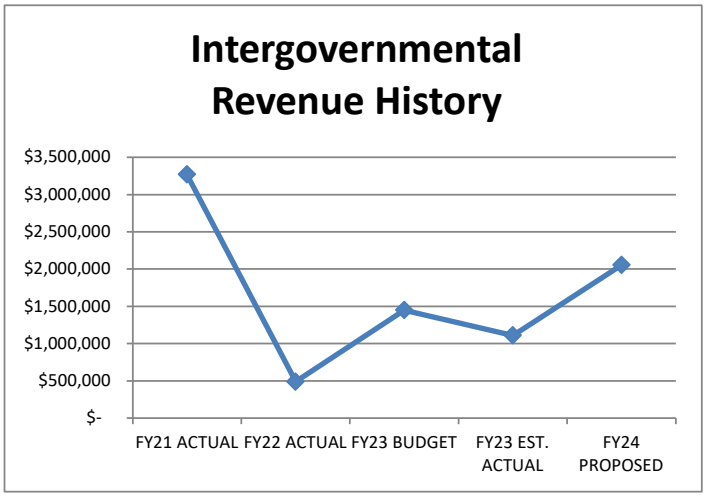
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

The estimated actual intergovernmental revenues for FY23 are expected to be 23.4% or $339.1K lower than originally budgeted in FY23. Funding received for school resource officers is expected to remain the same with FY23 budget. There is also an expected decrease of 51.4% or $24.3K in DEA/NTF reimbursed OT Grants. The remaining revenue categories are expected to increase by $35.0K in total, except for the American Rescue Plan Act (ARPA), and will slightly offset the decreases mentioned previously. The decrease of 39.2% or $375.0K is due to timing of completion for several items.

Adopted FY23 to Proposed FY24

Overall, the proposed FY24 budget is expected to be 41.8% or $606.1K higher than FY23 budget. An increase of $336.6K in total is expected to be utilized in ARPA funds to cover the Grant Administrator and community liason position, cover a portion of the Police body worn camera costs and to cover the purchase of new trash totes for all City customers. Funds received from the County for school resource officers are also expected to be higher than FY23 budget by $129.3K due to an anticipated new contract which would increase the top step officer pay.



In FY21, there was a substantial increase in revenues as a result of the $1.4M received from the CARES Act Grant and $1.5M received from the American Rescue Plant Act (ARPA). Both of these grants were the result of the COVID-19 pandemic. The CARES Act was a one time event and grant. The ARPA reflected in FY21 was for premium pay for employees. ARPA funding will continue to be utilized until December 31, 2024 for both operating and capital items.

CHARGES FOR CURRENT SERVICES - PROPOSED REVENUES
FISCAL YEAR 2023/2024

DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Refuse Collection Fees	$ 2,851,797	$3,038,500	$ 3,253,800	$ 3,610,500	18.8%
Potterfield Swimming Pool	93,353	72,200	76,287	72,400	0.3%
Community Engagement & Recreation Events	1,771	2,625	3,722	3,850	46.7%
Other Service Charges	769,059	680,708	799,350	781,136	14.8%
Total Charges for Current Services	**$ 3,715,980**	**$3,794,033**	**$ 4,133,159**	**$ 4,467,886**	**17.8%**

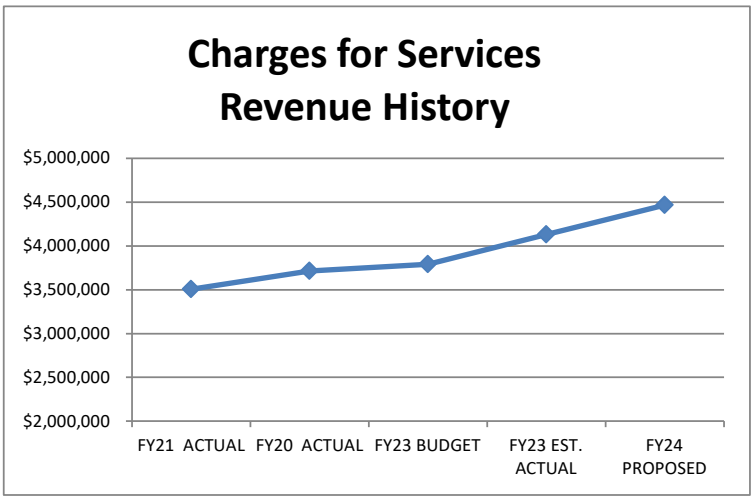
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Overall, estimated actual revenue for FY23 is anticipated to be over budget by 5.5% or $214.1K when compared with the FY23 budget. Other services charges are expected to be lower than FY23 budget by 0.8% or $6.4K. Revenues collected from the Potterfield Swimming Pool are also expected to be slightly higher than FY23 budget by 5.7% or $4.1K. Refuse collection fees for estimated actual for FY23 are expected to be 7.1% or $215.3K higher than FY23 budget.

Adopted FY23 to Proposed FY24

In total, charges for current services in the FY24 budget are expected to be 14.0% or $548.9K higher than FY23 budget. Potterfield Swimming Pool is expected to be slightly higher than FY23 budget by 0.3% or $200. The largest increases are 18.8% or $572.0K in refuse collection fees and 46.7% or $1.2K in community engagement and recreation revenues. The primary reason for the increase in refuse collection fees is the inclusion of a potential new program offering titled "At Your Door". This new program would enable removal of certain types of hazardous materials not currently available through the City.



FINES & FORFEITURES - PROPOSED REVENUES
FISCAL YEAR 2023/2024

DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Abatement Administrative Fees - Code Admin	$ 33,220	$ 50,000	$ 35,000	$ 35,000	-30.0%
Confiscated Revenue	9,313	5,000	6,000	8,000	60.0%
Excessive Use Fees	-	8,500	3,500	3,500	-58.8%
Fire Code Violations	5,000	4,500	1,000	2,000	-55.6%
Municipal Infractions - Code Admin	31,470	40,000	30,000	40,000	0.0%
Parking Tickets, Late Fees, & Uncollectible	(460)	2,600	1,500	1,500	-42.3%
Red Light Violation Fine & Uncollectible	175,843	165,000	205,000	160,000	-3.0%
Safe Speed for Students Program & Uncollectible	683,341	975,000	900,000	900,000	-7.7%
Tech Appeals Board Filing Fees	-	150	150	150	0.0%
Total Fines and Forfeitures	**$ 937,727**	**$ 1,250,750**	**$ 1,182,150**	**$ 1,150,150**	**-8.0%**

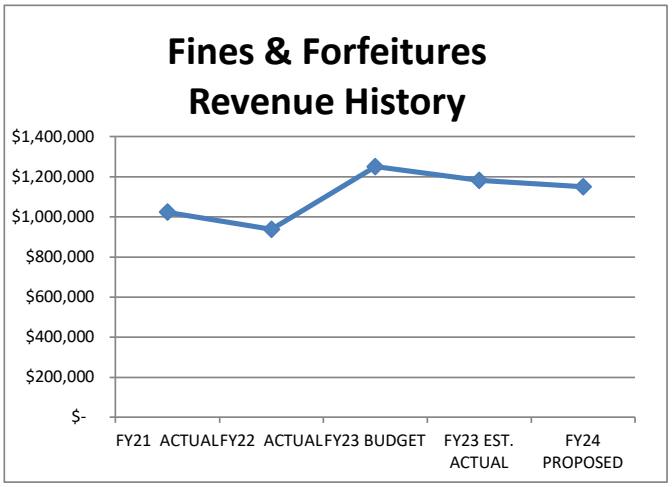
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Estimated actual revenue for FY23 is expected to be under budget by 5.5% or $68.6K. Confiscated revenue and red light violation fines are expected to increase when compared to FY23 budget levels. These increases are offset set by decreases in expected abatement administrative fees, excessive use fees, fire code violations, municipal infractions - code admin, parking tickets, and tech appeals board filing fees revenue.

Adopted FY23 to Proposed FY24

The FY24 budget for total fines and forfeitures revenue sources are lower than FY23 budget by 8.0% or $100.6K. Confiscated revenue is expected to be 60.0% or $3.0K higher than FY23 budget. All other revenues are projected to be lower than FY23 budget by $103.6K, including abatement administrative fees, excessive use fees, fire code violations, municipal infratctions - code admin, parking tickets, red light violations, safe speed for students program, and tech appeals board filing fees.



DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Administrative Allocation Revenues	$ 1,997,500	$ 1,997,500	$ 1,997,500	$ 1,997,500	0.0%
Interest on Investments	6,162	38,434	349,000	310,000	706.6%
Rental Income	197,104	162,135	159,260	164,804	1.6%
Sale of Land & Other Assets	9,103	10,000	3,839	3,000	-70.0%
Contributions & Donations	35,864	36,000	50,183	30,800	-14.4%
Other General Revenue	123,527	50,028	55,263	43,831	-12.4%
Total Unallocated General Revenues	**$ 2,369,260**	**$ 2,294,097**	**$ 2,615,045**	**$ 2,549,935**	**11.2%**

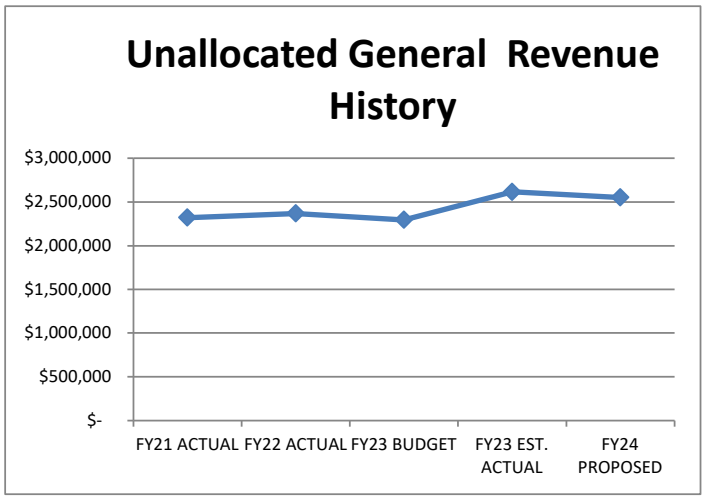
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

In total, the FY23 estimated actual revenue amounts are projected to be 14.0% or $320.9K higher than FY23 budget. There is a large increase in interest on investments estimated actual for FY23 compared to FY23 budget by 808.1% or $310.6K. This large increase is a direct result of changes by the Federal Reserve Board to increase interest rates. This increase is offset by a decrease in sale of land and other assets at 61.6% or $6.2 and rental income at 1.8% or $2.9K lower than FY23 budget.

Adopted FY23 to Proposed FY24

The proposed FY24 budget is anticipated to increase by 11.2% or $255.8K in total in comparison to FY23 budget. A significant portion of this increase is attributed to the continued effects of the Federal Reserve Board to increase interest rates. Interest earned is expected to be 706.6% or $271.6K higher than budget. Rental income is also expected to increase slightly by 1.6% or $2.7K. Administrative allocations are expected to remain relatively level with FY23 budget while sale of land and other assets, contributions and donations, and other general revenues are expected to decrease by $18.4K.



TRANSFERS FROM OTHER FUNDS & OTHER FINANCING SOURCES - PROPOSED REVENUES
FISCAL YEAR 2023/2024

DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Transfer from Health Insurance Fund	$ 541,968	$ 654,375	$ 654,375	$ -	-100.0%
Transfer from CDBG Fund	28,524	30,000	30,000	30,000	0.0%
Total Transfers from Other Funds & Other Financing Sources	**$ 570,492**	**$ 684,375**	**$ 684,375**	**$ 30,000**	**-95.6%**

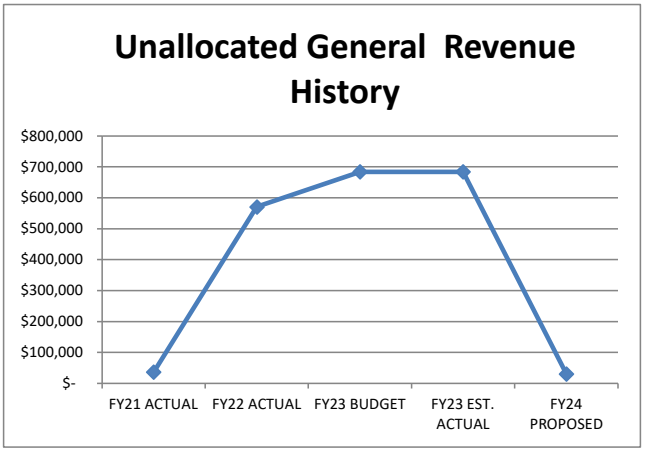
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Overall, all transfers into the General Fund are expected to remain level with FY23 budget.

Adopted FY23 to Proposed FY24

FY24 proposed budget is estimated to decrease 95.6% or $654.4K from FY23 budget due to $0 non-recurring transfers from the Health Insurance Fund. The Health Insurance Fund is a separate City Fund that accumulates and pays for all costs associated with active and retiree health insurance. Throughout the year, all other City Funds provide funding to the Health Insurance Fund based on an equivalent insurance premium determined annually by CBIZ. In FY23, the budget included a transfer from the health insurance fund to other city funds. This transfer was not a normal recurring item and represented the FY21 actual surplus which will be returned on a percentage allocation to the city funds that provided the funding originally and is consistent with the City's fund Balance/Retained Earnings Policy.



DEPARTMENT / PROGRAM OVERVIEW

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 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.

DEPARTMENT / PROGRAM OBJECTIVES

• Establish City priorities, goals, objectives and work plans for the next fiscal year with the City Council and City Administrator.

• Provide leadership and participate with the Maryland Municipal League, Tri-County Council, and other 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.

• The Mayor and City Council typically hold 36 Work Session meetings along with 12 Regular Session meetings a year.

• A State of the City Address is delivered annually in March by the Mayor.

• The Mayor and City Council attend a number of meetings with civic associations. Some examples include the Hagerstown-Washington County Economic Development Commission, Chamber of Commerce, Greater Hagerstown Committee, and Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO).

• 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 feedback and input.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Mayor and Council meetings	**43**	**45**	**50**
Average number of meetings representing City (e.g. board/commission)	**50**	**50**	**50**
Average number of community functions	**50**	**55**	**50**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 48,710	$ 48,523	$ 48,523	$ 49,773	2.6%
Benefits	28,413	29,904	28,121	31,354	4.8%
Personnel Subtotal	**77,123**	**78,427**	**76,644**	**81,127**	**3.4%**
Operating Expenditures	9,466	7,816	10,860	13,458	72.2%
Operating Subtotal	**9,466**	**7,816**	**10,860**	**13,458**	**72.2%**
Total Expenditures	**$ 86,589**	**$ 86,242**	**$ 87,503**	**$ 94,585**	**9.7%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 86,589**	**$ 86,242**	**$ 87,503**	**$ 94,585**	**9.7%**

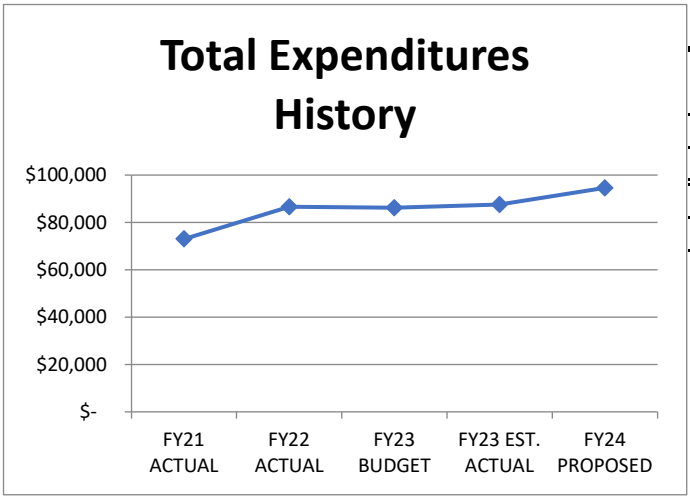
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

FY23 estimated acutals are expected to be 2.3% or $1.8K lower than FY23 budget due to a decrease in benefit charges.

Adopted FY23 to Proposed FY24

FY24 proposed budget is 9.7% or $8.3K higher than FY23 budget due to increases in all expenditure categories, but mainly operating expenditures.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	0.33	0.33	0.33	0.33
Staffing Total	0.33	0.33	0.33	0.33
Unfunded positions	0.00	0.00	0.00	0.00

The Mayor's position is a part-time position. A full-time Executive Assistant position is shared among three departments including the Mayor, Administration, and the City Clerk.

DEPARTMENT / PROGRAM OVERVIEW

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 Councilmember is established by ordinance at $8,000.

DEPARTMENT / PROGRAM OBJECTIVES

• Establish City priorities, goals, objectives and work plans for the next fiscal year with the City Council and City Administrator.

• Provide leadership and participate with the Maryland Municipal League, Tri-County Council, and other 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.

• The Mayor and City Council typically hold 36 Work Session meetings along with 12 Regular Session meetings a year.

• A State of the City Address is delivered annually in March by the Mayor.

• The Mayor and City Council attend a number of meetings with civic associations. Some examples include the Hagerstown-Washington County Economic Development Commission, Chamber of Commerce, Greater Hagerstown Committee, and Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO).

• 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 feedback and input.

• For the purpose of carrying out the powers granted in the City Charter, the council may pass all necessary ordinances. All the powers of the City shall be exercised in the manner prescribed by the Charter, or if the manner is not prescribed, then in such manner as may be prescribed by ordinance or in accordance with the manner that may be prescribed under the public general laws of Maryland, if applicable.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Mayor and Council meetings	**43**	**45**	**50**
Average number of meetings representing City (e.g. board/commission)	**30**	**30**	**30**
Average number of community functions attended representing the City	**25**	**30**	**30**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 40,155	$ 40,000	$ 40,000	$ 40,000	0.0%
Benefits	41,103	43,089	43,714	45,156	4.8%
Personnel Subtotal	**81,258**	**83,089**	**83,714**	**85,156**	**2.5%**
Operating Expenditures	44,314	54,568	54,738	68,622	25.8%
Capital Outlay	237	-	-	-	0.0%
Operating Subtotal	**44,551**	**54,568**	**54,738**	**68,622**	**25.8%**
Total Expenditures	**$ 125,809**	**$ 137,657**	**$ 138,452**	**$ 153,778**	**11.7%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 125,809**	**$ 137,657**	**$ 138,452**	**$ 153,778**	**11.7%**

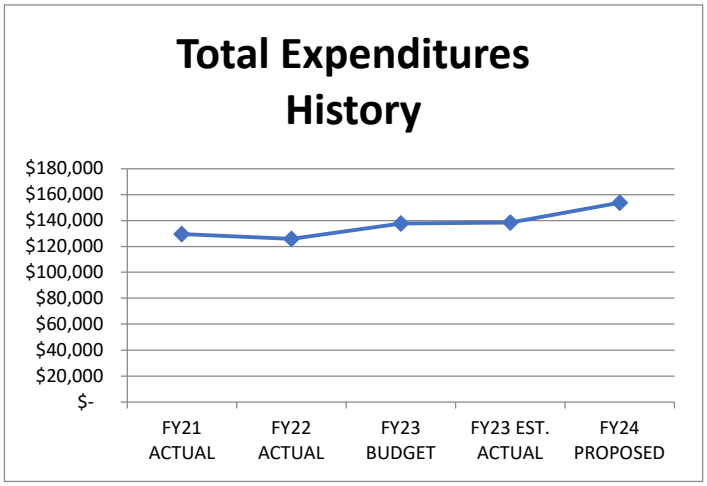
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

FY23 estimated actuals are anticipated to be 0.6% or $795 higher than FY23 budget due to increases in benefit charges and operating expenditures.

Adopted FY23 to Proposed FY24

The proposed FY24 budget is anticipated to increase 11.7% or $16.1K in comparison to FY23 budget. This increase is due to a $2.1K increase in benefit changes and a $14.1K increase in operating expenditures.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	5.00	5.00	5.00	5.00
Staffing Total	5.00	5.00	5.00	5.00
Unfunded positions	0.00	0.00	0.00	0.00

Elected officials are counted separate from staffing levels for city departments and operations. There are a total of five (5) Councilmembers.

DEPARTMENT / PROGRAM OVERVIEW

The City Charter requires a primary and general election every four years for the Mayor and five City Councilmembers. The election schedule coincides with the Presidential Election. The Washington County Board of Elections conduct the election in accordance with provisions of the State of Maryland. To slow the spread of COVID-19, the presidential primary election, originally scheduled for April 28, 2020, was moved to June 2, 2020. This election was conducted primarily by mail. The General Election was held on November 3, 2020. A vote center method of voting was used for Early Voting and Election Day. The newly elected Mayor and Councilmembers took office on November 23, 2020.

Hagerstown voter turnout in the General Election was 59%. Voter turnout in the previous General Election (2016) was 64%. In 2009, before the election schedule was changed, voter turnout was at 15%.

The next General Election will be held on November 5, 2024. Newly elected Mayor and Council members will take office on November 25, 2024.

Mayor Emily Keller resigned from her position on January 31, 2023. Councilmember Tekesha Martinez was appointed as Mayor on February 7, 2023 to complete the term. A new Councilmember will be appointed to complete the vacant Council term.

PERFORMANCE INDICATORS

	2012	2016	2020
Number of Candidates Filing	**15**	**15**	**16**
Number of Registered Voters at General Election	**20,898**	**23,251**	**25,249**
Number of Registered Voters at Primary Election	**15,504**	**22,560**	**25,249**
Number Voting in General Election	**14,095**	**14,797**	**1,470**
Number Voting in Primary Election	**4,062**	**7,404**	**7,442**

DEPARTMENT / PROGRAM OVERVIEW

The City Administrator serves as appointed Chief Administrative Officer for the City of Hagerstown. The City Administrator guides the Department Heads with the preparation of staff information, recommendations, and presentations to the Mayor and Council and ensures that acts of City Council are faithfully executed. Primary responsibilities include the submission of the City's annual operational and capital proposed budget, day-to-day management of City operations, and providing leadership and support for City departments to achieve goals consistent with the Mayor and Council's priorities while meeting the requirements of the City Code and Charter. The City Administrator in coordination with senior leadership and staff formulates programs and recommendations designed to address community needs and interacts with citizens, community organizations, and other governmental representatives on issues of interest to the community. The City Administrator reports to the Mayor and Council providing assistance and support. The City Administrator is responsible for promoting excellence and effectiveness in City operations, progressive programs and actions, and strong professionalism and ethical behavior within the organization.

DEPARTMENT / PROGRAM OBJECTIVES

• To guide and encourage Department Heads in support of the completion of the vision, goals, and priorities adopted by the Mayor and City Council.

• To develop recommendations that enable the Mayor and Council to make informed legislative decisions related to the Community and City government.

• To create financial strategies and plans along with adjustments to operations in response to economic fluctuations as they relate to City finances.

• To develop programs and recommendations that address community needs related to public safety, neighborhood vitality, public infrastructure, downtown revitalization, and economic development.

• To provide staff support in accordance with the Mayor & City Council's goals that incorporate new technologies and service delivery approaches into City operations.

• To promote professional and ethical operations combined with a strong organizational commitment to providing excellent community based services.

• To build strong community partnerships with unified strategies for the betterment of the City/Community based on citizen involvement, interaction with local institutions, business leaders, and other levels of government.

PERFORMANCE INDICATORS

The City Administrator prepares and presents:

- Annual reports to Mayor and Council on prior calendar year accomplishments and current year departmental goals by April 1st.
- The proposed budget by March 31st.
- Approximately 50 agenda and information packets for Mayor and City Council meetings throughout the year.
- A Weekly Status and Information Report on City operations to Mayor and City Council.

The City Administrator also supports:

- The completion of goals and objectives identified as Mayor and Council priorities.
- The reporting of the condition of City finances to the Mayor and City Council.

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 168,813	$ 175,558	$ 170,000	$ 182,635	4.0%
Benefits	49,437	52,535	52,264	57,235	8.9%
Overtime	(114)	-	-	-	0.0%
Personnel Subtotal	**218,136**	**228,093**	**222,264**	**239,870**	**5.2%**
Operating Expenditures	7,413	11,976	11,013	13,002	8.6%
Capital Outlay	1,967	-	-	600	100.0%
Operating Subtotal	**9,380**	**11,976**	**11,013**	**13,602**	**13.6%**
Total Expenditures	**$ 227,516**	**$ 240,069**	**$ 233,278**	**$ 253,473**	**5.6%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 227,516**	**$ 240,069**	**$ 233,278**	**$ 253,473**	**5.6%**

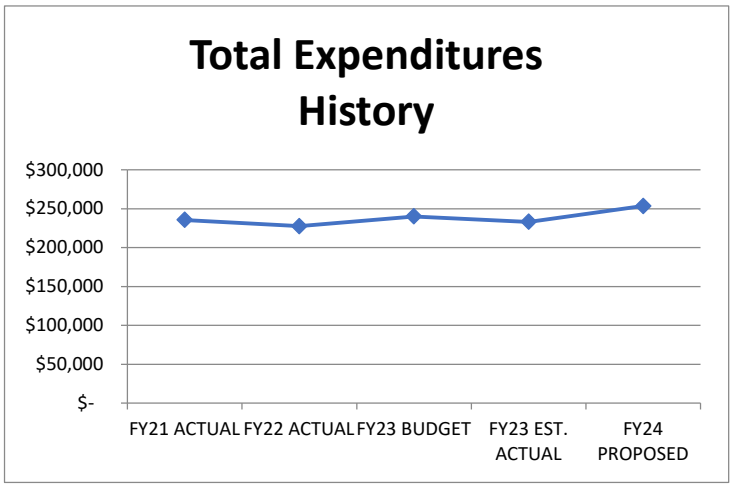
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

FY23 estimated actuals are expected to be 2.8% or $6.8K lower than the adopted budget due to decreases in benefit charges and operating expenditures.

Adopted FY23 to Proposed FY24

The proposed FY24 budget is expected to increase 5.6% or $13.4K over the FY23 adopted budget. Total personnel expenditures are expected to increase $11.8K while total operating expenditures are expected to increase $13.4K.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	1.33	1.33	1.33	1.33
Staffing Total	1.33	1.33	1.33	1.33
Unfunded positions	0.00	0.00	0.00	0.00

The City Administrator position is a full-time position. A full-time Executive Assistant position is shared among three departments including the Mayor, Administration, and the City Clerk.

DEPARTMENT / PROGRAM OVERVIEW

The City Clerk's office is the central location/repository for official City of Hagerstown government documents. The City Clerk serves both as a resource and support for members of the Mayor and Council. The office is a frequent first contact for citizens and provides a strong support role for City staff and operations.

The City Clerk is the organizer of Mayor and Council meetings, which includes preparing minutes, creating weekly agendas, and weekly agenda packets.

The City Clerk's office issues a variety of permits, including Auctioneer Licenses, Peddler's Permits, Bottle Club Licenses and Parade Permits.

The City Clerk works closely with every department and is responsible for ensuring the City Code is up to date with current legislation.

DEPARTMENT / PROGRAM OBJECTIVES

• To continue to increase public access to the weekly Mayor and Council meetings by maintaining an online meeting management system which provides media, staff members, and Mayor and Council the ability to view, download and/or print the agenda and all supporting documents.

• The City Clerk is the staff liaison for the City Ethics Commission. The Commission is responsible for ensuring the appropriate officials are following the guidelines of the City's Ethics Code. The Commission met three times in 2022 and provided the required certification to the State Ethics Commission by the October deadline.

• Review the City Code to identify outdated and irrelevant language within the Code, specific to the City Clerk, and to recommend amendments to reflect current practices.

• Develop a viable plan for updating the City's Record Retention Schedule for submittal to the Maryland State Archives.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Ordinances Processed	**20**	**21**	**25**
Number of Resolutions Processed	**48**	**65**	**60**
Number of Licenses and Permits Issued	**68**	**45**	**50**
Number of Mayor and Council meetings processed	**43**	**45**	**50**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 108,402	$ 124,417	$ 115,460	$ 122,468	-1.6%
Benefits	33,549	41,194	36,136	38,910	-5.5%
Personnel Subtotal	**141,951**	**165,611**	**151,596**	**161,378**	**-2.6%**
Contractual Services	1,195	5,000	5,000	5,000	0.0%
Operating Expenditures	15,029	16,744	18,238	19,227	14.8%
Capital Outlay	-	-	750	750	100.0%
Operating Subtotal	**16,224**	**21,744**	**23,988**	**24,977**	**14.9%**
Total Expenditures	**$ 158,174**	**$ 187,354**	**$ 175,583**	**$ 186,354**	**-0.5%**
REVENUES BY TYPE					
Departmental Revenue	$ 111,885	$ 100,700	$ 96,525	$ 96,600	-4.1%
Total Revenues	**$ 111,885**	**$ 100,700**	**$ 96,525**	**$ 96,600**	**-4.1%**
Expenditures, net of Revenues	**$ 46,289**	**$ 86,654**	**$ 79,058**	**$ 89,754**	**3.6%**

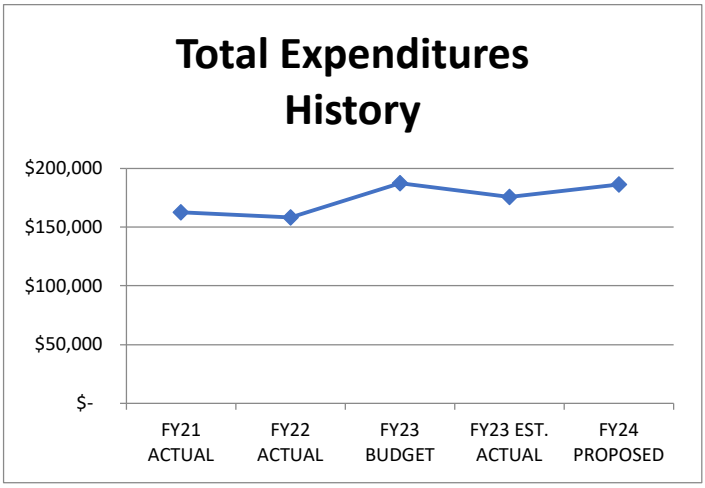
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

FY23 estimated actual expenditures are expected to be 8.8% or $7.6K below FY23 budget. Total personnel expenditures are expected to decrease $14.0K while operating expenditures are excpected to increase by $2.2K.

Adopted FY23 to Proposed FY24

FY24 proposed expenses are estimated to be 3.6% or $3.1K higher than FY23 budget levels due to an increase in operating expenditures. Salaries and wages and benefits totals are estimated to be 2.6% or $4.2K below FY23 budget due to the part-time shared Communications/City Clerk Staff Assistant position being eliminated in FY24.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	1.34	1.34	1.34	1.34
Part time	0.50	0.50	0.50	0.00
Staffing Total	1.84	1.84	1.84	1.34
Unfunded positions	0.00	0.00	0.00	0.00

A FT Executive Assistant position is shared among five departments including the Mayor, Administrator, the City Clerk, Communications, and Community Engagement. The shared PT Communications/City Clerk Staff Assistant position has been eliminated for FY24.

DEPARTMENT / PROGRAM OVERVIEW

The Department of Community Engagement works in collaboration with all City Departments, our residents, businesses, current and prospective investors, and visitors to advance the economy, image, and quality of life in downtown Hagerstown. Community Engagement works to drive new development and investment in the Main Street and Arts and Entertainment districts. The Department also works to strengthen community engagement among business owners, schools, civic organizations, and the overall community through low-cost to no-cost programs and events, offering grant opportunities, and assisting in the promotion of downtown activities and businesses.

The Department's primary function areas: **Community Engagement** to build relationships with existing businesses and attract new businesses; and **Special Events and Festivals** to celebrate community pride.

DEPARTMENT / PROGRAM OBJECTIVES

• **Grants Management:** Administer multiple grants through funding from Maryland State Arts Council (MSAC) and Main Street Maryland (DHCD) to support downtown events and artist incentive programs.

• **Community Engagement and Growing Volunteerism:** Lead engagement efforts, dialogue, and external relations. Explore action items that enhance our efforts to become a more sustainable and viable City. Continue to grow volunteerism to foster civic engagement and understanding of local government operations. Creating working partnerships with BISFA and Main Street businesses.

• **Main Street**: Engage with advisory council and businesses to create a robust and thriving community where businesses are working together, hosting events, and offering professional development opportunities to work together

• **Art & Entertainment District**: Establish a solid Management Board that will assist in selecting entertainment for community events, assist in marketing events happening in the district, provide professional development opportunities and grant programs when funding is available, increase the amount of public art and design throughout the City.

SPECIAL EVENTS AND FESTIVALS

• **City Organized, Partnered and Supported Events:** Plan and implement a range of special events and festivals delivered by the City of Hagerstown and/or in partnership. Provide support through sponsorship of additional events. Events include, but are not limited to: MDWK Music and Market, Handmade Hagerstown Spring and Holiday markets, Roller Fest, Thunder in the Square, Mummer's Parade, the Tour of Washington County Downtown Criterium, the Tree Lighting event, HollyFest, the Donut Drop, and more.

• **Support for Downtown Events:** Encourage and provide support to organizations that select Downtown Hagerstown as the venue for their events. Provide guidance to outside event planners with the goal of increasing the number of events held annually downtown.

• **City Farmers' Market:** Operate and manage the City Farmers' Market and explore related opportunities. Find a location that's a good fit for the seasonal, outdoor City Farmer's Market and increase vendor interest and customer attendance.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of event attendees*	**50,000**	**95,000**	**20,000**
Number of volunteer hours	**600**	**800**	**500**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 90,223	$ 71,570	$ 94,100	$ 121,813	70.2%
Benefits	33,537	29,123	30,555	37,438	28.6%
Overtime	-	-	250	500	100.0%
Personnel Subtotal	**123,760**	**100,693**	**124,905**	**159,751**	**58.7%**
Contractual Services	32,597	38,000	38,545	38,000	0.0%
Operating Expenditures	190,973	200,050	231,744	204,400	2.2%
Operating Subtotal	**223,570**	**238,050**	**270,289**	**242,400**	**1.8%**
Total Expenditures	**$ 347,330**	**$ 338,743**	**$ 395,194**	**$ 402,151**	**18.7%**
REVENUES BY TYPE					
Departmental Revenue	$ 44,319	$ 36,000	$ 88,457	$ 29,250	-18.8%
Total Revenues	**$ 44,319**	**$ 36,000**	**$ 88,457**	**$ 29,250**	**-18.8%**
Expenditures, net of Revenues	**$ 303,011**	**$ 302,743**	**$ 306,737**	**$ 372,901**	**23.2%**

**Community Engagement branched out from DCED during FY22*

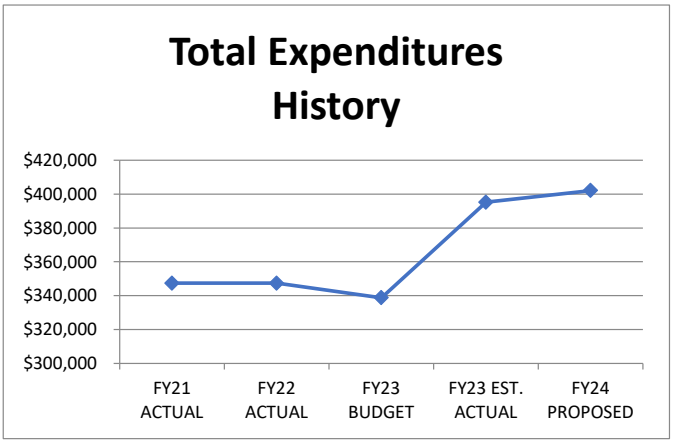
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total personnel costs are anticipated to be higher than FY23 budget by 24.0% or $24.2K. Total operating expenditures are expected to be 13.5% or $32.2K higher than budget. Departmental revenue amounts are expected to be higher than budget by 145.7% or $52.5 primarily due to an increase from a one-time grant.

Adopted FY23 to Proposed FY24

Overall, FY24 proposed total expenditures are expected to be 18.7% or $63.4K higher than FY23 budget. Total personnel expenditures are expected to be 58.7% or $59.1K higher than FY23 budget due to the reorganization of the department and the addition of a part-time employee. Total operating expenditures are expected to be 1.8% or $4.4K higher than FY23 budget. There is an expected decrease of 18.8% or $6.8K in revenues, primarily due to a one-time grant in FY23.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	0.00	0.00	0.00	1.00
Part time	0.00	0.00	0.00	1.00
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	0.00	0.00	0.00	2.00
Unfunded positions	0.00	0.00	0.00	0.00

This department separated from DCED at the end of FY23. There is one full-time and one part-time position.

EXPENDITURES BY PROGRAM

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES					
Public Functions	$ 265,152	$ 321,992	$ 386,741	$ 400,651	24.4%
Farmers Market	82,178	16,751	8,453	1,500	-91.0%
Total Expenditures	**$ 347,330**	**$ 338,743**	**$ 395,194**	**$ 402,151**	**18.7%**
REVENUES					
Departmental Revenue	$ 44,319	$ 36,000	$ 88,457	$ 29,250	-18.8%
Total Revenues	**$ 44,319**	**$ 36,000**	**$ 88,457**	**$ 29,250**	**-18.8%**
Expenditures, net of Revenues	**$ 303,011**	**$ 302,743**	**$ 306,737**	**$ 372,901**	**23.2%**

DEPARTMENT / PROGRAM OVERVIEW

The City attorney assists Mayor and Council with the interpretation of City, State, and Federal laws as they pertain to Hagerstown's services, draft contracts, deeds, leases, ordinances and resolutions. Additionally, the attorney is responsible for defending the City in litigation matters.

DEPARTMENT / PROGRAM OBJECTIVES

- Prepare legislation in the form of ordinances and resolutions for Mayor and Council's consideration and adoption.

- Provide advice on law enforcement issues to the Police Department, and provide representation at internal hearings and other litigation.

- Support the City's Ethics Commission in ensuring compliance with the City's Ethics Code.

- Assist in the development, review, and implementation of contracts, leases and other legal documents related to City Operations.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Ordinances Processed	**20**	**21**	**25**
Number of Resolutions Processed	**48**	**65**	**60**
Number of Approved Contracts and Agreements	**60**	**65**	**70**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ -	$ -	$ -	$ -	0.0%
Personnel Subtotal	**-**	**-**	**-**	**-**	**0.0%**
Contractual Services	235,886	274,100	283,636	264,000	-3.7%
Operating Expenditures	18,642	12,000	12,000	12,000	0.0%
Operating Subtotal	**254,528**	**286,100**	**295,636**	**276,000**	**-3.5%**
Total Expenditures	**$ 254,528**	**$ 286,100**	**$ 295,636**	**$ 276,000**	**-3.5%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 254,528**	**$ 286,100**	**$ 295,636**	**$ 276,000**	**-3.5%**

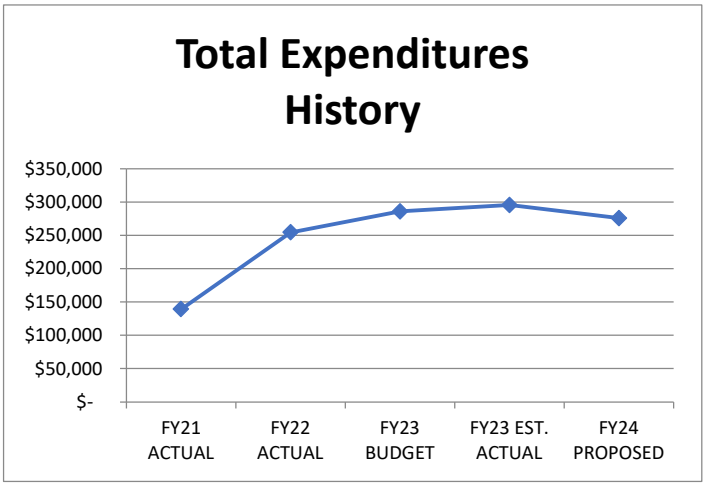
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

FY23 estimated actuals are expected to be 3.3% or $9.5K higher than budget.

Adopted FY23 to Proposed FY24

Proposed FY24 budget is expected to be 3.5% or $10.1K lower than FY23 budget.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	0.00	0.00	0.00	0.00
Staffing Total	0.00	0.00	0.00	0.00
Unfunded positions	0.00	0.00	0.00	0.00

The City does not maintain any full time staff in the Legal Department. Legal services are contracted out to various law firms who are able to offer the City specialized services in relation to specific department needs.

DEPARTMENT / PROGRAM OVERVIEW

Through the disbursement of funds, financial reporting, and asset and debt management, the Finance Department provides professional customer service for citizens, investors, Mayor & Council, City departments, employees and vendors by maintaining a high standard of integrity and dedication.

Accounting Function

The accounting function maintains the Finance Department's high standard of integrity by ensuring that accounts payable, accounts receivable, payroll, procurement and asset management are processed timely and accurately for Hagerstown's citizens, other City departments, employees and vendors.

Budget Function

The budget function maintains the Finance Department's high standard of excellence by working closely with the City Administrator, the Mayor and Council and other City departments to prepare the annual operating and capital budgets, internal control and oversight by monitoring and evaluating the condition of City budgets for Hagerstown's citizens, the Mayor and Council, other City departments, and employees.

DEPARTMENT / PROGRAM OBJECTIVES

• **Financial Reporting**: Finance will continue quarterly review meetings with department managers to ensure adequate monitoring of the City's finances. Finance will meet the October 31 deadline for completion of the audit and Annual Comprehensive Financial Report. Finance will also produce a Popular Annual Financial Report to present financial data in an easy-to-use format by December 31.

• **Customer Service**: The Finance department will continue to provide enhanced customer service to both our internal and external customers through the promotion of awareness and understanding of the City's finances through accessible and easy to use data presentations. The procurement process and policy will be reviewed for efficiency. The Finance Department will analyze and organize the contracts the City currently has with vendors.

• **Policy Updates**: Staff will continue to review and recommend updates for fiscal policies to present to Mayor and Council for approval.

• **Bonds & Other Debt**: Finance will continue to monitor the capital projects in the CIP fund. Also, Finance will continue to work with our financial advisor and bond counsel to issue general obligation bonds as needed and as approved for public improvement projects. Last, Finance will continue to monitor unspent bond projects and funding to ensure timely compliance with bond covenants.

• **Software Enhancements**: Finance, in conjunction with IT, will work to test enhancements to MUNIS, such as more user-friendly reporting tools, so that departments may access useful information.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Performance Measures			
Maintain the City's bond rating:			
Standard and Poor's AA-	AA	AA	AA
Moody's Investors Service A2 or higher	Aa3	Aa3	Aa3
Receive GFOA distinguished Budget Presentation award	Yes/ 17 yrs		
Receive GFOA Comprehensive Annual Financial Reporting award	Yes/ 27 yrs	Yes 28 yrs	Yes 29 yrs
Workload Measures			
Bond sales executed	0	1	1
Number of individual employee payrolls processed	25,700	26,000	37,000
Number of vendor invoices processed	10,900	11,000	17,000
Number of Pcard transactions processed	5,900	6,000	9,000
Number of Purchase Orders issued	1,400	1,500	2,000

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 622,327	$ 684,571	$ 682,702	$ 704,676	2.9%
Benefits	187,010	197,620	200,789	210,522	6.5%
Overtime	28	100	100	100	0.0%
Personnel Subtotal	**809,365**	**882,291**	**883,591**	**915,298**	**3.7%**
Contractual Services	67,768	31,771	34,421	33,485	5.4%
Operating Expenditures	40,671	177,484	173,173	40,657	-77.1%
Capital Outlay	4,049	3,500	3,500	3,500	0.0%
Operating Subtotal	**112,488**	**212,755**	**211,094**	**77,642**	**-63.5%**
Total Expenditures	**$ 921,853**	**$ 1,095,046**	**$ 1,094,684**	**$ 992,940**	**-9.3%**
REVENUES BY TYPE					
Departmental Revenue	$ 6,628,142	$ 7,974,401	$ 6,794,384	$ 8,541,075	7.1%
Total Revenues	**$ 6,628,142**	**$ 7,974,401**	**$ 6,794,384**	**$ 8,541,075**	**7.1%**
Expenditures, net of Revenues	**$ (5,706,289)**	**$ (6,879,355)**	**$ (5,699,699)**	**$ (7,548,135)**	**9.7%**

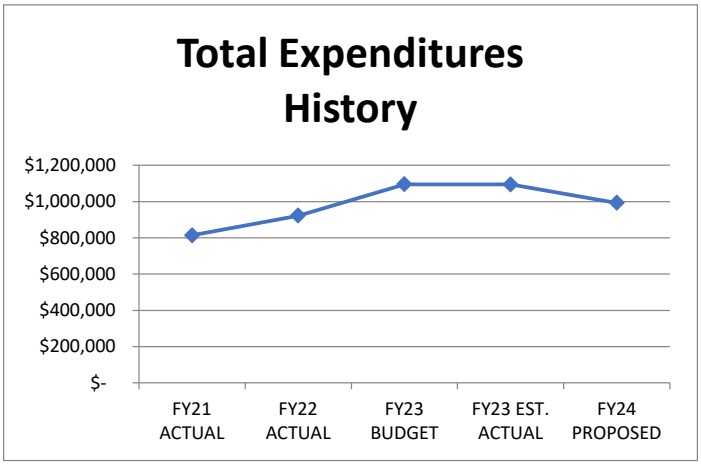
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total estimated actual personnel costs are expected to be 0.1% or $1.3K higher than FY23 budget due to an increase in benefit and a slight decrease in salary and wage expenditures. In FY22, the Grant Coordinator position was added to the department to help assist with managing the American Rescue Plan Act (ARPA) grant money and is being funded with a portion of the ARPA funds. Contractual services are also expected to be higher than FY23 budget by 8.3% or $2.7K as a result of an increase in professional fees. Overall, departmental revenue is anticipated to decrease by 14.8% or $1.2M as the result of an expected $1.3M decrease in budgeted use of fund balance that is slightly offset by increases in income taxes and inerest revenue.

Adopted FY23 to Proposed FY24

From the FY23 budget to the FY24 proposed budget, overall total expenditures are expected to be 9.3% or $102.1K lower. Salary and wages are expected to increase 2.9% or $20.1K over FY23 budget and benefits are expected to be 6.5% or $12.9K higher. These increases are mostly due to the addition of the Grant Coordinator position, mentioned above. In total, revenues are expected to increase 7.1% or $566.7K in FY24 budget due to increases in income taxes, American Rescue Plan Act (ARPA) grant funds, and miscellaneous revenue.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	8.40	9.00	9.00	9.00
Staffing Total	8.40	9.00	9.00	9.00
Unfunded positions	0.00	0.00	0.00	0.00

The increase in the Full Time number in FY23 projected and FY24 proposed is the addition of the Grant Coordinator position, which is fully funded with ARPA funds.

DEPARTMENT / PROGRAM OVERVIEW

In support of the City's Strategic mission, Support Services strives to consistently provide high quality services in support of the City's cash collection, real estate and property tax process, and customer service program. We are committed to continuous, long-term improvement to meet needs in an exceptional way. Our primary measure of success is customer satisfaction. Our intent is to earn and maintain the respect of our customers, promote trust in the Support Services organization, and establish collaborative working relationships with our internal and external customers.

DEPARTMENT / PROGRAM OBJECTIVES

• **Integration of New Customer Credit Reporting System:** The implementation of utilizing Online Information Exchange to pre-screen electric customers at the time of service has been successful in the application of more accurate security deposits and identifying potential issue accounts. Staff successfully implemented a new online payment portal and will continue to work with integration of new features. Staff is exploring a new CIS and Utility Billing System to provide better service to our customers.

• **Customer Needs Automated Communication Project:** Staff has recently implemented an Interactive Voice Response system and robust online payment portal. Moving forward working on integrating this with a new CIS system and Utility Billing system. This will provide citizens with another option to pay their utility bill, as well as address some of the volume of representative assisted phone and lobby interactions.

• **City Hall Customer Service Lobby Reconfiguration:** As the Support Services department has changed business practices to allow for all representatives to handle all customer needs in the lobby the current configuration does not offer the best opportunity for serving our customers. The City acquired the M & T bank building located on North Potomac Street within close proximity to City Hall and our current location. Construction will be completed this year on the new location which will allow for better queuing of customers and recognition by staff members. It will allow for a drive up window, customer kiosk and drop box to accept payments. This will enable staff to better serve customers and allow for changes in assisting customers due to COVID-19.

• **Welcome Packet For New Accounts:** Staff will create and distribute a welcome packet to all new utility account owners to provide information on the City services available to them.

• **Support Services Strategic Plan:** The changes in our capabilities to provide effective customer service and cash processing require a revisiting of how the department does business both with internal City departments as well as our external customers. Reviews of our utility collection process, cash management operation, tax collection, and reporting processes will all be documented and reviewed by staff, with recommendations on implementation. We have implemented a new and more robust website to assist customers with paying their utility and tax bills. The website offers a more user friendly approach, a broad range of payment options, the availability to receive text and email reminders and better overall communication with our customers. We will be researching a new Utility Billing and CIS system that will be integrated in our new online payment portal offering even more information to our Utility customers. Support Services has and will continue to navigate the challenges that COVID-19 has brought to both the customers and the City. We have developed a plan for customer's to move and transfer utility service using our new email address and this has been effective. Staff has handled over 35,000 emails in the past year. The new CIS system being researched will allow for customers to go directly online to schedule moves and transfers. We have also made substantial customer reach out and communication to our customers throughout this unprecedented time. Staff has and will continue to work with outside agencies to assist customers with bill pay assistance.

• **Utility Billing Strategic Plan**: Utility Billing continues to work to ensure our customers receive accurate bills. The staff

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of calls offered into Support Services queue	**67,600**	**70,500**	**70,000**
Number of calls serviced in Support Services	**54,300**	**60,300**	**60,000**
Average hold time (in Seconds)	**310**	**300**	**250**
Number of counter transactions handled in City Hall	**83,000**	**70,000**	**70,000**
Total customers served	**131,000**	**145,500**	**151,000**
Dollar amount of transactions processed in City Hall	**$ 62,424,000**	**$ 64,525,000**	**$ 65,000,000**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 611,130	$ 650,628	$ 654,183	$ 673,034	3.4%
Benefits	206,812	213,589	211,250	237,612	11.2%
Overtime	3,837	3,000	6,000	6,000	100.0%
Personnel Subtotal	**821,779**	**867,217**	**871,433**	**916,646**	**5.7%**
Contractual Services	622,131	512,612	611,062	606,112	18.2%
Operating Expenditures	(885,481)	(875,506)	(915,801)	(960,356)	9.7%
Capital Outlay	1,605	7,550	7,550	7,600	0.7%
Operating Subtotal	**(261,745)**	**(355,344)**	**(297,189)**	**(346,644)**	**-2.4%**
Total Expenditures	**$ 560,034**	**$ 511,873**	**$ 574,244**	**$ 570,002**	**11.4%**
REVENUES BY TYPE					
Departmental Revenue	$ 6,507	$ 20,000	$ 15,000	$ 10,000	-50.0%
Total Revenues	**$ 6,507**	**$ 20,000**	**$ 15,000**	**$ 10,000**	**-50.0%**
Expenditures, net of Revenues	**$ 553,527**	**$ 491,873**	**$ 559,244**	**$ 560,002**	**13.9%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

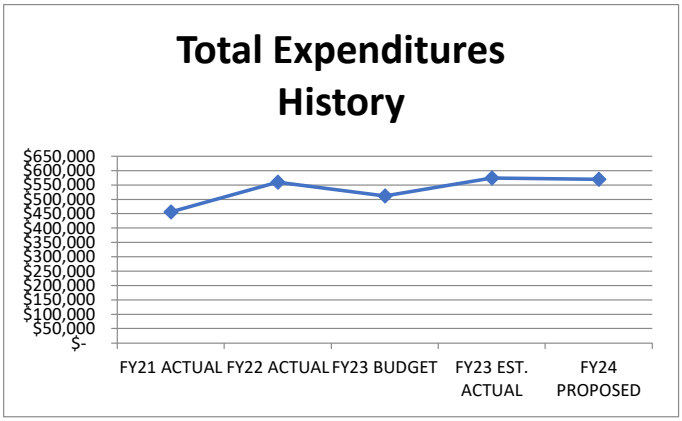
Adopted FY23 to Estimated Actual FY23

FY23 estimated actual total personnel expenditures are projected to be 0.5% or $4.2K higher than FY23 budget. There is a 0.5% or $3.6K increase in salary and wages that helps to offset a 1.1% or $2.3K decrease in benefits. In addition, credit card fees are reflected in contractual services and expected to be 19.2% or $98.5K higher than budget. Departmental revenue estimated actual for FY23 is projected to be 25.0% or $5.0K lower than FY23 budget.

Adopted FY23 to Proposed FY24

The proposed FY24 budget for personnel expenditures is expected to be 5.7% or $49.4K higher than FY23 budget due to an increase in salary and wages, benefits, and overtime. Contractual services are expected to be 18.2% or $93.5K higher as a result of increased needs in credit card fees. Departmental revenue is anticipated to be 50.0% or $10.0K lower than FY23 budget.

Total operating expenditures reflect a negative value due to a monthly allocation. This monthly allocation is performed to move all revenues and expenses incurred for support services and utility billing to the following areas that they help support: Trash collection 9%; Tax (Real Estate and Personal Property) 3%; Electric 38%; Water 23%; Wastewater 15%; Parking 2%; and Stormwater 10%. The allocation percentage is determined based on the total number of bills issued per service.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	9.00	10.00	10.00	10.00
Part time	3.00	3.00	3.00	1.00
Staffing Total	12.00	13.00	13.00	11.00
Unfunded positions	0.00	0.00	0.00	0.00

FY23 estimated actual and FY24 proposed show an increase in full time staffing numbers due to a part time position being converted to full time. This change was made to better serve the needs of our customers.

DEPARTMENT / PROGRAM OVERVIEW

Technology has become the backbone of operations for all municipalities throughout the county, and the City of Hagerstown's IT department provides our community with information services to achieve our shared goals and objectives. We support all levels of technology, including internal networks, internet services, landline and cell phone services, application support, programming, and operational services. The department also provides training for software systems, as well as the analysis of business processes to provide opportunities for increased efficiency by utilizing technology.

DEPARTMENT / PROGRAM OBJECTIVES:

- **Network Infrastructure Analysis/Upgrade:** Staff is consistently reviewing and analyzing of our current network infrastructure, providing recommendations for upgrading of equipment to newer/current hardware technologies as well as undertaking a project to increase the operating standard of City network capacity throughput from 1G to 10G.

- **Virtualize Hardware Infrastructure:** Staff will continue to move our hardware infrastructure from individualized servers to a virtualized environment, allowing for greater flexibility and performance of our existing systems while simplifying overall support of the hardware landscape.

- **Increased Integration into Cloud Services:** Staff will continue to evaluate and recommend data storage solutions that are cloud based (instead of on-premises). This enhances data security and backup capability for sensitive information that is integral to our overall IT operations.

- **Security Awareness Education:** As businesses and municipalities continue to come under increased threats of hackers utilizing more sophisticated phishing and virus-laden emails, IT continues to partner with HR to provide training and awareness to our City staff concerning safe and secure technology usage.

- **Security Software**: City is continuing to implement real-time IT security software that monitors our various endpoints and alerts staff when potential threats are detected. These discrepancies can then be addressed as soon as they are discovered.

- **Standardization of Technology Across City Departments:** Staff will continue to work with the various departments in order to standardize and upgrade all hardware and software so that all users are on common/supportable levels. This includes a planned move to the Office 365 common suite of productivity products.

- **City Financial System:** Staff will continue to work with our software vendor to upgrade the City's financial system (MUNIS) to more current versions, allowing for additional functionality and to increase operational efficiency of services.

- **Evidence Barcoding System**: Teams are working with vendor partners to implement systems to simplify and streeamline the handling of police evidence for various active and historical casework.

- **Implement New Utility Billing Software:** Staff will work with Utilities and Customer Service to implement a new Utility Billing Software package. This will enhance and simplify both the Utility Billing process for staff and introduce many new user-friendly enhancements to our citizens for utility billing payment options.

- **Video Surveillance Wireless Network Expansion:** Continue to add equipment to allow for enhanced video coverage for wireless camera connections throughout the City

- **Overall Business Process/Technology Updates:** Staff will meet with various departments to better understand their business processes and make recommendations for either utilizing technology (to replace manual processes) or streamlining operations, where applicable.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of City-wide personal computers	**315**	**309**	**320**
Number of PC Software programs supported	**37**	**38**	**40**
Number of Help Desk tickets	**2,708**	**2,870**	**3,039**
# of SPAM e-mails blocked daily	**45,171**	**47,971**	**50,940**
Phone calls managed through our central switch	**400,803**	**403,207**	**405,626**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 412,824	$ 429,030	$ 429,030	$ 446,080	4.0%
Benefits	161,873	166,594	160,316	175,964	5.6%
Personnel Subtotal	**574,697**	**595,624**	**589,346**	**622,044**	**4.4%**
Contractual Services	446	1,000	500	500	-50.0%
Operating Expenditures	585,556	655,733	630,850	730,280	11.4%
Capital Outlay	3,648	2,900	5,500	4,000	37.9%
Operating Subtotal	**589,651**	**659,633**	**636,850**	**734,780**	**11.4%**
Total Expenditures	**$ 1,164,347**	**$ 1,255,257**	**$ 1,226,196**	**$ 1,356,824**	**8.1%**
REVENUES BY TYPE					
Departmental Revenue	$ 10,382	$ 10,382	$ 10,382	$ 10,382	0.0%
Total Revenues	**$ 10,382**	**$ 10,382**	**$ 10,382**	**$ 10,382**	**0.0%**
Expenditures, net of Revenues	**$ 1,153,965**	**$ 1,244,875**	**$ 1,215,814**	**$ 1,346,442**	**8.2%**

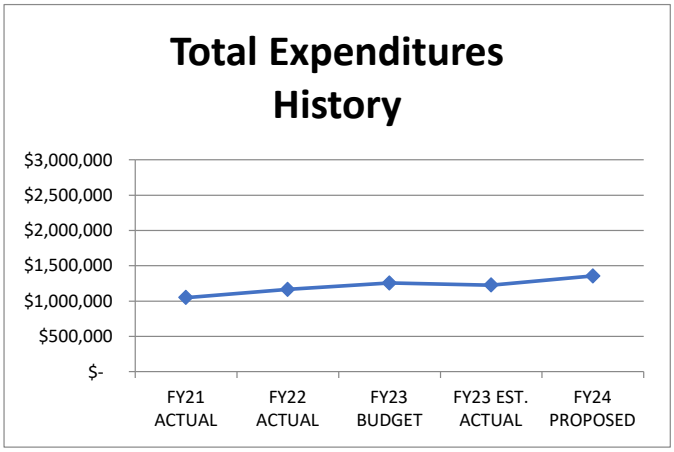
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

In total, FY23 estimated actual expenditures are projected to be under FY23 budget by 2.3% or $29.1K. The largest increase is within the capital outlay and is expected to be 89.7% or $2.6K higher than FY23 budget due to an increase in Computer Equipment expenses. FY23 estimated actual for salary and wages and benefits is also expected to be lower than FY23 budget by 1.1% or $6.3K. Total revenues are expected to remain level with FY23 budget.

Adopted FY23 to Proposed FY24

Total expenditures are expected to increase 8.1% or $101.6K in the FY24 proposed budget when compared to the FY23 budget. The largest portion of this is a $74.5K increase in PC Software Support & Maintenance expenses that is within the operating expenditures category. Total personnel expenditures are expected to increase by 4.4% or $26.4K. Total departmental revenues are expected to remain consistent with FY23 budget.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	6.00	6.00	6.00	6.00
Part time	0.00	0.00	0.00	0.00
Staffing Total	6.00	6.00	6.00	6.00
Unfunded positions	0.00	0.00	0.00	0.00

The IT Department is fully staffed as of FY22. There are no anticipated changes to staffing through FY24.

DEPARTMENT / PROGRAM OVERVIEW

The Human Resources Department serves the City organization, City employees, retirees, and the citizens of the community by providing a full range of Human Resources services. We are a strategic partner to City departments to support and promote efficient operations. The Human Resources Department oversees the selection, placement, and development of qualified people in positions with the City. We are also responsible for employee and retiree benefits and compensation, employee policies, labor management, FMLA administration, employment law compliance, safety and liability programs, training and career development, risk management, and more. We value the contributions of every employee to the overall well-being and efficient operations of the City of Hagerstown.

DEPARTMENT / PROGRAM OBJECTIVES

• Manage and implement changes to healthcare programs to comply with healthcare reform and keep costs within the City's health care budget.

• Offer comprehensive and targeted training programs to increase skill levels for broader responsibilities and increased employee engagement.

• Create and enhance employee recognition programs that highlight employee creativity, innovation, and commitment to the organization.

• Develop increasingly comprehensive wellness and safety programs in order to enhance employee health and productivity while reducing healthcare and workers' compensation claims expenses.

• Maintain position control systems.

• Administration of the four union contracts and personnel policies.

• Administer self-insured Workers' compensation Program and Liability Insurance Services.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Bargaining Unit Contracts	**4**	**4**	**4**
Per Employee Health Plan Costs	**$ 12,378**	**$ 13,193**	**$ 13,005**
Per Retiree Health Plan Costs	**$ 8,538**	**$ 9,191**	**$ 9,180**
Number of Employment Applications Received	**1,000**	**1,000**	**1,400**
Number of Regular FT employees hired	**40**	**40**	**55**
Number of non-regular employees hired	**45**	**45**	**46**
Retirements	**15**	**15**	**17**
Voluntary Separations	**65**	**65**	**69**
Involuntary Separations	**2**	**2**	**6**
Number of Injury Reports	**105**	**100**	**100**
Number of Property Claims	**28**	**32**	**30**
Number of General Liability Claims	**11**	**8**	**10**
Number of Police Liability Claims	**4**	**5**	**5**
Number of Auto Claims	**28**	**32**	**28**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 385,114	$ 399,830	$ 403,150	$ 414,143	3.6%
Benefits	123,520	144,878	137,448	146,256	1.0%
Overtime	25	-	100	200	100.0%
Personnel Subtotal	**508,659**	**544,708**	**540,698**	**560,599**	**2.9%**
Contractual Services	21,970	60,300	60,700	60,900	1.0%
Operating Expenditures	35,497	45,544	46,272	46,558	2.2%
Capital Outlay	-	4,000	4,000	4,000	0.0%
Operating Subtotal	**57,467**	**109,844**	**110,972**	**111,458**	**1.5%**
Total Expenditures	**$ 566,126**	**$ 654,552**	**$ 651,670**	**$ 672,057**	**2.7%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 566,126**	**$ 654,552**	**$ 651,670**	**$ 672,057**	**2.7%**

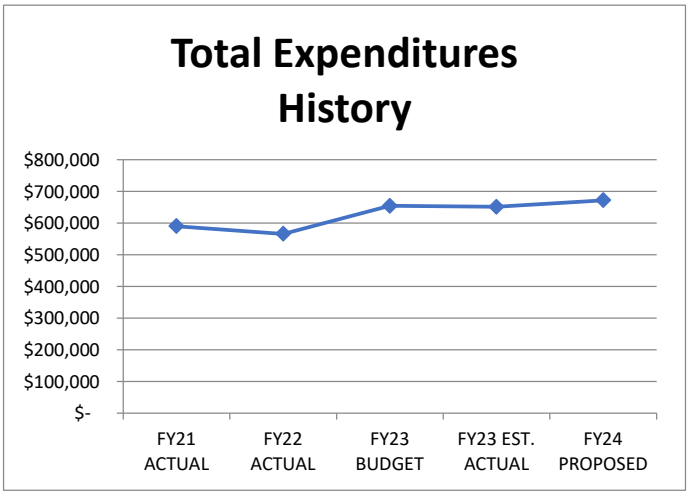
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

In total, FY23 estimated actual expenditures are expected to decrease by 0.4% or $2.9K under FY23 budget primarily due to decreases benefits and operating expenditures. Salary and wages are expected to decrease by 0.7% or $4.0K under FY23 budget primarily due to a decrease in benefit elections.

Adopted FY23 to Proposed FY24

In total, FY24 expenditures are estimated to be 2.7% or $17.5K higher than FY23 budget levels. This increase is primarily due to rate increases in salary and wages, benefits, overtime, contractual services, and operating expenditures.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	4.00	4.00	4.00	4.00
Part time	4.00	4.00	4.00	3.00
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	8.00	8.00	8.00	7.00
Unfunded positions	1.00	1.00	1.00	1.00

The Human Resources Department staffs the information/security desk at City Hall with part-time positions and has a part-time HR Representative. 1 FT position in HR will remain unfunded through FY24.

DEPARTMENT / PROGRAM OVERVIEW

The Communications Department manages all communications generated by City departments and acts as the point of contact for all news/press related information. The group maintains and produces custom programming for the Public/Educational/Government (PEG) Channel (Antietam Cable Channel 25). The Department is responsible for making the Mayor and Council meetings available on both cable and streaming Internet platforms for the City's citizens. Additionally, Communications staff manages, oversees, and maintains the City website, Facebook pages, YouTube channel, and various other social media platforms.

DEPARTMENT / PROGRAM OBJECTIVES

• **Consolidated Communications Plan:** In conjunction with the implementation of the new imaging and branding methodology, staff will work across departments to coordinate marketing and promotions campaigns that fully utilize all relevant resources and more effectively promote all aspects of city government in an effort to increase citizen engagement. Promotions will be delivered across multiple platforms, including print, digital, social media and video advertising in local and regional markets.

• **Additional Video Programming for Social / Cable media channels:** Staff will continue to produce, air, and push out new Hub City NOW! content for both Cable Channel 25 and social media outlets. These include post-Council meeting commentaries on hot topics ("Council Wrap"), department features, City business / resident highlights, and other public information shows.

• **Regional Marketing & Promotion of the City:** A concerted effort will be undertaken to promote and market the City to (and in) cities and towns located in regions outside of our area in an effort to attract and increase tourism and potential investors and developers not exclusive to, but by featuring the City in TV and social media advertisements and promos. A recent project involved collaborating with the Dept. of Community & Economic Development to produce a trade show-type video they used at the Day in Annapolis that can be repurposed for additional applications pursuant achieving the stated goal.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
YouTube lifetime video views	**224,110**	**250,277**	**280,099**
YouTube subscribers	**1,177**	**1,410**	**1,687**
Website visits	**491,782**	**691,930**	**903,455**
Facebook likes	**15,449**	**16,674**	**17,770**
Twitter followers	**2,236**	**2,199**	**2,188**
Instagram followers	**2,051**	**2,221**	**2,338**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 148,708	$ 171,490	$ 156,635	$ 168,842	-1.5%
Benefits	43,110	50,853	46,625	47,548	-6.5%
Personnel Subtotal	**191,818**	**222,343**	**203,260**	**216,390**	**-2.7%**
Contractual Services	39,154	18,576	18,576	18,576	0.0%
Operating Expenditures	38,806	56,607	56,732	59,310	4.8%
Capital Outlay	564	1,500	1,500	2,500	66.7%
Operating Subtotal	**78,524**	**76,683**	**76,808**	**80,386**	**4.8%**
Total Expenditures	**$ 270,342**	**$ 299,026**	**$ 280,068**	**$ 296,776**	**-0.8%**
REVENUES BY TYPE					
Departmental Revenue	$ 2,168	$ -	$ 1,755	$ -	0.0%
Total Revenues	**$ 2,168**	**$ -**	**$ 1,755**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 268,174**	**$ 299,026**	**$ 278,313**	**$ 296,776**	**-0.8%**

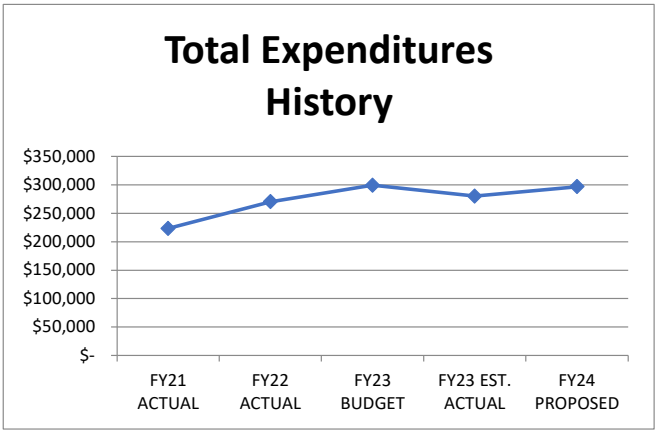
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

FY23 estimated actual expenditures are expected to be under FY23 budget levels by a total of 6.9% or $20.7K. Total personnel expenses make up the biggest portion of this with an expected decrease of 8.6% or $19.1K. Contractual services and capital outlay are expected to remain the same as FY23 budget while operating expenditures are expected to increase slightly by $125.

Adopted FY23 to Proposed FY24

FY24 proposed budget expenditures are expected to be 0.8% or $2.3K lower than FY23 budget. This is a result of a $5.9K decrease in total personnel expenditures that is slightly offset by increases in capital outlay and operating expenditures. Departmental revenues are expected to remain level with FY23 budget.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	2.00	2.00	2.00	2.00
Part time	2.50	2.50	2.50	2.00
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	4.50	4.50	4.50	4.00
Unfunded positions	0.00	0.00	0.00	0.00

The Communications department includes a part-time position that is shared with the City Clerk, as well as videographers.

DEPARTMENT / PROGRAM OVERVIEW

The Planning and Code Administration (PCAD) works in collaboration with all City Departments, our residents, businesses, investors (current and prospective), and visitors to ensure Hagerstown is a diverse, business-friendly, and sustainable community with clean, safe, and strong neighborhoods. PCAD provides the development and land use-related services of planning, zoning, historic preservation, permitting, and licensing for construction and consumer protection; and the proactive application of property maintenance-related ordinances and licensing programs that are designed to protect residents, neighborhoods, and property values. PCAD also provides the comprehensive planning and annexation services for the City. The administration of these development services and protection of neighborhoods encourages investment and a proud and prosperous community.

DEPARTMENT / PROGRAM OBJECTIVES

Recognizing that time is money for the development community, PCAD constantly assesses our processes to ensure we are providing exceptional service in a timely fashion while planning for the future of the City through visionary yet realistic plans, flexible regulations, progressive programs, and customer-friendly processes. We remain focused on development and administration of progressive protective legislation for smart development and redevelopment. Our development review, permitting, and inspections staff strive to ensure speed and accuracy in permit issuance and careful assessment of code compliance in inspections to protect our citizens and properties. We undertake code abatements to protect property values. Customer service and permitting enhancements are ongoing to make Hagerstown a location of choice for investors. In FY24 PCAD will continue to protect the quality of life in our community, enhance property values, and grow the tax base through a strategic demolition plan for nuisance properties, a strategic annexation plan for opportunities to grow the City's tax base, and property abatements and neighborhood improvement plans to remove blight and foster improvements. In addition, PCAD will work with other City departments and stakeholders to implement the recommendations in the Community's City Center Plan and the City's comprehensive plan, *visionHagerstown 2035*. PCAD's extremely robust social media campaign of positive messaging was put on hold due to staff vacancies and the fact the City's branding program was being developed. PCAD will explore opportunities to continue these positive messaging efforts with the Community Engagement Office.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Value of Commercial Investment (in thousands)	**$ 52,061**	**$ 99,500**	**$ 30,000**
Value of Residential Investment (in thousands)	**$ 19,183**	**$ 9,500**	**$ 6,000**
Assessed Value of Newly Annexed Land (in thousands)	**$ -**	**$ 6,672**	**$ 87,157**
Number of New Home Starts	**98**	**75**	**75**
Percent of HDC applicant affirmed cases	**98%**	**97%**	**95%**
Number of Site Plans Reviewed	**13**	**20**	**20**
Volume of Inspections Performed	**21,811**	**21,000**	**19,000**
Number of Inspections Appealed	**0**	**2**	**2**
Number of Zoning Certificates issued for new businesses*	**31**	**40**	**45**
Number of Rental Units Licensed	**9,788**	**9,700**	**9,750**
Number of Vacant Residential Properties Licensed	**329**	**250**	**275**
Number of Vacant Non-Residential Properties Licensed	**28**	**30**	**35**
Value of Abatements performed by the City (in thousands)	**$ 189**	**$ 230**	**$ 250**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,267,096	$ 1,368,092	$ 1,296,562	$ 1,431,281	4.6%
Benefits	494,190	528,612	464,711	524,757	-0.7%
Overtime	8,529	190	2,427	2,000	952.6%
Personnel Subtotal	**1,769,816**	**1,896,894**	**1,763,700**	**1,958,038**	**3.2%**
Contractual Services	2,775	8,831	3,662	7,331	-17.0%
Operating Expenditures	239,120	332,578	319,533	330,395	-0.7%
Capital Outlay	1,948	10,927	8,767	11,865	8.6%
Operating Subtotal	**243,843**	**352,336**	**331,962**	**349,591**	**-0.8%**
Total Expenditures	**$ 2,013,659**	**$ 2,249,230**	**$ 2,095,662**	**$ 2,307,628**	**2.6%**
REVENUES BY TYPE					
Departmental Revenue	$ 1,979,344	$ 1,858,123	$ 2,229,998	$ 1,937,546	4.3%
Total Revenues	**$ 1,979,344**	**$ 1,858,123**	**$ 2,229,998**	**$ 1,937,546**	**4.3%**
Expenditures, net of Revenues	**$ 34,315**	**$ 391,107**	**$ (134,336)**	**$ 370,082**	**-5.4%**

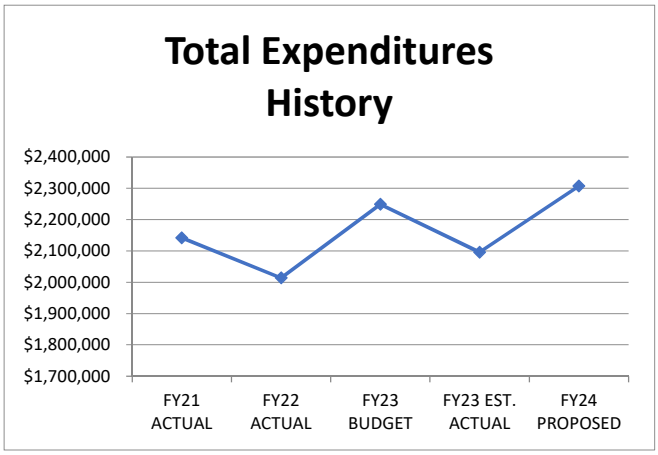
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Overall, FY23 estimated actual personnel costs are expected to be 7.0% or $133.2K lower than budgeted in FY23 due to vacancies and new hires starting with lower salaries. Total FY23 estimated actual operating expenditures are expected to be 5.8% or $20.4K lower mainly coming from contractual services. Funds budgeted for abatement of nuisance properties will be utilitized to eradicate larger blight issues in our neighborhoods. Overall revenues are expected to be 20% or $371.9K higher due to strong development review and permitting activity.

Adopted FY23 to Proposed FY24

Overall, personnel costs are anticipated to be 3.2% or $61.1K higher from FY23 budget to FY24 proposed budget due to vacancies and a retirement in FY23. The additional staff will help meet Mayor and Council goals for premier customer service and 'speed to market' for our permitting process. Total operating expenditures in propsed FY24 are anticipated to be 0.8% or $2.7K lower than FY23 budget amounts. Revenues are anticipated to be 4.3% or $79.4K higher in the proposed FY24 budget as growth continues in residential and commercial development. Explorations continue on potential to transfer perpetual tax lien properties to new owners, which would reduce abatement costs and increase property tax revenues. Proactive abatement and demolition strategies will help reduce on-going abatement costs and increase property values in surrounding properties. Proactive annexation strategies will continue as another means of increasing property tax revenues. PCAD will work with the Community Engagement Office in FY24 to determine if there is a way to continue PCAD's positive messaging efforts via that Office's social media platforms.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	21.00	21.00	21.00	21.00
Part time	0.00	0.00	0.00	0.00
Seasonal	3.00	5.00	5.00	0.00
Staffing Total	24.00	26.00	26.00	21.00
Unfunded positions	0.00	0.00	0.00	0.00

The FY24 budget does not include staffing changes. However, a requested staffing change to add a full-time, combination inspector to the Permits & Inspections operations of PCAD will be considered in the future. This addition would provide wider coverage for building, electrical, plumbing and mechanical inspections and to relieve the Chief Code Official of back-up inspection responsibilities to ensure time is available for speedy plan review and customer requests for code and plan review meetings.

PLANNING AND CODE ADMINISTRATION - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2023/2024

EXPENDITURES BY PROGRAM

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES					
Planning	$ 458,567	$ 438,866	$ 426,473	$ 484,416	10.4%
Annexation	1,609	10,800	2,000	10,800	0.0%
Code Administration	1,553,483	1,799,563	1,667,189	1,812,413	0.7%
Total Expenditures	**$ 2,013,659**	**$ 2,249,229**	**$ 2,095,662**	**$ 2,307,629**	**2.6%**
REVENUES					
Departmental Revenue	$ 1,979,344	$ 1,858,123	$ 2,229,998	$ 1,937,546	4.3%
Total Revenues	**$ 1,979,344**	**$ 1,858,123**	**$ 2,229,998**	**$ 1,937,546**	**4.3%**
Expenditures, net of Revenues	**$ 34,315**	**$ 391,106**	**$ (134,336)**	**$ 370,083**	**-5.4%**

DEPARTMENT / PROGRAM OVERVIEW

The Department of Community and Economic Development (DCED) works in collaboration with all City Departments, our residents, businesses, current and prospective investors, and visitors to advance the economy, image, and quality of life in Hagerstown. DCED works to drive new development and investment in the City and Downtown, resulting in the stabilization and growth of the City's assessable base and the creation of new jobs. The Department also works to strengthen City neighborhoods and homeownership through community engagement and addressing blighted/abandoned properties and housing stock issues. DCED promotes and advances the image and quality of life of the City for the economic benefit of existing businesses and for new residential and commercial investment.

The Department has two primary function areas: **Community Development** to grow strong neighborhoods; and **Economic Development** to support business growth.

DEPARTMENT / PROGRAM OBJECTIVES

• **Community's City Center Plan**: Implement catalyst projects identified in the 10-year Community's City Center Plan (2014-2024). In 2024, engage consultant for review and update of the plan.

Catalyst Project #1: Office Development and Recruitment
Catalyst Project #2: Maryland Theatre Expansion of Programming and Facilities
Catalyst Project #3: USMH Expansion Support
Catalyst Project #5: Linking City Park/WCMFA and the A&E District with Trail & New Housing
Catalyst Project #6: Expanded Downtown Arts/Events Programming
Catalyst Project #8: Expanded and Targeted Home Ownership Support

Monitor opportunities related to select catalyst projects.

Catalyst Project #4: Hotel/Conference Center and Heritage Center/Commemorative Park
Catalyst Project #7: Expanded Operations of the City Farmer's Market

• **Urban Improvement Project:** The Urban Improvement Project includes the expansion of the Maryland Theatre, Barbara Ingram School for the Arts (BISFA), and the University System of Maryland at Hagerstown (USMH) as well as the creation of a plaza. Support the Mayor and City Council's work to expand cultural and academic opportunities in Downtown. With the Urban Improvement Project mostly complete, support resulting secondary development and explore additional phases of large-scale urban improvement.

• **Grants Management:** Administer multiple grants through the State of Maryland Community Legacy Program, Strategic Demolition Fund, and other grant sources to support economic development, community development, incentive programs and property rehabilitation.

COMMUNITY DEVELOPMENT

• **Community Development Block Grant & Supported Programs:** Manage the Community Development Block Grant (CDBG) Program, which provides funding to Public Service Programs, Homeowner Rehabilitation Programs, Capital Improvement Projects, and additional programs. (see also Section 4 Special Revenue Funds - Community Development Block Grant)

• **Community Engagement and Growing Volunteerism:** Lead engagement efforts, dialogue, and external relations. Explore action items that enhance our efforts to become a more sustainable and viable City. Continue to grow volunteerism to foster civic engagement and understanding of local government operations. Provide support for the development of the Mayoral Ambassador Program.

• **Youth Engagement:** Support and grow the initiatives and activities of the Hagerstown Youth Council (HYC). The effort will provide a voice for youth in City government and will foster civic engagement.

• **Strategic Demolition and Repurposing of Abandoned Property:** Work cross department to fully launch and administer a program to repurpose problem, abandoned properties that fail to transfer ownership through the traditional tax sale process. This includes demolition of dilapidated, abandoned property (when necessary) and transfer of ownership to a qualifying entity or homeowner. Explore program expansion beyond tax sale properties for blight removal throughout the City.

ECONOMIC DEVELOPMENT

• **Business Retention, Expansion and Attraction**: Work with existing and prospective business owners and investors to retain, expand, and attract investment in Hagerstown. These efforts include the administration of a range of incentives and programs (Partners in Economic Progress (PEP), Invest Hagerstown Grant Programs, CDBG Microenterprise Grant, and

• **Sports Tourism:** Support the City's Hagerstown Field House project. Monitor and support economic development opportunities related to sports and sports-tourism industries.

• **Hagerstown Revolving Loan Fund:** Manage a business revolving loan program designed to provide financing for new and expanding businesses for working capital, equipment, property acquisition, and property rehabilitation. (see also Section 4 Special Revenue Funds - Business Revolving Loan Fund).

• **Entrepreneurship and Business Resource Center:** Explore options to evolve the BuroBox program, an entrepreneurship and business resource center at 60 West Washington Street, with the goal of supporting the needs of a broader market of entrepreneurs, small businesses, and telecommuters. Seek possible outside operations of the facility through a Request for Proposals (RFP).

• **Property Management:** Lease available space in City-owned properties including attracting tenants and manage lease renewals. (see also Section 3 Enterprise Funds - Property Management Fund)

• **Commercial Development and Competitive Negotiated Sale (CNS):** Catalyze commercial development by enhancing City-owned properties and marketing these properties to private investors through the Competitive Negotiated Sale process (CNS) with the goal of returning properties to the private sector for active, contributing uses.

• **Annexation Opportunities:** Explore opportunities to facilitate annexation as a means of enhancing the tax base of the City and facilitating provision of services.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/2024
Number of business grand openings/anniversary celebrations	**17**	**25**	**30**
Number of new/retained jobs tied to incentive agreements	**1,000+**	**1,000+**	**1,000+**
New investment tied to incentives*	**$100 mil +**	**$100 mil +**	**$100 mil +**

*2021/22 - 2023/24 includes a number of large-scale, multi-year projects

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 334,601	$ 399,189	$ 400,000	$ 451,642	13.1%
Benefits	127,098	123,349	136,667	146,895	19.1%
Overtime	(5)	-	600	100	100.0%
Personnel Subtotal	**461,694**	**522,538**	**537,267**	**598,637**	**14.6%**
Contractual Services	4,748	13,720	13,720	13,720	0.0%
Operating Expenditures	65,197	136,801	145,745	146,012	6.7%
Capital Outlay	428	18,750	20,850	20,850	11.2%
Operating Subtotal	**70,373**	**169,271**	**180,315**	**180,582**	**6.7%**
Total Expenditures	**$ 532,067**	**$ 691,809**	**$ 717,582**	**$ 779,219**	**12.6%**
REVENUES BY TYPE					
Departmental Revenue	$ 664,547	$ 737,784	$ 774,708	$ 788,000	6.8%
Total Revenues	**$ 664,547**	**$ 737,784**	**$ 774,708**	**$ 788,000**	**6.8%**
Expenditures, net of Revenues	**$ (132,480)**	**$ (45,975)**	**$ (57,126)**	**$ (8,781)**	**-80.9%**

**Community Engagement branched out from DCED during FY22*

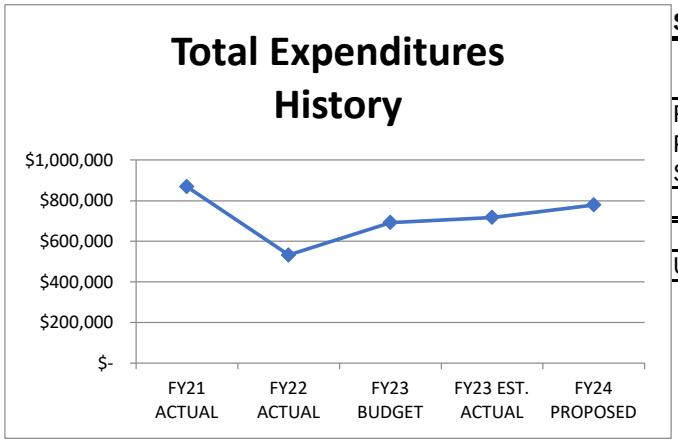
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total personnel costs are anticipated to be higher than FY23 budget by 2.8% or $14.7K. Total operating expenditures are expected to be 6.5% or $11.0K higher than budget. Departmental revenue amounts are expected to be higher than budget by 5.0% or $36.9K primarily due to an increase in Enterprise Zone tax credits and grants.

Adopted FY23 to Proposed FY24

Overall, FY24 proposed total expenditures are expected to be 12.6% or $87.4K higher than FY23 budget. Total personnel expenditures are expected to be 14.6% or $76.1K higher, while total operating expenditures are expected to be 6.7% or $11.3K higher. There is an expected increase of 6.8% or $50.2K in revenues, primarily due to Enterprise Zone tax credits and grants.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	6.15	6.15	6.15	6.30
Part time	2.00	2.00	2.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	8.15	8.15	8.15	6.30
Unfunded positions	0.00	0.00	0.00	0.00

There were slight allocation changes made for DCED in FY22 budget. Overall, FY23 estimated actual and FY24 proposed staffing levels are expected to remain level with

DEPARTMENT / PROGRAM OVERVIEW

The Engineering Department has the unique opportunity to improve the livability of the citizens of Hagerstown. Through the construction of Capital Improvement Projects, the implementation of recycling and trash collection programs, and our various "sustainability" programs, this Department affects every resident of Hagerstown on a daily basis. The department takes this responsibility very seriously and uses it as an opportunity to improve life for those who choose to live and do business in the City of Hagerstown.

Engineering Division

The Engineering Division is primarily focused on street improvements and traffic flow. Engineering is also responsible for preparing construction documents for various capital improvement projects identified in Section 7 of the City budget document. This includes the annual pavement preservation program, construction of parking facilities, and repairs to other public facilities like bridges. Engineering Division staff prepare contract documents, bid projects, administer contracts, and inspect the construction performed. Engineering Division staff are also involved in land development reviews, maintenance and creation of numerous databases, and development of the City's Geographical Information System (GIS) database. Stormwater activities are in a separate Program Description.

Solid Waste Collection and Disposal

The residential recycling and trash collection program is provided by a private contractor but administrated by the Engineering Division. In addition to collecting residential trash at curbside each week, the City's contractor also collects yard waste and recycling, and collection of trash and recycling at small commercial establishments.

Sustainability Initiatives

Our department takes the lead on these issues including multi-modal transportation, energy efficiency upgrades, community gardening, and public art installations.

DEPARTMENT / PROGRAM OBJECTIVES

Engineering Division

• Support the planning and design of the $70 million Hagerstown Multi-Use Sports and Events Facility in downtown. Staff will assist the Maryland Stadium Authority on the Cultural Trail relocation, neighborhood outreach and overall design

• Per the Strategic Plan and in partnership with Eastern Sports Management, complete design and start construction of a $24 million, 114,000 square foot indoor sports “Field House” at the municipal stadium site

• Complete the construction of the $3.3 million widening Professional Court to four lanes, connection to new bridge over Antietam Creek and adding second southbound left turn lane on Eastern Boulevard.

• Per the Strategic Plan, construct a $12 million third parking deck at 50 West Antietam Street. The deck is projected to be five levels and hold 389 spaces

• Per the Strategic Plan, design and begin construction of the $1M renovations to the former M&T Bank building just south of City Hall for relocation of customer service, billing, and DCED staff.

• Per the Strategic Plan, construct the first phase of the “Wheaton Park Master Improvement Plan” including plaza, parking, misting pad and interpretive plaques.

• Complete improvement projects including: renovations to Locomotive #202, installation of the Clara Barton Memorial, new bathrooms in City Park, installation of safety beacon at Salem Avenue/Rhode Island Avenue, design of improvements to Hager House Visitors’ Center, Antietam Creek access at Mt Aetna Road, traffic installation of radar speed boards on Maryland and Summit Avenues, rectangular rapid flashing beacon at Fountaindale Elementary, replace elevator in City Hall, install sidewalks on West Irvin Avenue, phase II of the Fairgrounds Park stable roof and installation of Morningside Heights stormdrain.

• See Stormwater Protection Program for other projects.

Solid Waste Collection and Disposal

Purchase totes for automated trash collections and bid new 6-year collection contract.

.

Sustainability Initiatives

• Seek additional energy efficiency grants and public art installations.

PERFORMANCE INDICATORS - ENGINEERING

	2021/22	2022/23	2023/24
Number of Contracts and RFP's	**24**	**24**	**18**
Curb and Sidewalk Repairs Completed	**190**	**200**	**200**
Traffic Complaints Resolved	**110**	**258**	**200**
Work Orders issued to Public Works	**249**	**230**	**230**
Portion of Streets Re-Paved	**24**	**35**	**25**
Public Arts Installations	**23**	**26**	**28**
Miles of Bike Lanes and Paths	**60**	**60**	**60**

PERFORMANCE INDICATORS - WASTE COLLECTION

	2021/22	2022/23	2023/24
Tons of Garbage Collected Curbside	**13,457**	**13,061**	**13,200**
Tons of Yard Waste Collected	**950**	**871**	**900**
Tons of Recyclables Collected	**2,268**	**2,126**	**2,200**
Residential Units Served	**14,984**	**15,300**	**15,500**
Commercial Units served	**111**	**115**	**126**
Tons of Electronics Waste Collected	**13.3**	**11**	**10**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 730,687	$ 826,412	$ 821,375	$ 802,573	-2.9%
Benefits	258,176	293,439	291,511	304,803	3.9%
Overtime	9,272	7,500	7,500	8,000	6.7%
Personnel Subtotal	**998,135**	**1,127,351**	**1,120,386**	**1,115,376**	**-1.1%**
Contractual Services	2,772,070	2,885,000	2,998,400	3,537,100	22.6%
Operating Expenditures	237,679	306,560	324,690	1,179,176	284.6%
Capital Outlay	3,500	4,150	7,500	5,500	32.5%
Operating Subtotal	**3,013,249**	**3,195,710**	**3,330,590**	**4,721,776**	**47.8%**
Total Expenditures	**$ 4,011,384**	**$ 4,323,061**	**$ 4,450,976**	**$ 5,837,152**	**35.0%**
REVENUES BY TYPE					
Departmental Revenue	$ 3,290,737	$ 3,259,771	$ 3,667,252	$ 4,875,050	49.6%
Total Revenues	**$ 3,290,737**	**$ 3,259,771**	**$ 3,667,252**	**$ 4,875,050**	**49.6%**
Expenditures, net of Revenues	**$ 720,647**	**$ 1,063,290**	**$ 783,724**	**$ 962,102**	**-9.5%**

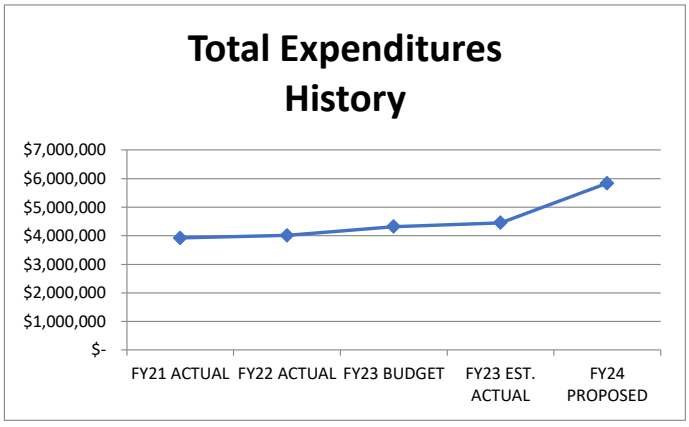
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

FY23 estimated actual total personnel costs are expected to be 0.6% or $7.0K lower than FY23 budget. FY23 estimated actual contractual services and capital outlay expenses are expected to be higher than FY23 budget by 84.7% or $116.8K in total. Total departmental revenue for FY23 estimated actual is expected to be 12.5% or $407.5K higher than FY23 budget mostly because of expected increases in permit revenues, engineering review fees, refuse collection fees, and 717K in ARPA funding to purchase totes for automated trash collecting.

Adopted FY23 to Proposed FY24

In total, personnel costs are projected to be 1.1% or $12.0K lower in proposed FY24 budget compared to FY23 budget. Total operating expenditures are anticipated to be 35% or $1.5M higher in FY24 and includes increases for contractual services related to trash/recycling and grounds services. Finally, departmental revenue amounts are projected to be 49.6% or $1.6M higher in FY24 budget and this is associated with an increase in engineering review fees and refuse collection fees. There is also $160.0K in Safe Streets and Roads For All federal grant funding and $930.0K in ARPA funds to purchase totes for automated trash collecting that



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	10.46	10.24	10.24	10.44
Part time	1.00	1.00	1.00	1.00
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	11.46	11.24	11.24	11.44
Unfunded positions	0.00	0.00	0.00	0.00

In previous years, the staffing numbers reported for Engineering included Parks & Recreation staffing. Beginning in FY22, Parks and Recreation separated from Engineering. These staffing numbers represent those of just Engineering.

EXPENDITURES BY PROGRAM

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES					
Engineering	$ 1,084,791	$ 1,166,277	$ 1,169,614	$ 1,373,461	17.8%
Waste Collection and Disposal	2,926,593	3,156,784	3,281,362	4,463,691	41.4%
Total Expenditures	**$ 4,011,384**	**$ 4,323,061**	**$ 4,450,976**	**$ 5,837,152**	**35.0%**
REVENUES					
Departmental Revenue	$ 3,290,737	$ 3,259,771	$ 3,667,252	$ 4,875,050	49.6%
Total Revenues	**$ 3,290,737**	**$ 3,259,771**	**$ 3,667,252**	**$ 4,875,050**	**49.6%**
Expenditures, net of Revenues	**$ 720,647**	**$ 1,063,290**	**$ 783,724**	**$ 962,102**	**-9.5%**

DEPARTMENT / PROGRAM OVERVIEW

The Division of Parks and Recreation has the unique opportunity to improve the livability and recreational possibilities for the citizens and visitors of Hagerstown. From simple enjoyment of the outdoors, to wellness programs and organized sports, relaxation and leisure opportunities abound in the numerous parks, playgrounds, and the public pool. Staff understands that quality of life is important to the residents of the City. The numerous parks, facilities, and recreational programs contribute directly to the health and well being of the entire Hagerstown community. The primary goal is to provide all Hagerstown citizens high quality recreational and leisure opportunities in safe, modern, and well maintained parks and facilities.

DEPARTMENT / PROGRAM OBJECTIVES

• Construct new creek access at Mt. Aetna Road for watercraft access to Antietam Creek. This is funding dependent.

• Publish biannual Recreation Program Guide. Continue innovative and creative approach to recreation by adapting recreational programs for the post COVID-19 pandemic world.

• Other goals for FY23/24 include: installing additional play equipment, benches, and tables througout the parks; reconstruct stairs at the Fairground grandstands; begin 202 locomotive restoration at the Train Hub; rebuild the numerous pedestrian bridges throughout City Park; improve the upper parking lot with paving at City Park; create some handicap parking spaces at Hamilton Playground and Ridge Ave. playground; replace pool lighting with new LED fixtures.

• In FY22, Recreation took on the responsibility of organizing and managing downtown events. These events can be held either in the downtown parks such as the University Plaza, Hatters Plaza, and Cultural Trail or in the public streets. Many of the events are requested by outside organizations needing assistance with logistics. These events provide a great leisurely activity for all ages. Staff will also be working closely with the City's Community Engagement Officer on numerous City organized events in the heart of downtown.

PERFORMANCE INDICATORS - PARKS

	2021/22	2022/23	2023/24
Number of Public Parks, Playgrounds, & Facilities	**29**	**29**	**29**
Acres of Park Land	**307**	**307**	**307**
Number of Pavilion Reservations	**317**	**320**	**325**
City Park Bandshell Reservations	**45**	**50**	**50**
Miles of Bike Lanes and Paths	**60**	**60**	**60**
Hager House Visitors	**2,200**	**2,749**	**2,500**
Hager House Promotions/Events	**4**	**6**	**6**
Hagerstown 202 Railroad Museum Promotions/Events	**3**	**3**	**3**
202 Railroad Visitors	**2,680**	**2,549**	**2,500**

PERFORMANCE INDICATORS - GENERAL RECREATION

	2021/22	2022/23	2023/24
Number of Events	**23**	**45**	**45**
Number of Recreation Programs	**65**	**60**	**60**

PERFORMANCE INDICATORS - POTTERFIELD POOL

	2021/22	2022/23	2023/24
Number of Days in Full Operation	**85**	**83**	**85**
Number of Private Rentals	**30**	**35**	**35**
Number of Season Passes (all types)	**60**	**72**	**70**
Daily Paid Attendance (non camp)	**17,000**	**18,648**	**18,000**
Total Attendance	**21,000**	**21,929**	**21,000**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,013,284	$ 1,265,009	$ 1,127,111	$ 1,304,122	3.1%
Benefits	384,291	514,056	487,373	543,189	5.7%
Overtime	9,165	14,500	20,766	20,750	43.1%
Personnel Subtotal	**1,406,740**	**1,793,565**	**1,635,250**	**1,868,061**	**4.2%**
Contractual Services	489,099	530,175	549,325	575,685	8.6%
Operating Expenditures	798,537	763,714	757,499	776,751	1.7%
Capital Outlay	12,653	9,100	9,100	9,600	5.5%
Operating Subtotal	**1,300,289**	**1,302,989**	**1,315,924**	**1,362,036**	**4.5%**
Total Expenditures	**$ 2,707,030**	**$ 3,096,554**	**$ 2,951,174**	**$ 3,230,097**	**4.3%**
REVENUES BY TYPE					
Departmental Revenue	$ 342,579	$ 293,181	$ 303,516	$ 289,125	-1.4%
Total Revenues	**$ 342,579**	**$ 293,181**	**$ 303,516**	**$ 289,125**	**-1.4%**
Expenditures, net of Revenues	**$ 2,364,451**	**$ 2,803,373**	**$ 2,647,658**	**$ 2,940,972**	**4.9%**

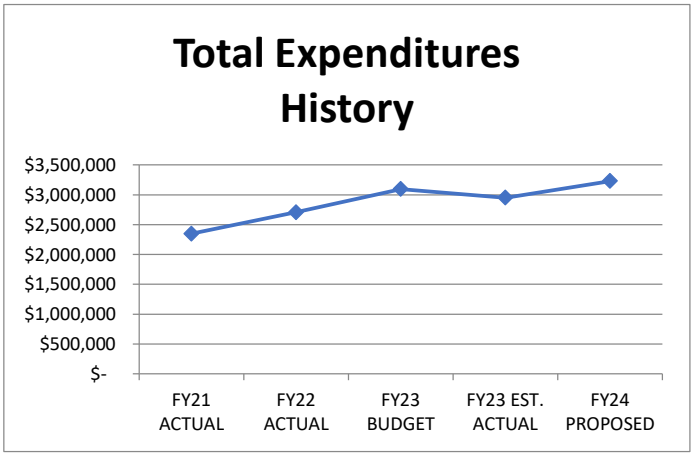
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total personnel costs are expected to be 8.8% or $158.3K lower than FY23 budget due to decreases in part-time and seasonal benefits and salary and wages and overtime. This will be partially offset by an increase in total operating expenses that are projected to be over budget by 1% or $12.9K. Last, total departmental revenue is expected to be slightly higher than budget with an increase of 3.5% or $10.3K.

Adopted FY23 to Proposed FY24

In total, personnel costs are projected to be 4.2% or $74.5K higher in proposed FY24 budget compared to FY23 budget. These increases are expected in salary and wages, benefits, and overtime charges. Total overall operating expenditures are anticipated to be 4.5% or $59.0K higher in FY24. Finally, departmental revenue in FY24 budget is expected to be slightly lower by 1.4% or $4.1K associated with increases and decreases throughout the many revenue sources under the Parks and Recreation department.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	15.81	15.86	15.81	15.86
Part time	6.28	6.28	6.28	8.00
Seasonal	23.00	23.00	23.00	20.00
Staffing Total	45.09	45.14	45.09	43.86
Unfunded positions	4.00	4.00	4.00	4.00

In prior years, Parks & Recreation staffing information was combined with the Engineering department. Four vacant positions will remain unfunded in FY24. The Department has 20 part-time seasonal employees for grounds maintenance, park attendants, Potterfield Pool cashiers, Hager House guides, and the train museum attendants.

EXPENDITURES BY PROGRAM

	2021/22	2022/23		2023/24	2023/24
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
EXPENDITURES					
Recreation	582,283	668,261	615,770	663,773	-0.7%
Swimming Pool	235,779	188,020	211,480	220,282	17.2%
Municipal Stadium	32,773	12,208	11,661	11,311	-7.3%
Hager House	35,848	48,497	57,626	52,696	8.7%
Train Museum	22,137	43,451	45,353	55,877	28.6%
Parks Division	1,798,210	2,136,117	2,009,284	2,226,158	4.2%
Total Expenditures	**$ 2,707,030**	**$ 3,096,554**	**$ 2,951,174**	**$ 3,230,097**	**4.3%**
REVENUES					
Departmental Revenue	$ 342,579	$ 293,181	$ 303,516	$ 289,125	-1.4%
Total Revenues	**$ 342,579**	**$ 293,181**	**$ 303,516**	**$ 289,125**	**-1.4%**
Expenditures, net of Revenues	**$ 2,364,451**	**$ 2,803,373**	**$ 2,647,658**	**$ 2,940,972**	**4.9%**

DEPARTMENT / PROGRAM OVERVIEW

As a nationally accredited law enforcement agency since 1984, the Hagerstown Police Department prides itself on providing full-service public safety services to our community in the following areas: emergency response to crimes in progress, disorder and service requests, crime prevention, post-crime incident investigations, criminal apprehension, crime-lab services, and courtroom testimony.

In 2024, the Hagerstown Police Department will continue to focus resources in the areas of Intelligence-Led Policing and Community Oriented Policing. The Department will continue to follow recommendations identified in the President's 21st Century Policing Report and CALEA standards. District commanders and officer participation in community events and meetings to listen and share information will continue. Information will also be shared through the increased use of social media and our website to provide timely and relevant information.

DEPARTMENT / PROGRAM OBJECTIVES

ADMINISTRATION: Directs and manages the overall operation of the department.

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 and problem solving. The Safe Speed for Students [Speed Cameras] system, Parking Enforcement, Police Auxiliaries, and the School Resource Officer program are also managed through the patrol division.

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. A civilian coordinator along with two detectives are also assigned to oversee the department's Maryland Criminal Intelligence Network initiative which conducts investigations on known repeat criminal offenders. One detective is also dedicated to work on child abuse and domestic violence cases.

PROFESSIONAL STANDARDS: Conducts internal affairs investigation.

VEHICLE MAINTENANCE: Maintains all vehicles and facilities for departmental use, oversees the purchase of and upfitting of new cruisers.

AUXILIARY POLICE: Provides volunteer traffic support during special events and fire incidents; enforces parking violations for handicap spaces, fire zones, and fire hydrants; assists with special patrol checks. They also conduct foot patrols in the Downtown for increased public safety presence.

WESTERN MARYLAND REGIONAL CRIME LABORATORY: Analyzes and processes crime scene evidence according to international accreditation standards; provides expert testimony in prosecution of cases.

RECORDS: Serves as the department's centralized records repository; provides police records maintenance, control, and retrieval; operates the City's switchboard during business hours; coordinates and manages the department's use of criminal justice information systems.

TRAINING: One supervisor assigned to the training division coordinates in-service training for the department and is a certified police instructor who teaches various courses. This position also carries the responsibility of the department's safety coordinator. A second supervisor assigned to the training division serves as the department's liaison to the Washington County Police Academy and is a certified police instructor who teaches various courses.

ACCREDTIATION AND RECRUITMENT: Conducts on-going recruiting, testing, selection processes for all new police officers for the department. Coordinates the background-check procedures with the assistance of a civilian background investigator along with the polygraph and other medical clearances. Manages the department's participation in and compliance with the national accreditation process.

EVIDENCE CUSTODY AND CONTROL: Responsible for the operation of the department's evidence room, management of the evidence custody and control function, and management of all other property coming into the custody of the Police Department.

SPEED CAMERAS: The department operates 12 speed cameras within school zones throughout the city. The program, entitled Safe Speeds for Students, is managed by a full time administrator and is intended to reduce speeding at or near schools.

WARRANT TASK FORCE: The department contributes two full-time police officers and one clerical position to the Washington County Warrant Task Force. They are responsible for serving criminal summons, warrants and protective orders along with timely entries into the National Databases.

DEPARTMENT / PROGRAM OBJECTIVES (continued)

RED LIGHT CAMERAS: The department completed the preliminary steps required for implementation. In 2018, two (2) two red light cameras were installed at intersections where red light violations are prevalent. Red light cameras will continue to be utilized, monitored, and expanded. The department will continue to work with the State on the original intersections on state roads in city limits for installation in 2024.

WATCH CENTER: In 2023, the department established a Watch Center to take reports and handle low priority calls for service that do not require the presence of a sworn officer. Personnel also monitor the crime camera system for suspicious activity and other situations requiring police attention. The department will continue to develop this program in 2024 with hopes that the Watch Center can handle up to 30% of the departments total calls for service, thereby increasing the availability of our police officers for regular duties.

PREDICTIVE-POLICING: The Department will continue to refine its use of the latest analytical software programs designed to predict locations where crime is likely to occur. Predictive policing models use crime data to produce real time prediction zones for officers' use during their patrol shifts. These prediction areas are then patrolled by officers during specific times of the day in an effort to stop crime before it occurs. This system will be utilized in future event planning as an additional assessment tool.

CRISIS INTERVENTION TRAINING: Mental health related calls for service require officers to effectively interact with persons in crisis and often involve life-threatening situations which need to be safely resolved. In response to this issue, the department has implemented a CIT program involving specially trained CIT officers along with department-wide mental health first aid training with the goal of safely resolving mental health related situations. Through partnerships, the department has implemented a Mobile Crisis team approach in collaboration with the Mental Health Authority and Turning Point to reduce the number of repeated calls for service on individuals. This program is designed to not only alleviate calls for service but more effectively administer mental health services to the individuals in need.

JUVENILE OFFICER/COORDINATOR: The Department has established a dedicated police officer position to manage juvenile related offenses. The Juvenile coordinator conducts follow up visits on repeat juvenile offenders and works closely with school resource officers, patrol, investigations, parole and probation, the courts, the department of juvenile services and the police department's Maryland Criminal Intelligence Network coordinator to reduce the overall number of juvenile related crime incidents in the city. This position will be working closely with the department of Juvenile Justice to coordinate our efforts with their new re-entry program.

MANPOWER: The Department will work to fill vacant police officer positions through a combination of entry-level recruits and certified lateral transfers from other agencies. Emphasis will be placed on achieving the department's overall goal of a diverse workforce as detailed in the recruitment plan. The department is working on a comprehensive plan to address shortcomings in our diversity recruiting. Incorporating community input and advice to reach needed goals.

DOWNTOWN PRESENCE: Maintaining a strong police presence in our downtown will continue to be a primary objective. In FY17 the department revised its staffing strategy and began assigning officers from each patrol squad to maintain a proactive downtown police presence. This will continue into 2024, with the goal of maintaining 24/7 coverage.

NEIGHBORHOODS 1st PROGRAM: Manage the Neighborhoods 1st Program creating a venue for neighborhood-based citizen groups to engage and collaborate with local government in community building and placemaking through events and projects. Explore further definition of neighborhood identities and expansion of Neighborhood 1st programming. Support the expansion of the “Operation Take Back” approach.

CRIME SUPPRESSION UNIT: The department has placed an emphasis on the investigation of Gangs and Guns violence through the creation of this a specialized uniformed patrol unit. The Crime Suppression Unit (CSU) will continue to work to reduce gun violence in the city through the use of proactive patrols and data driven policing. It will also expand its operations to include street level drug interdiction. The CSU also serves as the lead role in the Maryland Criminal Intelligence Network Initiative relating to Repeat Criminal Offenders.

MARYLAND CRIMINAL INTELLIGENCE NETWORK (MCIN): Utilizing grant funding from the Governor's Office of Crime Control and Prevention, the Department will continue our efforts to reduce violent crimes caused by repeat offenders. The MCIN Coordinator and Juvenile Officer/Coordinator will continue to work together to identify and prevent criminal activity among our juvenile population. Both positions will work closely with allied agencies, the courts, the Board of Education, probation and Juvenile Services to achieve this goal.

INCIDENT COMMAND SYSTEM TRAINING (ICS): Using the National Model of Incident Command, the department will continue to expand its readiness capabilities by incorporating additional training for police officers and supervisors in ICS advanced courses. The department also will seek opportunities for interagency mock drills and assessments to further integrate the ICS model in our daily operations. Standardized search management for missing persons using these models will also be implemented.

DEPARTMENT / PROGRAM OBJECTIVES (continued)

BODY WORN CAMERAS: In 2017 the Department completed its trial program, policy was finalized, and body worn cameras were procured for all patrol officers. In 2018, the full usage of body worn cameras was deployed. The budget includes annual license and data storage fees.

CRIME CAMERAS: The Department manages and utilizes City's crime cameras which are located throughout the City. These have been effective, and in many cases critical, in solving crimes. Upgrades to the system that began in 2015 and will continue in order to replace aging equipment and to keep pace with advances in technology.

DRONES: In 2023 the department purchased 14 air drones to assist with public safety. This added tool will assist the department with critical situational awareness, thereby improving outcomes for public safety and communities.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Total calls for service	**56,275**	**53,852**	**55,000**
Criminal arrests	**1,900**	**2,148**	**2,000**
Juvenile arrests	**192**	**260**	**240**
CDS arrests	**1,038**	**1,234**	**1,400**
Domestic Violence Calls for Service	**1,082**	**990**	**1,000**
Mental Health Related Emergency Petitions	**300**	**268**	**300**
Accidents with injuries	**224**	**218**	**220**
Total Crime Rate*	**0.059**	**0.060**	**0.060**
Violent Crime Rate*	**0.015**	**0.015**	**0.015**
Property Crime Rate*	**0.024**	**0.029**	**0.032**
Volunteer response hours	**1,697**	**1,944**	**2,000**
Automated Speed Enforcement Citations	**22,311**	**22,700**	**23,000**
Funded Full-time Sworn Personnel	**97**	**91**	**91**
Funded Full-time Civilian Personnel	**16**	**18**	**20**

*= number of crimes per resident

EXPENDITURE AND REVENUE SUMMARY

	2021/22	2022/23		2023/24	2023/24
	ACTUAL	**BUDGET**	**EST. ACTUAL**	**PROPOSED**	**% CHANGE**
EXPENDITURES BY TYPE					
Salary and Wages	$ 6,724,790	$ 8,142,251	$ 7,787,302	$ 8,283,239	1.7%
Benefits	3,308,371	3,731,458	3,422,024	3,759,919	0.8%
Overtime	714,868	749,612	876,900	900,800	20.2%
Personnel Subtotal	**10,748,029**	**12,623,321**	**12,086,226**	**12,943,958**	**2.5%**
Contractual Services	1,106,229	1,158,741	1,103,381	1,136,031	-2.0%
Operating Expenditures	2,345,161	2,736,532	2,484,267	2,645,784	-3.3%
Capital Outlay	83,519	97,650	79,150	101,750	4.2%
Operating Subtotal	**3,534,909**	**3,992,923**	**3,666,798**	**3,883,565**	**-2.7%**
Total Expenditures	**$ 14,282,938**	**$ 16,616,244**	**$ 15,753,024**	**$ 16,827,523**	**1.3%**
REVENUES BY TYPE					
Departmental Revenue	$ 2,307,844	$ 3,663,080	$ 3,329,160	$ 3,290,539	-10.2%
Total Revenues	**$ 2,307,844**	**$ 3,663,080**	**$ 3,329,160**	**$ 3,290,539**	**-10.2%**
Expenditures, net of Revenues	**$ 11,975,094**	**$ 12,953,164**	**$ 12,423,864**	**$ 13,536,984**	**4.5%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

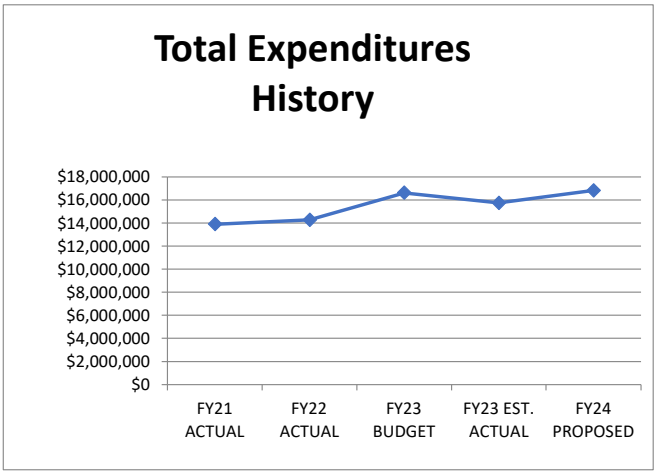
Overall, FY23 estimated actual personnel costs are anticipated to be 4.3% or $537.1K lower than FY23 budget. FY23 estimated actual overtime totals are expected to be 17.0% or $127.3K higher than FY23 budget due to staffing shortages. Total estimated actual operating expenditures for FY23 reflect a total decrease of 8.2% or $326.1K compared to FY23 budget levels. Overall, departmental revenue (not including ARPA funds) is estimated to be 9.1% or $333.9K less than FY23 budget.

Adopted FY23 to Proposed FY24

In total, personnel costs are projected to be 2.5% or $320.6K higher for proposed FY24 budget compared to the FY23 budget levels. The increase can be contributed to anticipated step increases in FY24. The overall budget for FY24 is projected at $16.8M. This is an increase of 1.3% or $211.3K from the FY23 budget. Departmental revenue (not including ARPA funds) is expected to decrease by 10.2% or $372.5K for FY24. This can be contributed to a projected decrease in Police Protection funding of $96K. However, the department projects an increase in SRO revenue in FY24.

EXPENDITURES BY PROGRAM

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES					
Police Administration	$ 990,065	$ 1,005,705	$ 994,530	$ 1,080,730	7.5%
HPD Information Technology	376,635	358,169	351,850	416,181	16.2%
Community Programs	16,590	137,085	116,539	154,383	12.6%
Police Records	281,162	289,575	291,962	318,849	10.1%
Communication / Dispatch	467,818	466,785	466,785	467,662	0.2%
Professional Services	544,378	733,632	563,772	609,716	-16.9%
HPD Building	188,274	197,959	199,699	217,658	10.0%
Western Maryland Laboratory	365,085	407,155	411,907	421,415	3.5%
Police K-9	11,260	22,850	22,250	12,600	-44.9%
Evidence & Property	111,782	108,002	109,660	124,122	14.9%
Patrol	7,895,749	9,188,006	8,779,415	9,459,369	3.0%
Criminal Investigation Division	1,090,260	1,350,157	1,220,653	1,283,960	-4.9%
Patrol Vehicles	422,324	400,546	491,424	511,715	27.8%
Narcotics Task Force	778,235	1,102,242	943,862	940,373	-14.7%
Police Auxiliary	11,812	17,609	16,549	13,000	-26.2%
Speed Camera Enforcement	563,867	657,017	598,417	612,090	-6.8%
Red Light Camera Program	167,642	173,750	173,750	183,700	5.7%
Total Expenditures	**$ 14,282,938**	**$ 16,616,244**	**$ 15,753,024**	**$ 16,827,523**	**1.3%**
REVENUES					
Departmental Revenue	$ 2,307,844	$ 3,663,080	$ 3,329,160	$ 3,290,539	-10.2%
Total Revenues	**$ 2,307,844**	**$ 3,663,080**	**$ 3,329,160**	**$ 3,290,539**	**-10.2%**
Expenditures, net of Revenues	**$ 11,975,094**	**$ 12,953,164**	**$ 12,423,864**	**$ 13,536,984**	**4.5%**



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	120.00	113.00	113.00	109.00
Part time	12.00	14.00	14.00	12.00
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	132.00	127.00	127.00	121.00
Unfunded positions	8.00	15.00	15.00	21.00

As in prior years, HPD carries additional "Police Officer Trainee" positions, temporarily filled by trainees attending a state approved police academy. Those positions are closed after the trainees complete the academy and move into vacant police officer positions.

DEPARTMENT / PROGRAM OVERVIEW

Improve the quality of life for all citizens and visitors by preventing or minimizing 9-1-1 emergencies through a variety of community risk reduction programs including fire prevention, life safety education, fire suppression, neighborhood canvassing campaigns, rescue, and other special services to help protect the people that live, visit, work, and invest in the City of Hagerstown. When we can't prevent the 9-1-1 call, the HFD stives to promptly deliver the right people and resources to resolve our citizen's emergencies.

DEPARTMENT / PROGRAM OBJECTIVES

• All-hazard emergency incident mitigation and fire suppression: Control and bring to a rapid and safe termination all emergency incidents with teams of well trained and equipped personnel by assembling a minimum of 18 or more on-duty personnel to structure fires. Maintain the apparatus, facilities, equipment, and personnel necessary to provide fire suppression, technical rescue, and first response emergency medical services to the City and surrounding automatic aide partners. Focus on continuous improvements to achieve an ISO Class-2 PPC rating that will return value to our citizens in the form of reduced insurance premiums. Work to improve deployment that more adequately provides coverage to growing areas of the municipal boundary.

• Fire Marshall: Provide education, engineering, and enforcement programs necessary to ensure the public welfare. Manage residential fire safety surveys and respond to citizen requests for smoke detector installations the same day. Investigate and determine the origin and cause of all fires in the City. Prosecute arson cases to the fullest extent of the law. Review building plans, conduct inspections, enforce codes, and investigate and resolve reports of fire code violations. Using our explosives K-9, properly investigate and render safe potential and actual incidents involving explosives and other hazards. Assist PCAD with Hotel/Motel legislation and enforcement.

• Training: Operate and maintain the FD Training Center on Bowman Ave. This includes a burn building, training tower, classroom, and pump test pit. Maintain certification levels for all personnel that meet or exceed minimum standards and industry best practices. Ensure that training classes are available for volunteer personnel during non-traditional business hours including nights and weekends. A multi-year CIP plan for improvements that include a 4-story burn building, flashover simulator, and SCBA maze at the training center is planned. Finally, additional restroom facilities, a 2nd fire hydrant, exterior and interior showers for post burn decon of personnel, and running gear are required. Construct a building on-site to relocate support services at 25 W. Church Street.

• Goals: Work with Washington County Volunteer Fire & Rescue Association (WCVFRA), Washington County Department of Emergency Services (WCDES), automatic aide partners, and political leaders to change the governance model of the local fire service, establish a sustainable revenue source for fire-rescue services, and fairly fund the HFD by modifying the tax offset formula with the WCBOCC. Continue to implement the recommendations of the HFD 5-year Strategic Plan to guide the future path of the department with a specific priority towards 3-person staffing and position restoration. Strengthen the Emergency Preparedness Program, participate in the WC Emergency Management EOC, and further collaborate with all partners to increase the efficiency and effectiveness of public safety in and around Hagerstown. Consider the deployment impacts of pre-annexation agreements. Acquire land for future consolidation and construction of replacement facilities and plan for expansion South along the Rt-65 corridor.

PERFORMANCE INDICATORS

	Calendar Year		
	2020	**2021**	**2022**
Total Unit Responses-HFD	**6,375**	**7,867**	**8,494**
Number of Incidents- HFD Total	**3,333**	**4,154**	**4,260**
Number of HFD EMS Incidents	**1,908**	**2,072**	**2,095**
Number of HFD Fire Incidents	**1,425**	**2,082**	**2,165**
Civilian Fire Injuries	**32**	**6**	**4**
Civilian Fire Deaths	**1**	**6**	**0**
# of Incidents with Recorded Fire Loss	**112**	**73**	**84**
Annual $ Fire Loss	**$889,441**	**$837,274**	**N/A**
90% Fractile Response Time (first unit on scene-minutes)	*****	**4:14**	**3:13**
Avg response time to box alarm structure fires (minutes)	*****	**2:52**	**2:37**
Avg response time to all (first unit on scene-minutes)	*****	**3:06**	**4:28**
Number of Plans Reviewed	**708**	**1023**	**1596**
Number of Investigations	**327**	**229**	**291**
Number of Arrests	**15**	**21**	**16**
Fire Marshal's Office ESO Events (New software)	*****	**5,133**	**5,847**
Number of free smoke detectors installed	**113**	**102**	**176**
Number of educational programs presented	**191**	*****	**147**
Number of students (Children's Village) receiving 6hrs training	*****	**502**	**661**
Children's Village Teaching (hours)	*****	**168**	**224**
Number of people attending educational programs	**5,391**	*****	**N/A**
Avg # of Firefighters on structure fires	*****	**17**	**18**
Average # of firefighters responding per incident (all types)	**5**	**4.8**	**4.6**
Number of active volunteer firefighters/officers	**26**	**28**	**29**
Number of volunteers firefighters that received LOSAP benefits	*****	**277**	**N/A**

* Source: Transitioned from WC Gov C-A-D 911 database to HFD ESO database which does not include CRS EMS runs as in previous years.

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$5,357,225	$ 6,010,118	$ 5,830,000	$ 6,212,230	3.4%
Benefits	2,460,722	2,485,132	2,464,993	2,618,508	5.4%
Overtime	612,549	750,000	795,656	800,000	6.7%
Personnel Subtotal	**8,430,496**	**9,245,250**	**9,090,649**	**9,630,738**	**4.2%**
Contractual Services	86,394	70,084	67,291	103,400	47.5%
Operating Expenditures	511,910	664,332	601,973	793,660	19.5%
Capital Outlay	10,981	15,000	9,400	15,000	0.0%
Operating Subtotal	**609,285**	**749,416**	**678,664**	**912,060**	**21.7%**
Total Expenditures	**$9,039,781**	**$ 9,994,666**	**$ 9,769,313**	**$ 10,542,798**	**5.5%**
REVENUES BY TYPE					
Departmental Revenue	$ 260,921	$ 181,800	$ 319,817	$ 275,450	51.5%
Total Revenues	**$ 260,921**	**$ 181,800**	**$ 319,817**	**$ 275,450**	**51.5%**
Expenditures, Net of Revenues	**$8,778,860**	**$ 9,812,866**	**$ 9,449,496**	**$ 10,267,348**	**4.6%**

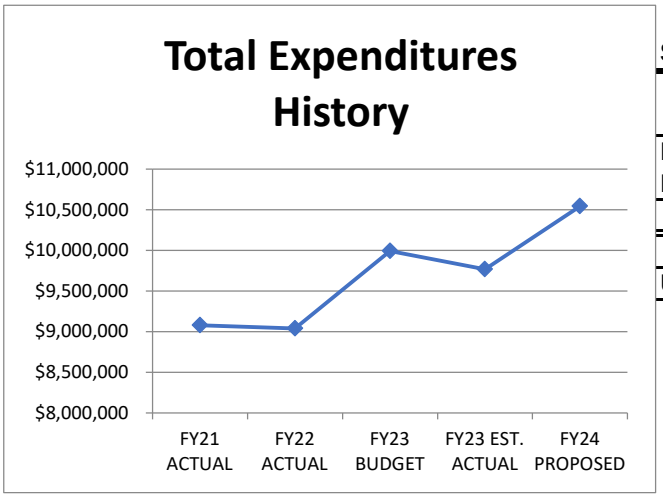
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total personnel costs for estimated actual FY23 are expected to be under budget by 1.7% or $154.6K. There are expected increases in overtime expenses that are slightly offset by a decrease in salary and wage and benefit expenses of 3.0% or $200.3K. Total estimated actual operating expenditures also anticipate a decrease and are expected to be below FY23 budget by 9.4% or $70.8K. The current overtime burn rate exceeds the budgeted amount and is expected to exceed the total OTP budget for FY23. This is primarily due to several employees being on medically influenced duty status (MIDs) for extended periods and the sick/safe leave policy.

Adopted FY23 to Proposed FY24

Overall, personnel costs in FY24 are projected to be 4.2% or $385.5K over FY23 budget amounts. This increase reflects potential salary enhancement for all HFD personnel, overtime increases, and termination payouts that occur when staff retire. Total operating expenditures are expected to increase by 21.7% or $162.6K. Departmental revenue is projected to increase in FY24 by 51.5% or $93.7K compared to FY23 budget due to projected higher building permit revenue.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	78.00	78.00	78.00	78.00
Part time	0.00	1.00	1.00	1.00
Staffing Total	78.00	78.00	78.00	79.00
Unfunded positions	6.00	6.00	6.00	6.00

The Fire Department has six (6) vacant full time positions, which will remain unfunded during FY24. The addition of a part time position in FY23 is for the Plan Reviewer.

DEPARTMENT / PROGRAM OVERVIEW

The Public Works Department provides for the maintenance of streets, traffic control devices, building facilities, and the City's fleet of vehicles and equipment. Street maintenance includes repairs (potholes, storm drains), street cleaning, and snow operations of approximately 155 miles of streets and alleys within the City. Traffic control works closely with the Engineering Department to maintain and coordinate the 137 signaled intersections. Thousands of traffic signs also fall under this division. Facilities maintenance includes multiple buildings including City Hall, Elizabeth Hager Center, 60 W. Washington St., the Central Equipment Building and the parking decks. Fleet maintenance involves the repairs of vehicles and equipment for every City department including all utilities, parks, public works, fire, and police.

DEPARTMENT / PROGRAM OBJECTIVES

- Property at 32 N. Potomac St. was purchased to become an annex for City Hall. The City's billing operations will be relocated to this space that will provide a drive-thru service. Economic Development will also relocate to this space by the end of 2023 or early 2024. Public Works will be responsible for the long term maintenance and repair of the property.
- An Assistant Director of Public Works was added to management of the department at the end of 2022. This position will assist in the coordination of the field operations. The responsibilites of this position will continue to evolve in the coming year.
- The focus on traffic signals will continue to be on the improvements and maintenance of the 137 signaled intersections. This includes the testing of equipment within each traffic control cabinet to ensure the equipment is working per design. It also includes the installation of battery backup power to priority intersections to provide emergency power upon the rare instances during electrical outages.
- Streets will continue working on potholes, sidewalks, curbs, ground maintenance, street trees, trash collection, storm drain repair and street sweeping to provide the citizens with well maintained streets that are not littered with trash and debris. Winter duties include snow operations of plowing, salting and removal as necessary.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of lane miles swept	**9,209**	**9,800**	**9,500**
Snow storm costs	**$ 217,826**	**$ 386,000**	**$ 386,100**
Tons of Salt Used	**1,352**	**2,000**	**2,000**
Bulk Trash Collections	**456**	**400**	**400**
Traffic Islands Maintained	**179**	**179**	**179**
Public Trash Cans Maintained	**173**	**173**	**173**
Signaled Intersections	**137**	**137**	**137**
Sign Work Orders	**294**	**180**	**185**
Vehicles & Equipment Maintained	**391**	**393**	**393**
Property Abatements	**310**	**350**	**350**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,334,417	$ 1,542,532	$ 1,435,900	$ 1,617,901	4.9%
Benefits	579,068	638,879	608,598	703,590	10.1%
Overtime	20,375	49,050	49,050	44,750	-8.8%
Personnel Subtotal	**1,933,860**	**2,230,461**	**2,093,548**	**2,366,241**	**6.1%**
Contractual Services	168,999	193,878	214,444	212,978	9.9%
Operating Expenditures	1,017,840	1,005,182	1,097,557	1,262,408	25.6%
Capital Outlay	10,296	20,750	23,157	20,950	1.0%
Operating Subtotal	**1,197,135**	**1,219,810**	**1,335,158**	**1,496,336**	**22.7%**
Total Expenditures	**$ 3,130,995**	**$ 3,450,271**	**$ 3,428,706**	**$ 3,862,577**	**11.9%**
REVENUES BY TYPE					
Departmental Revenue	$ 190,515	$ 138,250	$ 193,665	$ 184,500	33.5%
Total Revenues	**$ 190,515**	**$ 138,250**	**$ 193,665**	**$ 184,500**	**33.5%**
Expenditures, net of Revenues	**$ 2,940,480**	**$ 3,312,021**	**$ 3,235,041**	**$ 3,678,077**	**11.1%**

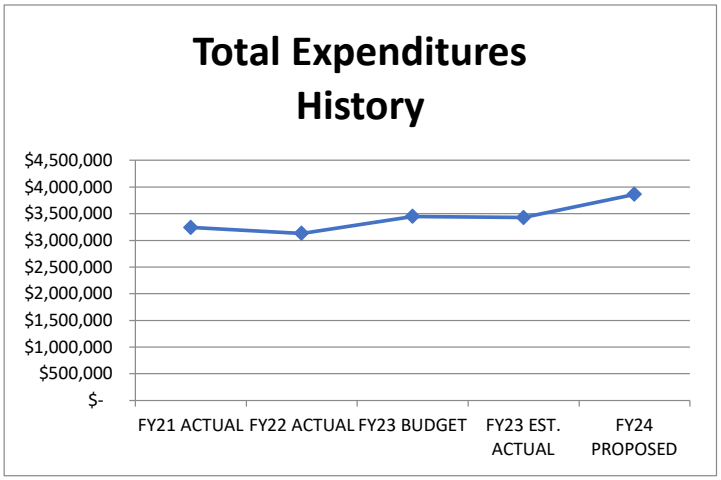
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total personnel expenditures from the FY23 budget compared to the FY23 estimated actual reflect a decrease of 6.1% or $136.9K. Overtime is expected to remain level with FY23 budget while salary and wages and benefit expenses are both expected to be lower. In total, operating expenses are anticipated to be 9.5% or $115.3K over budget. Departmental revenue is expected to be 40.1% or $55.4K higher than budget mostly due to gasoline billings to outsiders increasing.

Adopted FY23 to Proposed FY24

Total expenditures for the department are expected to slightly increase by 11.9% or $412.3K in FY24 proposed budget when compared to FY23 budget. This is due to an increase in total personnel expenditures of 6.1% or $135.8K and in total operating expenditures of 22.7% or $276.5K. Overall, revenues are expected to increase by 33.5% or $46.3K due to projected higher gasoline billings to outsiders.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	24.95	24.85	24.85	25.80
Seasonal	5.00	5.00	5.00	5.00
Staffing Total	29.95	29.85	29.85	30.80
Unfunded positions	4.00	4.00	4.00	4.00

In response to revenue reductions in FY09, the Public Works Department staff was reduced and positions were unfunded. The FY24 budget reflects maintaining the current four (4) full-time position as unfunded.

EXPENDITURES BY PROGRAM

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES					
City Hall	$ 272,114	$ 300,490	$ 304,333	$ 318,516	6.0%
City Hall Annexations	30,440	15,500	19,000	28,650	84.8%
Signal Department	495,583	599,821	549,723	678,757	13.2%
Snow Removal	217,826	386,000	386,000	386,100	0.0%
Gas Station & Maintenance Garage	586,080	562,096	635,409	712,058	26.7%
Public Works & Streets Operations	1,410,911	1,478,065	1,422,394	1,620,739	9.7%
Central Equipment Building	118,041	108,299	111,847	117,757	8.7%
Total Expenditures	**$ 3,130,995**	**$ 3,450,271**	**$ 3,428,706**	**$ 3,862,577**	**11.9%**
REVENUES					
Departmental Revenue	$ 190,515	$ 138,250	$ 193,665	$ 184,500	33.5%
Total Revenues	**$ 190,515**	**$ 138,250**	**$ 193,665**	**$ 184,500**	**33.5%**
Expenditures, net of Revenues	**$ 2,940,480**	**$ 3,312,021**	**$ 3,235,041**	**$ 3,678,077**	**11.1%**

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 for FY23 proposed budget include the following current issues: 2009B, 2014, 2015A, 2015B, 2017A, 2017B, 2018A, and 2019A public improvement bond issues. In addition, an anticipated 2024A future public improvement bond issue is included. The annual debt service requirements for capital improvement program items (listed in detail in Section 7 of the budget book) funded with bond financing are included in this section. Currently, the City has no lease financing.

RETIREE HEALTH COSTS
This budget includes health and dental insurance benefit costs for General Fund qualified 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 insurance 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 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. The change in accounting procedure increases the cost of retiree benefits over the out-of-pocket method that was utilized previously. 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 AND FUND BALANCE 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 transfer represents the General Fund's current funding requirements for capital projects anticipated to begin during each year.

OPERATING TRANSFERS TO OTHER FUNDS
Transfers to the Golf Course Fund represent 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 FY24 budget includes $250,000 in Golf Course Fund transfers. The FY24 budget includes a $1,128,000 operating transfer to the Economic Redevelopment Fund which would be utilized for community-based initiatives that support the vision of the City as well as funding for the Invest Hagerstown incentive program. 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. The FY24 budget includes $12,558 in Special Revenue Grant Fund transfers.

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. In FY24, there is a reserve of ($75,000) for savings associated with the management of future vacancies in various departments, $255,000 in general contingency for miscellaneous items such as salary pay-outs upon employee terminations and other emergencies that may arise.

CONTRIBUTIONS TO OTHER AGENCIES POLICY
Contributions to Other Agencies accounts for the contributions the City makes to several organizations. A formal policy was originally adopted on November 25, 2014, with a revision on October 18, 2019, to better define the criteria and the overall funding limits. Several organizations were identified as core agencies and the complete process and details are located in Section 9 Fiscal Policies & Glossary on pages 6-7.

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
DEBT SERVICE-PRINCIPAL AND INTEREST					
2006 Public Facilities Bonds	$ 650,632	$ -	$ -	$ -	0.0%
2009-B Public Facilities Bonds (Build America Bond)	611,986	632,731	613,123	674,665	6.6%
2014 Public Improvements Bond	36,106	36,124	36,124	36,124	0.0%
2015-A Public Facilities Bond	226,086	228,307	228,307	230,327	0.9%
2015-B Public Facilities Bond	46,651	45,948	45,948	47,002	2.3%
2017-A Public Facilities Bond	279,655	280,409	280,409	279,090	-0.5%
2017-B Public Facilities Bond	34,725	35,666	35,666	35,018	-1.8%
2018-A Public Facilities Bond	59,235	59,235	59,235	59,235	0.0%
2019-A Public Facilities Bond	273,198	270,339	270,339	267,438	-1.1%
2024-A Public Facilities Bond	-	-	-	257,715	0.0%
Total Expenses	$ 2,218,274	$ 1,588,759	$ 1,569,151	$ 1,886,614	18.7%
RETIREE HEALTH COSTS					
Health Insurance	1,416,885	1,450,000	1,420,000	1,614,540	11.3%
Dental Insurance	48,857	50,000	50,000	50,000	0.0%
Total Expenses	$ 1,465,742	$ 1,500,000	$ 1,470,000	$ 1,664,540	11.0%
INVENTORY ADJUSTMENTS					
Physical Inventory Adjustments	1,218	5,000	5,000	5,000	0.0%
E&O Inventory Write-offs	6,265	5,000	5,000	5,000	0.0%
Total Expenses	$ 7,483	$ 10,000	$ 10,000	$ 10,000	0.0%
CIP, FUND BALANCE APPROPRIATIONS, AND OTHER TRANSFERS					
Capital Transfers to - CIP Fund	1,496,819	2,252,255	2,252,247	2,134,049	-5.2%
GF Fund Balance to - CIP Fund	4,472,741	1,805,000	416,000	1,889,000	4.7%
Total Expenses	$ 5,969,560	$ 4,057,255	$ 2,668,247	$ 4,023,049	-0.8%
OPERATING TRANSFERS TO OTHER FUNDS					
Golf Course Fund	200,466	123,000	123,000	250,000	103.3%
Economic Redevelopment Fund	1,030,000	1,055,000	1,055,000	1,128,000	6.9%
Grant Fund	16,543	19,593	19,593	12,558	-35.9%
Flex Fund	-	-	14,000	-	0.0%
Total Expenses	$ 1,247,009	$ 1,197,593	$ 1,211,593	$ 1,390,558	16.1%
CONTINGENCY RESERVES					
Vacancy Savings	-	-	-	(75,000)	0.0%
General Contingency	-	28,551	-	255,000	793.1%
Total Expenses	$ -	$ 28,551	$ -	$ 180,000	530.5%
CONTRIBUTIONS TO OTHER AGENCIES					
Art Museum	39,600	40,500	40,500	40,500	0.0%
Community Rescue Service	24,200	45,000	45,000	45,000	0.0%
Hagerstown Municipal Band	17,100	18,000	18,000	18,000	0.0%
Hagerstown Neighborhood Develop Partnership	27,550	28,450	28,450	28,450	0.0%
Heart of Civil War Heritage	7,200	7,200	7,200	-	-100.0%
Maryland Symphony Orchestra	15,650	17,550	17,550	17,550	0.0%
Maryland Theatre	108,100	9,000	9,000	9,000	0.0%
Washington County Free Library	29,600	31,500	31,500	31,500	0.0%
Washington County Historical Society	3,100	5,000	5,000	5,000	0.0%
Unspecified Agency Contributions	-	2,800	2,800	10,000	257.1%
Total Contributions to Other Agencies	$ 272,100	$ 205,000	$ 205,000	$ 205,000	0.0%

SCHEDULE OF PUBLIC FUNCTIONS
FISCAL YEAR 2023/2024

FUNCTION DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Augustoberfest (City Services)	$ 788	$ 17,000	$ 17,000	$ 17,000	0.0%
A&E District Event	12,282	16,000	23,824	16,000	0.0%
Christmas Decorating	11,880	18,000	18,000	18,000	0.0%
Christmas with Santa	-	-	-	800	100.0%
Farmer's Market	-	-	-	1,500	100.0%
Ghost Tours	-	750	750	750	0.0%
Hagerstown Official Commemorations	-	3,000	-	-	0.0%
Hollyfest/Tree Lighting	1,169	3,500	3,500	3,500	0.0%
Imagine Hagerstown (City Services)	1,627	4,000	4,000	4,000	0.0%
Imagine Hagerstown	46,270	56,000	56,500	56,000	0.0%
Miscellaneous Downtown Events	50,140	46,500	43,500	41,500	-10.8%
Miss Maryland Pageant	9,886	9,500	9,500	9,500	0.0%
Mummers Parade	-	22,000	27,531	22,000	0.0%
Taste of the Arts	-	2,500	2,500	2,500	0.0%
University Plaza Events	600	-	-	-	100.0%
Wesel Official's Visit to Hagerstown	-	-	4,000	4,000	100.0%
Subtotal Public Function Events	**$ 134,642**	**$ 198,750**	**$ 210,605**	**$ 197,050**	**-0.9%**
Christmas In The Park	27,289	15,000	15,000	16,000	6.7%
City Park Festival	13,036	15,000	12,690	16,000	6.7%
Fairgrounds Harvest Hoedown	6,117	10,000	9,207	11,000	10.0%
Fairgrounds July 4th Fireworks	46,474	45,000	33,916	45,000	0.0%
Music by the Lake	3,800	7,500	5,330	7,500	0.0%
Subtotal Recreation Events	**96,716**	**92,500**	**76,143**	**95,500**	**3.2%**
Total Recreation Events	**$ 231,358**	**$ 291,250**	**$ 286,748**	**$ 292,550**	**0.4%**

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
MAYOR 0101002-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	250
CITY ADMINISTRATOR 0103001-5862 Cabinets	Replace Cabinets	Replace As Needed	600
CITY CLERK 0103002-5865 Computer Equipment	Replace Computers	Replace As Needed	750
COMMUNICATIONS 0103006-5865 Computer Equipment	Replace Computer	Replace As Needed	2,500
FINANCE & ACCOUNTING 0107001-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	500
0107001-5865 Computer Equipment	Upgrade Hardware And Software	Improve Quality Of Service	3,000
TOTAL FINANCE & ACCOUNTING			**3,500**
INFORMATION TECHNOLOGY 0107200-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	500
0107200-5865 Computer Equipment	Replace Computers	Replace As Needed	3,500
TOTAL INFORMATION TECHNOLOGY			**4,000**
SUPPORT SERVICES 0107201-5860 Office Furniture, Fixtures, & Equipment	Replace Furniture, Fixtures, & Equipment	Replace As Needed	400
0107201-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	2,000
0107201-5865 Computer Equipment	Replace Computers	Replace As Needed	3,000
0107201-5867 Communication Equipment	Phone Parts Not Under Maintenance	Replace As Needed	200
TOTAL SUPPORT SERVICES			**5,600**
BILLING 0107203-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	500
0107203- 5865 Computer Equipment	Replace Computer	Improve Quality Of Service	1,500
TOTAL BILLING			**2,000**

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
PLANNING			
0109001-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	600
0109001-5862 Cabinets	Replace Cabinets	Replace As Needed	3000
0109001-5865 Computer Equipment	Replace Computer	Replace As Needed	3,765
TOTAL PLANNING			**7,365**
CITY HALL BUILDING			
0109003-5821 Office Buildings	Replace A/C Units	Replace As Needed	2,200
0109003-5839 Portable Tools/Equipment	Replace Tools	Replace As Needed	650
0109003-5863 Decorative & Lighting	Replace Carpets, Furniture, And Remodel City Administrator's Office	Replace As Needed	5,000
TOTAL CITY HALL BUILDING			**7,850**
CITY ENGINEER			
0109004-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	1,500
0109004-5865 Computer Equipment	Replace Computers	Replace As Needed	4,000
TOTAL CITY ENGINEER			**5,500**
HUMAN RESOURCES			
0109005-5862 Cabinets	Replace Cabinets	Replace As Needed	1,000
0109005-5865 Computer Equipment	Replace Computer	Replace As Needed	3,000
TOTAL HUMAN RESOURCES			**4,000**
POLICE ADMINISTRATION			
0110001-5855 Portable Equipment	ID Printer And Accessories	Replace As Needed	300
0110001-5861 Desks, Chairs & Tables	Conference Table and Chairs	Replace As Needed	300
TOTAL POLICE ADMINISTRATION			**600**
POLICE INFORMATION TECHNOLOGY			
0110003-5865 Computer Equipment	Replace Notebooks, Desktops, Monitors, Servers, Tablets	Replace As Needed	67,600
PROFESSIONAL STANDARDS DIV			
0110203-5834 Firearms, Body Armor	Replace Fire Arms, Body Armor	Replace as Needed	4,800

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
POLICE BUILDING			
0110204-5830 Non-Portable Equipment	Replace Equipment	Replace As Needed	2,000
0110204-5839 Portable Tools/Equipment	Replace Tools & Equipment	Replace As Needed	300
TOTAL POLICE BUILDING			**2,300**
WESTERN MARYLAND LAB			
0110205-5832 Photography Equipment	Maintenance and Purchase Photographic Equipment	Required For Forensic Documentation	2,500
0110205-5833 Laboratory Equipment	Purchase Lab Equipment	Replace Aging And Outdated	1,800
TOTAL WESTERN MARYLAND LAB			**4,300**
POLICE K9 PROGRAM			
0110206-5839 Portable Tools/Equipment	Purchase Of K-9 Equip (Sleeves, Leashes, Etc.)	Replace Worn Equipment	450
POLICE PATROL			
0110401-5834 Firearms, Body Armor	Police Officer Use / Safety Equipment - Ballistic Vests	Replacement Of Expired Vests & Purchase Of New Vests	7,200
0110401-5839 Portable Tools & Other Equipment -	Purchase Moving Radar Units - LIDAR Speed Measuring Device	New Equipment Needed	10,000
0110401-5848 Bicycles-Repair (& In-Line Skates)	Police Officer Use	Repair And Maintenance	3,000
0110401-5867 Communication Equipment	Portable Radios	Replace As Needed	1,500
TOTAL POLICE PATROL			**21,700**
FIRE DEPARTMENT			
0112001-5861 Desks, Chairs & Tables	Purchase Office Furniture	Replace As Needed	5,000
0112001-5865 Computer Equipment	Purchase Computers	Replace As Needed	10,000
TOTAL FIRE DEPARTMENT			**15,000**
CODE ADMINISTRATION			
0114001- 5861 Desks, Chairs & Tables	Filing Cabinets, Desks, Chairs	Replace As Needed	1,000
0114001-5865 Computer Equipment	Purchase Computers	Replace As Needed	3,500
TOTAL CODE ADMINISTRATION			**4,500**

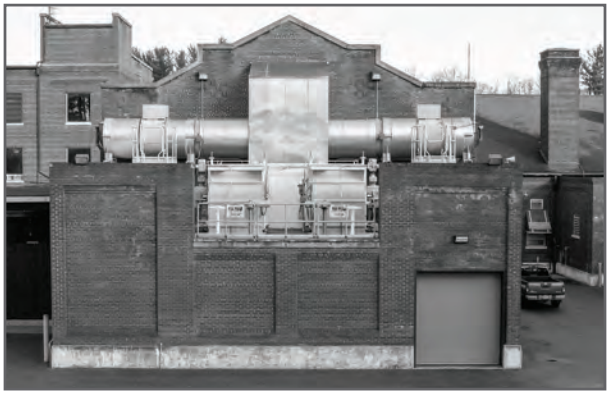
GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
TRAFFIC CONTROL			
0116003-5839 Portable Tools & Other Equipment	Replace Power Tools	Replace As Needed	900
0116003-5865 Computer Equipment	Purchase Computers	Replace As Needed	1,500
TOTAL TRAFFIC CONTROL			**2,400**
CENTRAL MAINTENANCE GARAGE			
0123003-5839 Portable Tools & Other Equipment	Tools Needed For Garage	Replace As Needed	5,100
0123003- 5861 Desks, Chairs & Tables	Replace Table And Chairs	Replace As Needed	500
0123003-5865 Computer Equipment	Replace Computer	Replace As Needed	1,300
TOTAL CENTRAL MAINTENANCE GARAGE			**6,900**
PUBLIC WORKS LABOR FORCE			
0124001-5839 Portable Tools & Other Equipment	Replace Tools & Equipment	Replace As Needed	600
0124001-5856 Mowers	Repair Mowers	Replace As Needed	200
0124001-5861 Desks, Chairs, and Tables	Replace furniture	Replace As Needed	500
0124001-5865 Computer Equipment	Replace Computers	Replace As Needed	1,500
TOTAL PUBLIC WORKS LABOR FORCE			**2,800**
CENTRAL EQUIPMENT BUILDING			
0124008-5839 Portable Tools & Other Equipment	Replace Tools & Equipment	Replace As Needed	500
0124008-5861 Desks, Chairs & Tables	Replacement A/C Units	Replace As Needed	500
TOTAL CENTRAL EQUIPMENT BUILDING			**1,000**
RECREATION ADMINISTRATION			
0140001-5865 Computer Equipment	Replace Computers	Replace As Needed	1,000
HAGER HOUSE			
0140402-5865 Computer Equipment	Replace Computers	Replace As Needed	100
PARKS AND EQUIPMENT DEPARTMENT			
0145000-5837 Playground & Parks Equipment	Replace Park Equipment	Replace grills, trash can lids, park benches, etc.	7,000
0145000-5865 Computer Equipment	Replace Computer	Replace As Needed	1,500
TOTAL PARKS AND EQUIPMENT DEPARTMENT			**8,500**

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
ECONOMIC DEVELOPMENT & ADMIN			
0150001-5860 Office Furniture/Fixtures/Equipment	Replace Office Furniture, Fixtures & Equipment	Replace As Needed	12,000
0150001-5865 Computer Equipment	Replace Computer	Replace As Needed	8,100
0150001-5867 Communication Equipment	Replace Equipment	Replace As Needed	750
TOTAL ECONOMIC DEVELOPMENT & ADMIN			**20,850**
		TOTAL CAPITAL OUTLAY	**$ 208,715**

Utilities







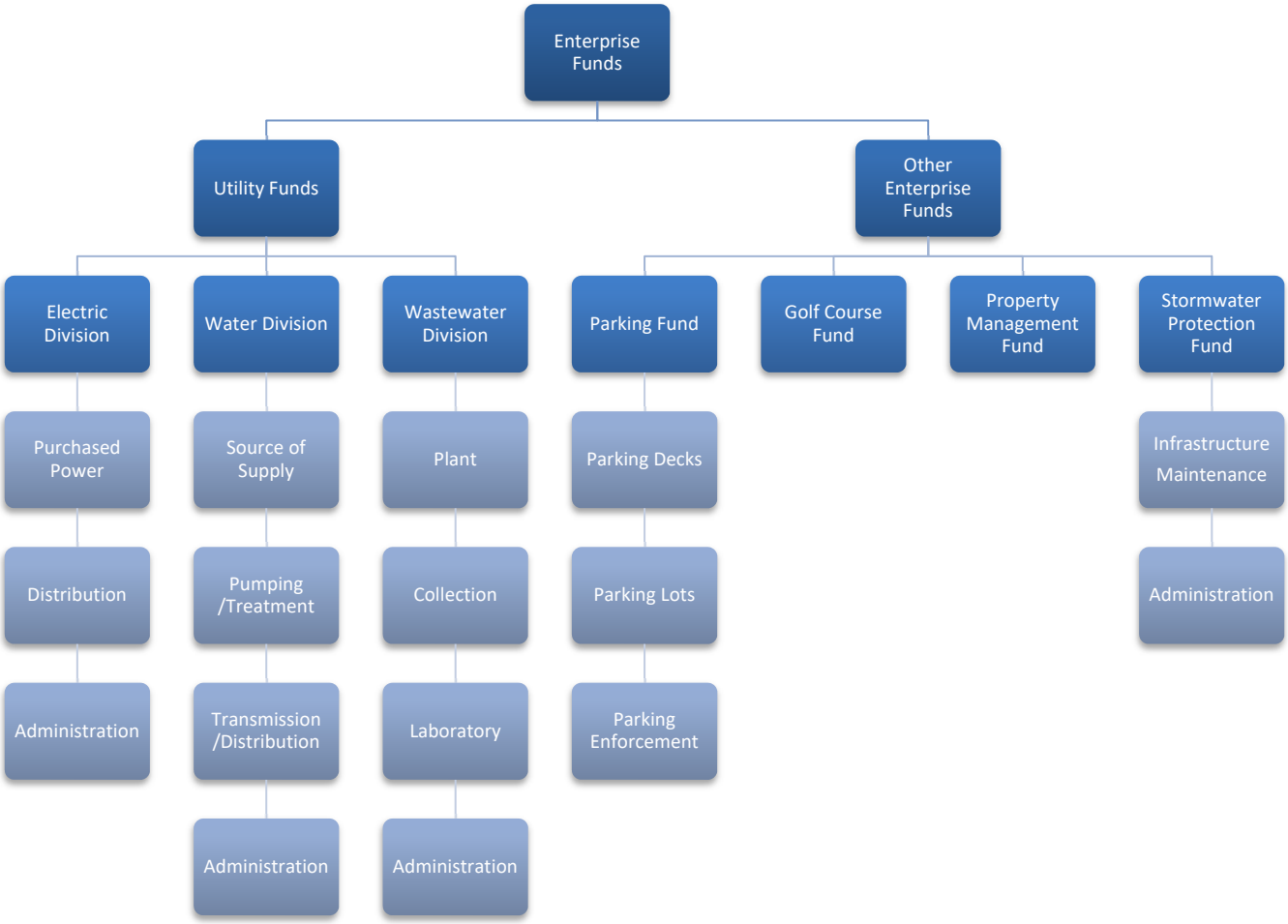




ENTERPRISE FUNDS
SECTION 3

	Page
Organizational Chart	1
Combining Income Statements	2
Electric Fund	
Program Description	3
Comparative Income Statement	5
Charts: Consumption & Rate Comparison	6
Proposed Operating Revenues	7
Capital Expense Schedule	8
Water Fund	
Program Description	11
Comparative Income Statement	13
Charts: Consumption & Rate Comparison	14
Proposed Operating Revenues	15
Capital Expense Schedule	16
Wastewater Fund	
Program Description	20
Comparative Income Statement	22
Charts: Usage & Rate Comparison	23
Proposed Operating Revenues	24
Capital Expense Schedule	25
Parking Fund	
Program Description	28
Comparative Income Statement	30
Proposed Operating Revenues	31
Capital Expense Schedule	32
Golf Course Fund	
Program Description	33
Comparative Income Statement	35
Proposed Operating Revenues	36
Capital Expense Schedule	37
Property Management Fund	
Program Description	38
Comparative Income Statement	40
Proposed Operating Revenues	41
Capital Expense Schedule	42
Stormwater Protection Fund	
Program Description	43
Comparative Income Statement	45
Capital Expense Schedule	46

[THIS PAGE INTENTIONALLY LEFT BLANK]


Enterprise Funds
Utility Funds
Other Enterprise Funds
Electric Division
Water Division
Wastewater Division
Parking Fund
Golf Course Fund
Property Management Fund
Stormwater Protection Fund
Purchased Power
Source of Supply
Plant
Parking Decks
Infrastructure Maintenance
Distribution
Pumping /Treatment
Collection
Parking Lots
Administration
Administration
Transmission /Distribution
Laboratory
Parking Enforcement
Administration
Administration

ENTERPRISE FUNDS - COMBINING STATEMENT
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	ELECTRIC FUND	WATER FUND	WASTEWATER FUND	PARKING FUND	GOLF COURSE FUND	PROPERTY MANAGEMENT FUND	STORMWATER PROTECTION FUND	TOTAL
OPERATING REVENUES								
Service Charges	$26,633,290	$13,047,000	$13,901,100	$ 922,940	$ 308,000	$ 272,337	$ 3,257,000	$ 58,341,667
Other Revenues	759,200	$ 1,215,872	177,400	700	27,400	-	$ 35,000	$ 2,215,572
Total Operating Revenues	**27,392,490**	**14,262,872**	**14,078,500**	**923,640**	**335,400**	**272,337**	**3,292,000**	**60,557,239**
OPERATING EXPENSES								
Production and Treatment	20,336,217	7,044,213	6,539,630	-	-	-	-	33,920,060
Transmission, Distribution & Collection	2,924,034	2,681,438	1,642,054	-	-	-	-	7,247,526
Infrastructure and Construction	-	-	-	-	-	-	647,387	647,387
Selling, General & Administrative	3,420,132	4,100,508	3,635,251	876,461	546,969	253,918	548,367	13,381,606
Depreciation	1,058,000	4,144,000	3,334,000	263,000	65,900	108,300	138,900	9,112,100
Total Operating Expenses	**27,738,383**	**17,970,159**	**15,150,935**	**1,139,461**	**612,869**	**362,218**	**1,334,654**	**64,308,679**
Operating Income (Loss)	**(345,893)**	**(3,707,287)**	**(1,072,435)**	**(215,821)**	**(277,469)**	**(89,881)**	**1,957,346**	**(3,751,440)**
NON-OPERATING REVENUES (EXPENSES)								
Interest Earned	50,000	200,000	15,000	20,650	3,650	6,200	25,800	321,300
Premium on Bonds	-	4,172	4,073	2	-	-	-	8,247
Interest/Bond Issuance Expense	(7,384)	(375,477)	(239,382)	(305,327)	-	(3,528)	(19,365)	(950,463)
Gain (Loss) on Capital Assets	(15,000)	-	1,500	-	-	-	-	(13,500)
Total Other Income (Expense)	**27,616**	**(171,305)**	**(218,809)**	**(284,675)**	**3,650**	**2,672**	**6,435**	**(634,416)**
Net Income before Contributions & Transfers	**(318,277)**	**(3,878,592)**	**(1,291,244)**	**(500,496)**	**(273,819)**	**(87,209)**	**1,963,781**	**(4,385,856)**
OTHER FINANCING SOURCES (USES)								
Intergovernmental Revenue - ARPA	-	-	3,635,000	-	-	-	700,000	4,335,000
Intergovernmental Revenue - Capital	-	-	1,220,067	-	-	-	-	1,220,067
Operating & Capital Transfers from Other Funds	-	-	-	-	250,000	-	-	250,000
Operating & Capital Transfers to Other Funds	(8,200)	(8,200)	(8,200)	(4,688)	-	-	-	(29,288)
Benefit Charges	-	502,600	500,000	-	-	-	-	1,002,600
Contributions in Aid of Construction	-	-	-	-	-	200,000	-	200,000
Non-Cash Developers Contributions	380,000	300,000	150,000	-	-	-	-	830,000
Grants in Aid of Construction	102,950	250,000	-	-	-	-	40,000	392,950
Increase (Decrease) in Retained Earnings	**156,473**	**(2,834,192)**	**4,205,623**	**(505,184)**	**(23,819)**	**112,791**	**2,703,781**	**3,815,473**
ADJUST RETAINED EARNINGS TO A CASH FLOW BASIS								
Add Back Depreciation	1,058,000	4,144,000	3,334,000	263,000	65,900	108,300	138,900	9,112,100
Capital Outlay/Fixed Assets	(4,263,000)	(7,966,995)	(9,680,000)	(10,305,000)	(75,000)	(220,000)	(2,621,000)	(35,130,995)
Principal Payments on Long-term Debt	(18,521)	(1,721,015)	(1,412,058)	(445,034)	-	(5,992)	(37,374)	(3,639,994)
Non-Cash Developers Contributions	(380,000)	(300,000)	(150,000)	-	-	-	-	(830,000)
MDE Bond Financing	-	2,500,000	-	-	-	-	-	2,500,000
Net Sources (Uses) of Cash	**$ (3,447,048)**	**$ (6,178,202)**	**$ (3,702,435)**	**$(10,992,218)**	**$ (32,919)**	**$ (4,901)**	**$ 184,307**	**$ (24,173,416)**
Beginning Fund Balance	**$15,787,794**	**$97,939,875**	**$64,390,190**	**$ 7,231,821**	**$ 702,873**	**$ 2,442,770**	**$ 4,419,764**	**$ 192,915,087**
Ending Fund Balance	**$15,944,267**	**$95,105,683**	**$68,595,813**	**$ 6,726,637**	**$ 679,054**	**$ 2,555,561**	**$ 7,123,545**	**$ 196,730,560**

DEPARTMENT / PROGRAM OVERVIEW

The Mission of the Electric Division is to provide reliable, competitively priced electric utility service through skilled, safety-oriented, and customer focused employees. The success of our organization depends on teamwork, professionalism, and overall excellence achieved through commitment to our core values. Customer and employee communication, cooperation, innovation, and integrity in each process we perform are keystones to the success of the department.

DEPARTMENT / PROGRAM OBJECTIVES

• Crews provide new service connections, routine maintenance, street light service along all City streets, monitor all substations and related equipment, and ensure the functionality of metering to guarantee a high quality service.

• Staff is proposing to introduce a large scale pole inspection program contracted and performed to identify poles in need of replacement and to lengthen the life of infrastructure to improve system reliability.

• HID (High Intensity Discharge) fixtures are being replaced with LED on an as needed basis and energy efficiency grant programs have been applied for to offset upgrade costs at a larger scale.

• Staff is proposing replacement of all electric revenue meters with devices capable of integrating with an automated metering infrastructure for real-time reads, automated disconnection/reconnection, and real-time voltage/outage detection.

• Vegetation is a primary cause of disruption following a weather event. Maintaining clearances from overhead faculties will continue throughout the service territory by the City's contractors in an effort to reduce outage instances and duration.

• Work processes are expected to become more efficient as a result of the billing and work management systems. These improvements will allow staff to focus on financial accounting accuracy and reduce repetitive site visits for meter service and/or routine maintenance and repairs.

• An increase to the purchase power rate is anticipated based on forward market pricing. Working with the contracted consulting firm, staff is planning to advertise an RFP, review and recommend alternative means of energy procurement to provide for a new contract or an extension to the existing contract beyond May 31, 2024 with minimal financial risk to customers.

• In an effort to improve employee recruitment and retainage, a classification and compensation review and analysis will be recommended to develop and implement financially responsible and competitive independent salary tables for non-union light department staff and the IBEW group.

• With a projected deficit to the cash balance during FY26, staff will develop an RFP and solicit for professional services to conduct a cost of service analysis to recommend adjustments to the retail rate structure.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Residential Customers	**14,937**	**15,000**	**15,000**
Number of Non-Residential Customers	**2,619**	**2,650**	**2,650**
Million Kilowatt-hours Purchased	**321**	**323**	**353**
Million Kilowatt-hours Sold	**312**	**314**	**343**
Number of Funded Employees	**28.85**	**28.85**	**28.85**
Number of Customers Served per Employee	**609**	**610**	**610**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,830,223	$ 2,045,754	$ 1,918,073	$ 2,150,366	5.1%
Benefits	$ 880,471	1,131,091	1,144,204	1,243,064	9.9%
Overtime	$ 99,710	112,000	111,000	117,000	4.5%
Personnel Subtotal	**$ 2,810,404**	**3,288,845**	**3,173,277**	**3,510,430**	**6.7%**
Contractual Services	$ 603,741	724,426	782,176	869,227	20.0%
Operating Expenditures	$ 21,059,205	21,019,610	20,729,561	22,290,626	6.0%
Operating Cap Exp (Cap Outlay)	$ -	100	-	100	0.0%
Other General Expenses	$ 994,695	1,069,197	1,053,197	1,118,584	4.6%
Operating Subtotal	**$ 22,657,641**	**22,813,333**	**22,564,934**	**24,278,537**	**6.4%**
Total Expenditures	**$ 25,468,044**	**$ 26,102,177**	**$ 25,738,211**	**$ 27,788,967**	**6.5%**
REVENUES BY TYPE					
Departmental Revenue	25,880,581	26,071,944	25,956,044	27,945,440	7.2%
Total Revenues	**$ 25,880,581**	**$ 26,071,944**	**$ 25,956,044**	**$ 27,945,440**	**7.2%**
Revenues, excess of Expenditures	**$ (412,537)**	**$ 30,233**	**$ (217,833)**	**$ (156,473)**	**-617.6%**

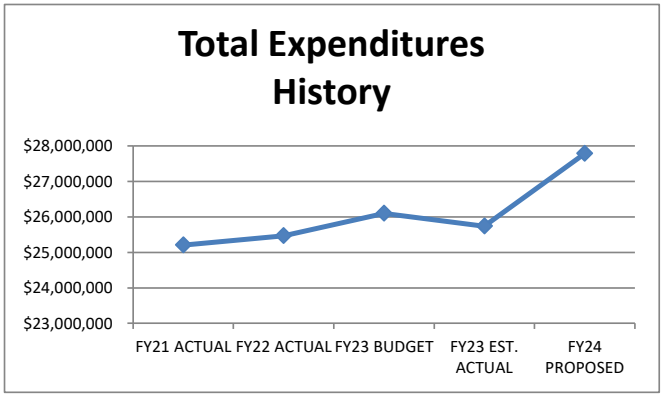
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Overall, total estimated actual expenses are expected to be 1.4% or $364.0K lower than FY23 budget. Revenues are also expected to be 0.4% or $115.9K lower than FY23 budget. High use customers did not ramp up production as anticipated, therefore Industrial revenue and purchase power expenses are projected to be less than budgeted. Make ready work for utility pole attachments reimbursed by communications companies, to include contractor assistance, is driving the surplus to projected miscellaneous revenues. Residential developments did not begin construction as planned; therefore, projected developer contributions will be less than budgeted. Staff continues to put forth an effort to maintain supplies in order to reduce service interruption as material and equipment continues to increase in cost and decrease in availability.

Adopted FY23 to Proposed FY24

Revenues and wholesale power expenses are projected to increase by 7.2% or $1.9M as new industrial energy use at Wesel and Memorial and residential loads are connected at developments along Salem & Marshall and Security. In total, proposed total expenditures are expected to be 6.5% or $1.7M higher than FY23 budget. Pole attachment fees are expected to increase as communication companies continue to install infrastructure throughout the service territory. An increase to legal and consulting fees are proposed to cover expenses associated with the anticipated compensation, cost of service, and rate alignment studies. Proposed capital increases includes ramping up meter replacement to a full-scale project, the purchase of substation class transformers, project inflation, and other funding sources offset by operating revenue.



STAFFING SUMMARY

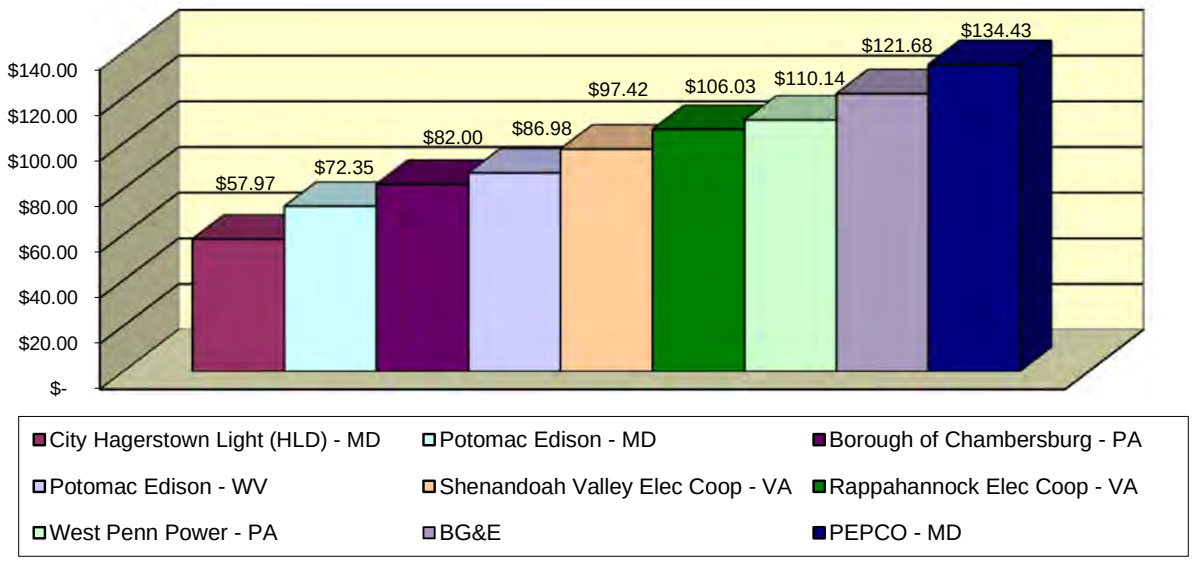
	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	28.85	28.85	28.85	29.85
Staffing Total	28.85	28.85	28.85	29.85
Unfunded positions	6.00	6.00	6.00	6.00

Staffing levels have remained flat. The change reflected in FY24 is the result of change in allocations across all utility Division.

ELECTRIC FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
OPERATING REVENUES					
Service Charges	$ 24,558,123	$ 25,059,690	$ 24,652,290	$ 26,633,290	6.3%
Other Revenues	984,333	542,000	881,000	759,200	40.1%
Total Operating Revenues	**25,542,456**	**25,601,690**	**25,533,290**	**27,392,490**	**7.0%**
OPERATING EXPENSES					
Purchased Power	18,744,052	19,101,813	18,820,751	20,336,217	6.5%
Distribution Expenses	2,542,829	2,637,074	2,540,046	2,924,034	10.9%
Customer Accounts Expenses	1,029,066	933,309	945,690	991,221	6.2%
Selling, General & Administrative	2,158,280	2,370,784	2,388,527	2,428,911	2.5%
Depreciation	927,904	986,000	970,000	1,058,000	7.3%
Total Operating Expenses	**25,402,131**	**26,028,980**	**25,665,014**	**27,738,383**	**6.6%**
Operating Income (Loss)	**140,325**	**(427,290)**	**(131,724)**	**(345,893)**	**-19.0%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	1,733	4,000	50,000	50,000	1150.0%
Interest/Bond Issuance Expense	(8,668)	(7,922)	(7,922)	(7,384)	-6.8%
Gain (Loss) on Capital Assets	164,760	(32,500)	(33,500)	(15,000)	-53.8%
Total Other Income (Expense)	**157,825**	**(36,422)**	**8,578**	**27,616**	**-175.8%**
Net Income before Contributions & Transfers	**298,150**	**(463,712)**	**(123,146)**	**(318,277)**	**-31.4%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers to Capital Improvements Fund	(11,740)	(30,275)	(30,275)	(8,200)	-72.9%
Transfers from Health Insurance Fund	53,356	65,354	65,354	-	-100.0%
Total Transfers From (To) Funds	**41,616**	**35,079**	**35,079**	**(8,200)**	**-123.4%**
CAPITAL CONTRIBUTIONS					
Grants in Aid of Construction	-	155,900	155,900	102,950	-34.0%
Non-Cash Developers Contributions	72,771	242,500	150,000	380,000	56.7%
Total Capital Contributions	**72,771**	**398,400**	**305,900**	**482,950**	**21.2%**
Increase (Decrease) in Retained Earnings	**412,537**	**(30,233)**	**217,833**	**156,473**	**-617.6%**
Add Back Depreciation	927,904	986,000	970,000	1,058,000	7.3%
Capital Outlay/Fixed Assets	(1,450,467)	(2,210,900)	(1,913,130)	(4,263,000)	92.8%
Principal Payments on Long-term Debt	(47,150)	(17,760)	(17,760)	(18,521)	4.3%
Non-Cash Developers Contributions	(72,771)	(242,500)	(150,000)	(380,000)	56.7%
Changes in Working Capital	(3,739,316)	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ (3,969,263)**	**$ (1,515,393)**	**$ (893,057)**	**$ (3,447,048)**	**127.5%**
Beginning Fund Balance	**$ 15,157,424**	**$ 15,569,961**	**$ 15,569,961**	**$ 15,787,794**	**1.4%**
Ending Fund Balance	**$ 15,569,961**	**$ 15,539,728**	**$ 15,787,794**	**$ 15,944,267**	**2.6%**

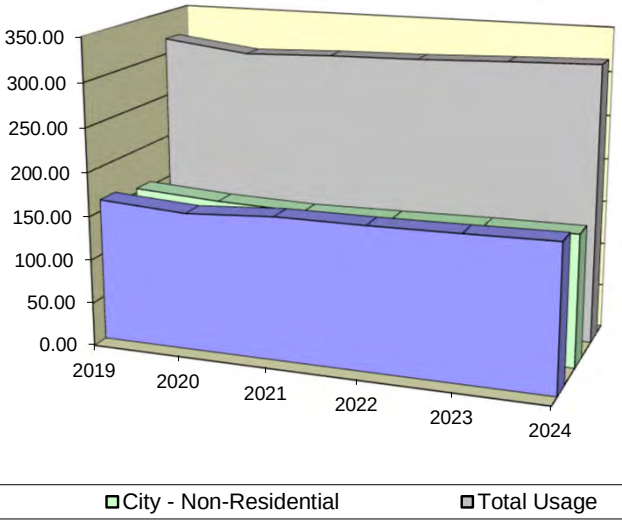
SERVICE CHARGE COMPARISON AS OF MARCH 2023



Shown above are comparative residential rates based on an average usage of 800 kWh per month. The Hagerstown Light Department has an approved wholesale power contract extension with Energy Harbor LLC at a rate of $42.42 per MWh through May 31, 2024.

ELECTRIC CONSUMPTION FROM 2018 - 2024

Per 1,000,000 KWH



Shown above is a trend based on millions of kWh used by HLD customers annually over a five year period. As reflected, City Non-Residential Customers (Commercial Customers), utilize almost the same amount as residential customers.

ELECTRIC FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
ELECTRIC REVENUES					
Sales of Electric-Unbilled Readings	$ 102,743	$ -	$ -	$ -	0.0%
Residential Lighting	13,003,378	12,347,000	13,145,000	13,145,000	6.5%
Residential Metering	3,583	3,400	6,700	6,700	97.1%
Commercial Lighting	4,911,120	4,644,000	4,896,000	4,896,000	5.4%
Commercial Metering	16,039	14,800	16,600	16,600	12.2%
Power Pl(09)	1,729,355	1,628,000	1,731,000	1,731,000	6.3%
Power Ph(10)	4,061,132	5,701,000	4,151,000	6,132,000	7.6%
Dusk to Dawn	19,922	19,200	18,740	18,740	-2.4%
Street Lighting	618,245	591,440	614,800	614,800	3.9%
Traffic Lighting	22,452	20,850	22,450	22,450	7.7%
Interconnection Application Fee	237	-	-	-	0.0%
Reconnection Charges	69,917	90,000	50,000	50,000	-44.4%
Total Electric Revenues	**24,558,123**	**25,059,690**	**24,652,290**	**26,633,290**	**6.3%**
OTHER REVENUES					
Pole Rental/Attachment Fees	61,531	65,000	195,500	200,000	207.7%
Building Rental-CMG	42,000	42,000	42,000	43,200	2.9%
Late Fees	178,350	200,000	100,000	200,000	0.0%
Miscellaneous Electric Revenue	634,079	150,000	500,000	225,000	50.0%
Customer Reimbursed Overtime	2,264	3,500	2,500	2,500	-28.6%
Scrap Sales	54,822	30,000	35,000	35,000	16.7%
Recovery of Inventory	7,187	-	-	-	0.0%
Insurance Reimbursements	2,300	50,000	2,500	50,000	0.0%
Bad Check Charges	1,800	1,500	3,500	3,500	133.3%
Total Other Revenues	**984,333**	**542,000**	**881,000**	**759,200**	**40.1%**
Total Operating Revenues	**$ 25,542,456**	**$ 25,601,690**	**$ 25,533,290**	**$ 27,392,490**	**7.0%**

ELECTRIC FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Electric Fund Vehicle Replacement-C0090 Replace fleet vehicles scheduled for replacement under the Vehicle Replacement Program.	Replace Fleet Vehicles	Replace deteriorating mobile equipment to improve safety for workers and to reduce service restoration time.	165,000
Telemetry Equipment-C0111 Construction of communication networks to facilitate transmission of data from installed devices in the Electric System.	Communication Equipment	Improve service, increase system reliability.	50,000
Security Improvements-C0178 Upgrade the aged building and site security systems.	Video Surveillance	Deter theft and/or vandalism of electric utility assets.	35,000
System Reconductoring-C0259 Upgrade power in distribution lines.	Poles, Towers & Fixtures, Overhead Devices	Improve service and reliability.	206,500
SCADA System-C0441 Upgrade Current SCADA software and hardware.	Communication Equipment	Improve load monitoring and outage restoration.	5,000
Underground Replacement-C0540 Replace aging underground primary cable in various areas throughout HLD service territory identified by the feeder inspection program.	Replace Underground Cable	Replacing sections of aged primary cable will improve electric reliability in various developments and/or locations.	32,500
HLD Distribution & Admin. Office Bldg.-C0542 Improvements to HLD facility on East Baltimore Street.	Replace interior lighting in garage and stock room areas.	Cost avoidance, planned improvement, and improved service.	25,000
Streetlight Replacement-C0546 Replace direct buried streetlight circuit, obsolete fixtures, and non-standard poles.	Street Lighting	Unable to provide for replacement materials for uniformity. Existing cable is in poor condition.	210,000
Kilpatrick Woods-C0550 Provide electric power and service to Kilpatrick Woods, a new development between Marshall Street and Salem Avenue, east of I-81.	Infrastructure	Provide new electric service to lots as they develop.	259,000
Test Equipment-C0609 Procure/repair test equipment to improve maintenance programs and power quality for customers.	Station Equipment	Improve reliability of service.	15,000
Substation Controls-C0616 Procure and replace obsolete and degraded substation control equipment.	Machinery and Equipment	Replace inferior equipment to maintain system reliability, public & workforce safety, and system integrity.	80,000
Meter Replacement-C0679 Procure and replace electric revenue meters across the HLD serivce territory.	Services and Meters	Improve device accuracy and provide for an automated read and outage detection system.	1,000,000

ELECTRIC FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Brookmeadow-C0703 Provide underground electric service to 119 townhome units in the Brookmeadow development.	Infrastructure	Provide electric service to new customers.	127,500
Burhans Village-C0707 Proposed development connecting Burhans Boulevard and Mitchell Avenue requiring underground electric service.	Infrastructure	Provide electric service to new customers.	25,000
Substation Breaker Replacement-C0776 Replace aging breakers in substation to maintain reliability.	Replace substation breakers on maintenance cycle to reduce equipment failure.	Increase reliability of service.	120,000
Equipment Refurbishment-C0797 Purchase and/or refurbish voltage regulators and controllers for substations.	Station Equipment	Replace, refurbish, and repair sub-station voltage regulators as needed to maintain levels within limits mandated by the MD Public Service Commission.	70,000
Wildlife Protection-C0802 Purchase and install wildlife protection on substation equipment.	Station Equipment	Power outages caused by wildlife within the substations will be reduced and reliability will increase. There will also be a decrease in maintenance repair and/or replacement costs of damaged equipment caused by wildlife.	15,000
Feeder Coordination-C0833 Remove, relocate, replace, and/or adjust Circuit Breakers, Reclosers, Fuses, Switches, and Capacitors.	Poles, Towers & Fixtures, O/H Con-ductors & Devices, and Underground Conductors & Devices	Improve system reliability and power quality.	15,000
SUBTOTAL CAPITAL IMPROVEMENT PROJECTS			**$ 2,455,500**
5085001-581001 General Plant - Structure	Administrative Building	Replace worn office furniture and computer equipment.	5,000
5085001-583002 Dist-Station Equipment	Costs of installation of station equip-ment 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.	1,100,000
5085001-583004 Dist-Poles, Towers & Fixtures	Costs of installation 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.	120,000
5085001-583005 Dist-Overhead Conductors and Devices	Costs of installation 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.	150,000

ELECTRIC FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5085001-583006 Dist-Underground Conduit	Costs of installation 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.	10,000
5085001-583007 Dist-Underground Conductors and Devices	Costs of installation 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.	15,000
5085001-583008 Dist-Line Transformers	Costs of installation of overhead & underground distribution line transformers and voltage regulators 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 and to replace aging units already in service.	150,000
5085001-583009 Dist-Services	Costs of installation 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.	125,000
5085001-583010 Dist-Meters	Costs of installation 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 and to replace obsolete meters currently in the system, as required by the Maryland Public Service Commission.	15,000
5085001-583013 Dist-Street & Signal Lighting	Costs of installation of equipment used wholly for public streets.	To provide adequate street lighting for City residents.	90,000
5085001-583014 Tools, Shop & Garage Equipment	Cost of tools, implements, and equipment used in construction, repair work, general shops and garages.	To maintain and provide miscellaneous improvements to utility construction equipment and facilities.	15,000
5085001-5860 General Plant - Office Furniture, Fixtures, & Equipment	Administrative Building	Replace worn office furniture and computer equipment.	10,000
5085001-5867 Communication Equipment	Costs of installation of telephone and wireless equipment for general use in connection with utility operations.	To maintain Supervisory Control and Data Control (SCADA), radio communication, telephone service, etc.	2,500
SUBTOTAL OTHER CAPITAL PROJECTS			**$ 1,807,500**
5074001-5865 Computer Equipment	Computer Equipment	Replace as needed.	100
TOTAL CAPITAL OUTLAY			**$ 4,263,100**

DEPARTMENT / PROGRAM OVERVIEW

The Mission of the Utilities Department is to enhance the quality of life in our community by providing reliable, competitively priced utility services through skilled, safety-oriented, and customer focused employees. The success of our organization depends on teamwork, professionalism, and overall excellence achieved through our commitment to our core values. Customer and employee communication, cooperation, innovation, and integrity in each process we perform are keystones to the success of the Department. The Utilities Department is responsible for the management of public utilities (Electric, Wastewater, and Water) collectively serving a population of nearly 90,000 customers. The Department is responsible for the oversight of all operating and capital expenses.

DEPARTMENT / PROGRAM OBJECTIVES

• The Water Division supports the Mayor and Council's Goals and Priorities through the Division's assistance to all City Departments in the realization of all applicable objectives. As part of the Public Facilities and Infrastructure goals to establish and maintain quality services and infrastructure that supports residents and businesses in a cost effective manner, the Water Division continues to work with Hazen and Sawyer to ensure the long-term viability of the Edgemont Reservoir and the W.M. Breichner Plant. Staff supports the Mayor and Council's core values regarding Health, Safety, and Welfare and, as such, continues to make improvements to the Water System that are consistent with both the Water Master Plan and the Capital Improvement Plan to ensure compliance with all Federal and State regulatory programs and requirements identified in the Safe Drinking Water Act and Clean Water Act.

• The Water Division is responsible for the treatment and distribution of 10.82 MGD (2022 average daily demand) of potable water to all City residents and surrounding communities in Washington County. The water system is comprised of approximately 441 miles of water mains, the R.C. Willson and W.M. Breichner treatment plants, four pumping stations, and eight water storage tanks. The Division has undergone many improvements which include the improvements to system potable water storage, electrical and treatment, and piping upgrades at R.C. Willson and numerous water distribution main replacements. These improvements help ensure a reliable cost effective water supply to all customers served by the City of Hagerstown.

• To further assist in our financial commitment to our customers, funding has been approved by MDE for repairs to the Edgemont Reservoir to address ongoing seepage concerns. Funding will be requested for the W.M. Breichner Plant for compliance with the LT2ESWTR and Stage 2 DBPR once work is underway at Edgemont. MDE funding has also been approved for the replacement of the Mack Water Tank - the tank has developed two leaks in the last three years and is over 50 years old, and Phase two (2) of the 24" transmission mains repalcement, exiting mains are 70+ years old. The Division has also requested funding for engineering services for the development of Lead and Copper Rule Revision Program and Zone #5 Study and Improvements. Water Distribution will continue the Leak Detection Program to meet MDE water loss reduction plan requirements. The Division will continue to test all large commercial/industrial meters annually. The Water Division will also continue with system rehabilitation and main replacement projects through the leak detection program, hydrant and valve program, and through coordinated efforts with the City/County/State roadway rehabilitation projects. Capital Project Improvement Planning assists greatly in reducing system operational issues related to water main and equipment failures.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Inside City Customers	**13,548**	**13,628**	**13,974**
Number of Outside City Customers	**16,554**	**16,704**	**17,061**
Million Gallons Produced	**3,853**	**3,930**	**4,009**
Million Gallons Accounted For	**3,294**	**3,343**	**3,443**
Percentage of Unaccounted for Water	**16.5%**	**18.0%**	**18.0%**
Number of Full time Employees	**50.60**	**49.60**	**51.65**
Number of Customers Served per Employee	**595**	**612**	

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 2,995,607	$ 3,188,590	$ 3,179,727	$ 3,484,847	9.3%
Benefits	1,376,598	1,454,035	1,447,058	1,598,135	9.9%
Overtime	170,133	162,400	131,300	143,500	-11.6%
Personnel Subtotal	**4,542,338**	**4,805,025**	**4,758,085**	**5,226,482**	**8.8%**
Contractual Services	736,102	2,476,626	1,970,576	2,754,877	11.2%
Operating Expenditures	4,394,637	4,713,097	4,805,873	5,781,050	22.7%
Operating Cap Exp (Cap Outlay)	40,144	61,000	48,450	63,750	4.5%
Other General Expenses	4,328,906	4,535,453	4,350,712	4,527,677	-0.2%
Operating Subtotal	**9,499,789**	**11,786,176**	**11,175,611**	**13,127,354**	**11.4%**
Total Expenditures	**$ 14,042,127**	**$ 16,591,201**	**$ 15,933,696**	**$ 18,353,836**	**10.6%**
REVENUES BY TYPE					
Departmental Revenue	16,378,411	15,980,187	17,462,645	15,519,644	-2.9%
Total Revenues	**$ 16,378,411**	**$ 15,980,187**	**$ 17,462,645**	**$ 15,519,644**	**-2.9%**
Expenditures, net of Revenues	**$ (2,336,284)**	**$ 611,014**	**$ (1,528,949)**	**$ 2,834,192**	**363.9%**

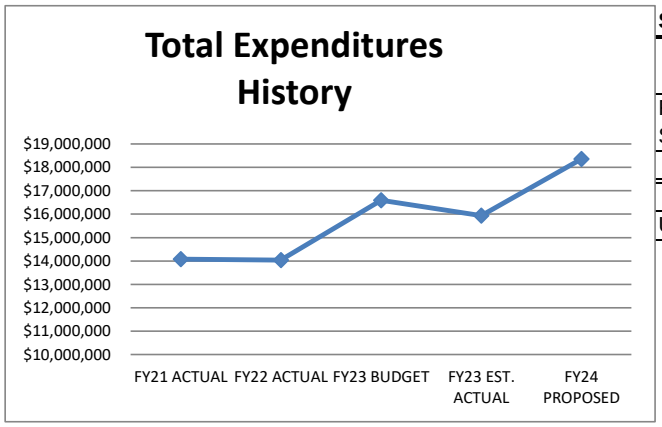
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Overall, total expenditures for FY23 estimated actual are expected to decrease over FY23 budget by 4.0% or $657.5K. Total personnel costs are expected to be 1.0% or $46.9K lower than FY23 budget while total operating is also decreasing by 5.2% or $610.6K compared to FY23 budget. Within the total operating expense category, contractual services are expected to decrease by $506.1K while the operating expenditures are expected to increase by $92.3K due to increases for equipment maintenance, electricity, and chemicals. Departmental revenues are expected to be 9.3% or $1.5M higher than FY23 budget mostly due to an increase in service charges, grants, and interest.

Adopted FY23 to Proposed FY24

In the FY24 proposed budget, total personnel costs are expected to increase 8.8% or $421.5K when compared to FY23 budget. Total operating expenses are expected to be 11.4% or $1.3M higher than FY23 budget. Operating expenditures are also expected to increase 22.7% or $1.1M. The largest increases are within engineering fees and various chemical accounts. FY24 proposed departmental revenues are expected to be 2.9% or $460.5K lower than FY23 budget.



STAFFING SUMMARY

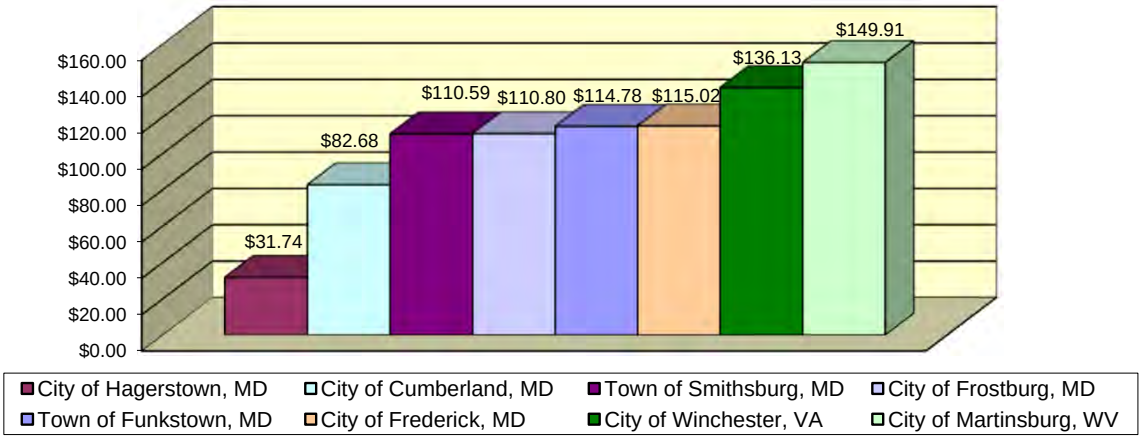
	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	50.60	49.60	49.60	51.10
Seasonal	1.00	-	-	-
Staffing Total	51.60	49.60	49.60	51.10
Unfunded positions	4.00	4.00	4.00	4.00

Total staffing across the utility funds has not increased but changes are reflected in FY23 and FY24 to change allocation charges within the groups.

WATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2023/2024

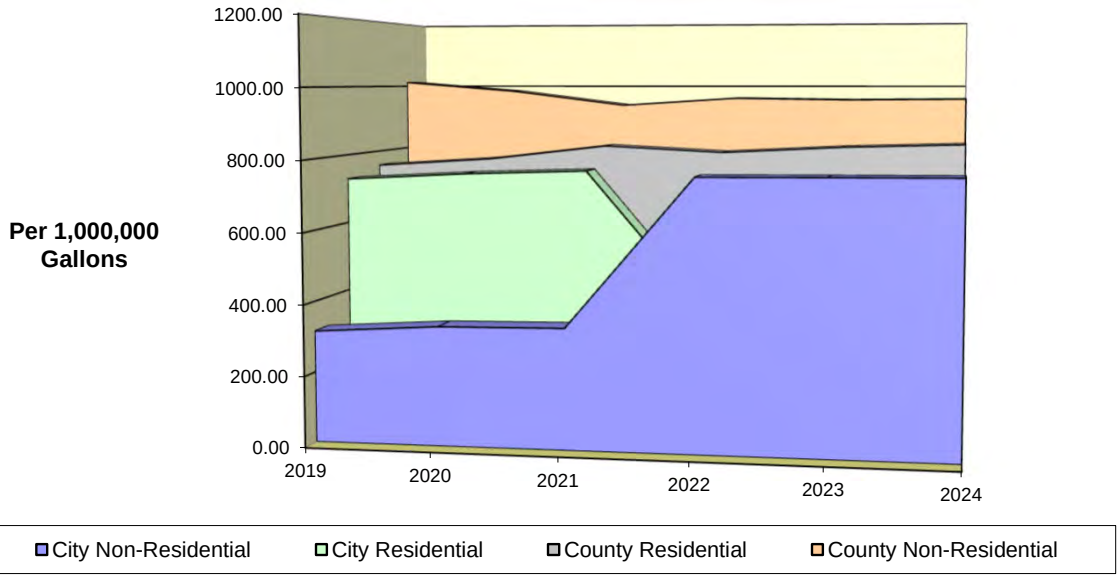
ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 PROPOSED
OPERATING REVENUES					
Service Charges	$ 12,244,413	$ 12,554,000	$ 12,719,000	13,047,000	3.9%
Other Revenues	986,861	967,272	1,222,272	1,215,872	25.7%
Total Operating Revenues	**13,231,274**	**13,521,272**	**13,941,272**	**14,262,872**	**5.5%**
OPERATING EXPENSES					
Source of Supply	124,671	1,556,875	787,820	1,059,125	-32.0%
Pumping & Water Treatment	4,528,818	4,838,572	5,077,312	5,985,088	23.7%
Transmission & Distribution	2,351,872	2,472,367	2,361,964	2,681,438	8.5%
Selling,General & Administrative	2,707,962	3,188,384	3,355,888	4,100,508	28.6%
Depreciation	3,882,816	4,096,000	3,969,000	4,144,000	1.2%
Total Operating Expenses	**13,596,139**	**16,152,198**	**15,551,984**	**17,970,159**	**11.3%**
Operating Income (Loss)	**(364,865)**	**(2,630,926)**	**(1,610,712)**	**(3,707,287)**	**40.9%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	4,271	8,000	170,000	200,000	2400.0%
Premium on Bonds	4,172	4,172	4,172	4,172	0.0%
Interest/Bond Issuance Expense	(378,212)	(408,728)	(351,437)	(375,477)	-8.1%
Gain (Loss) on Capital Assets	(55,972)	-	-	-	0.0%
Total Other Income (Expense)	**(425,741)**	**(396,556)**	**(177,265)**	**(171,305)**	**-56.8%**
Net Income before Contributions & Transfers	**(790,606)**	**(3,027,482)**	**(1,787,977)**	**(3,878,592)**	**28.1%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers to Capital Improvements Fund	(11,740)	(30,275)	(30,275)	(8,200)	-72.9%
Transfers from Health Insurance Fund	83,255	94,601	94,601	-	-100.0%
Total Transfers From (To) Funds	**71,515**	**64,326**	**64,326**	**(8,200)**	**-112.7%**
CAPITAL CONTRIBUTIONS					
Benefit Charges	1,636,611	502,142	1,002,600	502,600	0.1%
Grants in Aid of Construction	-	-	250,000	250,000	100.0%
MDE Loan Forgiveness	-	1,500,000	1,500,000	-	-100.0%
Non-Cash Developers Contributions	1,418,764	350,000	500,000	300,000	-14.3%
Total Capital Contributions	**3,055,375**	**2,352,142**	**3,252,600**	**1,052,600**	**-55.2%**
Increase (Decrease) in Retained Earnings	**2,336,284**	**(611,014)**	**1,528,949**	**(2,834,192)**	**363.9%**
Add Back Depreciation	3,882,816	4,096,000	3,969,000	4,144,000	1.2%
Capital Outlay/Fixed Assets	(2,234,527)	(6,020,000)	(2,660,000)	(7,966,995)	32.3%
Principal Payments on Long-term Debt	(1,691,982)	(1,691,388)	(1,691,386)	(1,721,015)	1.8%
Non-Cash Developers Contributions	(1,418,764)	(350,000)	(500,000)	(300,000)	-14.3%
MDE Bond Financing	-	-	-	2,500,000	100.0%
MDE Loan Forgiveness	-	(1,500,000)	(1,500,000)	-	-100.0%
Changes in Working Capital	962,374	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ 1,836,201**	**$ (6,076,402)**	**$ (853,437)**	**$ (6,178,202)**	**1.7%**
Beginning Fund Balance	**$ 94,074,642**	**$ 96,410,926**	**$ 96,410,926**	**$ 97,939,875**	**1.6%**
Ending Fund Balance	**$ 96,410,926**	**$ 95,799,912**	**$ 97,939,875**	**$ 95,105,683**	**-0.7%**

SERVICE CHARGE COMPARISON AS OF MARCH 2023
(Rates presented are strictly City)



The service charge comparison shows that the quarterly charges for a typical water customer is significantly less expensive in Hagerstown than 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 FROM 2019 - 2024



The water consumption comparison reflects a similar usage rate among City and County Residential consumers. For Non-Residential consumers, the chart reflects that County Non-Residential customers consume a significant amount more than City Non-Residential consumers.

WATER FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
WATER SERVICES					
Metered Sales-Unbilled	$ (92,245)	$ -	$ 50,000	$ 50,000	100.0%
Water Fixed Charge - City	630,799	618,000	655,000	655,000	6.0%
Water Fixed Charge - County	2,342,829	2,444,000	2,500,000	2,517,300	3.0%
Metered City Water	1,942,753	1,979,000	2,000,000	2,038,400	3.0%
Metered County Water	7,221,582	7,411,000	7,411,000	7,633,300	3.0%
Reconnection Charges	196,630	100,000	100,000	150,000	50.0%
Bad Check Charges	2,065	2,000	3,000	3,000	50.0%
Total Service Charges	**12,244,413**	**12,554,000**	**12,719,000**	**13,047,000**	**3.9%**
OTHER REVENUES					
Contracted Services	28,258	20,000	20,000	20,000	0.0%
Water Service Application Fee	41,050	30,000	39,000	40,000	33.3%
Water Transfer Fee	50	55,000	55,000	55,000	0.0%
W.C.S.D. Consumption Data Service	52,167	66,372	84,372	84,372	27.1%
Review/Inspection Fee	46,848	20,000	88,000	75,000	275.0%
Insurance Reimbursements	37,826	-	-	-	0.0%
Rent-City Employees	17,200	16,000	18,000	18,000	12.5%
Late Fees	177,710	120,000	180,000	180,000	50.0%
Miscellaneous Other Revenues	6,732	14,000	10,000	10,000	-28.6%
County Debt Service Surcharge	21,433	21,400	24,000	24,000	12.1%
Cell Tower Rent	12,436	11,500	12,400	12,400	7.8%
Fire Protection	185,863	187,000	187,000	192,600	3.0%
Plumbing	353,630	400,000	500,000	500,000	25.0%
Net Gain/Loss-Scrap Sales	5,658	6,000	4,500	4,500	-25.0%
Total Other Revenues	**986,861**	**967,272**	**1,222,272**	**1,215,872**	**25.7%**
Total Operating Revenues	**$ 13,231,274**	**$ 13,521,272**	**$ 13,941,272**	**$ 14,262,872**	**5.5%**

WATER FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Water Fund Vehicles-C0117 Replace 2012 F550 Service Truck #206 ($125,000) Replace 2014 Chevy Equinox #261 ($30,000) Replace 2001 JD 410G Backhoe #228 ($160,000)	Vehicle Replacement	Replace units - reduced maintenance costs anticipated.	315,000
FY24 Vehicles on Order: Wachs Valve Turner and Vacuum #262 ($150,000) 2015 Ford Transit Van #209 ($46,995)	Vehicle Replacement	Vehicles were ordered in FY23 but due to high lead times, they will not be received and expense not recognized until FY24.	196,995
RC Willson WTP Improvements-C0166 Various plant improvements each year for equipment replacement to include pumps, motors, communi-cation equipment, etc.	Equipment	Improve service and increase system reliability.	1,500,000
Willson Transmission Mains-C0167 Emergency valve replacement	Transmission/ Distribution	Replace deteriorated infrastructure to increase reliability.	700,000
Edgemont Reservoir Improvements-C0168 Continue to monitor reservoir and make required MDE Improvements, complete study and begin design.	Land Improvements	Improve system and increase reliability.	900,000
Mack Water Tank-C0274 Design and construct a new Mack Water Tank	Infrastructure	Current Mack Tank is 50 years old and has had two leaks in the past three years.	2,400,000
Risk and Resiliency/Security-C0322 Improve the security of the the SCADA systems, communication systems, water plants, and pump stations.	Security	An EPA mandate requires a "Risk and Resiliency Assessment" to determine areas of vulnerability.	150,000
Pump Station Improvements-C0651 Replacement of critial equipment at all stations and installation of VFDs at Pump Station 3.	Infrastructure	Replace and/or upgrade deteriorating infrastructure to improve reliability.	125,000
Distribution Services-C0653 Continue the fire line metering program which will include the evaluation of unmetered fire lines and installation of a fire meter.	Meter Replacement	Replace aging equipment to ensure water and sewer rates are an accurate reflection of the required revenue.	340,000

WATER FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Distribution System Rehabilitation-C0709 Continue the leak detection program and replace aging infrastructure throughout the Distribution System.	Infrastructure	Replace deteriorating infra-structure, improve safety for workers, and improve customer service.	720,000
Water SCADA System-C0820 Maintain SCADA to ensure treatment efficiencies.	Equipment	Replace and/or upgrade aging equipment.	100,000
Water Zone #5 System Improvements-C0877 New suction and discharge mains at Pump Station #6, with continued design and construction management.	Infrastructure	Improve fire protection and water quality in Water Zone #5.	520,000
SUBTOTAL CAPITAL IMPROVEMENT PROJECTS			**$ 7,966,995**
5270501-5833 Laboratory Equipment-Willson	Laboratory Equipment	Maintain laboratory equipment.	6,000
5270501-5839 Portable Tools/Equipment-Willson	Portable Tools and Equipment	Replace portable tools and equipment as needed.	3,000
5270501-5861 Desks-Chairs-and Tables-Willson	Desks, Chairs, Tables	To replace office furniture as needed.	4,000
5270501-5865 Computer Equipment-Willson	Computer Equipment	Replace worn equipment as needed.	2,500
5270501-5867 Communication Equipment-Willson	Communication Equipment	To replace communication equipment as needed.	4,000
5270502-5833 Laboratory Equipment-Pump Stations	Laboratory Equipment	Replace laboratory equipment.	2,000
5270502-5861 Desks-Chairs-Tables-Pump Stations	Desks, Chairs, Tables	To replace office furniture as needed.	500

WATER FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5270502-5865 Computer Equipment-Pump Stations	Computer Equipment	Replace worn equipment as needed.	2,000
5270502-5867 Communication Equipment-Pump Stations	Communication Equipment	To replace communication equipment as needed.	2,000
5271001-5825 Residential Buildings-Source of Supply	Maintain Residential/ Rental Properties	Rental property maintenance (3 properties).	5,000
5271001-5865 Computer Equipment-Source of Supply	Computer Equipment	Replace worn equipment as needed.	1,500
5272501-5836 Traffic Lights-Signs-Etc.-Distribution	Traffic Control Equipment	Replace traffic control equipment (signs, light bar, etc.).	250
5272501-5839 Portable Tools/Equipment-Distribution	Portable Tools and Equipment	Replace portable tools and equipment as needed.	10,000
5272501-5855 Portable Equipment-Distribution	Portable Tools and Equipment	Replace portable tools and equipment as needed.	2,500
5272501-5861 Desks-Chairs-and Tables-Distribution	Desks, Chairs, Tables	To replace office furniture as needed.	500
5272501-5865 Computer Equipment-Distribution	Computer Equipment	Replace worn equipment as needed.	10,000
5272501-5867 Communication Equipment-Distribution	Communication Equipment	To replace communication equipment as needed.	500

WATER FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5274001-5861 Desks-Chairs and Tables-Admin & General	Desks, Chairs, Tables	To replace office furniture as needed.	500
5274001-5865 Computer Equipment-Admin & General	Computer Equipment	Replace worn equipment as needed.	4,000
5274502-5861 Desks-Chairs and Tables-Customer Accounts	Desks, Chairs, Tables	To replace office furniture as needed.	500
5274502-5865 Computer Equipment-Customer Accounts	Computer Equipment	Replace worn equipment as needed.	2,500
TOTAL CAPITAL OUTLAY			**$ 8,030,745**

DEPARTMENT / PROGRAM OVERVIEW

The Mission of the Utilities Department is to enhance the quality of life in our community by providing reliable, competitively priced utility services through skilled, safety-oriented, and customer focused employees. The success of our organization depends on teamwork, professionalism, and overall excellence achieved through our commitment to our core values. Customer and employee communication, cooperation, innovation, and integrity in each process we perform are keystones to the success of the department. The Utilities Department is responsible for the management of public utilities (Electric, Wastewater, and Water) collectively serving a population of nearly 88,000 customers. The Department is responsible for all billing operations, collection of revenue, and the oversight of all operating and capital expenses.

DEPARTMENT / PROGRAM OBJECTIVES

• The Wastewater Division supports the Mayor and Council's Strategic Plan through the Division's assistance to all City Departments in the realization of all applicable objectives. As part of the City's approved Strategic Plan, Focus Area "A Safe and Healthy Community," Wastewater continues the successful operation of the Enhanced Nutrient Removal components of the wastewater treatment plant in order to achieve the highest quality effluent that available technology can provide.

• The Wastewater Division is responsible to the conveyance and treatment of an average of 5.73 MG per day of wastewater for calendar year 2022. The WWTP is currently permitted to treat an average daily flow of 8.0 MGD. The collection system is comprised of over 157 miles of gravity sewer, 23 wastewater pumping stations, 8.24 miles of force main, 330 Grinder Pumps, and approximately 4.68 miles of Low Pressure Sewer. The infrastructure ensures that all customers served by the City of Hagerstown receive consistently reliable service. A Request for Proposals was advertised in FY23 for the operation of the Pelletizer Plant to enable the City to continue to provide ensure compliance with Class A Biosolids regulations. Staff continues to refine our processes as they relate to the Enhanced Nutrient Removal (ENR) initiatives at our Wastewater Treatment Plant (WWTP). The City received $405,780 from our 2022 Operations and Maintenance Grant submission.

• The City invested approximately $11.2 million to upgrade the sludge thickening, storage, and pelletizing facilities at the Wastewater Treatment Plant. These facilities were originally constructed in the early 1980's and were in need of replacement. The Division entered into a 10 year contract extension with Synagro in 2013. They were responsible for the design, equipment procurement, and construction of the major capital improvements to the Facility, including immediate capital improvements and subsequent capital improvements throughout the contract term.

• In FY22, the City was awarded an ARC Grant to continue improvements to reduce and eliminate Inflow and Infiltration (I&I) from our wastewater collection systems as part of its ongoing commitment to maintain the existing wastewater collection systems. Large portions of our wastewater collection systems were constructed in the early 1900s and require major rehabilitation to extend the life of the system for years to come. In order to manage our long-term debt, the division will only accept grant funding for the I&I project. Inflow and Infiltration accounted for approximately 24.6% of the total wastewater flow treated at the wastewater treatment plant in calendar year 2021.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Inside City Customers	**13,422**	**13,462**	**13,566**
Number of Outside City Customers	**7,022**	**7,032**	**7,086**
Annual Million Gallons/Day Treated	**5.83**	**5.58**	**5.74**
Inflow/Infiltration Million Gallons/Day Treated	**1.48**	**1.50**	**1.52**
Available Allocation in Thousand Gallons (carryover)	**2,030**	**2,000**	**1,118**
Number of Funded Employees	**45.55**	**46.55**	**44.50**
Number of Customers Served per Employee	**449**	**440**	**464**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 2,507,969	$ 2,938,084	$ 2,427,731	$ 2,688,014	-8.5%
Benefits	981,178	1,495,976	1,379,474	1,480,015	-1.1%
Overtime	113,397	111,500	130,000	132,000	18.4%
Personnel Subtotal	**3,602,544**	**4,545,560**	**3,937,205**	**4,300,029**	**-5.4%**
Contractual Services	2,134,293	2,319,826	2,457,426	2,712,477	16.9%
Operating Expenditures	4,310,491	4,256,338	4,408,926	4,778,929	12.3%
Operating Cap Exp (Cap Outlay)	25,641	23,000	25,000	25,500	10.9%
Other General Expenses	2,957,509	3,564,401	3,421,494	3,581,582	0.5%
Operating Subtotal	**9,427,934**	**10,163,565**	**10,312,846**	**11,098,488**	**9.2%**
Total Expenditures	**$ 13,030,478**	**$ 14,709,125**	**$ 14,250,051**	**$ 15,398,517**	**4.7%**
REVENUES BY TYPE					
Departmental Revenue	17,538,868	20,877,124	18,125,350	19,604,140	-6.1%
Total Revenues	**$ 17,538,868**	**$ 20,877,124**	**$ 18,125,350**	**$ 19,604,140**	**-6.1%**
Expenditures, net of Revenues	**$ (4,508,390)**	**$ (6,167,999)**	**$ (3,875,299)**	**$ (4,205,623)**	**-31.8%**

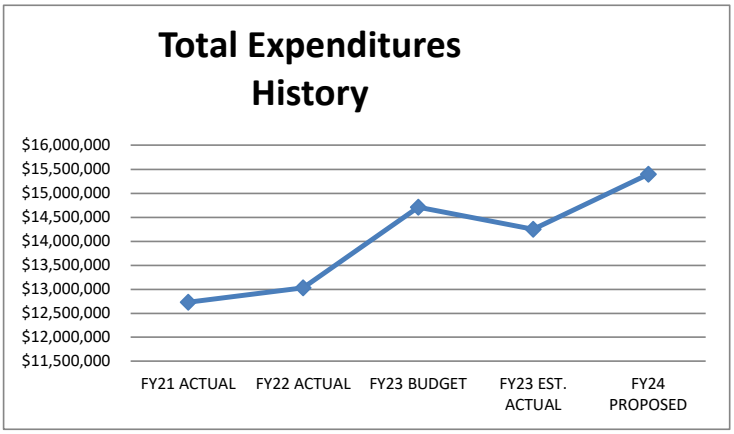
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total personnel expenditures are expected to be under budget in FY23 by 13.4% or $608.4K mostly generated from funded vacancies and replacing staff at entry level. In addition, staff allocations and prorations have been changed between water and wastewater labs. Overall total operating expenses are expected to be higher than FY23 budget by 1.5% or $149.3K. Department revenue is also expected to decrease by 13.2% or $2.8M over FY23 budget.

Adopted FY23 to Proposed FY24

Overall, total personnel expenditures are expected to decrease by 5.4% or $245.5K from FY23 budget to FY24 proposed budget. Total operating expenses are expected to be over FY23 budget levels by 9.2% or $934.9K due to increases throughout various operating expense categories. The largest dollar increase of $522.6K is in operating expenditures resulting from equipment maintenance, gasoline, and chemical costs. Revenues are expected to decrease by 6.1% or $1.3M in the FY24 proposed budget due to one-time ARPA funding.



STAFFING SUMMARY

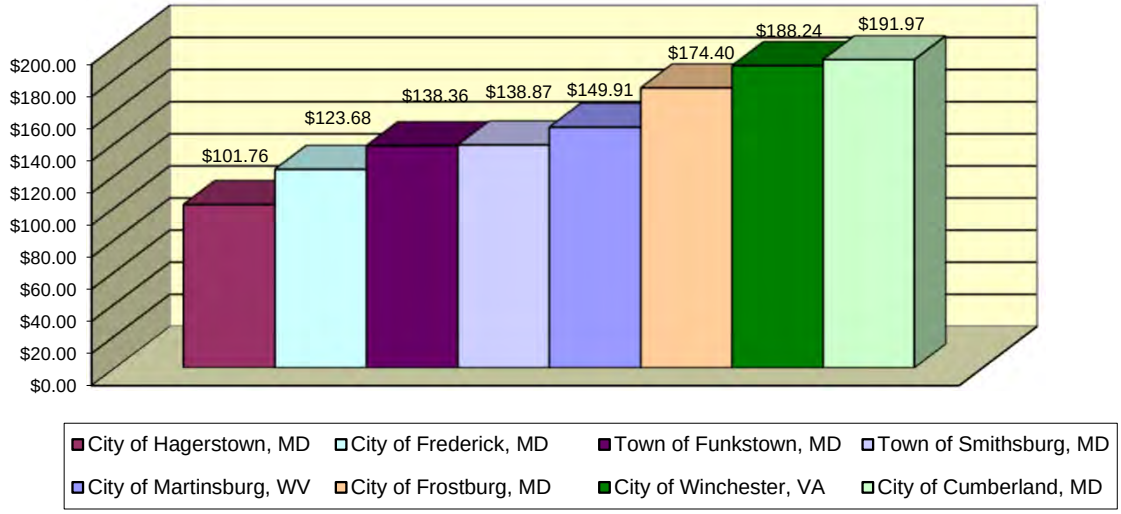
	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	45.55	46.55	46.55	44.05
Staffing Total	45.55	46.55	46.55	44.05
Unfunded positions	2.00	2.00	2.00	2.00

Total staffing across the utility funds has not decreased but reductions are reflected in FY24 to change allocation charges to within the groups.

WASTEWATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2023/2024

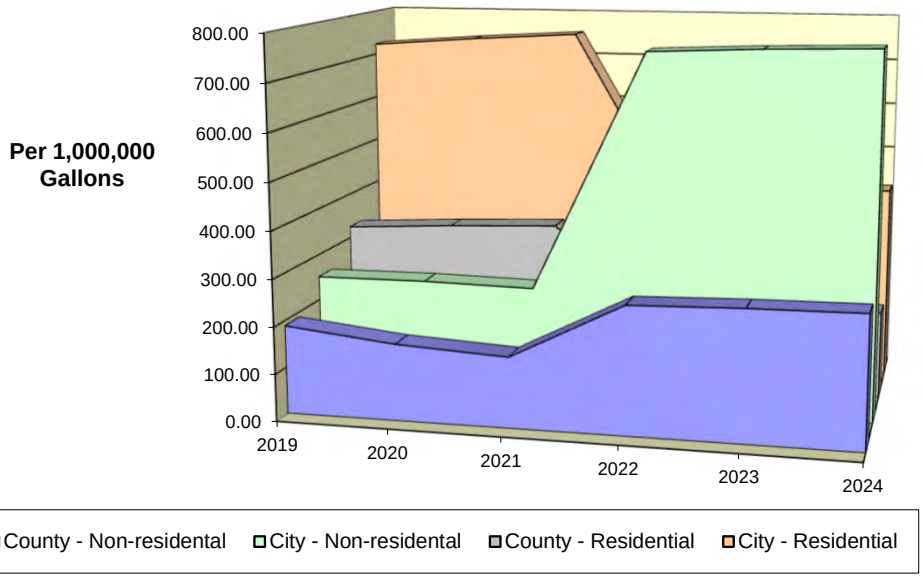
ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
OPERATING REVENUES					
Service Charges	$ 14,272,015	$ 14,318,800	$ 14,362,000	$ 13,901,100	-2.9%
Other Revenues	384,795	238,081	157,400	177,400	-25.5%
Total Operating Revenues	**14,656,810**	**14,556,881**	**14,519,400**	**14,078,500**	**-3.3%**
OPERATING EXPENSES					
Plant Expenses	5,477,182	5,448,385	5,519,367	6,186,185	13.5%
Laboratory Expenses	302,646	314,704	370,889	353,445	12.3%
Collections	1,589,645	1,651,752	1,528,977	1,642,054	-0.6%
Selling, General & Administrative	2,703,497	3,729,883	3,409,324	3,635,251	-2.5%
Depreciation	2,695,916	3,271,000	3,161,000	3,334,000	1.9%
Total Operating Expenses	**12,768,886**	**14,415,724**	**13,989,557**	**15,150,935**	**5.1%**
Operating Income (Loss)	**1,887,924**	**141,157**	**529,843**	**(1,072,435)**	**-859.7%**
NON-OPERATING REVENUES (EXPENSES)					
Intergovernmental Revenue	140,695	-	-	-	0.0%
Interest Earned	2,394	4,000	90,000	15,000	275.0%
Premium on Bonds	4,073	4,073	4,073	4,073	0.0%
Interest/Bond Issuance Expense	(249,852)	(263,126)	(230,219)	(239,382)	-9.0%
Gain (Loss) on Capital Assets	9,548	1,500	1,140	1,500	0.0%
Total Other Income (Expense)	**(93,142)**	**(253,553)**	**(135,006)**	**(218,809)**	**-13.7%**
Net Income before Contributions & Transfers	**1,794,782**	**(112,396)**	**394,837**	**(1,291,244)**	**1048.8%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers to Capital Improvements Fund	(11,740)	(30,275)	(30,275)	(8,200)	-72.9%
Transfers from Health Insurance Fund	71,421	85,670	85,670	-	-100.0%
Total Transfers From (To) Funds	**59,681**	**55,395**	**55,395**	**(8,200)**	**-114.8%**
CAPITAL CONTRIBUTIONS					
Benefit Charges	1,781,154	500,000	750,000	500,000	0.0%
Intergovernmental Revenue - ARPA	415,137	5,235,000	1,785,000	3,635,000	-30.6%
Intergovernmental Revenue - Capital	265,086	240,000	640,067	1,220,067	408.4%
Non-Cash Developers Contributions	192,550	250,000	250,000	150,000	-40.0%
Total Capital Contributions	**2,653,927**	**6,225,000**	**3,425,067**	**5,505,067**	**-11.6%**
Increase (Decrease) in Retained Earnings	**4,508,390**	**6,167,999**	**3,875,299**	**4,205,623**	**-31.8%**
Add Back Depreciation	2,695,916	3,271,000	3,161,000	3,334,000	1.9%
Capital Outlay/Fixed Assets	(1,685,329)	(8,644,863)	(5,390,000)	(9,680,000)	12.0%
Principal Payments on Long-term Debt	(1,482,706)	(1,391,282)	(1,391,282)	(1,412,058)	1.5%
Non-Cash Developers Contributions	(192,550)	(250,000)	(250,000)	(150,000)	-40.0%
Changes in Working Capital	(483,531)	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ 3,360,190**	**$ (847,146)**	**$ 5,017**	**$ (3,702,435)**	**337.0%**
Beginning Fund Balance	**$ 56,006,501**	**$ 60,514,891**	**$ 60,514,891**	**$ 64,390,190**	**6.4%**
Ending Fund Balance	**$ 60,514,891**	**$ 66,682,890**	**$ 64,390,190**	**$ 68,595,813**	**2.9%**

SERVICE CHARGE COMPARISON AS OF MARCH 2023
(Rates presented are strictly City)



The service charge comparison shows the quarterly charges for a typical wastewater customer is less expensive in Hagerstown than any other comparable utility in the region. A typical wastewater customer is defined as a City resident with a usage of 13,000 gallons per quarter.

WASTEWATER CONSUMPTION FROM 2019 - 2024



The chart reflects increases in both City-Residential and County-Residential customers since 2019.

WASTEWATER FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
WASTEWATER SERVICES					
Fixed Service Charge - City	$ 1,848,491	$ 1,881,800	$ 1,900,000	$ 1,935,000	2.8%
Fixed Service Charge - County	793,638	819,800	815,000	836,200	2.0%
Fixed Service Charge - Joint Service	835,723	848,700	840,000	865,900	2.0%
Service Charges-Unbilled	(28,792)	-	-	-	0.0%
Metered City Wastewater	5,979,681	5,962,700	6,000,000	6,082,000	2.0%
Metered County Wastewater	2,834,970	2,858,200	2,858,000	2,195,400	-23.2%
Metered Joint Service Wastewater	1,902,878	1,838,500	1,840,000	1,875,300	2.0%
Low-Pressure System Charge	105,426	109,100	109,000	111,300	2.0%
Total Service Charges	**14,272,015**	**14,318,800**	**14,362,000**	**13,901,100**	**-2.9%**
OTHER REVENUES					
Wastewater Application Fees	5,400	4,000	6,000	6,000	50.0%
Wastewater Connection Charges	7,800	4,000	7,500	7,500	87.5%
Review/Inspection Fee	9,793	5,000	9,000	9,000	80.0%
Industrial Permit Maintenance Fee	-	5,000	5,000	5,000	0.0%
Reimbursements	5,410	1,500	1,500	1,500	0.0%
Lab Testing	746	400	400	400	0.0%
Industrial Surcharges	109,975	50,000	30,000	30,000	-40.0%
Rental Income	19,013	14,681	15,000	15,000	2.2%
Late Fees	218,906	150,000	80,000	100,000	-33.3%
Miscellaneous Revenue	6,119	3,000	3,000	3,000	0.0%
Net Gain/Loss-Scrap Sales	1,633	500	-	-	-100.0%
Total Other Revenues	**384,795**	**238,081**	**157,400**	**177,400**	**-25.5%**
Total Operating Revenues	**$ 14,656,810**	**$ 14,556,881**	**$ 14,519,400**	**$ 14,078,500**	**-3.3%**

WASTEWATER FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Vehicle Replacement Program-C0004 Replace 2015 Jeep #534 ($40,000) Replace 2008 Trailblazer #505 ($40,000) Replace 2005 Ford Ranger #533 ($40,000) Replace 2005 New Holland Tractor #535 ($40,000) Replace 1993 Kohler Generator #513 ($80,000)	Vehicle Replacement	Replacement units - reduced maintenance costs anticipated.	240,000
Manhole Raising-C0267 Raise Manholes to meet new street grade, replace 3 inch thick lids with lighter more accessible lids.	Manhole Raising Manhole Cover Replace-ment	Part of the City's Annual Pavement Preservation Program.	150,000
Pumping Station Improvements-C0299 Replacement and upgrades to Collection System Pump Stations; these stations convey waste water to the Wastewater Treatment Plant from low lying areas.	Pump Station Rehabilitation Project	Reduce maintenance and increase safety and security of stations.	100,000
East End Pump Station #33-C0565 Construction of Pump Station #33	Construction	New station needed to promote growth and development.	1,650,000
Pump Station #13 Reconstruction-C0574 Reconstruction of Pump Station #13 on Western Maryland Parkway.	Construction	Pump Station #13 needs to be rebuilt and returned to service in accordance with the requirements in the Joint Sewer Service Area Agreement.	3,295,000
WWT Plant Equipment-C0584 Replaces various aging equipment or adds additional new equipment to maintain efficient operations, permits compliance, and security.	Equipment	Deteriorating equipment that has reached its useful life cycle requires replacement to maintain reliable, continuous, operations.	1,015,000
WWT Building/Structures/Equipment & Software-C0585 Renovations, repairs, maintenance, and purchase of engineering equipment and software as needed.	Construction Equipment Software	Aging structures that require repairs and improvements.	500,000

WASTEWATER FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Oxygen System Improvements-C0657 Specialized services includes work by an outside consultant to continue efforts to integrate controls for oxygen control panels into Plant SCADA system.	Equipment Upgrades	Improve reliability, efficiencies, and maintain MDE compliance.	170,000
Solids Processing-Pelletizer Improvements - C0711 Miscellaneous improvements per the Synagro operating contract to include HVAC, electrical, plumbing, and building.	Improvements	To maintain the solids processing structure and pelletizing equipment	150,000
Synagro Facility Upgrade Improvements-C0712 Replace or rehabilitate the Pellet Silo	Equipment	Existing silo has been in service since 1988 and the condition has deteriorated.	300,000
Laboratory Equipment-C0745 New hood and ventilation system ($500,000) DI Water System ($20,000) Laboratory Improvements ($250,000) Construction of Lab ($500,000)	Equipment	Replace obsolete equipment and rehab/rebuild the Environmental Laboratory to ensure compliance with Laboratory and OSHA standards.	1,270,000
Grinder Pump Replacement Program-C0767 Replace 20 Grinder Pumps.	Equipment	Replace deteriorating equipment.	125,000
SSES City-Wide-CS Rehab-C0800 Correct infiltration & inflow into the Wastewater Collection System by replacement or re-lining defective piping.	Piping	Reducing the inflow & infiltration will provide future recapturing of allocation for the WWTP.	500,000
Pump Station Upgrades-C0832 Reconstruct or replace Pump Station #13.	Infrastructure	Needed to receive flows coming from the County as part of the Flow Transfer Agreement expiring in August of 2022.	50,000
Truck Lines and Laterals-C0834 Purchase or transfer of Infrastructure.	Infrastructure	Provide efficient use of Wastewater infrastructure throughout system.	165,000
SUBTOTAL CAPITAL IMPROVEMENT PROJECTS			**$ 9,680,000**

WASTEWATER FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5471501-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn materials.	1,000
5471501-5865 Computer Equipment	Computer Equipment	Replace worn equipment.	1,000
5471501-5867 Communication Equipment	Two-way Radios	Operators safety for 24-7 operations.	1,000
5472601-5836 Traffic Control Devices	Signage and other items used for traffic control	Normal replacement of worn materials	500
5472601-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn equipment.	500
5472601-5865 Computer Equipment	Computer Equipment	Replace worn equipment.	3,000
5472601-5867 Communication Equipment	Radios and SCADA System Upgrades	Normal replacement of worn equipment.	500
5472701-5833 Lab Equipment	WW Lab Equipment	Replace worn equipment.	10,000
5472701-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn office furniture and equipment.	2,000
5472701-5865 Computer Equipment	Computer Equipment	Replace worn equipment.	3,000
5474001-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn office furniture and equipment.	500
5474001-5865 Computer Equipment	Computer Equipment	Replace worn equipment.	2,500
TOTAL CAPITAL OUTLAY			**$ 9,705,500**

DEPARTMENT / PROGRAM OVERVIEW

The mission of the Parking System is to provide convenient and safe parking options at affordable rates for the residents, businesses, and visitors to downtown Hagerstown and neighborhoods. This is accomplished with 625 spaces in 2 parking decks, 337 spaces on the streets, and over 500 spaces in 12 parking lots around the City. Seven of the lots are neighborhood lots that provide free parking for residents. A Parking Supervisor oversees full time and part time employees to collect money from the meters, invoice permit customers, and maintain the facilities. Parking enforcement responsibilities also fall under this department.

PayByPhone was incorporated in 2020 to provide an additional payment option (credit card) for drivers. Adoption of this program for payment has been very encouraging.

The total number of parking lots will be reduced by 1 with the sale of the Market Lot in August 2022. This will reduce the number of public parking spaces by 183 spaces. An additional 14 spaces will be added to the Central Parking Lot with the purchase of property at 32 N. Potomac St.

DEPARTMENT / PROGRAM OBJECTIVES

• A parking study conducted in 2012 by Rich & Associates and a downtown "Community City Center Plan" competed in 2014 by Urban Partners both noted the need for a catalyst project in which to link a new parking deck. The City's third parking deck will be constructed in conjunction with the Hagerstown Multi-Use Sports and Events Facility to be located on the corner of Baltimore St. and Summit Ave. This new parking deck will support the operations of the sports and event facility while providing additional parking for the projected development that will follow this project. Acquistion of property and design of the new deck are underway with a projected completion date of late calendar year 2023. The deck will house 350 - 400 parking spaces based on a recent parking study completed at the end of 2021.

• Completion of a third parking deck will increase the need for staffing in late 2023 or early 2024. Staff will need to analyze parking rates for the expected evening and weekend ball games to determine a potentially new parking rate.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Parking Decks			
No. of Parking Spaces	**625**	**625**	**625**
No.of Permit Holders (avg. per week)	**360**	**487**	**490**
Revenue			
Meters: Fees & Permits	**$341,734**	**$286,803**	**$269,440**
Decks: Fees & Permits	**$538,850**	**$500,000**	**$506,000**
Parking Enforcement	**$149,032**	**$147,500**	**$147,500**
Number of Parking Lots (Paid and Residential)	**13**	**13**	**12**
Number of Parking Lot Permit Holders (avg per month)	**248**	**307**	**310**
Total Parking Spaces (Lots & Street)	**1,032**	**1,032**	**863**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 343,642	$ 369,516	$ 394,962	$ 483,508	30.8%
Benefits	109,186	128,473	128,880	172,183	34.0%
Overtime	1,170	2,850	4,350	2,350	-17.5%
Personnel Subtotal	**453,998**	**500,839**	**528,192**	**658,041**	**31.4%**
Contractual Services	151,918	172,676	202,392	235,457	36.4%
Operating Expenditures	146,605	174,296	191,316	182,963	5.0%
Operating Cap Exp (Cap Outlay)	(104,118)	(144,000)	(166,736)	(200,000)	38.9%
Other General Expenses	283,330	358,587	421,042	573,015	59.8%
Operating Subtotal	**477,735**	**561,559**	**648,014**	**791,435**	**40.9%**
Total Expenditures	**$ 931,733**	**$ 1,062,398**	**$ 1,176,206**	**$ 1,449,476**	**36.4%**
REVENUES BY TYPE					
Departmental Revenue	1,055,274	855,512	1,281,439	944,292	10.4%
Total Revenues	**$ 1,055,274**	**$ 855,512**	**$ 1,281,439**	**$ 944,292**	**10.4%**
Expenditures, net of Revenues	**$ (123,541)**	**$ 206,886**	**$ (105,233)**	**$ 505,184**	**144.2%**

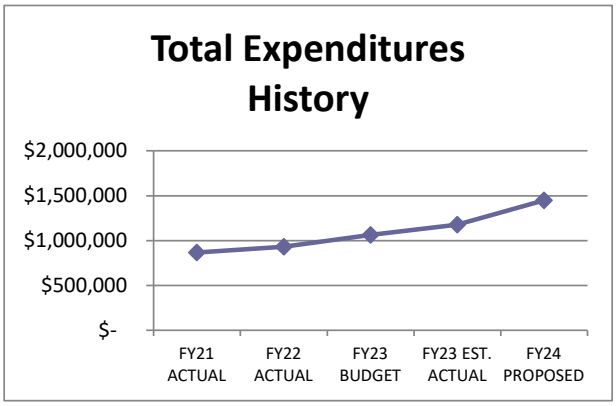
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total personnel expenditures for FY23 estimated actual are anticipated to be higher than budget by 5.5% or $27.4K. Operating expenses are expected to be over budget by 15.4% or $86.5K. Departmental revenues are expected to be 49.8% or $425.9K higher than budget primarily due to the sale of the Market Lot in August 2022.

Adopted FY23 to Proposed FY24

Total expenditures for FY24 is expected to be higher than FY23 budget by 36.4% or $387.1K. Total revenues for FY24 are expected to increase by 10.4% or $88.8K compared to FY23 budget due to the additional parking deck being built and continuing the use of PayByPhone parking services.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	2.80	2.80	2.80	2.90
Part time	9.00	9.00	9.00	10.00
Seasonal	2.00	2.00	2.00	3.00
Staffing Total	13.80	13.80	13.80	15.90
Unfunded positions	0.00	0.00	0.00	0.00

In FY24, a part-time and seasonal position has been added and an addition to the full time allocation for the Assistant Director of Public Works.

PARKING FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
OPERATING REVENUES					
University District Parking Deck	$ 301,433	$ 267,250	$ 300,000	$ 301,000	12.6%
A & E Parking Deck	237,417	175,000	200,000	205,000	17.1%
Parking Lot Fees	341,734	270,360	286,803	269,440	-0.3%
Net Parking Fines	149,032	139,500	147,500	147,500	5.7%
Other Operating Revenues	699	1,400	1,225	700	-50.0%
Total Operating Revenues	**1,030,315**	**853,510**	**935,528**	**923,640**	**8.2%**
OPERATING EXPENSES					
University District Parking Deck	157,356	158,676	166,851	218,687	37.8%
A & E Parking Deck	206,648	225,727	230,417	252,138	11.7%
Other Parking Facilities	197,836	231,924	267,223	295,270	27.3%
Parking Enforcement Expenses	86,562	87,485	90,673	110,366	26.2%
Depreciation	266,600	277,100	256,800	263,000	-5.1%
Total Operating Expenses	**915,002**	**980,912**	**1,011,964**	**1,139,461**	**16.2%**
Operating Income (Loss)	**115,313**	**(127,402)**	**(76,436)**	**(215,821)**	**69.4%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	481	2,000	20,650	20,650	932.5%
Premium on Bonds	2	2	2	2	0.0%
Interest/Bond Issuance Expense	(14,693)	(76,586)	(159,341)	(305,327)	298.7%
Gain (Loss) on Capital Assets	-	-	325,258	-	0.0%
Total Other Income (Expense)	**(14,210)**	**(74,584)**	**186,569**	**(284,675)**	**281.7%**
Net Income before Contributions & Transfers	**101,103**	**(201,986)**	**110,133**	**(500,496)**	**147.8%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers to Capital Improvements Fund	(2,040)	(4,900)	(4,900)	(4,688)	-4.3%
Total Transfers From (To) Funds	**(2,040)**	**(4,900)**	**(4,900)**	**(4,688)**	**-4.3%**
CAPITAL CONTRIBUTIONS					
Intergovernmental Revenue - ARPA	24,478	-	-	-	0.0%
Total Capital Contributions	**24,478**	**-**	**-**	**-**	**0.0%**
Increase (Decrease) in Retained Earnings	**123,541**	**(206,886)**	**105,233**	**(505,184)**	**144.2%**
Add Back Depreciation	266,600	277,100	256,800	263,000	-5.1%
Capital Outlay/Fixed Assets	(138,582)	(5,847,000)	(3,372,736)	(10,305,000)	76.2%
Principal Payments on Long-term Debt	(69,098)	(31,466)	(31,466)	(445,034)	1314.3%
Changes in Working Capital	35,904	-	-	-	0.0%
Bond Proceeds	-	10,000,000	10,000,000	-	-100.0%
Net Sources (Uses) of Cash	**$ 218,365**	**$ 4,191,748**	**$ 6,957,831**	**$(10,992,218)**	**-362.2%**
Beginning Fund Balance	**$ 7,003,047**	**$ 7,126,588**	**$ 7,126,588**	**$ 7,231,821**	**1.5%**
Ending Fund Balance	**$ 7,126,588**	**$ 6,919,702**	**$ 7,231,821**	**$ 6,726,637**	**-2.8%**

PARKING FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
UNIVERSITY DISTRICT PARKING DECK					
Parking Deck Permits	$ 233,850	$ 200,000	$ 236,000	$ 236,000	18.0%
Parking Deck Fees	44,386	45,000	40,000	40,000	-11.1%
Validation Fees	26,257	24,000	26,000	26,000	8.3%
Park N Shop	(1,060)	(1,000)	(1,000)	(1,000)	0.0%
Volume Parking Discount	(2,000)	(750)	(1,000)	-	-100.0%
Total University District Deck Revenues	**301,433**	**267,250**	**300,000**	**301,000**	**12.6%**
A&E PARKING DECK					
Parking Deck Permits	127,662	110,000	110,000	110,000	0.0%
Parking Deck Fees	109,755	65,000	90,000	95,000	46.2%
Total A&E Parking Deck Revenues	**237,417**	**175,000**	**200,000**	**205,000**	**17.1%**
PARKING LOT REVENUES					
Street Meters	84,989	78,000	82,000	82,000	5.1%
Antietam Street Lot Meters	14,705	14,000	14,000	14,000	0.0%
Bryan Center Lot Meters	302	500	100	100	-80.0%
Central Lot Meters	31,403	28,000	24,000	24,000	-14.3%
Market House Lot Meters	641	-	73	-	0.0%
Rochester Lot Meters	586	600	1,000	700	16.7%
Central Lot Permits	98,352	64,000	70,000	70,000	9.4%
Church Street Lot Permits	45,091	51,500	51,500	50,000	-2.9%
Market House Lot Permits	37,304	-	5,490	-	0.0%
Rochester Lot Permits	4,913	7,000	20,000	10,000	42.9%
Departmental Charges-Parking Permits	26,808	30,000	22,000	22,000	-26.7%
Free Parking - 41 E Franklin Street	(1,344)	(1,296)	(1,344)	(1,344)	3.7%
Free Parking - 39 E Franklin Street	(2,016)	(1,944)	(2,016)	(2,016)	3.7%
Total Parking Lot Revenues	**341,734**	**270,360**	**286,803**	**269,440**	**-0.3%**
PARKING TICKET REVENUES					
Fines-Traffic Violations	2,600	2,500	2,500	2,500	0.0%
Original Issuance	159,540	125,000	125,000	125,000	0.0%
Late fees	147,010	112,000	120,000	120,000	7.1%
Uncollectable Parking Tickets	(160,118)	(100,000)	(100,000)	(100,000)	0.0%
Total Parking Ticket Revenues	**149,032**	**139,500**	**147,500**	**147,500**	**5.7%**
OTHER OPERATING REVENUES					
EV Charging Stations	699	1,400	1,225	700	-50.0%
Total Other Operating Revenues	**699**	**1,400**	**1,225**	**700**	**-50.0%**
Total Operating Revenues	**$ 1,030,315**	**$ 853,510**	**$ 935,528**	**$ 923,640**	**8.2%**

PARKING FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Parking Facilities-3rd Parking Deck-C0173 Design and construct the City's third parking deck located at the corner of Baltimore St. and Summit Ave.	Buildings & Structures	Support the operations of the Hagerstown Multi-Use Sports and Events Facility and provide additional parking for projected development.	10,210,000
Upgrades to Parking Decks-C0749 General repairs and improvements to both decks.	General Repairs and Improvements	Continued refurbishments prevent deterioration of the facility and improve the parking experience.	15,000
Parking Lot Improvements-C0857 Improve the overall condition of surface parking lots: Rochester Lot parking lot wall caps, fencing, and stairs	Parking Lot Improvements	Preservation of the pavement allows the pavement to last much longer before total replacement is necessary. Sidewalk improvements include handicap accessible ramps to meet ADA requirements. Light improvements by transitioning to LED lights improve security while reducing energy costs.	80,000
SUBTOTAL CAPITAL IMPROVEMENT PROJECTS			**$ 10,305,000**
5674011-5838 Parking Facilities Equipment	Equipment	Golf cart and fencing enclosure to secure the golf cart.	5,000
TOTAL CAPITAL OUTLAY			**$ 10,310,000**

DEPARTMENT / PROGRAM OVERVIEW

Constructed in 1932 by private individuals, the Greens at Hamilton Run has a mature course layout that new courses cannot equal. The City of Hagerstown has operated the golf course since 1947. We pride ourselves on beautiful greens, beautiful views, and well maintained fairways. The course is a 9-hole par 35 course featuring all the amenities of more expensive courses. Our rates are very economical, the location is convenient off of Route 40, and the course provides for a quick round of golf.

Standard green fee rates were last updated in December of 2020 and became effective January 1, 2021. In the last few years, all tee markers have been replaced, installed yardage markers, installed new bridges over Hamilton Run, and made general improvements to the course. All carts are leased in a piggyback on a Washington County contract and are new starting in 2018. The course itself is in very good condition and the clubhouse was completely renovated in 2012 to provide an area for players to relax and enjoy food and beverages before and after their rounds.

DEPARTMENT / PROGRAM OBJECTIVES

• Rates, services, and programs are continually being reviewed for improvements and modifications. Customer service is the highest priority whether it is on the greens, renting clubs, or purchases from the Club house.

• Staff continues to work towards additional tournaments in addition to the annual Turkey Cup, Par for Pink, and Championship series.

• Improvements in FY24 include additional fencing to prevent trespassing and replacement of the final half of the netting along the north side of the course. Reconstruction of a portion of the club house deck will be completed in the summer of 2023.

• Plans continue to develop for the construction of the restoration and relocation of the stream on Holes #2 and #6. Stormwater protection program funds in the amount of $800,000 are budgeted for this work that is scheduled for the winter of 2023-2024.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Golfers	**20,581**	**21,032**	**21,000**
Number of Rounds Started	**16,287**	**16,287**	**16,000**
Average daily rounds of golf	**56**	**56**	**54**
Number of cart rentals	**12,718**	**12,880**	**12,000**
Number of golf leagues	**1**	**1**	**1**
Number of golf tournaments	**4**	**5**	**5**
Pro Shop Sales/Other Revenues (in $)	**$ 32,455**	**$ 31,900**	**$ 27,400**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 185,516	$ 167,770	$ 143,959	$ 188,905	12.6%
Benefits	103,924	95,640	106,416	121,565	27.1%
Overtime	17,426	15,000	15,160	15,200	1.3%
Personnel Subtotal	**306,866**	**278,410**	**265,535**	**325,670**	**17.0%**
Contractual Services	36,905	38,414	40,414	41,430	7.9%
Operating Expenditures	131,333	150,772	181,174	179,370	19.0%
Operating Cap Exp (Cap Outlay)	-	-	-	500	100.0%
Other General Expenses	49,935	71,400	55,700	65,900	-7.7%
Operating Subtotal	**218,173**	**260,586**	**277,288**	**287,200**	**10.2%**
Total Expenditures	**$ 525,038**	**$ 538,996**	**$ 542,823**	**$ 612,869**	**13.7%**
REVENUES BY TYPE					
Departmental Revenue	542,048	488,767	515,017	589,050	20.5%
Total Revenues	**$ 542,048**	**$ 488,767**	**$ 515,017**	**$ 589,050**	**20.5%**
Expenditures, net of Revenues	**$ (17,010)**	**$ 50,230**	**$ 27,806**	**$ 23,819**	**-52.6%**

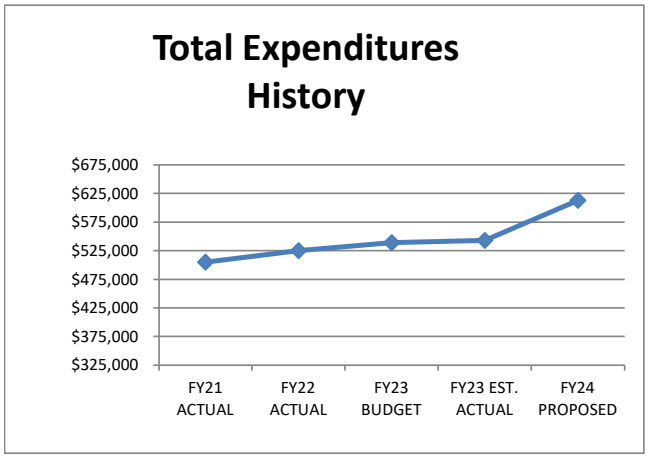
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total expenditures reflect a 0.7% or $3.8K increase from the adopted budget to FY23 estimated mostly due to increases in contractual services and operating expenses. Total estimated actual operation expenditures are expected to increase by 6.4% or 16.7K, which is offset by a decrease in the general expenses by 22.0% or $15.7K. Departmental revenue is expected to be 5.4% or $26.3K higher than FY23 budget due to increased play time and golf cart rentals.

Adopted FY23 to Proposed FY24

In total, personnel expenditures are projected to increase by 17.0% or $47.3K due to anticipated wage and benefit costs rising. Overall expenditures is expected to increase by 13.7% or $73.9K, due to the rise in personal expenditures and operating expenses. Due to the increase in overall expenditures, the General Fund transfer to the Golf Fund for FY24 is $250.0K, up from $123.0K in FY23, which is reflected in the 20.5% or $100.3K revenue increase.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	2.24	2.24	2.24	2.24
Part time	1.72	1.00	1.00	2.00
Seasonal	2.00	2.00	2.00	3.00
Staffing Total	5.96	5.24	5.24	7.24
Unfunded positions	0.00	0.00	0.00	0.00

Full-time staffing for the Golf Course will increase slightly in the FY24 proposed budget. This increse reflects an allocation shift for PT staff and need for additional seasonal staff.

GOLF COURSE FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
OPERATING REVENUES					
Green Fees	$ 191,172	$ 165,000	$ 187,000	$ 188,000	13.9%
Cart Rentals	108,101	110,000	110,000	110,000	0.0%
Tournaments and Specials	9,767	10,000	10,000	10,000	0.0%
State Shared: Highway User Income	-	49,467	49,467	-	-100.0%
Other Revenues	32,455	31,100	31,900	27,400	-11.9%
Total Operating Revenues	**341,495**	**365,567**	**388,367**	**335,400**	**-8.3%**
OPERATING EXPENSES					
Operating Expenses	475,103	467,597	487,123	546,969	17.0%
Depreciation	44,906	71,400	55,700	65,900	-7.7%
Total Operating Expenses	**520,009**	**538,997**	**542,823**	**612,869**	**13.7%**
Operating Income (Loss)	**(178,514)**	**(173,430)**	**(154,456)**	**(277,469)**	**60.0%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	87	200	3,650	3,650	1725.0%
Gain (Loss) on Capital Assets	(5,029)	-	-	-	0.0%
Total Other Income (Expense)	**(4,942)**	**200**	**3,650**	**3,650**	**1725.0%**
Net Income before Contributions & Transfers	**(183,456)**	**(173,230)**	**(150,806)**	**(273,819)**	**58.1%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers from General Fund	200,466	123,000	123,000	250,000	103.3%
Total Transfers From (To) Funds	**200,466**	**123,000**	**123,000**	**250,000**	**103.3%**
Increase (Decrease) in Retained Earnings	**17,010**	**(50,230)**	**(27,806)**	**(23,819)**	**-52.6%**
Add Back Depreciation	44,906	71,400	55,700	65,900	-7.7%
Capital Outlay/Fixed Assets	(51,739)	(112,467)	(112,467)	(75,000)	-33.3%
Changes in Working Capital	(4,363)	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ 5,814**	**$ (91,297)**	**$ (84,573)**	**$ (32,919)**	**-63.9%**
Beginning Fund Balance	**$ 713,669**	**$ 730,679**	**$ 730,679**	**$ 702,873**	**-3.8%**
Ending Fund Balance	**$ 730,679**	**$ 680,449**	**$ 702,873**	**$ 679,054**	**-0.2%**

GOLF COURSE FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
GREENS REVENUES					
Greens Fees-Weekday,Regular,9-Hole	$ 178,344	$ 150,000	$ 175,000	$ 175,000	16.7%
Season Pass- Regular Individual	12,828	15,000	12,000	13,000	-13.3%
Total Greens Revenues	**191,172**	**165,000**	**187,000**	**188,000**	**13.9%**
GOLF CART REVENUES					
Cart Rentals-Regular, 9-Holes	108,101	110,000	110,000	110,000	0.0%
Total Golf Cart Revenues	**108,101**	**110,000**	**110,000**	**110,000**	**0.0%**
TOURNAMENTS & SPECIALS	**9,767**	**10,000**	**10,000**	**10,000**	**0.0%**
STATE SHARED: HIGHWAY USER INCOME	**-**	**49,467**	**49,467**	**-**	**-100.0%**
OTHER REVENUES					
Rental of Golf Clubs	1,084	1,000	1,000	1,000	0.0%
Tee Marker/Scorecard Sponsorship	-	4,500	4,500	-	-100.0%
Golf Course Concession Revenues	8,743	6,000	7,000	7,000	16.7%
Golf Course Vending Revenues	11,205	10,000	10,000	10,000	0.0%
Golf Course Alcohol Revenues	11,492	10,000	10,000	10,000	0.0%
Discounts/Promotions	(199)	(500)	(700)	(700)	40.0%
Admin Fee Parks	25	-	-	-	0.0%
Miscellaneous Golf Revenues	105	100	100	100	0.0%
Total Other Revenues	**32,455**	**31,100**	**31,900**	**27,400**	**-11.9%**
Total Operating Revenues	**$ 341,495**	**$ 365,567**	**$ 388,367**	**$ 335,400**	**-8.3%**

GOLF COURSE FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Golf Course-Vehicles/Equipment-C0395 Replace 1999 GMC Pickup #332	Vehicle and Equipment Replacement Schedule	Replace deteriorated equipment. Maintain reliable and efficient equipment necessary to operate and maintain golf course.	45,000
Golf Course Improvements-C0825 Replace nets bordering senior center ($15,000) Erect a chain link fence to secure facilities ($15,000)	Land Improvements	To provide a more enjoyable experience to the customers with the enhancements to the course.	30,000
TOTAL CAPITAL OUTLAY			**$ 75,000**

DEPARTMENT / PROGRAM OVERVIEW

The Property Management Fund provides professional stewardship over properties owned by the City and leased to area businesses or other government agencies. The fund is a self-supporting Enterprise Fund.

This fund includes the following properties:
- 14 N. Potomac Street (Elizabeth Hager Center)
- 60 W. Washington Street (BuroBox/USMH/front commercial)
- 309 Valley Road (Fire Police Headquarters)

Properties previously under this fund that have been sold by the City include the following:
- 239 N. Locust Street (The Alms House) - sold in FY2023
- 36-40 N. Potomac Street - sold in FY2021

Expenditures are assigned to specific tenant cost centers where applicable and remaining general costs are allocated based on square footage.

DEPARTMENT / PROGRAM OBJECTIVES

- The Elizabeth Hager Center Building at 14 N. Potomac Street is currently listed for sale through the City's Competitive Negotiated Sale program. The building has three rental spaces leased to the following tenants: State of Maryland DLLR, Maryland Watch Works, and The Foundry. The City's Department of Community & Economic Development (DCED) rents space and will remain in the Elizabeth Hager Building through part of FY24 until a new DCED office space is ready at 32 N Potomac Street. Planned repairs for FY24 and future fiscal years include reimbursable tenant fit out expenses.

- The City acquired 60 W. Washington Street in FY11 and initiated the renovation of the building. The building is now fully renovated. The City used funds from a USDA RBEG Grant to fit out and furnish the BuroBox, an entrepreneurship resource center. This space is now used as a business resource center for entrepreneurs and growing businesses managed by the City's Department of Community & Economic Development (DCED). DCED is exploring options to evolve the BuroBox program and is seeking outside operation of the facility through a open Request for Proposals. The name "BuroBox" is German which translates to "OfficeBox" and is representative of Hagerstown's German heritage. The front commercial space is occupied by Fresh Academicz. The rear classroom and office space remains occupied by USMH.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of leases:			
Elizabeth-Hager Center	**3**	**4**	**4**
Fire Police Headquarters	**1**	**1**	**1**
BuroBox	**8**	**8**	**8**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	77,663	79,038	75,000	55,865	-29.3%
Benefits	22,097	22,954	22,132	16,918	-26.3%
Personnel Subtotal	**99,760**	**101,992**	**97,132**	**72,783**	**-28.6%**
Contractual Services	9,002	16,194	37,044	17,170	6.0%
Operating Expenditures	182,453	162,826	174,712	163,965	0.7%
Other General Expenses	630,966	114,607	110,007	111,828	-2.4%
Operating Subtotal	**822,421**	**293,627**	**321,763**	**292,963**	**-0.2%**
Total Expenditures	**$ 922,181**	**$ 395,619**	**$ 418,895**	**$ 365,746**	**-7.6%**
REVENUES BY TYPE					
Departmental Revenue	740,192	294,417	288,043	478,537	62.5%
Total Revenues	**$ 740,192**	**$ 294,417**	**$ 288,043**	**$ 478,537**	**62.5%**
Expenditures, net of Revenues	**$ 181,989**	**$ 101,202**	**$ 130,852**	**$ (112,791)**	**-211.5%**

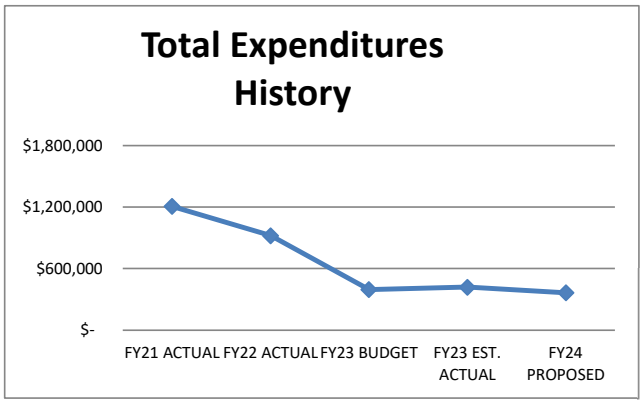
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

In total, FY23 estimated actual personnel expenses are expected to decrease by 4.8% or $4.9K. Operating expenditures are anticipated to be greater than FY23 budget by 9.6% or $28.1K. This increase is mostly attributed to architectual and engineering services for the renovation of 2-6 N. Potomac St. as requested by the tenant. These costs will be reimbursed as additional rent or a one time payment. Departmental revenue for FY23 estimated actual is expected to be 2.2% or $6.4K lower than FY23 budget.

Adopted FY23 to Proposed FY24

FY24 personnel expenditures are projected to decrease by 28.6% or $29.2K compared to FY23 budget due to staffing reallocations, while total operating expenditures are also expected to decrease 7.6% or $29.9K. Departmental revenue is projected to increase 62.5% or $184.1K over FY23 budget due to tenant contributions for the renovation of 2-6 N. Potomac St.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	0.90	0.90	0.90	0.55
Part time	0.00	0.00	0.00	0.00
Staffing Total	0.90	0.90	0.90	0.55
Unfunded positions	0.00	0.00	0.00	0.00

In the FY24 budget, a reduction in the full time staffing allocation has been made due to workload changes.

PROPERTY MANAGEMENT FUND - COMPARATIVE INCOME STATEMENT
2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
OPERATING REVENUES					
Rent from Tenants	$ 282,082	$ 290,717	$ 278,268	$ 272,337	-6.3%
Other Revenues	5,175	3,200	3,575	-	-100.0%
Total Operating Revenues	**287,257**	**293,917**	**281,843**	**272,337**	**-7.3%**
OPERATING EXPENSES					
Selling, General and Administrative Expenses	291,214	281,012	308,888	253,918	-9.6%
Depreciation	105,997	110,900	106,300	108,300	-2.3%
Total Operating Expenses	**397,211**	**391,912**	**415,188**	**362,218**	**-7.6%**
Operating Income (Loss)	**(109,954)**	**(97,995)**	**(133,345)**	**(89,881)**	**-8.3%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	6,924	500	6,200	6,200	1140.0%
Interest/Bond Issuance Expense	(3,876)	(3,707)	(3,707)	(3,528)	-4.8%
Gain (Loss) on Capital Assets	(521,094)	-	-	-	0.0%
Total Other Income (Expense)	**(518,046)**	**(3,207)**	**2,493**	**2,672**	**-183.3%**
Net Income before Contributions & Transfers	**(628,000)**	**(101,202)**	**(130,852)**	**(87,209)**	**-13.8%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers from General Fund	446,011	-	-	-	0.0%
Total Transfers From (To) Funds	**446,011**	**-**	**-**	**-**	**0.0%**
CAPITAL CONTRIBUTIONS					
Contribution in Aid of Contruction	-	-	-	200,000	100.0%
Total Capital Contributions	**-**	**-**	**-**	**200,000**	**100.0%**
Increase (Decrease) in Retained Earnings	**(181,989)**	**(101,202)**	**(130,852)**	**112,791**	**-211.5%**
Add Back Depreciation	105,997	110,900	106,300	108,300	-2.3%
Capital Outlay/Fixed Assets	(195,344)	(20,000)	-	(220,000)	1000.0%
Principal Payments on Long-term Debt	(5,555)	(5,959)	(5,959)	(5,992)	0.6%
Changes in Working Capital	543,656	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ 266,765**	**$ (16,261)**	**$ (30,511)**	**$ (4,901)**	**-69.9%**
Beginning Fund Balance	**$ 2,755,611**	**$ 2,573,622**	**$ 2,573,622**	**$ 2,442,770**	**-5.1%**
Ending Fund Balance	**$ 2,573,622**	**$ 2,472,420**	**$ 2,442,770**	**$ 2,555,561**	**3.4%**

PROPERTY MANAGEMENT FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
Rent - 2-6 N Potomac Street, 1st Floor	$ 161,830	$ 167,100	$ 167,100	$ 172,000	2.9%
Rent - 14 N Potomac Street, Suite 200A/B	35,744	35,744	24,236	13,600	-62.0%
Rent - 6 N Potomac Street	15,000	22,728	21,767	20,605	-9.3%
Rent - 14 N Potomac Street, Suite B-3	21,600	24,180	24,180	24,906	3.0%
Rent - 60 W Wash Street, Suite 102	7,810	8,025	8,045	8,286	3.3%
Rent - 790-800 Potomac Avenue	8,395	-	-	-	0.0%
Rent - 60 W Washington St Rear	31,703	32,940	32,940	32,940	0.0%
Total Rent from Tenants	**282,082**	**290,717**	**278,268**	**272,337**	**-6.3%**
Membership Dues	5,175	3,200	3,575	-	-100.0%
Total Other Revenues	**5,175**	**3,200**	**3,575**	**-**	**-100.0%**
Total Operating Revenues	**$ 287,257**	**$ 293,917**	**$ 281,843**	**$ 272,337**	**-7.3%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Rental income from tenants and membership dues in FY23 estimated actuals are projected to be 4.3% or $12.5K lower than FY23 budget. This decrease is the result of tenant vacancies.

Adopted FY23 to Proposed FY24

Total rents in FY24 proposed will decrease by 6.3% or $18.4K when compared to FY23 budget. Total operating revenues for FY24 are projected to be 7.3% or $21.6K lower than FY23 budget. This decrease is due to tenant vacancies, the planned relocation of DCED, and a plan to move the Burobox to an outside partner.

PROPERTY MANAGEMENT FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Elizabeth Hager Center-C0803 Painting, various leasehold improvements, and continued replacement of HVAC units on an as needed basis.	Building Renovation	Maintain the quality of the building.	220,000
TOTAL CAPITAL OUTLAY			**$ 220,000**

DEPARTMENT / PROGRAM OVERVIEW

The National Pollutant Discharge Elimination System (NPDES) general permit that we received from the Maryland Department of the Environment (MDE) that went into effect on October 31, 2018 requires the City to do minimum control measures to prevent stormwater pollution. In addition, the general permit requires the City to commence restoration efforts for 20% (396 acres) of existing developed land. In reality, this means the removal of existing impervious areas or the construction of treatment facilities to manage stormwater runoff from 20% of the City's impervious land. The City has developed a Stormwater Protection Program that charges a fee to property owners based upon the amount of impervious area present on their parcel. The revenue generated by this fee will be used to fund all stormwater operations in the City, including storm system maintenance, street sweeping, and restoration activities such as tree planting, stream restoration, retrofits to existing stormwater facilities to provide water quality treatment, and impervious area removal.

The Stormwater Protection Fund is different than the other Enterprise funds in that it utilizes manpower from Public Works and Engineering.

DEPARTMENT / PROGRAM OBJECTIVES

Continue steps to meet the NPDES permit requirements as issued by the Maryland Department of the Environment. This includes minimum control measures to prevent stormwater pollution such as the following: 1) public education, 2) public involvement, 3) illicit discharge elimination, 4) construction site stormwater runoff control, 5) post construction stormwater management, and 6) good housekeeping at City facilities. In addition, staff will work toward completing the following:

- Continue street sweeping program and evaluate ways to increase MDE stormwater credits.
- Per the Strategic Plan, implement projects to clean and treat stormwater including MKS pond retrofit, golf course stream relocation and design the Hamilton Run restoration adjacent Northern Avenue.
- Expand street tree and forest planting program using grant funds from the Chesapeake Bay Trust; partner with the Maryland Forest Service to plant trees at the former City-owned landfill off of Resh Road.
- Implement incentive programs for residents and larger commercial establishments to install stormwater management best practices.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of tons collected by sweepers	350	333	350
Number of stormdrain inlets	4,600	4,645	4,650
Number of stormdrain manholes	950	995	1,000
Miles of public stormdrain	107	116	120
Total stormwater BMP's in City	340	360	399
Incentive projects	-	1	1
Lineal feet of stream restoration	400	-	1,800
Facility retrofits	1	1	1
Green street projects	1	1	1
Trees planted by City	**509**	**146**	**125**

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 225,332	$ 248,375	$ 228,838	$ 276,032	11.1%
Benefits	80,164	98,787	85,113	93,822	-5.0%
Overtime	2,184	5,000	5,000	5,000	0.0%
Personnel Subtotal	**307,680**	**352,162**	**318,951**	**374,854**	**6.4%**
Contractual Services	113,415	327,380	227,906	232,500	-29.0%
Operating Expenditures	329,880	572,972	332,152	588,400	2.7%
Other General Expenses	99,698	146,014	130,914	158,264	8.4%
Capital Outlay	2,857	-	-	-	0.0%
Operating Subtotal	**545,850**	**1,046,366**	**690,972**	**979,164**	**-6.4%**
Total Expenditures	**$ 853,530**	**$ 1,398,528**	**$ 1,009,922**	**$ 1,354,019**	**-3.2%**
REVENUES BY TYPE					
Departmental Revenue	$ 2,928,577	$ 3,265,119	$ 3,397,419	$ 4,057,800	24.3%
Total Revenues	**$ 2,928,577**	**$ 3,265,119**	**$ 3,397,419**	**$ 4,057,800**	**24.3%**
Expenditures, net of Revenues	**$ (2,075,047)**	**$ (1,866,591)**	**$ (2,387,497)**	**$ (2,703,781)**	**44.9%**

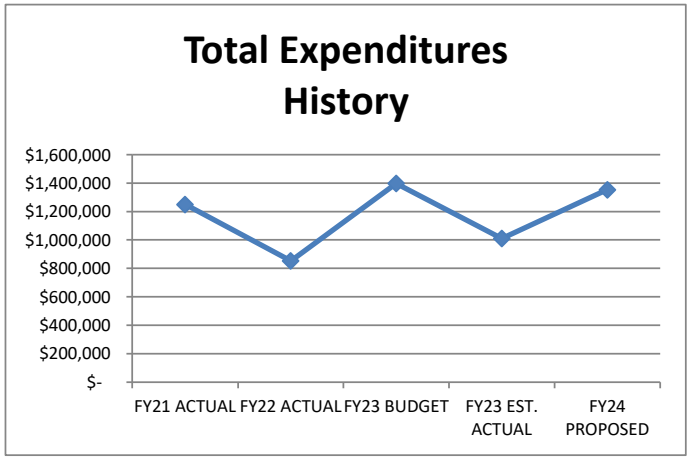
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total FY23 estimated actual personnel expenditures reflect a 9.4% or $33.2K decrease from FY23 budget due to less staffing allocated from the General Fund. Operating expenditures are also expected to significantly decrease by 34.0% or $355.4K. Of this, $250.0K were incentives set aside but not yet dispersed. Conversely, departmental revenues are expected to increase by 4.1% or $132.3K mostly due to higher than expected revenues generated from the stormwater fixed fee and interest revenue.

Adopted FY23 to Proposed FY24

Personnel expenditures in the proposed FY24 budget are expected to increase 6.4% or $22.7K from FY23 budget. In total, operating expenditures are expected to be lower than FY23 budget by 6.4% or $67.2K. This decrease is attributed to the At Your Door program no longer being implemented. Departmental revenues in the FY24 proposed are expected to be higher than FY24 budget by 24.3% or $792.7K due to rates and trends expected in stormwater fixed fee revenues, $700.0K in ARPA funding to address stormwater issues associated with the construction of the Hagerstown Field House, and $40.0K in federal grant funding for stream restoration.



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	5.36	4.11	4.11	4.01
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	5.36	4.11	4.11	4.01
Unfunded positions	0.00	0.00	0.00	0.00

In FY24, a reduction in the full time allocation was made as less staff time is needed as the program has become fully implemented.

STORMWATER PROTECTION FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
OPERATING REVENUES					
Stormwater Fixed Fee	$ 2,943,758	$ 3,320,000	$ 3,350,000	$ 3,382,000	1.9%
Credit SWM Program	(49,039)	(135,000)	(80,000)	(125,000)	-7.4%
Late Fees	33,448	11,000	35,000	35,000	218.2%
Total Operating Revenues	**2,928,167**	**3,196,000**	**3,305,000**	**3,292,000**	**3.0%**
OPERATING EXPENSES					
Infrastructure Maintenance	528,380	628,110	608,422	647,387	3.1%
Capital Construction	13,615	-	-	-	0.0%
Selling, General & Administrative	211,836	624,404	270,587	548,367	-12.2%
Depreciation	77,300	125,100	110,000	138,900	11.0%
Total Operating Expenses	**831,131**	**1,377,614**	**989,009**	**1,334,654**	**-3.1%**
Operating Income (Loss)	**2,097,036**	**1,818,386**	**2,315,991**	**1,957,346**	**7.6%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	410	2,500	25,800	25,800	932.0%
Interest/Bond Issuance Expense	(22,399)	(20,914)	(20,914)	(19,365)	-7.4%
Total Other Income (Expense)	**(21,989)**	**(18,414)**	**4,886**	**6,435**	**-134.9%**
Net Income before Contributions & Transfers	**2,075,047**	**1,799,972**	**2,320,877**	**1,963,781**	**9.1%**
CAPITAL CONTRIBUTIONS					
Intergovernmental Revenue - ARPA	-	-	-	700,000	100.0%
Grants in Aid of Construction	-	66,619	66,619	40,000	-40.0%
Total Capital Contributions	**-**	**66,619**	**66,619**	**740,000**	**1010.8%**
Increase (Decrease) in Retained Earnings	**2,075,047**	**1,866,591**	**2,387,496**	**2,703,781**	**44.9%**
Add Back Depreciation	77,300	125,100	110,000	138,900	11.0%
Capital Outlay/Fixed Assets	(271,277)	(1,736,852)	(545,000)	(2,621,000)	50.9%
Principal Payments on Long-term Debt	(34,356)	(35,833)	(35,833)	(37,374)	4.3%
Changes in Working Capital	(394,879)	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ 1,451,835**	**$ 219,006**	**$ 1,916,663**	**$ 184,307**	**-15.8%**
Beginning Fund Balance	**$ (42,779)**	**$ 2,032,268**	**$ 2,032,268**	**$ 4,419,764**	**117.5%**
Ending Fund Balance	**$ 2,032,268**	**$ 3,898,859**	**$ 4,419,764**	**$ 7,123,545**	**82.7%**

STORMWATER PROTECTION FUND - CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Stormdrain System Upgrades-C0444 Unspecified work to deal with aging system and to remediate issues from the video inspection.	Infrastructure	Replace deteriorating system as problems arise or install new storm drain based on complaints.	300,000
Curb Replacement Program-C0459 Replacement of existing deteriorated curbs on planned street overlay streets and other locations.	Infrastructure - Curbs	The City is taking over responsibility of curb maintenance because the Maryland Attorney General determined curb's are part of the City's drainage system.	100,000
Reforestation Using SPP Funds-C0594 Plant trees to reforest both existing and pervious and impervious areas to earn credits that will help the City comply with the 20% restoration requirement in the NPDES permit.	Infrastructure - Reforestation	To qualify for credits, the trees must be planted in compliance with MDE's definition of "forest".	50,000
Hagerstown Field House-C0634 Management and modification to construction of the field house to prevent stormwater run-off by installing storm drains and planting trees.	Land Improvements	Stormwater protection program is intended to address these issues.	700,000
Protection Program Implementation-C0637 Retrofit of existing flood-control stormwater facilities to provide water quality benefits. MSK Business Park	Infrastructure - Storm Drains	Compliance with NPDES permit will require significant funding for analysis, design, construction, and maintenance of new or enhanced stormwater management facilities.	411,000
Stream Restorations-C0866 Construction of stream restoration at the golf course in the winter of 2023-2024.	Stormwater Management	Streams are eroding and impacting properties and the golf course.	1,060,000
TOTAL CAPITAL OUTLAY			**$ 2,621,000**

Economic Development

City of Hagerstown





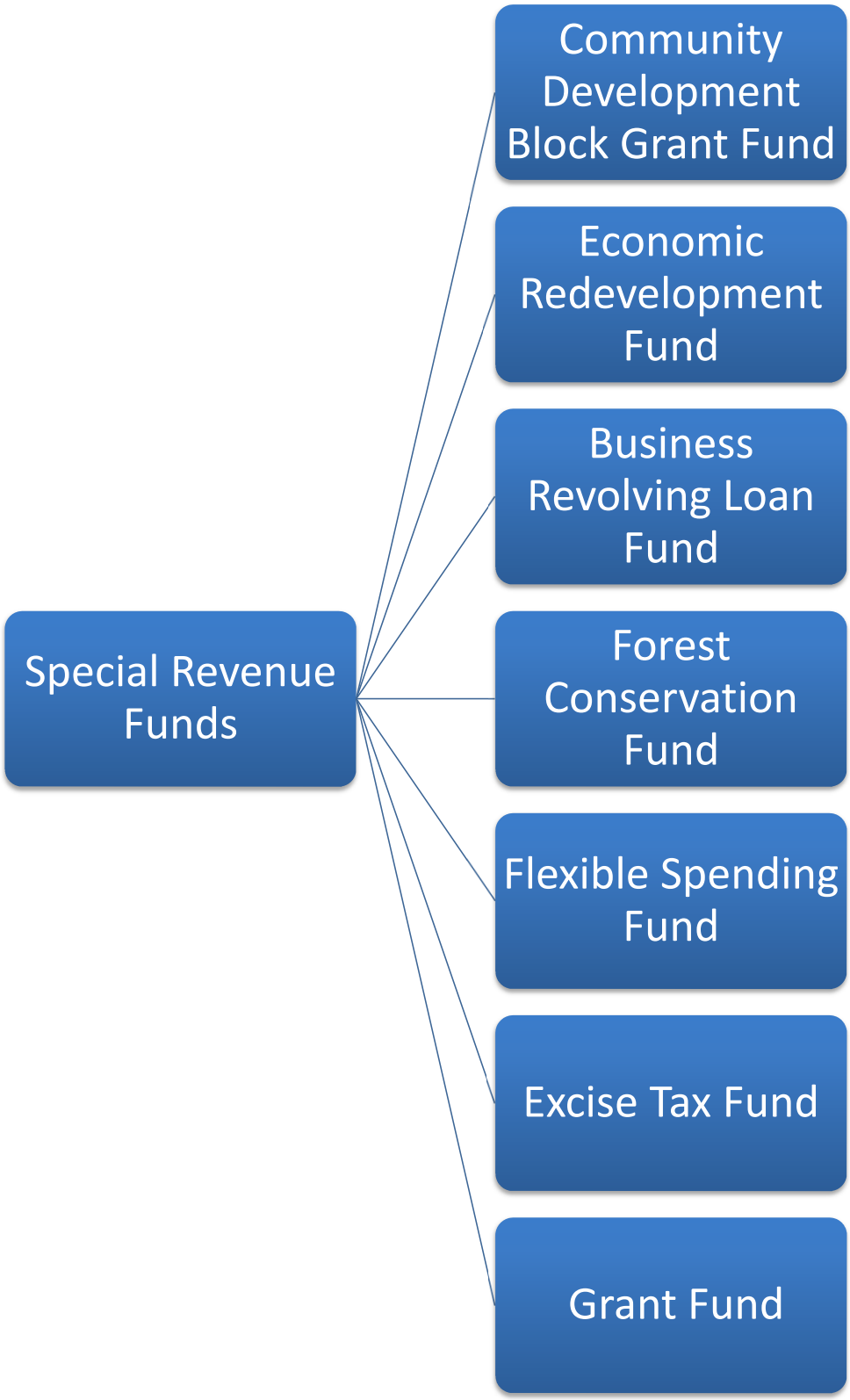




SPECIAL REVENUE FUNDS
SECTION 4

	Page
Organizational Chart	1
Combined Statement of Revenues and Expenditures	2
Community Development Block Grant (CDBG):	
Program Description	3
Comparative Income Statement	5
Operating Revenues	6
Operating Expenses	7
Capital Expenses	8
Other Special Revenue Funds Program Summary	
Other Special Revenue Funds Program Summary	9
Economic Redevelopment Fund - Program Description	10
Other Special Revenue Funds - Proposed Expenses and Revenues:	
Economic Redevelopment Fund	12
Business Revolving Loan Fund	13
Forest Conservation Fund	14
Flexible Spending Fund	15
Excise Tax Fund	16
Grant Fund	17

[THIS PAGE INTENTIONALLY LEFT BLANK]


Special Revenue Funds
Community Development Block Grant Fund
Economic Redevelopment Fund
Business Revolving Loan Fund
Forest Conservation Fund
Flexible Spending Fund
Excise Tax Fund
Grant Fund

SPECIAL REVENUE FUNDS -COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	CDBG FUND	ECONOMIC REDEVELOPMENT FUND	BUSINESS REVOLVING LOAN FUND	FOREST CONSERV FUND	FLEXIBLE SPENDING FUND	EXCISE TAX FUND	GRANT FUND	TOTAL
REVENUES								
Grant Revenues	$ 959,714	$ 597,500	-	$ -	$ -	$ -	$ 364,299	$ 1,921,513
Program Income	256,000	-	28,303	-	-	-	-	284,303
Reforestation Fees	-	-	-	2,000	-	-	-	2,000
Interest on Investments	75	8,000	2,000	100	25	-	2,000	12,200
Other Revenues	-	11,950	250	-	1,000	-	-	13,200
Total Revenues	**1,215,789**	**617,450**	**30,553**	**2,100**	**1,025**	**-**	**366,299**	**2,233,216**
EXPENDITURES								
New Loan Expenditures	-	-	-	-	-	-	-	-
Commercial/Industrial Improvements	50,000	-	-	-	-	-	-	50,000
Clearance/Demolition	75,000	-	-	-	-	-	-	75,000
Public Facilities and Improvements	540,000	-	-	-	-	-	-	540,000
Public Services	140,000	-	-	-	-	-	-	140,000
Contra Principal Payments	70,000	-	-	-	-	-	-	70,000
Cost of Properties Held for Resale	279,390	-	-	-	-	-	-	279,390
Housing Rehab	212,500	-	-	-	-	-	-	212,500
Program Administration	84,896	-	-	-	-	-	-	84,896
Administration	159,303	39,780	1,500	-	-	-	-	200,583
Public Safety	-	-	-	-	-	-	376,857	376,857
PEP Subsidized Rent Payments	-	131,500	-	-	-	-	-	131,500
Economic Incentives		35,000	-	-	-	-	-	35,000
Economic Incentives: State Grant	-	597,500	-	-	-	-	-	597,500
City Center Redevelopment: Invest Hagerstown	-	500,000	-	-	-	-	-	500,000
City-Wide Redevelopment: Invest Hagerstown	-	175,500	-	-	-	-	-	175,500
Homeownership Grant: Invest Hagerstown	-	142,500	-	-	-	-	-	142,500
Rental Property Rehab:Invest Hagerstown	-	70,000	-	-	-	-	-	70,000
Façade:Invest Hagerstown	-	40,000	-	-	-	-	-	40,000
Total Expenditures	**1,611,089**	**1,757,780**	**1,500**	**-**	**-**	**-**	**376,857**	**3,747,226**
Excess of Revenues Over (under) Expenditures	**(395,300)**	**(1,140,330)**	**29,053**	**2,100**	**1,025**	**-**	**(10,558)**	**(1,514,010)**
OTHER FINANCING USES								
Operating Transfers From Other Funds	-	1,128,000	-	-	-	-	12,558	1,140,558
Operating Transfers (to) Other Funds	-	-	-	(2,000)	-	-	-	(2,000)
Total Other Financing Uses	**-**	**1,128,000**	**-**	**(2,000)**	**-**	**-**	**12,558**	**1,138,558**
Net Change in Fund Balance	**(395,300)**	**(12,330)**	**29,053**	**100**	**1,025**	**-**	**2,000**	**(375,452)**
Beginning Fund Balance	**1,562,261**	**1,147,251**	**1,134,656**	**143**	**(2,652)**	**-**	**178,211**	**4,019,870**
Ending Fund Balance	**$ 1,166,961**	**$ 1,134,921**	**$ 1,163,709**	**$ 243**	**$ (1,627)**	**$ -**	**$ 180,211**	**$ 3,644,418**
DETAIL OF ENDING FUND BALANCE								
Restricted	$ 1,166,961	$ -	$ -	$ 243	$ -	$ -	$ 180,211	1,347,415
Committed	-	250,000	-	-	-	-	-	250,000
Assigned	-	884,921	1,163,709	-	(1,627)	-	-	2,047,003
Ending Fund Balance	**$ 1,166,961**	**$ 1,134,921**	**$ 1,163,709**	**$ 243**	**$ (1,627)**	**$ -**	**$ 180,211**	**$ 3,644,418**

DEPARTMENT / PROGRAM OVERVIEW

The Department of Community and Economic Development (DCED) administers the City's Community Development Block Grant Program (CDBG). The primary goal of the federally funded CDBG Program is the development of a viable urban community.

Hagerstown is an entitlement grantee under the CDBG Entitlement Program. Entitlement grantees receive an annual allocation of Federal CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD). These funds must be used for community based programs and activities that meet one of the three CDBG National Objectives.

The three National Objectives are:

- Benefit to low and moderate income persons (Primary Objective);
- Aid in the prevention or elimination of slums or blight;
- Meeting a need having a particular urgency

From 1989 through 2011, the average CDBG entitlement amount received by the City was $1,034,875. From 2012 through 2018, federal budget cuts significantly reduced the City's CDBG funding resulting in an average entitlement amount of $682,565 over this seven year period. After this long span of the significantly reduced entitlement amounts, the City's entitlements had gradually increased each year since FY19 before being reduced for FY23 to $783,642. The entitlement amount for FY24 is $781,156, provided by HUD in time to be included in the FY24 budget.

DEPARTMENT / PROGRAM OBJECTIVES

- Consistent with the National Objectives and Hagerstown's five year CDBG consolidated plan, the FY24 CDBG budget concentrates funds on neighborhood based projects that improve the housing stock and enhance the quality of life for Hagerstown residents. Current and future Community Development projects are being implemented to enhance the City's urban core and strengthen neighborhoods throughout the City. Housing programs include funding for both private/public partnership home repair programs and City sponsored home repair programs.

- DCED works in cooperation with other City Departments to carry out neighborhood based projects. Proposed FY24 Public Facility projects to be carried out in cooperation with the Public Works & Engineering Departments include Wheaton Park enhancements, alleyway and parking lot repaving, City Park pedestrain bridges, and sidewalk accessibility ramp construction.

- The FY24 CDBG budget also proposes support for local public service providers. Public service providers must carry out eligible activities that meet critical, identifiable, and unmet community needs for low and moderate income City residents.

CDBG-CV FUNDING

In April of 2020, the City received a $472,845 allocation of "CDBG-CV" funding. CDBG-CV funding was provided through the Federal CARES Act legislation in response to the COVID-19 pandemic. The City distributed this funding in FY21 to multiple non-profit organizations for housing crisis assistance and food resource assistance. An additional $274,365 of CDBG-CV funding was also awarded to the City and this funding was distributed to multiple non-profit organizations for public service activites associated with the COVID-19 pandemic response. As of February 2023, approximately 88% of the City's CDBG-CV funding has been expended.

CDBG-CV funding must be used via standard CDBG activities that also prevent, prepare for, or respond to the COVID-19 pandemic. These activities still must meet CDBG national objective requirements with the primary national objective being a benefit to low/moderate income citizens. In essense, CDBG-CV funds are more restrictive than standard CDBG funds with additional requirements related to COVID-19 prevention, preparation, and response.

PERFORMANCE INDICATORS

	2021/22	2022/23	2023/24
Number of Active Loans Outstanding	**37**	**39**	**40**
Value of Active Loans Portfolio ($000)	**$ 1,120**	**$ 1,150**	**$ 1,132**
Down Payment Assistance Cases	**8**	**10**	**8**
CDBG Single Family Rehabilitation Projects	**14**	**18**	**20**
Citizens Assisted Through Public Services	**750**	**800**	**900**
Citizens Assisted Through CDBG -CV Public Services	**250**	**150**	**75**
Overall Low/Moderate Benefit Ratio (%)	**100%**	**95%**	**100%**
Program Admin & Admin Costs as % of Total Expenditures	**12%**	**9%**	**15%**

ENTITLEMENT SPENDING

	AWARD	AMOUNT USED THRU FY23	FY24 BUDGET	REMAINING
B14 HUD Entitlement Grant	646,183	646,183	-	-
B15 HUD Entitlement Grant	641,604	641,604	-	-
B16 HUD Entitlement Grant	654,941	654,941	-	-
B17 HUD Entitlement Grant	667,757	667,757	-	-
B18 HUD Entitlement Grant	757,083	757,083	-	-
B19 HUD Entitlement Grant	771,221	751,221	20,000	-
B20 HUD Entitlement Grant	803,671	763,671	40,000	-
B21 HUD Entitlement Grant	835,051	790,051	45,000	-
B22 HUD Entitlement Grant	783,642	710,084	73,558	-
B23 HUD Entitlement Grant	781,156	-	781,156	-

EXPENDITURE SUMMARY

	2021/22	2022/23		2023/24	2023/24
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
Commercial/Industrial Improvements	$ 55,000	$ 75,000	$ 50,000	$ 50,000	-33.3%
Clearance and Demolition	-	75,000	-	75,000	0.0%
Public Facilities and Improvements	716,123	980,131	921,575	540,000	-44.9%
Public Services	300,686	178,951	223,271	140,000	-21.8%
Contra Principal Payments	66,392	45,000	67,000	70,000	55.6%
Cost of Properties Held for Resale	-	221,000	279,390	279,390	26.4%
Housing Rehab	154,729	222,000	234,107	212,500	-4.3%
Program Administration	50,329	62,742	48,373	84,896	35.3%
Administration	126,007	145,789	131,886	159,303	9.3%
Total Expenditures	**$ 1,469,265**	**$ 2,005,613**	**$ 1,955,603**	**$ 1,611,089**	**-19.7%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total estimated actual FY23 CDBG expenditures are currently projected to be lower than the FY23 adopted budget. This can often vary or change depending on capital projects that span multiple fiscal years. Demand for homeowner repair programs can also fluctuate and homeowner projects can also span multiple fiscal years.

In FY23, CDBG funding was provided for a portion of a full-time code inspector position focused on improving the quality of life in City neighborhoods. Funding for this position is also included in the FY24 budget. Administrative and personnel costs associated with various activities will remain in compliance with the regulatory cap of 20%.

A cooperative effort with the Public Works Department & the Engineering Department lead to the following neighborhood based projects in FY23:

- Accessibility Ramp Improvements
- Wheaton Park Improvements

Mid-year CDBG budget amendments resulted in additional neighborhood based projects being undertaken in FY23:

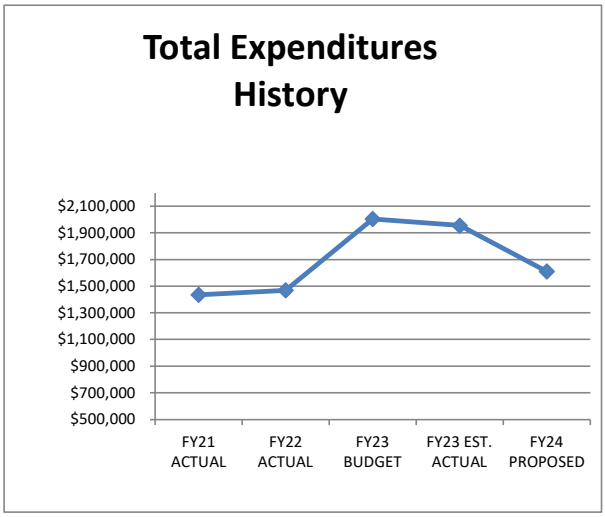
- Hagerstown Skate Park (finishing items)
- Improvements to Park Circle Triangle
- Alley Reconstruction

Adopted FY23 to Proposed FY24

The City's FY24 entitlement amount has been determined to be $781,156. Even though CDBG grant amounts are similar from year to year, projects that span multiple fiscal years, carry over funding from projects completed under budget, and fluctuations in program income can result in significant budget variation when comparing fiscal year expenditures. Based on the entitlement amount for FY24 and potential carry over funds from previous years, the proposed FY24 budget has been set where expenditures are higher than entitlement funds and program income funds. The FY24 budget includes a reduction in the public facilities spending by <$440K> or 44.9% as a result of most of the Wheaton Park project being completed in FY23. Cost of properties held for resale increased by $58.4K or 26.4% as a result of spending more in preparation to sale 261 South Prospect Street than anticipated in the FY23 budget. The overall budgeted loss of approximately $395K is 37.9% or $108.6K greater than in FY23 largely due to anticipated loss on the property sale at 261 South Prospect Street.

COMMUNITY DEVELOPMENT BLOCK GRANT - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES					
CDBG Grant Entitlements	$ 974,919	$ 1,469,932	$ 1,329,250	$ 959,714	-34.7%
HUD Cares Act Entitlements	146,444	28,751	91,772	-	-100.0%
Program Income-Principal Repayments	66,392	45,000	67,000	70,000	55.6%
Program Income-Other	25,321	175,125	183,757	186,000	6.2%
Interest on Investments	-	75	75	75	0.0%
Other Revenues	-	-	-	-	0.0%
Total Operating Revenues	**1,213,076**	**1,718,883**	**1,671,854**	**1,215,789**	**-29.3%**
EXPENDITURES					
Commercial/Industrial Improvements	$ 55,000	$ 75,000	$ 50,000	$ 50,000	-33.3%
Clearance and Demolition	-	75,000	-	75,000	0.0%
Public Facilities and Improvements	716,123	980,131	921,575	540,000	-44.9%
Public Services	300,686	178,951	223,271	140,000	-21.8%
Contra Principal Payments	66,392	45,000	67,000	70,000	55.6%
Cost of Properties Held for Resale	-	221,000	279,390	279,390	26.4%
Housing Rehab	154,729	222,000	234,107	212,500	-4.3%
Program Administration	50,329	62,742	48,373	84,896	35.3%
Administration	126,007	145,789	131,887	159,303	9.3%
Total Operating Expenditures	**1,469,265**	**2,005,613**	**1,955,603**	**1,611,089**	**-19.7%**
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	**$ (256,189)**	**$ (286,730)**	**$ (283,749)**	**$ (395,300)**	**37.9%**
Beginning Fund Balance	**2,102,200**	**1,846,011**	**1,846,011**	**1,562,261**	**-15.4%**
Ending Fund Balance	**$ 1,846,011**	**$ 1,559,281**	**$ 1,562,261**	**$ 1,166,961**	**-25.2%**



STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full time	2.70	2.70	2.70	2.70
Staffing Total	2.70	2.70	2.70	2.70
Unfunded positions	0.00	0.00	0.00	0.00

Staffing levels are expected to remain flat with FY22 amounts into the future.

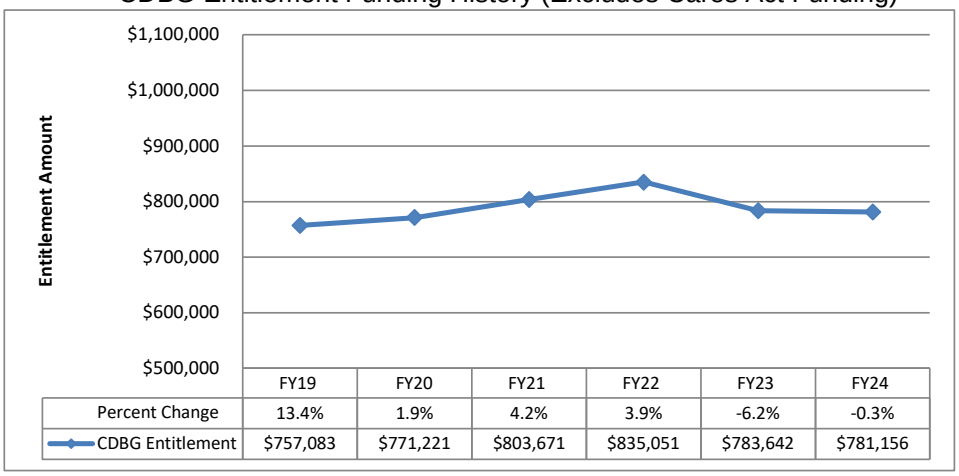
COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
GRANTS					
CDBG Grant Entitlements (HUD)					
B15 Entitlement	1,690	-	-	-	0.0%
B16 Entitlement	49,184	159,000	99,632	-	-100.0%
B17 Entitlement	-	4,695	-	-	-100.0%
B18 Entitlement	-	7,595	7,595	-	-100.0%
B19 Entitlement	18,475	40,000	34,410	20,000	-50.0%
B20 Entitlement	368,361	200,000	213,599	40,000	-80.0%
B21 Entitlement	537,209	275,000	263,930	45,000	-83.6%
B22 Entitlement	-	783,642	710,084	73,558	-90.6%
B23 Entitlement	-	-	-	781,156	100.0%
HUD Cares Act Funding Round One	470	-	-	-	0.0%
HUD Cares Act Funding Round Two	145,974	28,751	91,772	-	-100.0%
Total Grants	1,121,363	1,498,683	1,421,022	959,714	-36.0%
PROGRAM INCOME					
Sale of Properties	-	155,000	160,000	160,000	3.2%
Principal Repayments on Loans	66,392	45,000	67,000	70,000	55.6%
Interest Income on Loans	25,321	20,125	23,757	26,000	29.2%
Total Program Income	91,713	220,125	250,757	256,000	16.3%
INVESTMENT EARNINGS	-	75	75	75	0.0%
Total Operating Revenues	**$ 1,213,076**	**$ 1,718,883**	**$ 1,671,854**	**$ 1,215,789**	**-29.3%**

The CDBG Entitlement Funding History graph and chart below illustrate the CDBG Entitlement current year amounts awarded to the City for FY19–FY23, and the CDBG Entitlement amount estimated to be awarded to the City for FY24. Each year, funding that has not been expended is carried forward as an operating revenue into the next fiscal year. Subsequently, the amounts reported under the heading CDBG Grant Entitlements (HUD) in the above table of Proposed Operating Revenues represent the current year Entitlement funding plus any unspent Entitlement funding from prior years.

From the CDBG Entitlement Funding History graph and chart below, the amount of Federal funding awarded to the City for CDBG Entitlement funds increased by 13.4%, 1.9%, 4.2% and 3.9% in Fiscal Years 19-22 to bring the entitlement to $167.2K above the FY18 level. The City saw a decrease in funding for FY23 by 6.2%. In FY24, the City has been notified by HUD that there will be a 0.3% decrease in funding.

CDBG Entitlement Funding History (Excludes Cares Act Funding)



	FY19	FY20	FY21	FY22	FY23	FY24
Percent Change	13.4%	1.9%	4.2%	3.9%	-6.2%	-0.3%
CDBG Entitlement	$757,083	$771,221	$803,671	$835,051	$783,642	$781,156

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
COMMERCIAL/INDUSTRIAL IMPROVEMENTS					
Microenterprise Grants	55,000	75,000	50,000	50,000	-33.3%
Total Commercial/Industrial Improvements	55,000	75,000	50,000	50,000	-33.3%
CLEARANCE & DEMOLITION					
City - Downtown Buildings	-	75,000	-	75,000	0.0%
Total Clearance & Demolition	-	75,000	-	75,000	0.0%
CONTRA PRINCIPAL PAYMENTS	66,392	45,000	67,000	70,000	55.6%
COST OF PROPERTIES HELD FOR RESALE	-	221,000	279,390	279,390	26.4%
PUBLIC FACILITIES & IMPROVEMENTS					
Handicap Ramps	106,919	170,000	170,000	125,000	-26.5%
City Parks Handicap Access	19,410	25,590	25,084	-	-100.0%
City Fairgrounds Park	389,000	30,000	30,000	-	-100.0%
Alley Reconstruction	-	72,642	72,642	160,000	120.3%
Park Circle Triangle	-	150,000	150,000	-	-100.0%
Traffic Signal Replacement	-	-	-	-	0.0%
Neighborhood Parks	199,044	531,899	473,849	255,000	-52.1%
Loans	1,750	-	-	-	0.0%
Total Public Facilities & Improvements	716,123	980,131	921,575	540,000	-44.9%
PUBLIC SERVICES *					
CAC Cares Act Funding	470	-	-	-	0.0%
REACH Shelter Security	21,000	20,500	20,500	-	-100.0%
Public Services	-	18,700	-	140,000	648.7%
Community Free Clinic	49,000	47,500	47,500	-	-100.0%
Community Free Clinic (Cares Act)	50,002	-	-	-	0.0%
Girl's Inc Supper Program	11,000	10,500	10,500	-	-100.0%
Children in Need	7,000	-	-	-	0.0%
Senior Living Alternative Meals	43,500	42,500	42,500	-	-100.0%
Together With Families	4,780	-	-	-	0.0%
Commission on Aging (Cares Act Round 2)	12,544	28,751	44,959	-	-100.0%
Goodwill	11,000	10,500	10,500	-	-100.0%
Goodwill (Cares Act)	65,223	-	46,812	-	0.0%
YMCA (Cares Act)	18,206	-	-	-	0.0%
Jonathan Street House of Worship	6,961	-	-	-	0.0%
Total Public Services	300,686	178,951	223,271	140,000	-21.8%
HOUSING REHAB					
Res Single Fam Emergency Repair	58,345	100,000	100,000	85,000	-15.0%
Homeownership Program	2,516	500	3,180	2,000	300.0%
Habitat Repair Program	12,050	18,000	18,000	18,000	0.0%
Commission on Aging	11,994	24,000	33,177	24,000	0.0%
HNDP Downpayment & Settlement	28,000	28,000	28,000	28,000	0.0%
Single Family Loan Program	22,724	50,000	50,000	30,000	-40.0%
Contra Expense - Single Family Loan Program	(22,724)	(50,000)	(50,000)	(30,000)	-40.0%
CDBG Administration (Single Family)	13,270	21,000	21,000	25,000	19.0%
Code Admin PT Inspector	28,524	30,000	30,000	30,000	0.0%
Home Ownership Acq. Resale	-	-	116,934	10,000	100.0%
Contra Expense - Home Ownership Acq. Resale	-	-	(116,934)	(10,000)	100.0%
Residential Single Family Rehabilitation	30	500	750	500	0.0%
Total Housing Rehab	154,729	222,000	234,107	212,500	-4.3%

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
PROGRAM ADMINISTRATION					
Salary and Wages	42,040	52,648	32,000	56,841	8.0%
Benefits	8,225	9,819	16,098	27,780	182.9%
Overtime	64	275	275	275	0.0%
Total Program Administration	50,329	62,742	48,373	84,896	35.3%
ADMINISTRATION **					
Salary and Wages	78,985	98,748	82,000	107,057	8.4%
Benefits	51,052	54,919	56,316	60,297	9.8%
Overtime	4	100	100	100	0.0%
Allocated Labor - Salaried	(13,270)	(21,000)	(21,000)	(25,000)	19.0%
Office Supplies	-	100	100	150	50.0%
Computer Software & Supplies	-	275	275	250	-9.1%
Dues, Subscriptions & Periodicals	-	300	300	300	0.0%
Advertising & Printing	3,973	1,850	1,850	2,000	8.1%
Legal Fees	1,971	3,000	750	3,000	0.0%
Auditing Fees	1,937	1,984	1,984	2,037	2.7%
Bank Fees and Interest	43	-	-	-	0.0%
Public Transportation Expenses	-	100	100	100	0.0%
Lodging & Meals	-	100	100	100	0.0%
Conference & Seminar Fees	-	500	500	1,000	100.0%
Postage Expenses	8	50	50	50	0.0%
Other General Expenses	(2,391)	-	-	-	0.0%
Photocopy Expenses	-	75	75	75	0.0%
Buildings & Contents Insurance	2,416	2,588	2,837	2,837	9.6%
Interest Exp. - Escrowed Taxes	28	100	100	100	0.0%
Communication Expense	1,087	1,750	1,750	1,750	0.0%
Capital Outlay	164	250	3,700	3,100	1140.0%
Total Administration	126,007	145,789	131,887	159,303	9.3%
Total Expenditures	**$ 1,469,265**	**$ 2,005,613**	**$ 1,955,603**	**$ 1,611,089**	**-19.7%**

* HUD cap on Public Services costs must be under 15%, Formula: Public Svc Costs/(CY Entitlement + PY Program Income)
** HUD Cap on Administration costs must be under 20%, Formula: Admin Costs/(CY Entitlement + CY Program Income)

COMMUNITY DEVELOPMENT BLOCK GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
1050001-5865 Computer Equipment	Computer equipment	Replace worn or obsolete equipment.	3,100
TOTAL CAPITAL OUTLAY			**$ 3,100**

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 businesses and home ownership through the Invest Hagerstown Programs. Additionally, this fund is used for the Partners in Economic Progress (PEP) Program, holding real property for resale, and related development activities. Revenues in this fund consist of periodic transfers from other funds, State Grant funds (when available), and a transfer from the General Fund to continue carrying out strategic revitalization efforts through Invest Hagerstown.

BUSINESS REVOLVING LOAN FUND

This fund is designed to assist in the retention, expansion, and attraction of businesses within the City. The Business Revolving Loan Fund was initially funded through a grant from the Maryland Commerce Department and City Community Betterment Funds. This program provides financing for new and expanding businesses for working capital, equipment, and rehabilitation. In order to expand loan opportunities, the City continues to seek additional funding for the Revolving Loan Fund through partnership with the State of Maryland.

FOREST CONSERVATION FUND

This fund was created as part of the City’s forest conservation program for development within the City of Hagerstown. In lieu of reforestation activities on a development site, developers have the option to pay into a special City Forest Conservation Fund. In return, this funding is utilized by the City to plant trees.

FLEXIBLE SPENDING FUND

This fund accounts for the City Flexible Spending Account (FSA) Program. Funds are transferred into this fund on a pre-tax basis for employees participating in the FSA Program for reimbursed medical and dependent care costs.

EXCISE TAX FUND

This fund accounts for the City's share of the County excise taxes collected by the City. There is a building excise tax on all building construction in Washington County. Effective March 2014, the City stopped assessing and collecting the City's portion of this fee and instead administers and collects only the County's portion less two percent (2%) for the adminstrative oversight provided.

GRANT FUND

In FY07, the City created a separate special revenue fund to account for operating grant revenues from various federal, state, and local agencies and related expenditures. This fund allows grant revenues and expenditures to be tracked separately by grant projects. 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.

DEPARTMENT / PROGRAM OVERVIEW

The Department of Community and Economic Development administers the Economic Redevelopment Fund which includes multiple economic incentive programs and property resale initiatives.

Properties Held for Resale

The following chart illustrates the property held for resale in the economic redevelopment fund at 11850 Indian Lane showing the costs invested in the property.

11850 Indian Lane Expenditures	FY17	FY18-20	FY21-FY22	Total
Acquisition	$ 467,896	-	-	$ 467,896
Demolition/Construction/Rehabilitation	$ -	$ 102,231	$ 6,700	$ 108,931
Total	$ 467,896	$ 102,231	$ 6,700	$ 576,827

Invest Hagerstown Program:

In order to stimulate redevelopment and investment in Hagerstown, the Mayor and City Council created multiple incentive programs under the Invest Hagerstown initiative. Each incentive program offered substantial City incentives for commercial redevelopment, mixed-use redevelopment, and residential investment.

Beginning in FY19, the Invest Hagerstown program was re-implemented with dedicated funding from the General Fund real estate tax rate. Funding was provided in the amounts shown for each fiscal year to support various incentive program components:

FY19	$549,000
FY20	$800,000
FY21	$804,000
FY22	$819,000
FY23	$855,000
FY24	$928,000

Since FY19, the Invest Hagersown Program has leveraged more than $36 million in private sector investment, more than 200 new jobs, and 65 new homeowners. Additionally, the program has resulted in more than 125 new or renovated units.

Invest Hagerstown - FY24 Proposed Budget:

The FY24 Budget includes $928,000 for funding of the Invest Hagerstown Program. The components of the program are expected to model similarly to the FY23 program with some possible variation.

Invest Hagerstown - Program Components:

The Invest Hagerstown program has several program components:

1. City Center Redevelopment Grant Program: Grants from a minimum of $150,000 to a maximum of $250,000 and requiring a minimum 2:1 match from the developer. Projects ranging $450,000 to $750,000+.

2. City-Wide Redevelopment Grant Program: Grants from a minimum of $5,000 to a maximum of $25,000 and requiring a minimum 2:1 match from the developer. Projects ranging $15,000 to $75,000+.

3. Homeownership Loan to Grant Program: Provides down payment/closing cost assistance funding of $7,500 City Wide. Funding is provided as a 0% interest loan to applicants buying a home in the City of Hagerstown and loan converts to a grant if applicant resides in home for five years.

4. Rental Property Rehabilitation Grant Program: Grants from a minimum of $7,500 to a maximum of $20,000 for rental property rehabilitation to market rate rental and requiring 2:1 match. Projects $22,500 to $60,000+.

5. Commercial Sign & Facade Grant Program: Grants for commercial signs from a minimum of $250 to a maximum of $1,500 requiring a 1:1 match. Projects ranging from $500 to $3,000+. Grants for facade improvements from a minimum of $2,500 to a maximum of $7,500 requiring a 1:1 match from the developer. Projects ranging from $5,000 to $15,000+.

A chart for the actual expenditures of the Invest Hagerstown program since FY19 is shown below:

Invest Hagerstown Program Incentives	FY19-FY20	FY21	FY22	FY23	FY23	FY24
Expenditures	**Actual**	**Actual**	**Actual**	**Budget**	**Estimated Actual**	**Proposed Budget**
City Center Redevelopment	$ 600,000	$ 730,000	$ 750,000	$ 500,000	$ 500,000	$ 500,000
City Wide Redevelopment	$ 269,000	$ 25,000	$ 151,182	$ 157,500	$ 157,500	$ 175,500
Homeownership	$ 147,500	$ 62,335	$ 99,916	$ 127,335	$ 127,335	$ 142,500
Rental Property Rehabilitation	$ 15,000	$ (7,500)	$ 52,500	$ 55,000	$ 55,000	$ 70,000
Fascade: Invest Hagerstown	$ 14,898	$ -	$ 41,500	$ 30,000	$ 30,000	$ 40,000
Total Expenditures per Year	**$ 1,046,398**	**$ 809,835**	**$ 1,095,098**	**$ 869,835**	**$ 869,835**	**$ 928,000**

Invest Hagerstown – FY14 Initial Program:

The initial program was funded in FY14 with $1,500,000 in funding from General Fund Reserves. The Invest Hagerstown Program provided grants up to $250,000 for eligible redevelopment projects in the City Center and up to $50,000 for eligible redevelopment projects City-wide. The City partnered with the private sector to assist in moving development forward. This program resulted in a combined private and public investment City-wide estimated at $4,173,000.

The Invest Hagerstown Program also provided down payment/rehab grants up to $7,500 for homebuyers purchasing a vacant home within the City of Hagerstown. The Invest Hagerstown Program also provided down payment/rehab incentives for homebuyers in City Center and a rental subsidy for renters in City Center with the goal of attracting a more diversified population Downtown. This program assisted 24 homeowners City wide and 7 homeowners in City Center for a total of 31 homeowners. The program also assisted 18 renters in City Center.

By the end of FY19, all of the funding of the initial program was expended or committed for this program. A funding chart of the initial Invest Hagerstown program is shown below.

Invest Hagerstown Program Incentives		**FY14-18**	**FY19**	**FY21**	**FY22**	**Future**
Expenditures:	**Designated**	**Actual**	**Actual**	**Actual**	**Est. Actual**	**Commitment**
Community First Third Grant	$ 1,200,000	$ 950,000	-	-	-	$ 250,000
Downtown Rental Program	$ 50,000	$ 50,000	-	-	-	-
Downtown Residency Program	$ 70,000	$ 70,000	-	-	-	-
City-Wide Residency Program	$ 178,574	$ 176,979	$ 1,595	-	-	
Total Expenditures per Fiscal Year	**$ 1,498,574**	**$ 1,246,979**	**$ 1,595**	**$ -**	**$ -**	**$ 250,000**

*At such time in the future that a Class A office building will be built, the City will fund the $250,000 that was included in the original Request for Qualifications in December 2014.

ECONOMIC REDEVELOPMENT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES					
State Community Legacy Grant	$ 10,840	$ 475,000	$ 200,000	$ 475,000	0.0%
State Strategic Demolition Grant	-	162,500	65,000	122,500	-24.6%
Interest on Investments	182	500	8,000	8,000	1500.0%
Other Revenues	14,289	11,744	11,628	11,950	1.8%
Total Revenues	**25,311**	**649,744**	**284,628**	**617,450**	**-5.0%**
EXPENDITURES					
Administrative Expenditures	29,803	30,020	39,620	30,120	0.3%
Current Property Expenditures	4,445	3,828	27,590	9,660	152.4%
PEP Subsidized Rent Payments	80,375	131,500	112,000	131,500	0.0%
Economic Incentives *	739,583	35,000	35,000	35,000	0.0%
Economic Incentives: Community Legacy Grant	10,840	275,000	-	475,000	72.7%
Economic Incentives: State Grant	-	162,500	65,000	122,500	-24.6%
City Center Redevelopment: Invest Hagerstown	750,000	500,000	500,000	500,000	0.0%
City-Wide Redevelopment: Invest Hagerstown	151,182	157,500	157,500	175,500	11.4%
Homeownership Grant: Invest Hagerstown	99,916	127,335	127,335	142,500	11.9%
Rental Property Rehab:Invest Hagerstown	52,500	55,000	55,000	70,000	27.3%
Facade:Invest Hagerstown	41,500	30,000	30,000	40,000	33.3%
USMH Housing Catalyst #3 **	-	200,000	226,000	26,000	-87.0%
Loss on Sale of Capital Assets	-	-	14,181	-	0.0%
Total Expenditures	**1,960,143**	**1,707,683**	**1,389,226**	**1,757,780**	**2.9%**
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund *	211,000	200,000	200,000	200,000	0.0%
Transfers from General Fund: Invest Hag Incentives	819,000	855,000	855,000	928,000	8.5%
Total Other Financing Sources	1,030,000	1,055,000	1,055,000	1,128,000	6.9%
Net Change in Fund Balance	**(904,832)**	**(2,939)**	**(49,598)**	**(12,330)**	**319.5%**
Beginning Fund Balance	**2,101,681**	**1,196,849**	**1,196,849**	**1,147,251**	**-4.1%**
Ending Fund Balance	**$ 1,196,849**	**$ 1,193,910**	**$ 1,147,251**	**$ 1,134,921**	**-4.9%**

** FY23 Budget and Projected includes a $200K Community Legacy grant pass thru for student housing projects.

BUSINESS REVOLVING LOAN FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES & LOAN REPAYMENTS					
Program Income:					
Principal Repayments on Loans	$ -	$ 250,000	$ -	$ -	-100.0%
Interest from Loans	18,486	11,000	26,496	28,303	157.3%
Interest on Investments	59	500	2,400	2,000	300.0%
Other Revenues	500	500	250	250	-50.0%
Total Revenues	**19,045**	**262,000**	**29,146**	**30,553**	**-88.3%**
EXPENDITURES, NEW LOANS & OTHER WORKING CAPITAL					
Salary and Wages	5,233	6,352	3,500	-	-100.0%
Benefits	2,015	2,288	1,342	-	-100.0%
Contractual Services	1,321	1,750	1,750	1,500	-14.3%
Other General Expenses	670	-	-	-	0.0%
New Loan Expenditures	-	250,000	-	-	-100.0%
Allowance for Uncollectible Loans	30,409	-	-	-	0.0%
Total Expenditures	**39,648**	**260,390**	**6,592**	**1,500**	**-99.4%**
Net Change in Fund Balance	**(20,603)**	**1,610**	**22,554**	**29,053**	**1704.5%**
Beginning Fund Balance	**1,132,705**	**1,112,102**	**1,112,102**	**1,134,656**	**2.0%**
Ending Fund Balance	**$ 1,112,102**	**$ 1,113,712**	**$ 1,134,656**	**$ 1,163,709**	**4.5%**

STAFFING SUMMARY

	FY22	FY23 Bud	FY23 Est Act	FY24
Full Time	0.15	0.15	0.15	0.00
Staffing Total	0.15	0.15	0.15	0.00

Beginning in FY24, allocated staff time from Economic Development staff will no longer be charged to this fund for administration of loans.

FOREST CONSERVATION FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 BUDGET	2023/24 % CHANGE
REVENUES					
Reforestation Fees	$ 4,133	$ 25,000	$ -	$ 2,000	-92.0%
Interest on Investments	(27)	350	60	100	-71.4%
Total Revenues	**4,106**	**25,350**	**60**	**2,100**	**-91.7%**
OTHER FINANCING SOURCES (USES)					
Transfers (to) CIP Fund	(24,938)	(3,000)	(3,000)	(2,000)	-33.3%
Total Other Financing Sources	**(24,938)**	**(3,000)**	**(3,000)**	**(2,000)**	**-33.3%**
Net Change in Fund Balance	**(20,832)**	**22,350**	**(2,940)**	**100**	**-99.6%**
Beginning Fund Balance	**23,915**	**3,083**	**3,083**	**143**	**-95.4%**
Ending Fund Balance	**$ 3,083**	**$ 25,433**	**$ 143**	**$ 243**	**-99.0%**

FLEXIBLE SPENDING FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES					
Interest on Investments	$ -	$ 25	$ 10	$ 25	0.0%
Employer FICA Savings	-	-	-	-	0.0%
Unreimbursed Employee Deductions	3,291	1,000	(5,000)	1,000	0.0%
Total Revenues	**3,291**	**1,025**	**(4,990)**	**1,025**	**0.0%**
EXPENDITURES					
Contractual Services	-	-	-	-	0.0%
Total Expenditures	**-**	**-**	**-**	**-**	**0.0%**
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	-	-	14,000	-	0.0%
Total Other Financing Uses	**-**	**-**	**14,000**	**-**	**0.0%**
Net Change in Fund Balance	**3,291**	**1,025**	**9,010**	**1,025**	**0.0%**
Beginning Fund Balance	**(14,953)**	**(11,662)**	**(11,662)**	**(2,652)**	**-77.3%**
Ending Fund Balance	**$ (11,662)**	**$ (10,637)**	**$ (2,652)**	**$ (1,627)**	**-84.7%**

EXCISE TAX FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES					
Interest on Investments	$ (35)	$ 100	$ -	$ -	-100.0%
Total Revenues	**(35)**	**100**	**-**	**-**	**-100.0%**
OTHER FINANCING SOURCES (USES)					
Transfers (to) CIP Fund	(2,937)	-	-	-	0.0%
Total Other Financing Sources	**(2,937)**	**-**	**-**	**-**	**0.0%**
Net Change in Fund Balance	**(2,972)**	**100**	**-**	**-**	**-100.0%**
Beginning Fund Balance	**2,972**	**-**	**-**	**-**	**0.0%**
Ending Fund Balance	**$ -**	**$ 100**	**$ -**	**$ -**	**-100.0%**

The City discontinued participation in these charges and APFO. Since 100% of all prior funding has been utilized, this fund will not reflect any further transactions.

GRANT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES:					
Federal Grants	$ 71,446	$ 68,654	$ 27,368	$ 60,596	-11.7%
State Grants	326,206	634,165	634,165	303,703	-52.1%
Private Grants and Other Contributions	1,506	25,705	25,705	-	-100.0%
National Opioid Settlement	-	-	48,411	-	0.0%
Interest on Investments	12	-	2,585	2,000	100.0%
Total Revenues	**399,171**	**728,524**	**738,234**	**366,299**	**-49.7%**
EXPENDITURES:					
Salary and Wages	80,514	99,383	92,716	91,761	-7.7%
Benefits	17,531	27,076	27,076	30,051	11.0%
Overtime	72,035	89,424	72,500	77,500	-13.3%
Personnel Subtotal	**170,080**	**215,883**	**192,292**	**199,312**	**-7.7%**
Contractual Services	115,692	384,397	384,397	85,000	-77.9%
Operating Expenditures	29,612	54,712	54,712	29,850	-45.4%
Capital Outlay	97,396	90,125	72,430	23,429	-74.0%
Other General Expenses	3,005	3,000	51,406	39,266	1208.9%
Operating Subtotal	**245,704**	**532,234**	**562,945**	**177,545**	**-66.6%**
TOTAL EXPENDITURES	**415,785**	**748,117**	**755,237**	**376,857**	**-49.6%**
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	16,543	19,593	19,593	12,558	-35.9%
Total Other Financing Sources	**16,543**	**19,593**	**19,593**	**12,558**	**-35.9%**
Net Change in Fund Balance	**(71)**	**-**	**2,590**	**2,000**	**100.0%**
Beginning Fund Balance	**175,692**	**175,621**	**175,621**	**178,211**	**1.5%**
Ending Fund Balance	**$ 175,621**	**$ 175,621**	**$ 178,211**	**$ 180,211**	**2.6%**

Activity in this fund is dependent on grants that we receive. The following grants have been included for next year:

		2023/24 PROPOSED
Police Department		
	FY22 Bulletproof Vest Partnership Program	6,429
	FY23 MHSO Traffic Safety Program	500
	FY23 Lethality Assessment Coordinator	6,667
	FY23 MD Smart Energy Communities	92,933
	FY24 Maryland Criminal Intelligence Network	270,328
Total Police Department		**376,857**
Total Grant Expenditures		**$ 376,857**

GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2023/2024

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Maryland Criminal Intelligence Network			
1610000-5865-G0437			
Computer Equipment	Police Use	Purchase of computer equipment	17,000
Future Bulletproof Vest Partnership			
1610000-5834-G0451			
Fire Arms, Body Armor	Police Use	Purchase of new body armor and bulletproof vests.	6,429
TOTAL CAPITAL OUTLAY			**$ 23,429**

Healthy Living

City of Hagerstown









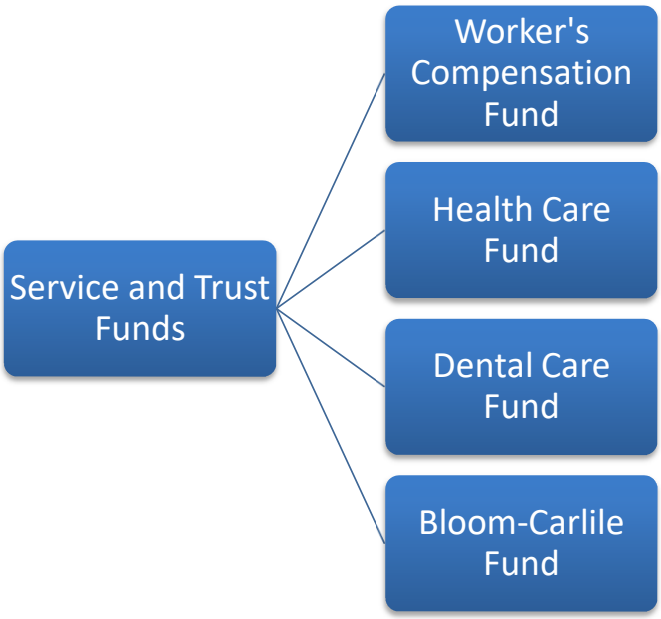
SERVICE AND TRUST FUNDS
SECTION 5

	Page
Combined Statement of Revenue and Expenditures	1
Organizational Chart	2
Program Description	2
Program Financial Summary	
Workers Compensation Fund	3
Health Care Fund	4
Dental Care Fund	5
Bloom-Carlile Fund	6

[THIS PAGE INTENTIONALLY LEFT BLANK]

SERVICE & TRUST FUND - COMBINING STATEMENT
FISCAL YEAR 2023/2024

ACCOUNT DESCRIPTION	WORKERS COMPENSATION	HEALTH CARE	DENTAL CARE	BLOOM-CARLILE	TOTAL
OPERATING REVENUES					
Premium Revenues	$ 1,682,409	$ 7,747,970	$ 487,511	$ -	$ 9,917,890
Prescription Rebates	-	437,705	-	-	437,705
Stop Loss Reimbursements	-	1,314,269	-	-	1,314,269
Total Operating Revenues	**$ 1,682,409**	**$ 9,499,944**	**$ 487,511**	**$ -**	**$ 11,669,864**
OPERATING EXPENSES					
Medical and Dental Claims Expense	-	7,929,773	316,470	-	8,246,243
Claims Reserve, Stop Loss Reinsurance and Excess Insurance	1,553,742	506,748	5,000	-	2,065,490
Legal Fees, Administrative Expenses & Injury and Damage Awards	163,097	471,942	45,720	-	680,759
Health Savings Acct Contributions	-	50,000	-	-	50,000
Wellness Program	-	50,000	-	-	50,000
Audit Fees	330	330	330	-	990
OPEB Trust Contributions	-	700,000	-	-	700,000
Community Assistance Expenditures	-	-	-	4,600	4,600
Total Operating Expenses	**$ 1,717,169**	**$ 9,708,793**	**$ 367,520**	**$ 4,600**	**$ 11,798,082**
Operating Income (Loss)	**$ (34,760)**	**$ (208,849)**	**$ 119,991**	**$ (4,600)**	**$ (128,218)**
NON OPERATING REVENUES (EXPENSES)					
Investment Earnings	1,000	35,000	10,000	400	46,400
Total Other Income (Expense)	**$ 1,000**	**$ 35,000**	**$ 10,000**	**$ 400**	**$ 46,400**
Net Income before Operating Transfers	**$ (33,760)**	**$ (173,849)**	**$ 129,991**	**$ (4,200)**	**$ (81,818)**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers from - Dental Fund	-	200,000	-	-	200,000
Transfers (to) - Health Care Fund	-	-	(200,000)	-	(200,000)
Total Transfers From (To) Funds	**$ -**	**$ 200,000**	**$ (200,000)**	**$ -**	**$ -**
Increase (Decrease) in Retained Earnings	**$ (33,760)**	**$ 26,151**	**$ (70,009)**	**$ (4,200)**	**$ (81,818)**
Beginning Fund Balance	**2,850,723**	**3,608,205**	**910,347**	**75,402**	**7,444,677**
Ending Fund Balance	**$ 2,816,963**	**$ 3,634,356**	**$ 840,338**	**$ 71,202**	**$ 7,362,859**



WORKERS COMPENSATION FUND OVERVIEW
The Worker's Compensation fund was created in 1995. Effective July 1, 2015 the City transitioned from a traditional 100% coverage insurance to a self-insurance program which had been in place since September 1, 1998. The fund will continue to serve as a conduit to collect charges based on historical allocations from each fund and category of workers and will be used to pay actual medical claim costs, processing fees and self-funded expenses required by the Maryland Workers Compensation Commission.

HEALTH CARE FUND OVERVIEW
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. Plan changes may occur during collective bargaining negotiations for future periods. 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 as determined by our actuarial consultants, CBIZ. These billings represent funding sources for the Health Care Fund from which all health care related administrative and medical reimbursement costs are paid.

DENTAL CARE FUND OVERVIEW
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 maximum $2,000 limit per covered individual, dependent upon type of plan chosen. Plan changes may occur during collective bargaining negotiations for future periods. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's employees, retirees and dependents as determined by our actuarial consultants, CBIZ. These billings represent funding sources for the Dental Care fund from which all dental care related administrative and medical reimbursement costs are paid.

BLOOM-CARLILE TRUST FUND OVERVIEW
The Bloom-Carlile Trust fund was established to segregate funds received from the estates of S. Martin Bloom, Annie Fill 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.

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES BY TYPE					
Premium Revenues	$ 1,660,104	$ 1,679,754	$ 1,679,754	$ 1,682,409	0.2%
Interest Income from Investments	3	500	2,140	1,000	100.0%
Total Revenues	**$ 1,660,107**	**$ 1,680,254**	**$ 1,681,894**	**$ 1,683,409**	**0.2%**
EXPENDITURES BY TYPE					
Excess Insurance	187,164	195,000	195,000	215,000	10.3%
Claims Expense	280,168	1,679,753	1,338,742	1,338,742	-20.3%
Administrative Expenses	37,875	60,000	60,000	60,000	0.0%
Audit Fees	314	321	321	330	2.8%
Legal Fees	91,064	50,200	50,200	55,421	10.4%
Other Professional Services Fees	48,308	47,676	47,676	47,676	0.0%
Total Expenditures & Transfers	**$ 644,892**	**$ 2,032,950**	**$ 1,691,939**	**$ 1,717,169**	**-15.5%**
Expenditures, net of Revenues	**$ (1,015,215)**	**$ 352,696**	**$ 10,045**	**$ 33,760**	**-90.4%**
Beginning Fund Balance	1,845,553	2,860,768	2,860,768	2,850,723	-0.4%
Ending Fund Balance	**$ 2,860,768**	**$ 2,508,072**	**$ 2,850,723**	**$ 2,816,963**	**12.3%**

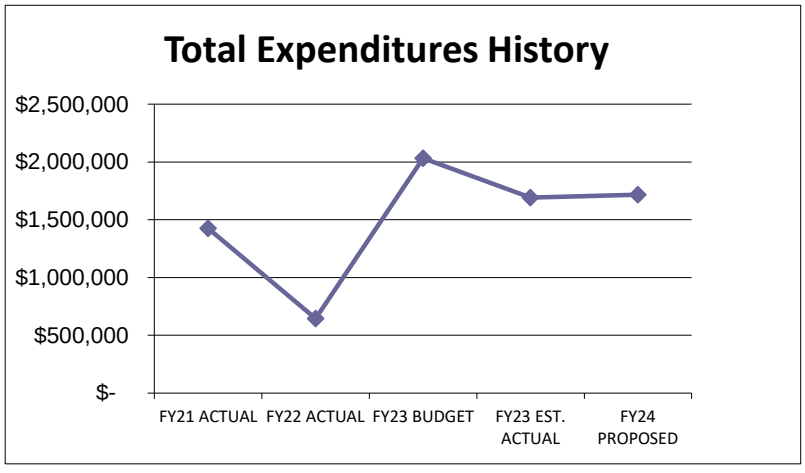
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total expenditures for FY23 estimated actual are anticipated to be significantly below the FY23 budget by 16.8% or $341.0K as a result of lower claims expense. In addition, the revenue is anticipated to be slightly higher for estimated actual FY23 compared to the adopted budget for FY23 due to the increase of interest earnings. The premium revenues reflect amounts charged to all other City funds and were established based on anticipated expenses.

Adopted FY23 to Proposed FY24

Total expenditures for FY24 are projected to be 15.5%, or $315.8K lower than the FY23 budget, due to an anticipated decrease in claims expense. Total funding/revenue will increase slightly by 0.2% or $3.2K primarily resulting from an increase in premium revenues.



EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES BY TYPE					
Premium Revenues-City	$ 6,203,331	$ 6,340,943	$ 6,008,011	$ 6,552,280	3.3%
Premium Revenues-Employees	968,849	1,016,806	991,943	991,931	-2.4%
Premium Revenues-Retirees	203,204	199,436	203,759	203,759	2.2%
Stop Loss Reimbursement	-	-	1,314,269	1,314,269	100.0%
Prescription Rebates	405,878	476,714	387,863	437,705	-8.2%
Interest from Investments	1,296	2,000	35,000	35,000	1650.0%
Total Revenues	**$ 7,782,558**	**$ 8,035,899**	**$ 8,940,845**	**$ 9,534,944**	**18.7%**
EXPENDITURES BY TYPE					
Medical Claims Expense	5,999,748	5,875,611	7,643,382	7,929,773	35.0%
Claims Reserve Expense	91,141	50,000	75,000	75,000	50.0%
Health Savings Acct Contributions	49,500	50,000	44,625	50,000	0.0%
Administrative Expenses	421,420	388,264	461,942	471,942	21.6%
Audit Fees	314	321	321	330	2.8%
Stop Loss Reinsurance Expense	300,635	389,560	372,899	431,748	10.8%
Wellness Program	49,009	50,000	50,000	50,000	0.0%
OPEB Trust Contributions	1,134,000	700,000	700,000	700,000	0.0%
Total Expenditures	**$ 8,045,766**	**$ 7,503,756**	**$ 9,348,169**	**$ 9,708,793**	**29.4%**
Transfers to General Fund	541,968	654,375	654,375	-	-100.0%
Transfers to Electric Fund	53,356	65,354	65,354	-	-100.0%
Transfers to Water Fund	83,255	94,601	94,601	-	-100.0%
Transfers to Wastewater Fund	71,421	85,670	85,670	-	-100.0%
Transfers from Dental Fund	-	-	-	(200,000)	100.0%
Total Transfers	**$ 750,000**	**$ 900,000**	**$ 900,000**	**$ (200,000)**	**-122.2%**
Total Expenditures & Transfers	**$ 8,795,766**	**$ 8,403,756**	**$10,248,169**	**$ 9,508,793**	**13.1%**
Expenditures, net of Revenues	**$ 1,013,208**	**$ 367,857**	**$ 1,307,324**	**$ (26,151)**	**-107.1%**
Beginning Fund Balance	5,928,737	4,915,529	4,915,529	3,608,205	-26.6%
Ending Fund Balance	**$ 4,915,529**	**$ 4,547,672**	**$ 3,608,205**	**$ 3,634,356**	**-20.1%**

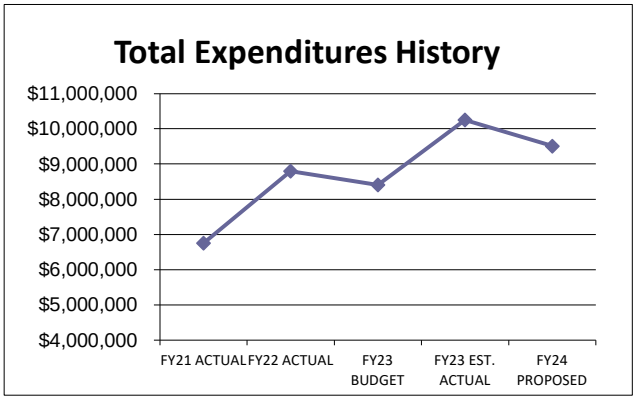
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

As a result of an increase in medical claims, claims reserve and administrative expenses, total expenditures are projected to be approximately 24.6% or $1.8M more than originally included in the budget. In the current year to date, the City has experienced higher actual paid claims than were anticipated when preparing the FY23 budget as a result of increased utilization. The associated premium revenues charged and paid by the City show a decrease when compared with the FY23 budget but the stop loss reimbursements are projected at $1.3M to help assure that the City does not pay more than the maximum projected expense for each individual covered under the plan.

Adopted FY23 to Proposed FY24

As a result of current trends for medical claims expense, the expenditures for proposed FY24 are projected to be 29.4% or $2.2M higher than FY23 budget, excluding transfers to other funds. With the projected increase in expenses, City funding toward employee medical claims in FY24 is projected to be higher by 3.3% or $211.3K when compared to the FY23 budget as well as adding $1.3M to the FY24 budget for stop loss reimbursements and a $200K transfer from the dental fund. In FY23, the budget included a transfer from the health insurance fund to other City funds. This transfer was not a normal recurring item and represented the FY21 actual surplus which will be returned on a percentage allocation to the city funds that provided the funding originally and is consistent with the City's Fund Balance/Retained Earnings Policy.



DENTAL CARE FUND - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2023/2024

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES BY TYPE					
Premium Revenues-City	$ 182,803	$ 189,158	$ 185,880	$ 185,880	-1.7%
Premium Revenues-Employees	150,745	226,223	230,548	230,548	1.9%
Premium Revenues-Retirees	70,661	70,653	71,083	71,083	0.6%
Interest from Investments	223	1,000	13,500	10,000	900.0%
Total Revenues	**$ 404,432**	**$ 487,034**	**$ 501,011**	**$ 497,511**	**2.2%**
EXPENDITURES BY TYPE					
Dental Claims Expense	287,775	347,659	305,100	316,470	-9.0%
Claims Reserve Expense	(3,736)	5,000	5,000	5,000	0.0%
Administrative Expenses	44,628	43,362	43,830	45,720	5.4%
Audit Fees	314	321	321	330	2.8%
Total Expenditures	**$ 328,981**	**$ 396,342**	**$ 354,251**	**$ 367,520**	**-7.3%**
Transfers to Health Care Fund	-	-	-	200,000	100.0%
Total Transfers	**$ -**	**$ -**	**$ -**	**$ 200,000**	**100.0%**
Total Expenditures & Transfers	**$ 328,981**	**$ 396,342**	**$ 354,251**	**$ 567,520**	**43.2%**
Expenditures, net of Revenues	**$ (75,451)**	**$ (90,692)**	**$ (146,760)**	**$ 70,009**	**-177.2%**
Beginning Fund Balance	688,136	763,587	763,587	910,347	19.2%
Ending Fund Balance	**$ 763,587**	**$ 854,279**	**$ 910,347**	**$ 840,338**	**-1.6%**

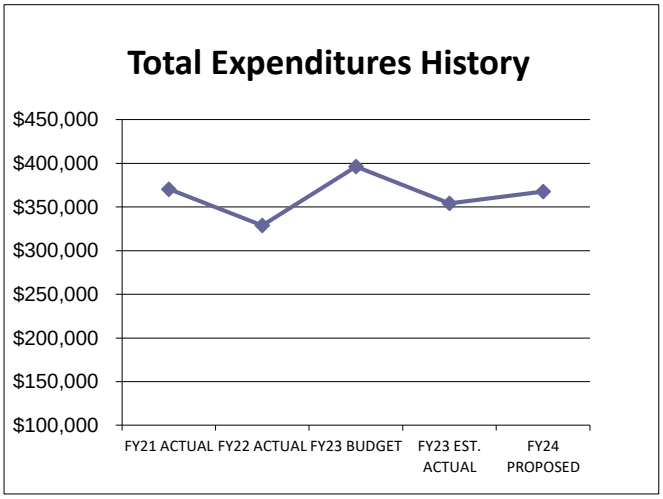
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

Total expenditures for FY23 estimated actual compared to FY23 budget are anticipated to be lower by 10.6% or $42.1K as a result of lower actual dental claims paid. Revenues increased over FY23 budget by 2.9% or $14.0K primarily due to higher premium contributions by employees resuting from more participants than budgeted.

Adopted FY23 to Proposed FY24

The dental claims expenditures for proposed FY24 budget are expected to decrease by 9.0% or $31.2K from FY23 budget which generates decreases in overall expenses by $28.8K. Additionally, the revenues and premiums charged are expected to increase by 2.2% or $10.5K as a result of the funding trends for participants currently enrolled in the dental insurance program. Also, in FY24 there is a proposed transfer to the Health Care Fund of $200K to help offset health care fund deficit in FY24.



BLOOM-CARLILE TRUST FUND - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2023/2024

EXPENDITURE AND REVENUE SUMMARY

	2021/22 ACTUAL	2022/23 BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED	2023/24 % CHANGE
REVENUES BY TYPE					
Interest Earned	$ 9	$ 200	$ 380	$ 400	100.0%
Total Revenues	**$ 9**	**$ 200**	**$ 380**	**$ 400**	**100.0%**
EXPENDITURES BY TYPE					
Interest Expense	40	-	-	-	0.0%
Utilities	4,793	4,600	4,600	4,600	0.0%
Total Expenditures & Transfers	**$ 4,833**	**$ 4,600**	**$ 4,600**	**$ 4,600**	**0.0%**
Expenditures, net of Revenues	**$ 4,824**	**$ 4,400**	**$ 4,220**	**$ 4,200**	**-4.5%**
Beginning Fund Balance	84,445	79,622	79,622	75,402	-5.3%
Ending Fund Balance	**$ 79,622**	**$ 75,222**	**$ 75,402**	**$ 71,202**	**-5.3%**

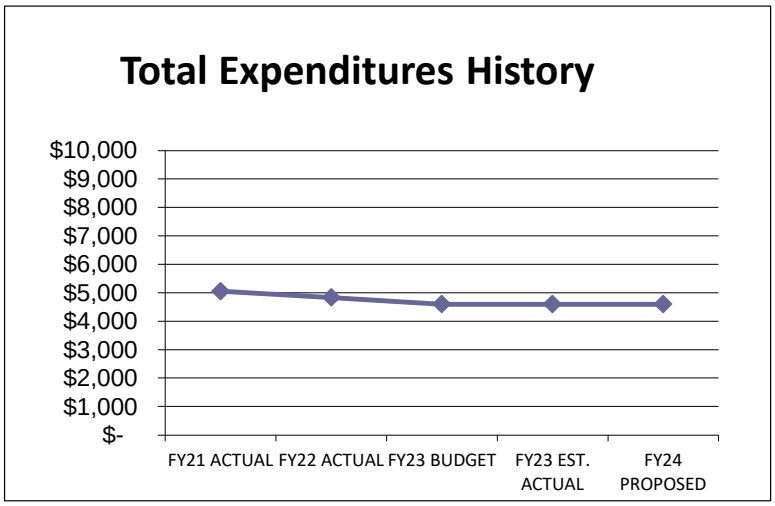
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY23 to Estimated Actual FY23

It is anticipated that we will need to appropriate about $4.2K from accumulated prior years earnings to cover the shortfall between FY23 interest earnings and FY23 expenses. This shortfall is a result of the amount pledged to the Community Action Council with the change made to this program to assist the poor and needy of Hagerstown. Finance will continue to monitor this fund to ensure that a long-term balance is maintained between interest earnings and total expenditures.

Adopted FY23 to Proposed FY24

For many years, the budget limited the pledge to the Community Action Council to the next year's anticipated interest earnings. This limitation withheld assistance to the poor and needy of Hagerstown in economic slumps when the need was the greatest. In addition, interest rates had declined over this same period of time which led to even less interest revenue being generated. Our FY24 budget continues to reflect our modification to treat this fund more as a flow of funds annuity with a steady annual stipend which will be continually replenished from investment earnings over a long-term time frame. Finance will monitor this fund so that a long-term balance between earnings and expenditures is maintained.



City Center

City of Hagerstown









FINANCIAL PROJECTIONS
SECTION 6

	Page
All Funds - Introduction	1
General Fund	2
Enterprise Funds	
Introduction: All Enterprise Funds	14
Electric Fund	15
Water Fund	18
Wastewater Fund	21
Parking Fund	24
Golf Course Fund	27
Property Management Fund	29
Stormwater Protection Fund	31
Internal Service Funds	
Health Care Fund	33
Dental Care Fund	35

[THIS PAGE INTENTIONALLY LEFT BLANK]

INTRODUCTION

This Section 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, Stormwater Protection, 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 FY2023/24 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 1, 2023. 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 column after the FY2023/24 Proposed Budget. 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 revenue is projected to fluctuate across funds in FY2023/24 and future years as a result of rising interest market rates, interest rates adjustments made by the Federal Reserve System, and available cash balances in individual funds.
- The Wage & Benefits projections contain salary enhancements for FY2023/24 for all full-time employee groups as well as minimum wage adjustments for part-time and Seasonal staff. (See Section 1 for specific wage history trends by employee group). The projections include a combination of salary enhancements annually from FY2023/24 through FY2027/28. Additionally, the projections include savings associated with funded vacant positions in the General Fund; and anticipate funded vacancy savings to occur into the future through FY2027/28. The City has four collective bargaining union groups and all four of the groups have approved contracts in place for FY2023/24.
- The overall average projected increase in employee benefits range from 4.1% to 5.7% primarily due to expected increases over the next several years in the City's Health, Workers Compensation, 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 2.0% through 5.5% interest rate range over a 20, 25, or 30 year term and includes both City issued bonds and MDE issued bonds/loans.
- In addition to covering 100% of the claims and cost incurred for retired employees, the City makes annual contributions to a separate trust account for Other Post-Employment Benefits (OPEB). The annual amount to be contributed in FY2023/27 is $700K and anticipated to increase $800K annually starting FY2025/26 through FY2027/28.

- In general, total revenue growth (excluding the "NEEDED REVENUE SOURCE" amount) is projected to decrease from $59.4 million in FY2024/25 to $58.2 million in FY2025/26. Due to several contributing factors, new and / or increased revenue sources are needed beginning in FY2024/25 to help offset estimates for future periods. The primary factors that impact the projections for FY2024/25 include:
    - Funding equipment and Capital Improvement Program with annual operating revenue
    - Preliminary projection of 4.2% increase for all salary and related benefits costs
    - Annual debt service requirements for infrastructure upgrades and improvements
    - Preliminary overall inflation factors on insurance, supplies, and maintenance contracts

- The property tax rate is proposed to remain at the current rates for overall and eliminate the two-tier rate for Apartments: $1.002 per $100 for real estate; and $2.505 per $100 for personal property. The annual Constant Yield certification from the State Department of Assessments & Taxation received in February 2023 reflects market value growth of 5.2% during the first year of the City's triennial assessment period. The total estimated property tax revenue represents 67.1% of current revenue sources in FY2023/24 and is important to cover existing city service levels, employer payroll costs (including wages and benefits), inflation increases on most expense categories, pay-go funds for capital infrastructure need, and annual debt service requirements. For future years, the projections include overall growth in property tax revenue in FY2024/25 through FY2027/28 to occur through increased assessed values; anticipated development growth; annexations; or other adjustments as needed to offset any market values decline.

- The County Tax Rebate was terminated by the County and was replaced by a County Tax Rate differential provided directly to City property owners which started in 2010/11. The County rate in the City has remained the same since implementation and is currently $0.125 cents per $100 assessed value less than the outside City rate and is estimated to stay the same for 2023/24. All municipalities within the County receive the same amount of tax differential despite the differences in services provided by each municipality.

- From FY2022/23 to FY2023/24 budget, the overall City portion of Income & Other Taxes is expected to increase by 7.4% to reflect growth and a return to pre-COVID revenue levels for some categories of revenue.
    - The County implemented a decrease in local income tax rate from 3.0% to 2.95% effective January 1, 2023 which will decrease the amount of total dollars back to the City. It is difficult to anticipate the overall impact to the city's income tax revenue due to changes implemented by the State of Maryland including timing of tax reporting, unemployment income tax free for two years and increasing the amount of state credit amounts given for earned income tax credit for three years. It is anticipated that this income source will grow approximately 2.5% annually beginning in FY2024/25 through FY2027/28 as minimum wages increases continue and new warehouse developments open within the corporate boundary of the City.
    - Highway User Revenue (HUR) directly in the General Fund is used to cover a portion of the annual debt service requirements for projects that had to be funded with bonds when HUR funding was insufficient to cover necessary improvements. The annual debt service requirements for HUR eligible projects is greater than the $135K that will be utilized but all remaining HUR funding is needed within planned capital projects for FY2023/24.
    - Admission and amusement tax reflects sporadic growth beginning in FY2025/26 through FY2027/28. It is anticipated that there will be two new entertainment venues, including a new multiuse stadium in downtown and indoor Sports complex, which will contribute to the growth in this area over the next few fiscal years.
    - Hotel/motel room tax reflects a slow growth of 2.0% beginning in FY2024/25 through the future, returning to pre-pandemic revenue levels and reflecting new hotels that have happened throughout the City of Hagerstown and Washington County.

- Most operating grant revenues and related expenditures are separately reflected in the Grants Fund. The largest component included in FY2022/23 estimated actual reflect $582.4K in American Rescue Plan Act of 2021 (ARPA) dollars utilized to cover a Grant Coordinator position, a Community Liaison position, some cameras and drones for Police Department, and grants given to Convention & Visitors Bureau related to tourism activities. Beginning in FY2023/24, grant revenues reflect the recurring grant dollars that are received for police for school resource officers and DEA related overtime costs. In addition, it includes another $1.3M in ARPA grant dollars with the majority of that amount supplying new trash totes for all City trash customers.

- Wage & Benefit projections include four collective bargaining union contracts and non-union employees. Based on negotiated contracts and competitive market trends, the projections include a continuation of combined salary enhancements annually through FY2027/28. The projection includes savings associated with vacancies in funded positions that occur throughout the normal course of business. There is a schedule of unfunded positions in Schedule 1 for reference only; there are no dollars reflected in the FY2023/24 budget for unfunded positions and savings. The overall projected increases from FY2024/25 through FY2027/28 range from 3.6% to 4.2% increases as a result of continued salary enhancements.

- The overall average projected changes in employee benefits range from 4.1% to 5.7% primarily due to expected increases over the next several years in the City's Pension Contributions, and Health and Dental Program costs.

- Annual debt service expenditures represent 3.3% of all general fund expenditures in FY2023/24 budget, or $1.9 million. As reflected on the debt service schedule on page 12, annual debt service requirements are expected to fluctuate annually from FY2023/24 through FY2027/28 as the city continues to pay-off prior bonds and issue new bonds for infrastructure investments. There is significant increases in FY2023/24 of 20.3% and FY2024/25 of 73.3% as the City finances the majority of costs to build an indoor Sports complex. The changes beginning after that in FY2025/26 and FY2027/28 are respectively 19.6%, 11.9%, and 1.9%. The detail on each project that will be funded by future debt issues are reflected in Section 7, page 16. It is important to note that if all planned projects move forward as reflected, the City will remain under its debt limit capacity in FY2027/28 as reflected in its Debt Management Policy.

- The remaining other expenditure categories are projected to increase based on a combination of historic trends and inflation factors.

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
REVENUES										
Property Taxes	$ 30,650	$ 31,784	$ 32,349	$ 32,521	$ 34,847	S	$ 36,825	$ 37,532	$ 38,588	$ 39,676
Payments in Lieu of Taxes	2,767	2,809	2,785	2,793	2,799	S	2,801	2,804	2,806	2,809
Total property taxes	**33,417**	**34,593**	**35,134**	**35,314**	**37,646**		**39,626**	**40,336**	**41,394**	**42,485**
	3.1%	*3.5%*	*1.6%*	*0.5%*	*7.1%*		*5.3%*	*1.8%*	*2.6%*	*2.6%*
Income Tax	3,481	3,811	3,101	3,500	3,500	2.5%	3,588	3,677	3,769	3,863
Highway User Revenues	80	100	134	134	135		138	138	138	140
Police / Fire Protection	762	754	1,166	1,175	1,070	0.5%	1,075	1,081	1,086	1,092
Admission Tax	173	300	250	250	300		300	350	370	380
Financial Corporations	34	34	34	34	34		34	34	34	34
Room Tax - Tourism Promotion	180	255	200	250	250	2.0%	255	260	265	271
Enterprise Zone Tax Credits	46	402	538	525	538		600	600	500	500
Total Income & Other Taxes	**4,756**	**5,656**	**5,423**	**5,868**	**5,827**		**5,990**	**6,140**	**6,163**	**6,280**
	11.4%	*18.9%*	*-4.1%*	*8.2%*	*7.4%*		*2.8%*	*2.5%*	*0.4%*	*1.9%*
Total Tax & Shared Revenues	**38,173**	**40,249**	**40,557**	**41,182**	**43,473**		**45,617**	**46,477**	**47,557**	**48,764**
	4.1%	*5.4%*	*0.8%*	*1.5%*	*7.2%*		*4.9%*	*1.9%*	*2.3%*	*2.5%*
Refuse Service Fees	2,812	2,852	3,039	3,254	3,611	2.5%	3,701	3,794	3,889	3,986
Other Service Charges	694	862	755	879	857	2.0%	874	892	909	928
Residential Rental Licenses & Vacant Structures	798	753	795	776	825	0.5%	829	833	837	842
Cable TV Franchise	320	306	320	305	280	2.0%	286	291	297	303
Other Licenses & Permits	2,154	1,607	1,154	1,836	1,283	2.0%	1,309	1,335	1,362	1,389
Safe Speed for Students Program	802	683	975	900	900		875	825	775	775
Red Light Camera Program	159	176	165	205	160		160	160	210	210
Other Fines & Forfeitures	63	79	111	78	90	3.0%	93	95	98	101
Admin Allocation	1,998	1,998	1,998	1,998	1,998	0.0%	1,998	1,998	1,998	1,998
Interest	20	6	38	349	310		260	250	260	275
Rental Income	179	197	162	159	165		180	185	190	195
Intergovernmental Revenues	3,267	487	1,448	1,110	2,055	S	710	579	579	579
Other Revenues	160	740	780	793	108	S	475	475	475	475
NEEDED REVENUE SOURCE*	-	-	-	-	-		***5,265***	***3,910***	***5,764***	***5,795***
Total Other Revenues	**13,426**	**10,746**	**11,740**	**12,642**	**12,642**		**17,014**	**15,622**	**17,644**	**17,850**
Total Revenues	**51,599**	**50,995**	**52,297**	**53,824**	**56,115**		**62,631**	**62,099**	**65,201**	**66,615**
% Revenue Growth	*10.8%*	*-1.2%*	*2.6%*	*2.9%*	*7.3%*		*11.6%*	*-0.8%*	*5.0%*	*2.2%*
Appropriated Fund Balance to CIP Fund:Capital Expenditures	-	-	1,805	-	1,889		2,000	-	-	-
Total Other Funding Sources	**-**	**-**	**1,805**	**-**	**1,889**		**2,000**	**-**	**-**	**-**
Total Funding Sources	**$ 51,599**	**$ 50,995**	**$ 54,102**	**$ 53,824**	**$ 58,004**		**$ 64,631**	**$ 62,099**	**$ 65,201**	**$ 66,615**

FY25 projections currently estimate additional $5.3M in changes needed. This $5.3M reflects funding equipment and CIP transfers with annual operations, combined 2.2% growth in current revenue sources, an overall preliminary estimate of 4.2% increase for all payroll related costs, annual debt service to fund priority projects, infrastructure and capital needs, and cover overall inflation factors on items such as insurance, supplies, and maintenance contracts.

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
EXPENDITURES										
Salaries and Wages	$ 21,453	$ 20,776	$ 23,923	$ 23,250	$ 24,736	S	$ 25,625	$ 26,593	$ 27,721	$ 28,771
Fringe Benefits -										
Active Employees	8,538	8,520	9,285	8,824	9,628	S	10,185	10,587	11,033	11,472
Retirees	1,498	1,466	1,500	1,470	1,665	S	1,746	1,832	1,921	2,015
Total Wages & Benefits	**31,489**	**30,762**	**34,708**	**33,544**	**36,029**		**37,556**	**39,011**	**40,674**	**42,258**
	5.5%	*-2.3%*	*12.8%*	*-3.4%*	*3.8%*		*4.2%*	*3.9%*	*4.3%*	*3.9%*
Contracted Services	5,032	5,651	5,802	6,003	6,613	S	6,778	6,947	7,121	7,301
Advertising & Printing	124	175	214	205	216	2.0%	220	225	229	234
Rentals	108	112	111	98	87		110	110	110	110
Maintenance & Repairs	1,041	1,840	2,082	1,693	1,948		1,900	2,000	2,100	2,200
Vehicle Expenses	613	817	759	911	968	2.0%	987	1,007	1,027	1,048
Materials, Supplies & Utilities	1,905	1,988	2,291	2,332	3,248	3.0%	3,345	3,446	3,549	3,656
Professional Development	48	105	181	186	239		200	200	205	210
Communication	344	325	398	404	419		370	372	374	376
Wage & Overhead Allocation	(1,209)	(1,464)	(1,643)	(1,686)	(1,593)		(1,661)	(1,725)	(1,798)	(1,868)
Other General Expenditures	599	704	1,029	994	1,158		1,163	1,168	1,173	1,178
Insurance	211	277	329	340	359	5.0%	377	396	416	436
Unallocated Gen'l Expenditures	539	718	799	799	801		804	804	806	808
Capital Outlay - Non-CIP	140	136	197	181	209		211	231	236	246
Debt Service	2,163	2,218	1,589	1,569	1,887	S	3,271	3,911	4,377	4,462
Operating Transfers to Other Funds	2,075	1,247	1,198	1,212	1,391	S	1,448	1,473	1,493	1,553
Capital Transfers to CIP Fund	1,144	1,497	2,252	2,252	2,134		7,550	2,523	3,109	2,408
Fund Balance Transfers to CIP Fund	731	4,473	1,805	416	1,889		-	-	-	-
Total Expenditures	**47,097**	**51,581**	**54,101**	**51,453**	**58,002**		**64,630**	**62,099**	**65,201**	**66,615**
% Expenditures Growth	*1.3%*	*9.5%*	*4.9%*	*-4.9%*	*7.2%*		*11.4%*	*-3.9%*	*5.0%*	*2.2%*
Surplus / (Deficit)	**$ 4,502**	**$ (586)**	**$ 1**	**$ 2,371**	**$ 2**		**$ 0**	**$ (0)**	**$ (0)**	**$ (0)**
Real Estate Tax Rates: Excl Apts	**$ 1.002**	**$ 1.002**	**$ 1.002**	**$ 1.002**	**$ 1.002**		**$ 1.002**	**$ 1.002**	**$ 1.002**	**$ 1.002**
Change in Tax Rates	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**
Each penny on the real estate tax rate generates additional revenue of	**$ 269**	**$ 277**	**$ 285**	**$ 287**	**$ 308**		**$ 327**	**$ 334**	**$ 345**	**$ 355**
Personal Property Tax Rates	**$ 2.505**	**$ 2.505**	**$ 2.505**	**$ 2.505**	**$ 2.505**		**$ 2.505**	**$ 2.505**	**$ 2.505**	**$ 2.505**
Change in Tax Rates	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**
Each penny on the personal property tax rate generates additional revenue of	**$ 16**	**$ 17**	**$ 16**	**$ 16**	**$ 17**		**$ 17**	**$ 17**	**$ 17**	**$ 18**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
PROPERTY TAXES
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG% *	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Real Estate - Full Year Levy	**$ 27,374**	**$ 29,043**	**$ 29,998**	**$ 30,250**	**$ 32,585**		**$ 34,467**	**$ 35,091**	**$ 36,046**	**$ 37,109**
% Increase	***2.5%***	***6.1%***	***3.3%***	***0.8%***	***8.6%***		***5.8%***	***1.8%***	***2.7%***	***2.9%***
Personal Property - UnInc	41	48	48	48	48	0.5%	48	48	49	49
Personal Property - Corp	3,908	4,281	4,045	4,045	4,200	0.5%	4,271	4,292	4,314	4,335
Homestead Tax Credit	(111)	(60)	(100)	(74)	(275)		(255)	(235)	(215)	(215)
Enterprise Zone Tax Credit Progra	(92)	(734)	(1,076)	(1,049)	(1,076)		(1,076)	(1,036)	(1,000)	(1,000)
Tax Exemption - Real Estate	(553)	(578)	(578)	(579)	(625)		(625)	(625)	(605)	(605)
Total Current Year's Levy	**30,567**	**32,000**	**32,337**	**32,641**	**34,857**		**36,830**	**37,535**	**38,588**	**39,673**
Reserve for Uncollect Taxes	(23)	35	(100)	(100)	(100)		(100)	(100)	(100)	(100)
Total Adj - Prior Yrs Levies	**(23)**	**35**	**(100)**	**(100)**	**(100)**		**(100)**	**(100)**	**(100)**	**(100)**
Current Years Levy	213	(211)	150	15	150		159	162	166	171
Total Interest on Delinq Tax	**213**	**(211)**	**150**	**15**	**150**		**159**	**162**	**166**	**171**
Tax Discounts/Allows - C/Yr	(107)	(40)	(38)	(35)	(60)		(63)	(65)	(66)	(68)
Total Tax Discounts/Allows	**(107)**	**(40)**	**(38)**	**(35)**	**(60)**		**(63)**	**(65)**	**(66)**	**(68)**
Total Property Taxes	**30,650**	**31,784**	**32,349**	**32,521**	**34,847**		**36,825**	**37,532**	**38,588**	**39,676**
% Increase	*3.6%*	*3.7%*	*1.8%*	*0.5%*	*7.7%*		*5.7%*	*1.9%*	*2.8%*	*2.8%*
Hag Housing Authority	103	99	105	105	105	0.8%	106	107	108	108
Bethel Gardens	-	39	14	14	16	0.8%	16	16	16	17
Liberty Property	166	171	167	175	179	0.8%	180	182	183	185
CW Brooks Mid-Rise	8	10	9	9	9	0.8%	9	9	9	9
Electric Fund	532	532	532	532	532	0.0%	532	532	532	532
Water Fund	660	660	660	660	660	0.0%	660	660	660	660
Wastewater Fund	1,298	1,298	1,298	1,298	1,298	0.0%	1,298	1,298	1,298	1,298
Property Management Fund	-	-	-	-	-	0.0%	-	-	-	-
Total Pymts in Lieu of Taxes	**2,767**	**2,809**	**2,785**	**2,793**	**2,799**		**2,801**	**2,804**	**2,806**	**2,809**
% Increase	*-1.2%*	*1.5%*	*-0.9%*	*0.3%*	*0.5%*		*0.1%*	*0.1%*	*0.1%*	*0.1%*
Total Property Taxes	**$ 33,417**	**$ 34,593**	**$ 35,134**	**$ 35,314**	**$ 37,646**		**$ 39,626**	**$ 40,336**	**$ 41,394**	**$ 42,485**
% Increase	*3.1%*	*3.5%*	*1.6%*	*0.5%*	*7.1%*		*5.3%*	*1.8%*	*2.6%*	*2.6%*

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
ASSESSABLE BASE TABLE

	Total Assessable Base Values* (in millions)	Assessable Base - % Change from Prior Year	Real Estate Tax Rate	Real Estate Tax Rate -% Change from Prior Year	Real Estate and Property Tax Revenue (in thousands)	Property Taxes - % Change from Prior Year
Actual 2007/2008	2,297	9.2%	0.798	0.0%	19,742	8.5%
Actual 2008/2009	2,552	11.1%	0.788	-1.3%	21,676	9.8%
Actual 2009/2010	2,830	10.9%	0.788	0.0%	23,959	10.5%
Actual 2010/2011	2,881	1.8%	0.788	0.0%	24,132	0.7%
Actual 2011/2012	2,559	-11.2%	0.788	0.0%	21,386	-11.4%
Actual 2012/2013	2,634	2.9%	0.788	0.0%	22,216	3.9%
Actual 2013/2014	2,665	1.2%	0.788	0.0%	22,398	0.8%
Actual 2014/2015	2,542	-4.6%	0.898	14.0%	24,325	8.6%
Actual 2015/2016	2,618	3.0%	0.913	1.7%	25,586	5.2%
Actual 2016/2017	2,660	1.6%	0.913	0.0%	25,991	1.6%
Actual 2017/2018	2,660	0.0%	0.941	3.1%	26,857	3.3%
Actual 2018/2019: All	2,714	2.0%	1.002	6.5%	29,197	8.7%
Actual 2018/2019: Apts	*237*	*N/A* ***	*1.032*	*N/A*	*2,451*	*N/A*
Actual 2019/2020: All	*2,754*	1.5%	1.002	0.0%	29,525	1.1%
Actual 2019/2020: Apts	*184*	-22.6%	*1.032*	0.0%	*1,897*	-22.6%
Actual 2020/2021: All	*2,814*	2.2%	1.002	0.0%	30,567	3.5%
Actual 2020/2021: Apts	*242*	31.5%	*1.032*	0.0%	*2,494*	31.5%
Actual 2021/2022: All	*2,934*	4.3%	1.002	0.0%	32,000	4.7%
Actual 2021/2022: Apts	*245*	1.4%	*1.032*	0.0%	*2,530*	1.4%
Estimated 2022/2023: All	**3,012**	**2.7%**	**1.002**	**0.0%**	**32,641**	**2.0%**
Estimated 2022/2023: Apts	*267*	9.0% ***	*1.032*	*0.0%*	*2,758*	*9.0%*
Proposed 2023/2024: All	**3,224**	**7.0% ****	**1.002**	**0.0%**	**34,857 ****	**6.8%**
Proposed 2023/2024: Apts	*286*	*7.0% ****	*1.002*	*-2.9%*	*2,866*	*3.9%*
Projected 2024/2025: All	3,417	6.0%	1.002	0.0%	36,830	5.7%
Projected 2025/2026: All	3,486	2.0%	1.002	0.0%	37,535	1.9%
Projected 2026/2027: All	3,590	3.0%	1.002	0.0%	38,588	2.8%
Projected 2027/2028: All	3,697	3.0%	1.002	0.0%	39,674	2.8%

*The City chart above includes a calculated assessable base value for both real property and personal property and these values are reflected separately on the following page. The State Department of Assessment and Taxation provides annual Constant Yield notice information that inlcudes real property assessed value expected on July 1 only.

**The assessable base value per the February 2023 Constant Yield Notice memos reflect a combined expected real property assessed value of 3,177 which is an increase of 5.2% compared to current levels. The City chart above assumes a slightly higher average assessable base value which includes personal property values. In addition, the chart above reflects the average value for all of FY23 and not just the value estimated to be on July 1.

***In addition, the City implemented a different tier tax rate for all Apartment classifications in FY19. The numbers and data for "All" include the Apartment classifications and are representative of total dollars and value to the City. The FY24 Proposed Budget recommends eliminating the separate tax tier.

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
ASSESSABLE BASE TABLE
(IN THOUSANDS)

	ACTUAL 2020/21	ACTUAL 2021/22	EST. ACTUAL 2022/23	PROPOSED BUDGET 2023/24	PROJECTED 2024/25
For Full Year Levy	$ 27,374	$ 29,043	$ 30,250	$ 32,585	$ 34,467
Enterprise Zone Tax Credit Program	(92)	(734)	(1,049)	(1,076)	(1,076)
Tax Exemption - Real Estate	(553)	(578)	(579)	(625)	(625)
Homestead Tax Credit Cap	(111)	(60)	(74)	(275)	(255)
Net Real Estate Taxes	**26,618**	**27,671**	**28,548**	**30,609**	**32,511**
	1.2%	4.0%	3.2%	7.2%	6.2%
Unincorporated Personal Property	41	48	48	48	48
Corporate Personal Property	3,908	4,281	4,045	4,200	4,271
Total Personal Property	**3,949**	**4,329**	**4,093**	**4,248**	**4,319**
	22.9%	9.6%	-5.5%	3.8%	1.7%
Current Year's Levy	**$ 30,567**	**$ 32,000**	**$ 32,641**	**$ 34,857**	**$ 36,830**
	3.5%	4.7%	2.0%	6.8%	5.7%
Real EstateTax Rate	**$ 1.002**	**$ 1.002**	**$ 1.002**	**$ 1.002**	**$ 1.002**
Real EstateTax Rate - Apartments Only	*$ 1.032*	*$ 1.032*	*$ 1.032*	*$ 1.002*	*$ 1.002*
Business Property Tax Rate	**$ 2.505**	**$ 2.505**	**$ 2.505**	**$ 2.505**	**$ 2.505**
Assessable Base					
Real Property	$ 2,656,487	$ 2,761,577	$ 2,849,102	$ 3,054,790	$ 3,244,566
	1.2%	4.0%	3.2%	7.2%	6.2%
[(Net Real Estate Taxes / Tax Rate)/10)]					
Business Personal Property	157,645	172,814	163,393	169,581	172,415
	22.9%	9.6%	-5.5%	3.8%	1.7%
[Total Personal Property / Tax Rate]					
Total Assessable Base	**$ 2,814,132**	**$ 2,934,391**	**$ 3,012,495**	**$ 3,224,371**	**$ 3,416,981**
	2.2%	4.3%	2.7%	7.0%	6.0%

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
GRANT AND OTHER REVENUES
(IN THOUSANDS)

INTERGOVERNMENTAL REVENUES

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Various Departments: Grants										
Event Grants	26	9	6	33	6		-	-	-	-
Arts & Entertainment Grants	2	18	16	24	16		-	-	-	-
Main Street Grants	-	-	-	25	-					
CARES Grant Pass-thru from County	1,437	-	-	-	-		-	-	-	-
American Rescue Plan Act of 2021 (ARPA)	1,518	112	957	582	1,294		131	-	-	-
All Other Departmental Grants	-	-	-	-	160		-	-	-	-
Police Department: Grants										
DEA Reimbursed Overtime	25	32	20	20	20		20	20	20	20
HIDTA NTF Reimbursed Overtime	6	6	27	3	8		8	8	8	8
School Resource Officers Grant	254	310	422	422	551		551	551	551	551
Total Intergovernmental Revenues	**$ 3,267**	**$ 487**	**$ 1,448**	**$ 1,110**	**$ 2,055**		**$ 710**	**$ 579**	**$ 579**	**$ 579**

OTHER REVENUES

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Sale of Land & Other Property										
Fire & Police Dept Equipment	20	2	10	3	3		5	5	5	5
Other	13	7	-	1	-		5	5	5	5
Total Land Sale/Other	**33**	**9**	**10**	**4**	**3**		**10**	**10**	**10**	**10**
Contributions & Donations	22	36	36	50	31		35	35	35	35
Miscellaneous Revenues	69	124	50	55	44		400	400	400	400
Other Revenues	**91**	**160**	**86**	**105**	**75**		**435**	**435**	**435**	**435**
Transfers from CDBG Fund	32	29	30	30	30		30	30	30	30
Transfers from Health Ins Fund	-	542	654	654	-		-	-	-	-
Transfers from Capital Improvements Fund	4	-	-	-	-		-	-	-	-
Total Transfers from Other Funds	**36**	**571**	**684**	**684**	**30**		**30**	**30**	**30**	**30**
Total Other Revenues	**$ 160**	**$ 740**	**$ 780**	**$ 793**	**$ 108**		**$ 475**	**$ 475**	**$ 475**	**$ 475**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
SALARIES AND FRINGE BENEFITS
(IN THOUSANDS)

SALARIES AND WAGES

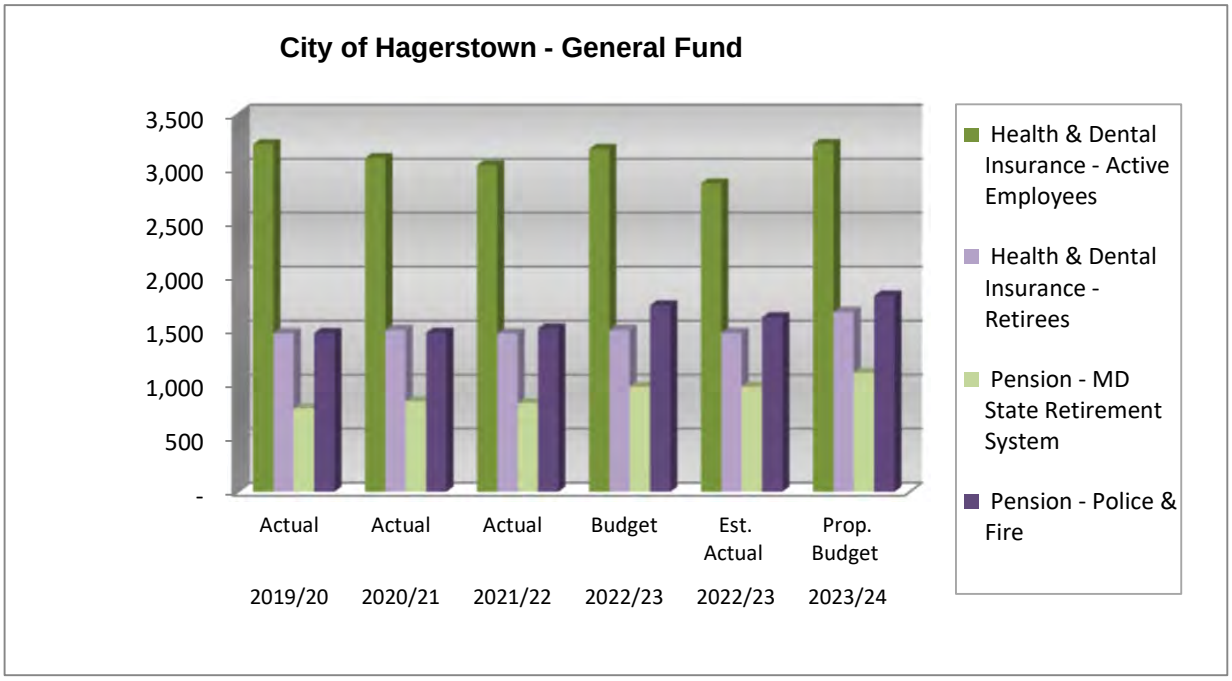
	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ. *4.500%*	2025/26 PROJ. *4.000%*	2026/27 PROJ. *4.500%*	2027/28 PROJ. *4.000%*
BASE WAGES										
Regular Wages-Salaried	$ 5,311	$ 5,153	$ 6,378	$ 6,689	$ 6,856		$ 7,165	$ 7,451	$ 7,786	$ 8,098
Regular Wages-Hourly	10,977	10,095	14,356	13,888	15,244		15,930	16,567	17,313	18,005
Regular Wages-Stipend	-	-	-	-	-		-	-	-	-
Sick Leave Pay	504	722	-	-	-		-	-	-	-
Holiday Pay	833	885	-	-	-		-	-	-	-
Vacation Pay	1,280	1,336	-	-	-		-	-	-	-
Compensatory Time Used	128	165	3	2	2		-	-	-	-
Personal Leave	230	218	-	-	-		-	-	-	-
Temporary & Seasonal	624	686	871	744	837	1.00%	845	854	862	871
Sick Pay - PT and Seasonal	16	19	15	15	13		16	16	17	17
Sick Pay - Federal COVID	42	-	-	-	-		-	-	-	-
Vacation Pay on Termination	92	118	201	153	157		150	150	150	150
Unfunded Positions Savings	-	-	-	-	-		-	-	-	-
Additional Vacancy Savings	-	-	525	-	(156)		(300)	(300)	(300)	(300)
Total Base Wages	**20,037**	**19,397**	**22,349**	**21,491**	**22,953**		**23,806**	**24,738**	**25,828**	**26,841**
% Increase	*5.8%*	*-3.2%*	*15.2%*	*-3.8%*	*2.7%*		*3.7%*	*3.9%*	*4.4%*	*3.9%*
ADDITIONAL WAGES										
Overtime Pay	1,403	1,336	1,574	1,759	1,783	2.00%	1,819	1,855	1,892	1,930
Comp Time Earned	13	43	-	-	-		-	-	-	-
Total Additional Wages	**1,416**	**1,379**	**1,574**	**1,759**	**1,783**		**1,819**	**1,855**	**1,892**	**1,930**
% Increase	*16.8%*	*-2.6%*	*14.1%*	*11.8%*	*13.3%*		*2.0%*	*2.0%*	*2.0%*	*2.0%*
Total Wages	**$ 21,453**	**$ 20,776**	**$ 23,923**	**$ 23,250**	**$ 24,736**		**$ 25,625**	**$ 26,593**	**$ 27,721**	**$ 28,771**
% Increase	*6.5%*	*-3.2%*	*15.1%*	*-2.8%*	*3.4%*		*3.6%*	*3.8%*	*4.2%*	*3.8%*

FRINGE BENEFITS

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Active Employees										
Holiday Pay on Termination	$ -	$ 2	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Sick Pay on Termination	51	73	198	117	161		145	145	145	145
Pension - Police & Fire	1,471	1,512	1,726	1,615	1,815		1,882	1,956	2,042	2,122
Pension - MD State	836	820	973	973	1,100		1,164	1,209	1,263	1,312
MD State Deficit Payment	214	225	236	236	248		260	273	287	301
Pension - 401(a) Plan	2	2	2	2	2		2	2	2	2
F.I.C.A. Taxes (7.65%)	1,588	1,536	1,570	1,621	1,674		1,960	2,034	2,121	2,201
Health Insurance	3,008	2,944	3,085	2,781	3,136	5.0%	3,293	3,457	3,630	3,812
Dental Insurance	82	80	89	74	85	1.0%	86	87	88	88
Life Insurance	30	31	35	35	35		36	38	39	41
Long-Term Disability	5	5	5	5	5		6	6	6	6
Workmans Compensation	1,139	1,148	1,162	1,162	1,164		1,164	1,188	1,211	1,235
Emply Discounted Parking	69	77	88	87	92		82	84	89	94
Unemployment Taxes	21	34	69	69	63		70	70	70	70
Employee Assistance Prog	10	9	9	9	9		10	11	12	13
City Employee Picnic/Turkey	-	-	14	14	14		-	-	-	-
HPD Housing Allowance	11	13	18	18	19		19	21	22	23
Employee Longevity	1	9	6	6	6		6	6	6	6
Total	**8,538**	**8,520**	**9,285**	**8,824**	**9,628**		**10,185**	**10,587**	**11,033**	**11,472**
% Increase	*3.7%*	*-0.2%*	*9.0%*	*-5.0%*	*3.7%*		*5.8%*	*3.9%*	*4.2%*	*4.0%*
Retirees										
Health Insurance	1,448	1,417	1,450	1,420	1,615	5.0%	1,696	1,781	1,870	1,963
Dental Insurance	50	49	50	50	50	1.0%	51	51	52	52
Total	**1,498**	**1,466**	**1,500**	**1,470**	**1,665**		**1,746**	**1,832**	**1,921**	**2,015**
% Increase	*2.0%*	*-2.1%*	*2.3%*	*-2.0%*	*11.0%*		*4.9%*	*4.9%*	*4.9%*	*4.9%*
Total Fringe Benefits	**$ 10,036**	**$ 9,986**	**$ 10,785**	**$ 10,294**	**$ 11,293**		**$ 11,931**	**$ 12,418**	**$ 12,954**	**$ 13,487**
% Increase	*3.5%*	*-0.5%*	*8.0%*	*-4.6%*	*4.7%*		*5.7%*	*4.1%*	*4.3%*	*4.1%*

GENERAL FUND HISTORICAL TRENDS
FISCAL YEAR 2024/2028
EMPLOYER SHARE OF INSURANCE AND PENSION COSTS
(IN THOUSANDS)

	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Budget	2022/23 Est. Actual	2023/24 Prop. Budget
Health & Dental Insurance - Active Employees	3,218	3,090	3,024	3,174	2,855	3,221
Health & Dental Insurance - Retirees	1,468	1,498	1,466	1,500	1,470	1,665
Pension - MD State Retirement System	772	836	820	973	973	1,100
Pension - Police & Fire	1,469	1,471	1,512	1,726	1,615	1,815
	6,927	6,895	6,822	7,373	6,913	7,801
	3.6%	-0.5%	-1.1%	8.1%	-6.2%	5.8%



GENERAL FUND HISTORICAL TRENDS
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2024
PENSIONS COSTS AS PERCENT OF SALARY

	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Budget	2022/23 Est. Actual	2023/24 Prop. Budget
Retirement - State of MD Fund Employer	9.38%	10.24%	10.57%	10.93%	10.93%	11.32%
Retirement - State of MD Fund Employee	7.00%	7.00%	7.00%	N/A	7.00%	N/A
Retirement - Police/Fire Employer	14.00%	14.00%	14.00%	14.00%	14.00%	14.00%
Retirement - Police/Fire Employee	8.00%	8.00%	9.00%	N/A	9.00%	N/A

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
CONTRACTED SERVICES AND OPERATING TRANSFERS
(IN THOUSANDS)

CONTRACTED SERVICES

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Medical Services	$ 81	$ 77	$ 71	$ 72	$ 102	2.0%	$ 104	$ 106	$ 108	$ 110
Grounds Services	143	194	279	287	311	2.0%	317	323	329	336
Miss Utility	3	4	5	5	5	0.0%	5	5	5	5
Contracted Staffing	8	35	24	20	38	2.0%	39	40	41	42
Other Contracted Services	1,833	2,105	2,042	2,102	2,116	2.0%	2,158	2,201	2,245	2,290
Trash Collection	2,666	2,764	2,886	2,999	3,340	3.0%	3,440	3,543	3,649	3,758
Legal Fees	164	216	256	258	262	2.0%	267	272	277	283
Auditing	24	25	25	25	26	3.0%	27	28	29	30
Consulting	-	66	42	55	32	2.0%	33	34	35	36
Engineering	38	47	35	40	40	2.0%	41	42	43	44
Building Services	21	21	21	22	22	2.0%	22	22	22	22
Safety Program	4	3	6	6	6	0.0%	6	6	6	6
Other Professional Services	47	94	110	112	313	2.0%	319	325	332	339
Total Contracted Services	**$ 5,032**	**$ 5,651**	**$ 5,802**	**$ 6,003**	**$ 6,613**		**$ 6,778**	**$ 6,947**	**$ 7,121**	**$ 7,301**
% Increase	*-1.0%*	*12.3%*	*2.7%*	*3.5%*	*14.0%*		*2.5%*	*2.5%*	*2.5%*	*2.5%*

OPERATING TRANSFERS TO OTHER CITY FUNDS

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Economic Redevelopment Fund	$ 1,746	$ 1,030	$ 1,055	$ 1,055	$ 1,128		$ 1,148	$ 1,148	$ 1,148	$ 1,198
Golf Course Fund	272	200	123	123	250		275	300	320	330
Grant Fund	57	17	20	20	13		25	25	25	25
Flex Fund	-	-	-	14	-		-	-	-	-
Total Operating Transfers	**$ 2,075**	**$ 1,247**	**$ 1,198**	**$ 1,212**	**$ 1,391**		**$ 1,448**	**$ 1,473**	**$ 1,493**	**$ 1,553**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
ANNUAL DEBT SERVICE REQUIREMENTS
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
2003/04 Pub Imprv Bonds									
Interest	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Principal ($1,395,000)	-	-	-	-	-	-	-	-	-
Issuance Costs	-	-	-	-	-	-	-	-	-
2004/2005 Public Fac Bonds									
Interest	-	-	-	-	-	-	-	-	-
Principal ($3,800,000)	-	-	-	-	-	-	-	-	-
2005/06 Pub Facilities Bonds									
Interest	35	12	-	-	-	-	-	-	-
Principal ($7,490,666)	613	639	-	-	-	-	-	-	-
2008/09 Pub Imprv Bonds									
Interest	-	-	-	-	-	-	-	-	-
Principal ($3,407,810)	-	-	-	-	-	-	-	-	-
2008/09 Pub Imprv BAB									
Interest	137	169	172	152	199	170	145	114	85
Principal ($5,074,007)	427	443	460	460	475	493	511	533	554
2012 Tote Loan									
Interest	-	-	-	-	-	-	-	-	-
Principal ($600,000)	-	-	-	-	-	-	-	-	-
2014 Pub Imprv Bonds									
Interest (2.50% over 15 years)	7	6	6	6	5	4	3	3	2
Principal ($428,427)	29	30	30	30	31	32	33	34	34
2015A Pub Imprv Bonds									
Interest (3.06% over 20 years)	80	76	71	71	66	61	58	54	50
Principal ($3,599,066 after reprogram)	141	150	157	157	164	173	182	188	197
Issuance Costs	-	-	-	-	-	-	-	-	-
2015B Pub Imprv Bonds									
Interest (3.89% over 20 years)	19	18	18	18	17	16	15	14	13
Principal ($650,000)	26	28	28	28	30	30	32	32	33
Issuance Costs	-	-	-	-	-	-	-	-	-
2017A Pub Imprv Bonds									
Interest (2.58% over 20 years)	116	110	103	103	94	87	81	75	69
Principal ($4,293,526)	162	169	177	177	185	196	203	215	222
Issuance Costs	1	1	1	1	1	1	1	1	1
2017B Pub Imprv Bonds									
Interest (3.45% over 20 years)	15	15	14	14	13	13	12	11	10
Principal ($500,000)	20	20	22	22	22	22	23	23	25
Issuance Costs	-	-	-	-	-	-	-	-	-
2018B Pub Imprv Bonds**									
Interest (4.30% over 15 years)	*25*	*23*	*22*	*22*	*20*	*19*	*17*	*15*	*13*
Principal ($1,265,000 to $645,000)	*34*	*36*	*37*	*37*	*39*	*41*	*42*	*44*	*46*
Issuance Costs	-	-	-	-	-	-	-	-	-
2019A Pub Imprv Bonds									
Interest (2.98% over 15 years)	*87*	*81*	*76*	*76*	*70*	*64*	*58*	*52*	*46*
Principal ($3,105,000)	*189*	*192*	*195*	*195*	*198*	*201*	*204*	*207*	*210*
Issuance Costs	-	-	-	-	-	-	-	-	-
Interest & Issuance Costs	**522**	**511**	**483**	**463**	**485**	**435**	**390**	**339**	**289**
Principal	**1,641**	**1,707**	**1,106**	**1,106**	**1,144**	**1,188**	**1,230**	**1,276**	**1,321**
Subtotal Current Debt Service Issues	**$ 2,163**	**$ 2,218**	**$ 1,589**	**$ 1,569**	**$ 1,629**	**$ 1,623**	**$ 1,620**	**$ 1,615**	**$ 1,610**
2024 Future Pub Imprv Bonds									
Interest (5.0% over 20 years)	-	-	-	-	*258*	*515*	*515*	*515*	*515*
Principal ($19,330,355)	-	-	-	-	-	*996*	*996*	*996*	*996*
2025 Future Pub Imprv Bonds									
Interest (5.5% over 25 years)	-	-	-	-	-	*137*	*274*	*274*	*274*
Principal ($9,385,000)	-	-	-	-	-	-	*387*	*387*	*387*
2026 Future Pub Imprv Bonds									
Interest (5.5% over 25 years)	-	-	-	-	-	-	*119*	*238*	*238*
Principal ($8,160,000)	-	-	-	-	-	-	-	*336*	*336*
2027 Future Pub Imprv Bonds									
Interest (5.25% over 20 years)	-	-	-	-	-	-	-	*16*	*32*
Principal ($1,125,000)	-	-	-	-	-	-	-	-	*58*
2028 Future Pub Imprv Bonds									
Interest (5.25% over 20 years)	-	-	-	-	-	-	-	-	*16*
Principal ($1,440,000)	-	-	-	-	-	-	-	-	-
Total All Debt Service Issues									
Interest & Issuance Costs	**522**	**511**	**483**	**463**	**743**	**1,087**	**1,298**	**1,382**	**1,364**
Principal	**1,641**	**1,707**	**1,106**	**1,106**	**1,144**	**2,184**	**2,613**	**2,995**	**3,098**
Total All Debt Service Issues	**$ 2,163**	**$ 2,218**	**$ 1,589**	**$ 1,569**	**$ 1,887**	**$ 3,271**	**$ 3,911**	**$ 4,377**	**$ 4,462**
	-26.7%	*2.5%*	*-28.4%*	*-1.3%*	*18.8%*	*73.3%*	*19.6%*	*11.9%*	*1.9%*

Note: It is anticipated that there will be one new FY2023/24 bond issue for the General Fund as a temporary BAN which will be converted to a GO Bond issue in FY25.

****Note: In FY2020/21, shift of applicable outstanding debt and annual debt service requirements from General Fund to Stormwater Management Fund related to Street Sweepers.***

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2024/2028
DEBT AFFORDABILITY

Fiscal Year	Total Taxable Assessed Value	Population	Governmental Outstanding Debt	Gov't Debt as Percentage of Total Taxable Assessed Value	Gov't Debt Per Capita	General Fund Debt Service as % of General Fund Operating Revenue
2008	2,297,063	40	14,835	0.65%	371	5.42%
2009	2,552,030	40	13,343	0.52%	333	5.16%
2010	2,830,482	40	20,457	0.72%	511	5.25%
2011	2,880,838	40	18,695	0.65%	471	6.41%
2012	2,559,162	40	17,460	0.68%	440	6.80%
2013	2,633,731	40	16,013	0.61%	404	5.31%
2014	2,665,127	40	15,168	0.57%	382	4.80%
2015	2,541,960	40	18,093	0.71%	448	4.44%
2016	2,618,007	40	16,622	0.63%	411	4.85%
2017	2,659,606	40	20,399	0.77%	504	5.15%
2018	2,659,872	40	19,902	0.75%	494	5.51%
2019	2,713,633	40	21,109	0.78%	525	5.49%
2020	2,754,271	40	18,841	0.68%	469	6.42%
2021	2,814,132	44	16,617	0.59%	382	4.19%
2022	2,934,391	44	14,886	0.51%	342	4.40%
Estimated 2022/23	3,012,495	44	13,756	0.46%	316	2.92%
Proposed 2023/24	3,224,371	44	31,919	0.99%	733	3.36%
Projected 2024/25	3,416,981	44	39,098	1.14%	898	5.22%
Projected 2025/26	3,486,111	44	44,621	1.28%	1,025	6.30%
Projected 2026/27	3,589,902	44	42,728	1.19%	982	6.71%
Projected 2027/28	3,696,850	44	41,045	1.11%	943	6.70%
City Debt Policy Guidelines				**10.00%**	**1,000**	**10.00%**

General Fund Financial Projections
Fiscal Year 2024/2028
General Fund Debt Capacity Limit: Debt per Capita

Fiscal Year	Total Taxable Assessed Value	Governmental Outstanding Debt	Population	Gov't Debt per Capita	Future Governmental Debt Issuances	Future Repayment Schedule
Future Bond Issuances included in Capital Improvement Program						
2021/22	2,934,391	14,886	44	342	-	-
Estimated 2022/23	2,934,391	13,756	44	316	-	1,130
Proposed Bud 2023/24	3,224,371	31,919	44	733	19,330	1,168
Projected 2024/25	3,416,981	39,098	44	898	9,385	2,206
Projected 2025/26	3,486,111	44,621	44	1,025	8,160	2,637
Projected 2026/27	3,589,902	42,728	44	982	1,125	3,018
Projected 2027/28	3,696,850	41,045	44	*943*	1,440	3,123
Subtotal Future Issuances					**39,440**	**13,282**
City Debt Policy Limit		**43,527**	**44**	**1,000**		

Additional General Fund Debt Issue Capacity

Over FY 2021/22 level	28,641
Beyond 5 year proposed projections	***2,482***

- Percentages of projected changes are indicated in the column following the FY2023/24 Proposed Budget column. Items without a percentage have been individually projected by year.

- Operating revenue across the utility funds includes a variety of sources: such as, service charges to customers, rental income from tenants, green fees to golf, and a stormwater fixed fee. Rate and/or premium increases are included for Water, Wastewater, and Stormwater Funds. Most of the other revenue increases included in the projections are based on increased utilization or increased customer base.

- Total operating expenses (excluding depreciation) are expected to increase for the following Enterprise Funds - Electric, Water, Wastewater, Parking, and Golf, funds based on FY2022/23 budget to the proposed budget in FY2023/24. The overall operating expense increases range from a low of 6.0% in the Wastewater Fund to a high of 24.5% in the Parking Fund which is specifically notated within each individual fund's assumption section that follows. The Property Management and Stormwater Protection funds operating expenses are projected to decrease from the FY2022/23 budget to the proposed budget in FY2023/24 by 9.9% and 4.5%. The increases in all funds for future periods through FY2027/28 are based on trends specific within each fund.

- Depreciation expense is based on each fund's financial ability to invest in capital infrastructure and renovation projects. Depreciation expense is directly associated to each fund's capital investments through FY2027/28 and to fixed assets that have reached its useful life period. Specific details on each funds' capital projects are located in the Capital Improvement Program Section 7.

- The interest income rate is projected to increase in FY2023/24 and continue to grow in future periods based on current market interest rate estimates. However, interest earnings may not occur or grow in specific funds due to declining or negative cash balances. Specifics on each individual fund are notated in the pages that follow and include a combination of current market conditions and cash balances within each fund.

- The debt service requirements vary by fund and are reflected in Interest/Bond Issuance Expense and Prinicipal Payments on Long-Term Debt in all applicable funds. The future bond issue interest costs vary as some are City issued bonds and some are financed through Maryland Department of the Environment (MDE). Each issue may have different terms as well. In general, the projections for City issued governmental bonds are based on interest rates of 4.0% through 5.5% primarily for 20 and 25 year terms. Typically, MDE bond issues are low interest rates at 2.0% over primarily 20 and 25 year terms.

- Capital expenditures are taken directly from Section 7, Capital Improvement Program. Each department prepares and details a five year projection for all capital improvement projects. Non-CIP capital outlay expenditures have been estimated and added to the capital improvement projection amounts based on prior years' experience.

- The unrestricted and restricted cash 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 or deficit amounts on working capital.

ELECTRIC FUND PROJECTIONS
FISCAL YEAR 2024/2028
ASSUMPTIONS

- The HLD current wholesale power contract with Energy Harbor LLC., effective June 1, 2022 through May 31, 2024 is a rate of $42.42/MWh. A new wholesale power agreement will be negotiated and in place by May 31, 2024.

- The increase in service charge revenue from FY2022/23 budget compared to FY2023/24 proposed budget is 6.3% or $1.6M. The majority of the increase can be associated with additional revenue from Residential Customers. Service charge revenue in the Residential category reflects an increase of $802K or 6.5% in the FY2023/24 proposed budget as a result of trends since FY2020/21. Going forward, the projections for revenue from FY2024/25 through FY2027/28 will remain unchanged.

- The purchased power expense for FY2023/24 budget represents approximately 76.2% of total service revenue charges. The projections for the purchase power expense include an increase from FY2022/23 estimated actuals to proposed FY2023/24 budget. Just like the revenue projections for future years, the purchase power expense category remains flat beginning in FY2023/24 through FY2027/28. Purchase Power is subject to change beginning in FY2024/25 with a new contract in place.

- Operating expenses, excluding depreciation, are estimated to increase by 6.5% or $1.6M from the FY2022/23 budget compared to the proposed budget for FY2023/24. This increase is driven by an additional $1.2M in purchased power expenses driven proportionally by the projected increase in revenue. Also, distribution costs are projected to increase by $287K primarily as a result to an increase in salaries and wages. Based on historical data trends, the future projections reflect annual increases of 2.0% and 1.5% from FY2024/25 through FY2027/28 in distribution and administrative costs.

- Depreciation expense for proposed FY2023/24 budget is 7.3% higher than current FY2022/23 budget. This increase is a result of anticipated investment in new capital projects and assets in FY2023/24. Beginning in FY2024/25 through FY2027/28, it is anticipated that more capital equipment and infrastructure investments will be made which will result in the following projected annual increases in the depreciation expenses: 4.9%, 5.8%, 5.8% and 4.8%.

- Interest rates set in place by the Federal Reserve are expected to increase. It is anticipated that total interest earned will increase in FY2023/24 compared to FY2022/23 budget. Interest earned is anticipated to decrease in FY2024/25 as the cash balance begins to be depleted. Due to negative cash balances no interest earned is projected from FY2025/26 thru FY2027/28.

- There are no future debt issues in projections through FY2027/28. As reflected in our projections, all capital improvement projects and capital outlay expenditures will be covered by Electric fund operations or fund balance with the exception of the Burhans Village, Brookmeadow, and Kilpatrick Woods projects, which will be partially funded by contributions from developers.

- Based on the assumptions outlined above for flat revenue projections and increasing expenses, the net increase (decrease) in retained earnings is estimated to decrease from an anticipated gain of $156K in FY2023/24 to a loss of <$1.6M> in FY2027/28.

- The projections show the dividend affordability formula and its effect on the Electric Fund's cash balance. Per the City's Enterprise Fund Dividend Transfer policy, projections will be updated once FY2022/23 is closed and audited to determine if any transfer is possible.

- The ending total cash balance projections reflect a decrease from $1.3M in FY2023/24 to <$8.1M> in FY2027/28 as a result of higher annual operating expense compared to projected revenue growth and capital improvement costs being funded with cash on hand.

ELECTRIC FUND PROJECTIONS
FISCAL YEAR 2024/28
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 ESTIMATED ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG %	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Operating Revenues										
Service Charges:										
Residential	$ 13,025	$ 13,007	$ 12,350	$ 13,152	$ 13,152	0.0%	$ 13,152	$ 13,152	$ 13,152	$ 13,152
Commercial	4,788	4,927	4,659	4,913	4,913	0.0%	4,913	4,913	4,913	4,913
Industrial	5,738	5,790	7,329	5,882	7,863	0.0%	7,863	7,863	7,863	7,863
Other Rates	769	833	721	706	706	0.0%	706	706	706	706
Total Service Charges	**24,319**	**24,558**	**25,060**	**24,652**	**26,633**		**26,633**	**26,633**	**26,633**	**26,633**
Other Operating Revenues	643	985	542	881	759	2.0%	774	790	806	822
Total Operating Revenue	**24,962**	**25,542**	**25,602**	**25,533**	**27,392**		**27,408**	**27,423**	**27,439**	**27,455**
Operating Expenses										
Purchased Power	18,540	18,744	19,102	18,821	20,336	0.0%	20,336	20,336	20,336	20,336
Distribution	2,466	2,543	2,637	2,540	2,924	2.0%	2,983	3,042	3,103	3,165
General & Administration	3,057	3,187	3,304	3,334	3,420	1.5%	3,591	3,771	3,959	4,157
Total Operating Expenses	**24,064**	**24,474**	**25,043**	**24,695**	**26,680**		**26,910**	**27,149**	**27,398**	**27,658**
Cash Operating Income (Loss)	**898**	**1,068**	**559**	**838**	**712**		**498**	**274**	**41**	**(203)**
Depreciation	962	928	986	970	1,058		1,110	1,174	1,242	1,301
Operating Income (Loss)	**(64)**	**140**	**(427)**	**(132)**	**(346)**		**(612)**	**(900)**	**(1,201)**	**(1,504)**
Non-Operating Revenues (Expenses)										
Intergovernmental Revenue-ARPA	135	-	-	-	-		-	-	-	-
Intergovernmental Revenue-Cares Act	7	-	-	-	-		-	-	-	-
Interest Earned	21	2	4	50	50		45	-	-	-
Interest/Bond Issuance Expense	(10)	(9)	(8)	(8)	(7)		(7)	(6)	(6)	(6)
Gain (loss) on Sale of Capital Assets	(150)	165	(33)	(34)	(15)		(15)	(15)	(15)	(15)
Total Non-Operating Revenue (Expense)	**2**	**158**	**(36)**	**9**	**28**		**23**	**(21)**	**(21)**	**(21)**
Net Income (Loss) Before Operating Transfers	**(63)**	**298**	**(464)**	**(123)**	**(318)**		**(589)**	**(921)**	**(1,223)**	**(1,525)**
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fund	(17)	(12)	(30)	(30)	(8)		(31)	(29)	(31)	(29)
Transfers from Health Insurance Fund	-	53	65	65	-		-	-	-	-
Total Transfers From (To) Funds	**(17)**	**42**	**35**	**35**	**(8)**		**(31)**	**(29)**	**(31)**	**(29)**
Capital Contributions										
Non-Cash Developer Contributions	8	73	243	150	380		80	50	-	-
Grants in Aid of Construction	-	-	156	156	103		-	-	-	-
Capital Contributions	**8**	**73**	**398**	**306**	**483**		**80**	**50**	**-**	**-**
Increase (Decrease) in Retained Earnings	**(72)**	**413**	**(30)**	**218**	**156**		**(540)**	**(900)**	**(1,253)**	**(1,554)**
Adjust to a Cash Flow Basis										
Depreciation	962	928	986	970	1,058		1,110	1,174	1,242	1,301
Principal Payments on Long-Term Debt	(45)	(47)	(18)	(18)	(19)		(20)	(21)	(21)	(22)
Non-Cash Developer Contributions	(8)	(73)	(243)	(150)	(380)		(80)	(50)	-	-
Changes in Working Capital	355	(3,739)	-	-	-		-	-	-	-
Total Adjustments to Retained Earnings	**1,265**	**(2,931)**	**726**	**802**	**659**		**1,010**	**1,103**	**1,221**	**1,279**
Funds Available for Capital Outlay	1,193	(2,519)	696	1,020	816		470	203	(33)	(275)
Capital Outlay	696	1,450	2,211	1,913	4,263		2,436	2,626	2,926	1,721
Cash After Capital Outlay	**497**	**(3,969)**	**(1,515)**	**(893)**	**(3,447)**		**(1,966)**	**(2,423)**	**(2,959)**	**(1,996)**
Net Surplus (Deficit)	**$ 497**	**$ (3,969)**	**$ (1,515)**	**$ (893)**	**$ (3,447)**		**$ (1,966)**	**$ (2,423)**	**$ (2,959)**	**$ (1,996)**
Beginning Cash Balance	$ 9,072	$ 9,569	$ 5,600	$ 5,600	$ 4,707		$ 1,260	$ (706)	$ (3,129)	$ (6,087)
Ending Cash Balance	$ 9,569	$ 5,600	$ 4,084	$ 4,707	$ 1,260		$ (706)	$ (3,129)	$ (6,087)	$ (8,084)
Unrestricted Cash Balance, Beginning	$ 5,481	$ 5,982	$ 5,600	$ 5,600	$ 4,707		$ 1,260	$ (706)	$ (3,129)	$ (6,087)
Unrestricted Cash Balance, Ending	$ 5,982	$ 5,600	$ 4,084	$ 4,707	$ 1,260		$ (706)	$ (3,129)	$ (6,087)	$ (8,084)
Restricted Cash Balance, Beginning	$ 3,590	$ 3,587	$ -	$ -	$ -		$ -	$ -	$ -	$ -
*Restricted Cash Balance, Ending	$ 3,587	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Dividend Affordability Formula										
Operating & Maintenance Expenses	$ 24,064	$ 24,474	$ 25,043	$ 24,695	$ 26,680		$ 26,910	$ 27,149	$ 27,398	$ 27,658
Reserved Retained Earnings (2 Months)	$ 4,011	$ 4,079	$ 4,174	$ 4,116	$ 4,447		$ 4,485	$ 4,525	$ 4,566	$ 4,610
Cash in Excess of Reserve after Dividend	$ 1,972	$ 1,521	$ (89)	$ 591	$ (3,187)		$ (5,191)	$ (7,654)	$ (10,654)	$ (12,693)

ELECTRIC FUND PROJECTIONS
FISCAL YEAR 2024/28
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 ESTIMATED ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG %	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Schedule A - Capital Outlay										
Capital Outlay										
Vehicles-C0090	$ 2	$ 22	$ 405	$ 50	$ 165		$ 310	$ 285	$ 210	$ 255
Telemetry Equipment-C0111	0	2	10	10	50		5	5	5	5
Central Substation-C0118	-	-	-	-	-		-	200	500	200
Building Security Improvements - C0178	0	12	25	35	35		50	50	50	-
Wesel Boulevard-C0220	68	252	35	-	-		-	-	-	-
System Reconductoring-C0259	15	4	188	50	207		60	60	60	60
Pedestrian Lights-C0388	-	-	-	-	-		-	100	100	-
SCADA System-C0441	6	10	5	-	5		5	5	5	5
Underground Replacement-C0540	-	-	13	13	33		13	13	13	13
Building & Site Improvements-C0542	7	19	25	25	25		25	25	25	25
Bulldog Substation- C0544	-	-	-	-	-		-	-	-	50
Street Light Replacement-C0546	3	-	10	270	210		10	10	10	10
Kilpatrick Woods - C0550	-	-	226	52	259		70	50	-	-
Test Equipment-C0609	1	15	15	28	15		15	15	15	15
Substation Controls - C0616	-	17	25	22	80		40	40	40	40
Computer Software - C0618	19	-	-	-	-		-	-	-	-
Meter Replacement - C0679	-	-	300	300	1,000		1,000	1,000	1,000	-
Brookmeadow - C0703	-	-	53	-	128		40	-	-	-
Burhans Village - C0707	-	-	18	54	25		-	-	-	-
Substation Breaker Replacement-C0776	-	24	60	60	120		60	60	60	60
Substation Upgrades - C0778	-	-	25	-	-		25	-	125	275
Spare Regulators-C0797	36	30	50	45	70		70	70	70	70
Wildlife Protection-C0802	-	-	10	5	15		15	15	15	15
Feeder Coordination-C0833	-	-	15	15	15		15	15	15	15
Circuit Upgrades-C0842	-	-	-	-	-		150	150	150	150
Other - Non-Specific	538	1,044	701	880	1,808		459	459	459	459
Total Capital Outlay	**$ 696**	**$ 1,450**	**$ 2,211**	**$ 1,913**	**$ 4,263**		**$ 2,436**	**$ 2,626**	**$ 2,926**	**$ 1,721**

- Total service charge revenue projections reflect a 3.0% average increase in the FY2023/24 proposed budget. Per preliminary projections from a five-year rate study currently in process, an annual rate increase of 10.0% is anticipated for all future periods beginning FY2024/25 through FY2027/28. Current analysis reflects the potential for the annual rate increase to be up to 13.0% per year due to rising inflation and the cost to maintain operations.

- Total operating expenses (excluding depreciation) increased by 14.7% from the FY2022/23 budget compared to the proposed budget for FY2023/24. Primarily this reflects an increase in chemical costs and an increase in utility costs to operate the treatment facility in the “Pumping & Water Treatment” category. Also, in the “Selling, General & Administration” line the increase is largely due to a $750K increase in engineering fees to determine the best path forward to improve fire protection while ensuring water quality to Water Zone #5. The projections include increases in future periods with the overall estimated increase for each period from FY2024/25 through FY2027/28 at 2.0% annually in the “Pumping & Water Treatment” and “Transmission & Distribution” categories and 1.5% annually in the “Selling, General & Administration” and “Source of Supply” categories.

- Depreciation expense will fluctuate as a result of capital improvement upgrades, infrastructure investments, and assets reaching the end of its useful life. It is estimated that depreciation expense will increase from FY2022/23 budget to FY2023/24 budget by 1.2%. Based on the amount of investments in capital projects, the trend reflects increases in future periods. In the four years from FY2024/25 through FY2027/28 the increase in expense is projected to be 10.3%, 18.3%, 14.8%, and 5.2%.

- Given the recent trend by the Federal Reserve to raise interest rates, combined with the projected Water cash balance, it is anticipated investment earnings will increase significantly in FY2023/24 from FY2022/23 budget. Investment earnings in FY2024/25 over proposed FY2023/24 are anticipated to be lower as the cash balance declines. Interest is projected to continue to decline in FY2025/26 as a result of utilizing existing cash balances to cover expenses and then show no earnings in FY2026/27 and FY2027/28 as cash is depleted.

- The projection incorporates benefit charge funds. Benefit charge funds are intended to be used for growth related capital projects and debt service from prior year growth related projects. From our current FY2022/23 budget to proposed FY2023/24 budget, benefit charges are estimated to increase slightly to $503K due to additional revenue collected toward the Spade Road Water Loan. The projections are anticipated to increase in FY2024/25 and FY2025/26 to $700K and $750K and then increase to $800K in each FY2026/27 and FY2027/28 related to development.

- The projections for Maryland Department of the Environment (MDE) Loan Program Bond financing reflected in years FY2023/24 through FY2024/25 include a low interest rate at 2.0% for a twenty year term and at 2.0% for a twenty five year term in FY2025/26 and FY2026/27. In addition, MDE bonds include an administrative fee of 5.0% of debt service issued annually. The prior MDE bond financing for the R.C. Willson Plant upgrades includes loan forgiveness of $1.5 million which will occur in FY2022/23.

- Based on the assumptions outlined above for revenue growth, increasing expenses, and additional future grants, the net increase (decrease) in retained earnings is estimated to decline from an anticipated loss of <$2.8M> in FY2023/24 to a loss of <$906K> in FY2027/28.

- The ending total cash balance projection will decrease from $11.0M in FY2023/24 to <$6.8M> in FY2027/28 primarily as a result of significant capital projects and annual debt service requirements scheduled in future periods. Due to current projections for benefit charges, the cost of service rate study recommends that an allocation of cash be reserved as restricted cash for use in future years. This allocation would cover a portion of annual service charges for future system repairs, renewal, and replacement

WATER FUND PROJECTIONS
FISCAL YEAR 2024/28
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Operating Revenues										
Service Charges										
Metered City Water	$ 2,594	$ 2,772	$ 2,699	$ 2,758	$ 2,846	10.0%	$ 3,131	$ 3,444	$ 3,789	$ 4,167
Metered County Water	9,331	9,472	9,855	9,961	10,201	10.0%	11,221	12,343	13,577	14,935
Total Service Charges	**11,925**	**12,244**	**12,554**	**12,719**	**13,047**		**14,352**	**15,787**	**17,366**	**19,102**
Other Operating Revenues	977	987	967	1,222	1,216	0.5%	1,222	1,228	1,234	1,240
Total Operating Revenue	**12,902**	**13,231**	**13,521**	**13,941**	**14,263**		**15,574**	**17,015**	**18,600**	**20,342**
Operating Expenses										
Source of Supply	1,340	125	1,557	788	1,059	1.5%	1,075	1,091	1,108	1,124
Pumping & Water Treatment	3,516	4,529	4,839	5,077	5,985	2.0%	6,105	6,227	6,351	6,478
Transmission & Distribution	2,306	2,352	2,472	2,362	2,681	2.0%	2,735	2,790	2,846	2,902
Selling, General & Administration	2,691	2,708	3,188	3,356	4,101	1.5%	4,162	4,224	4,288	4,352
Total Operating Expenses	**9,854**	**9,713**	**12,056**	**11,583**	**13,826**		**14,077**	**14,332**	**14,592**	**14,857**
Cash Operating Income (Loss)	**3,048**	**3,518**	**1,465**	**2,358**	**437**		**1,497**	**2,683**	**4,007**	**5,485**
Depreciation	3,825	3,883	4,096	3,969	4,144		4,571	5,407	6,208	6,533
Operating Income (Loss)	**(777)**	**(365)**	**(2,631)**	**(1,611)**	**(3,707)**		**(3,074)**	**(2,724)**	**(2,200)**	**(1,048)**
Non-Operating Revenues (Expenses)										
Intergovernmental Revenue-ARPA	253	-	-	-	-		-	-	-	-
Intergovernmental Revenue-Cares Act	7	-	-	-	-		-	-	-	-
Interest Earned	4	4	8	170	200		150	50	-	-
Premium on Bonds	4	4	4	4	4		4	4	4	4
Interest/Bond Issuance Expense	(384)	(378)	(409)	(351)	(375)		(458)	(718)	(964)	(1,034)
Gain (Loss) on Sale of Capital Assets	-	(56)	-	-	-		-	-	-	-
Total Non-Operating Revenue (Expense)	**(115)**	**(426)**	**(397)**	**(177)**	**(171)**		**(304)**	**(664)**	**(960)**	**(1,030)**
Net Income (Loss) Before Operating Transfers	**(892)**	**(791)**	**(3,027)**	**(1,788)**	**(3,879)**		**(3,378)**	**(3,388)**	**(3,160)**	**(2,078)**
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fund	(17)	(12)	(30)	(30)	(8)		(31)	(29)	(31)	(29)
Transfers from Health Insurance Fund	-	83	95	95	-		-	-	-	-
Total Transfers From (To) Other Funds	**(17)**	**72**	**64**	**64**	**(8)**		**(31)**	**(29)**	**(31)**	**(29)**
Capital Contributions										
Benefits Charges	1,246	1,637	502	1,003	503		700	750	800	800
Grants in Aid of Construction	-	-	-	250	250		-	-	-	-
MDE Loan Forgiveness	-	-	1,500	1,500	-		-	-	-	-
Non Cash Developer Contributions	1,194	1,419	350	500	300		300	300	300	400
Capital Contributions	**2,440**	**3,055**	**2,352**	**3,253**	**1,053**		**1,000**	**1,050**	**1,100**	**1,200**
Increase (Decrease) in Retained Earnings	**1,532**	**2,336**	**(611)**	**1,529**	**(2,834)**		**(2,409)**	**(2,367)**	**(2,091)**	**(906)**
Adjust to a Cash Flow Basis										
Add Back Depreciation	3,825	3,883	4,096	3,969	4,144		4,571	5,407	6,208	6,533
Principal Payments on Long-term Debt	(1,788)	(1,692)	(1,691)	(1,691)	(1,721)		(1,864)	(2,666)	(4,047)	(4,895)
Non-Cash Developer Contributions	(1,194)	(1,419)	(350)	(500)	(300)		(300)	(300)	(300)	(400)
MDE Loan Forgiveness	-	-	(1,500)	(1,500)	-		-	-	-	-
Changes in Working Capital	3,585	962	-	-	-		-	-	-	-
Total Adjustments to Retained Earnings	**4,427**	**1,734**	**555**	**278**	**2,123**		**2,407**	**2,441**	**1,861**	**1,238**
Cash Available for Capital Outlay	**5,959**	**4,071**	**(56)**	**1,807**	**(711)**		**(2)**	**73**	**(230)**	**331**
Capital Outlay										
Non-Growth Related	916	799	5,530	2,060	7,494		25,313	38,728	21,438	2,150
Growth Related	1,220	1,435	490	600	473		888	1,953	1,948	465
Total Capital Outlay	**2,136**	**2,235**	**6,020**	**2,660**	**7,967**		**26,200**	**40,680**	**23,385**	**2,615**
Cash After Capital Outlay	**3,823**	**1,836**	**(6,076)**	**(853)**	**(8,678)**		**(26,202)**	**(40,607)**	**(23,615)**	**(2,284)**
Additional Funding										
MDE Bond Financing	-	-	-	-	2,500		19,300	35,800	19,800	-
Total Additional Funding	-	-	-	-	**2,500**		**19,300**	**35,800**	**19,800**	-
Net Surplus (Deficit)	**$ 3,823**	**$ 1,836**	**$ (6,076)**	**$ (853)**	**$ (6,178)**		**$ (6,902)**	**$ (4,807)**	**$ (3,815)**	**$ (2,284)**
Beginning Cash Balance	$ 12,335	$ 16,158	$ 17,994	$ 17,994	$ 17,140		$ 10,962	$ 4,060	$ (746)	$ (4,561)
Ending Cash Balance	$ 16,158	$ 17,994	$ 11,918	$ 17,140	$ 10,962		$ 4,060	$ (746)	$ (4,561)	$ (6,844)
Unrestricted Cash Balance - Beginning	$ 7,147	$ 10,452	$ 12,055	$ 12,055	$ 11,199		$ 5,493	$ (1,140)	$ (4,941)	$ (5,539)
Unrestricted Cash Balance - Ending	$ 10,452	$ 12,055	$ 6,621	$ 11,199	$ 5,493		$ (1,140)	$ (4,941)	$ (5,539)	$ (7,722)
Restricted Cash Balance - Beginning	$ 5,188	$ 5,706	$ 5,939	$ 5,939	$ 5,941		$ 5,469	$ 5,200	$ 4,195	$ 979
Restricted Cash Balance - Ending	$ 5,706	$ 5,939	$ 5,297	$ 5,941	$ 5,469		$ 5,200	$ 4,195	$ 979	$ 878
Dividend Affordability Formula:										
Operating & Maintenance Expenses	$ 9,854	$ 9,713	$ 12,056	$ 11,583	$ 13,826		$ 14,077	$ 14,332	$ 14,592	$ 14,857
Reserved Retained Earnings (2 Months)	$ 1,642	$ 1,619	$ 2,009	$ 1,930	$ 2,304		$ 2,346	$ 2,389	$ 2,432	$ 2,476
Cash in Excess of Reserve after Dividend	$ 8,810	$ 10,436	$ 4,611	$ 9,269	$ 3,189		$ (3,486)	$ (7,330)	$ (7,972)	$ (10,198)

WATER FUND PROJECTIONS
FISCAL YEAR 2024/28
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Schedule A - Capital Outlay										
Capital Outlay										
Water Vehicles-C0117	$ -	$ 130	$ 675	$ 335	$ 512		$ 185	$ 300	$ 345	$ 345
R.C. Willson Plant Improvements-C0166	18	35	950	700	1,500		700	550	550	550
Willson Transmission Main-C0167	28	-	220	200	700		11,000	15,500	15,500	-
Edgemont Reservoir Improvements-C0168	-	-	650	100	900		8,150	8,650	150	150
Risk and Resiliency/Security-C0322	47	164	150	150	150		50	50	25	25
Zone 3 Standpipe-C0323	-	-	-	-	-		-	-	-	100
Breichner WTP Improvements-C0405	-	-	20	-	-		520	3,500	3,300	20
Administrative/Engineering Equip.-C0648	-	-	10	10	-		-	-	-	-
Pump Station Improvements-C0651	-	-	145	50	125		125	125	125	125
DIstribution Services-C0653	415	363	325	325	340		355	370	385	400
Distribution System Rehabilitation-C0709	1,414	1,385	400	400	720		740	760	780	800
Laboratory Equipment-C0745	-	22	-	-	-		-	-	-	-
Water System SCADA Improvements-C0820	214	136	75	40	100		175	975	925	100
Water Zone #5 System Improvements-C0877	-	-	-	250	520		1,950	9,900	1,300	-
Mack Water Tank - C0274	-	-	2,400	100	2,400		2,250	-	-	-
Total Capital Outlay	**$ 2,136**	**$ 2,235**	**$ 6,020**	**$ 2,660**	**$ 7,967**		**$ 26,200**	**$ 40,680**	**$ 23,385**	**$ 2,615**
Schedule B - Capital Outlay Detail										
Capital Outlay										
Non-Growth Related										
Cash Funded										
Water Vehicles-C0117	$ -	$ 130	$ 675	$ 335	$ 512		$ 185	$ 300	$ 345	$ 345
R.C. Willson Plant Improvements-C0166	16	31	855	630	1,350		630	495	495	495
Willson Transmission Main-C0167	25	-	198	180	700		500	500	500	-
Edgemont Reservoir Improvements-C0168	-	-	650	100	400		1,150	1,150	150	150
Risk and Resiliency/Security-C0322	47	164	150	150	150		50	50	25	25
Zone 3 Standpipe-C0323	-	-	-	-	-		-	-	-	-
Breichner WTP Improvements-C0405	-	-	20	-	-		520	500	300	20
Administrative/Engineering Equip.-C0648	-	-	9	9	-		-	-	-	-
Pump Station Improvements-C0651	-	-	131	45	113		125	125	125	125
Distribution Services-C0653	315	216	325	175	340		355	370	385	400
Distribution System Rehabilitation-C0709	320	114	50	50	420		440	460	480	500
Laboratory Equipment-C0745	-	22	-	-	-		-	-	-	-
Water System SCADA Improvements-C0820	193	122	68	36	90		158	158	113	90
Water Zone #5 System Improvements-C0877	-	-	-	-	270		150	400	300	-
Mack Water Tank - C0274	-	-	2,400	100	400		2,250	-	-	-
Total Cash Funding	**916**	**799**	**5,530**	**1,810**	**4,744**		**6,513**	**4,508**	**3,218**	**2,150**
Grants - State MDE										
Water Zone #5 System Improvements-C0877	-	-	-	250	250		-	-	-	-
Total Grants in Aid of Construction	**-**	**-**	**-**	**250**	**250**		**-**	**-**	**-**	**-**
MDE Bond Funded										
Willson Transmission Main-C0167	-	-	-	-	-		10,000	13,500	13,500	-
Edgemont Reservoir Improvements-C0168	-	-	-	-	500		7,000	7,500	-	-
Breichner WTP Improvements-C0405	-	-	-	-	-		-	3,000	3,000	-
Mack Water Tank - C0274	-	-	-	-	2,000		-	-	-	-
Water Zone #5 System Improvements-C0877	-	-	-	-	-		1,800	9,500	1,000	
Water System SCADA Improvements-C0820	-	-	-	-	-		-	720	720	-
Total MDE Bond Funding	**-**	**-**	**-**	**-**	**2,500**		**18,800**	**34,220**	**18,220**	**-**
Total Non-Growth Related Capital Outlay	**916**	**799**	**5,530**	**2,060**	**7,494**		**25,313**	**38,728**	**21,438**	**2,150**
Contributions by Others										
Distribution Services-C0653	257	147	-	150	-		-	-	-	-
Zone 3 Standpipe-C0323	-	-	-	-	-		-	-		100
Distribution System Rehabilitation-C0709	937	1,271	350	350	300		300	300	300	300
Total Contributions by Developers	**1,194**	**1,418**	**350**	**500**	**300**		**300**	**300**	**300**	**400**
Benefit Charges/Restricted Cash Funded										
R.C. Willson Plant Improvements-C0166	2	3	95	70	150		70	55	55	55
Willson Transmission Main-C0167	3	-	22	20	-		-	-	-	-
Administrative/Engineering Equip.-C0648	-	-	1	1	-		-	-	-	-
Pump Station Improvements-C0651	-	-	15	5	13		-	-	-	-
Water System SCADA Improvements-C0820	21	14	8	4	10		18	18	13	10
Total Benefit Charge Funded	**26**	**17**	**140**	**100**	**173**		**88**	**73**	**68**	**65**
MDE Bond Funded										
Willson Transmission Main-C0167	-	-	-	-	-		500	1,500	1,500	-
Water System SCADA Improvements-C0820	-	-	-	-	-		-	80	80	-
Total MDE Bond Funding	**-**	**-**	**-**	**-**	**-**		**500**	**1,580**	**1,580**	**-**
Total Growth Related Capital Outlay	**1,220**	**1,435**	**490**	**600**	**473**		**888**	**1,953**	**1,948**	**465**
Total Capital Outlay	**$ 2,136**	**$ 2,235**	**$ 6,020**	**$ 2,660**	**$ 7,967**		**$ 26,200**	**$ 40,680**	**$ 23,385**	**$ 2,615**

- Total service charge revenue projections reflect a 3.0% average increase in the FY2023/24 proposed budget. Based on preliminary cost estimates, an annual rate increase of 10.0% is included for all future periods beginning in FY2024/25 through FY2027/28. A new five year rate study is currently in process to get more definite amounts needed for future periods. In FY2024/25, the County is taking over treatment of some accounts in the joint service area. As a result, “Metered Joint Sewer” revenues are reduced by 50% and then the 10.0% rate increase is applied.

- Total operating expenses (excluding depreciation) increased by 6.0% from the FY2022/23 budget compared to the proposed budget for FY2023/24. The majority of this increase is reflected in the “Plant Expenses” category as a result of increases to pelletizing charges, costs to repair equipment and in chemical costs. Overall estimated expenses are projected to increase from FY2024/25 to FY2027/28 by 1.5% annually in the “Plant Expenses” and “Selling, General & Administration” categories and 2.0% in both the “Laboratory Expenses” and “Collection Systems”.

- Depreciation expense will fluctuate as a result of capital improvement upgrades, infrastructure investments, and assets reaching the end of its useful life. It is estimated that depreciation expense from the proposed FY2023/24 budget will increase by 1.9% from the current FY2022/23 budget as a result of increased infrastructure completion. It is anticipated that depreciation expense will increase in future years as the City invests in various capital projects. In the four years from FY2024/25 through FY2027/28 the estimated increases in expense reflect growth of 5.9%, 4.1%, 4.2%, and 3.8%.

- Given the recent trend by the Federal Reserve to raise interest rates, combined with the offset of a decline in cash balances, it is anticipated that there will be a decrease in investment interest earnings in FY2024/25 over proposed FY2023/24. Investment earnings are expected to continue to decrease in FY2025/26 before showing no earnings in FY2026/27 and FY2027/28 based on cash balance projections.

- Benefit charges are the primary source of funding for capacity growth needs and related capital projects. Benefit charges are also utilized to pay for debt service related to prior year capacity related capital projects. In the current year, revenues from benefit charges are projected to increase over the FY2022/23 budget due to the growth in the economy and timing of new development. From our current FY2022/23 budget to the proposed FY2023/24 budget, benefit charges are estimated to remain at $500K. From FY2024/25 to FY2025/26 benefit charges are projected to be at $550K annually before increasing to $600K in FY2026/27 and FY2027/28.

- Based on the various estimations mentioned above for both revenues and expenses, our net increase (decrease) in retained earnings is estimated to decrease from an anticipated gain of $4.2M in FY2023/24 to a gain of $2.8M in FY2027/28.

- There are no future debt issues in projections through FY2027/28. As reflected in the projections, all capital outlay expenditures will be covered by Wastewater fund operations or fund balance and contributions by developers.

- The ending total cash balance projections reflect a decrease from $6.4M in FY2023/24 to <$3.7M> in FY2027/28 as a result of higher annual operating expense compared to projected revenue growth and capital improvement costs being funded with cash on hand. Due to current projections for benefit charges, the cost of service rate study recommends that an allocation of cash be reserved as restricted cash for use in future years. This allocation would cover a portion of annual service charges for future system repairs, renewal, and replacement. However, based on current anticipated projects and no future bond issues, this cash reserve will be depleted by FY2025/26.

WASTEWATER FUND PROJECTIONS
FISCAL YEAR 2024/28
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Operating Revenues										
Service Charges										
Metered City Sewer	$ 7,580	$ 7,799	$ 7,845	$ 7,900	$ 8,017	10.0%	$ 8,819	$ 9,701	$ 10,671	$ 11,738
Metered County Sewer	3,526	3,629	3,678	3,673	3,032	10.0%	3,335	3,668	4,035	4,439
Metered Joint Sewer	2,661	2,739	2,687	2,680	2,741	10.0%	1,508	1,658	1,824	2,007
Low -Pressure System Charge	105	105	109	109	111	0.0%	111	111	111	111
Total Service Charges	**13,873**	**14,272**	**14,319**	**14,362**	**13,901**		**13,772**	**15,138**	**16,641**	**18,294**
Other Operating Revenues	241	385	238	157	177	0.5%	178	179	180	181
Total Operating Revenue	**14,114**	**14,657**	**14,557**	**14,519**	**14,079**		**13,950**	**15,317**	**16,821**	**18,475**
Operating Expenses										
Plant Expenses	4,995	5,477	5,448	5,519	6,186	1.5%	6,279	6,373	6,469	6,566
Laboratory Expenses	275	303	315	371	353	2.0%	361	368	375	383
Collection Systems	1,504	1,590	1,652	1,529	1,642	2.0%	1,675	1,708	1,743	1,777
Selling, General & Administration	3,059	2,703	3,730	3,409	3,635	1.5%	3,690	3,745	3,801	3,858
Total Operating Expenses	**9,833**	**10,073**	**11,145**	**10,829**	**11,817**		**12,004**	**12,194**	**12,388**	**12,584**
Cash Operating Income (Loss)	**4,281**	**4,584**	**3,412**	**3,691**	**2,262**		**1,946**	**3,123**	**4,433**	**5,891**
Depreciation	2,631	2,696	3,271	3,161	3,334		3,531	3,676	3,830	3,975
Operating Income (Loss)	**1,650**	**1,888**	**141**	**530**	**(1,072)**		**(1,585)**	**(553)**	**603**	**1,916**
Non-Operating Revenues (Expenses)										
Intergovernmental Revenue - ARPA	215	-	-	-	-		-	-	-	-
Intergovernmental Revenue - CARES Act	5	-	-	-	-		-	-	-	-
Intergovernmental Revenue -MDE	240	141	-	-	-		240	240	240	240
Interest Earned	2	2	4	90	15		12	7	-	-
Premium on Bonds	4	4	4	4	4		4	4	4	4
Interest/Bond Issuance Expense	(250)	(250)	(263)	(230)	(239)		(214)	(171)	(145)	(118)
Gain (Loss) on Sale of Capital Assets	6	10	2	1	2		2	2	2	2
Total Non-Operating Revenues (Expenses)	**223**	**(93)**	**(254)**	**(135)**	**(219)**		**44**	**82**	**101**	**128**
Net Income (Loss) Before Operating Transfers	**1,873**	**1,795**	**(112)**	**395**	**(1,291)**		**(1,541)**	**(471)**	**704**	**2,043**
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fund	(17)	(12)	(30)	(30)	(8)		(31)	(29)	(31)	(29)
Transfer from Health Insurance Fund	-	71	86	86	-		-	-	-	-
Total Transfers From (To) Funds	**(17)**	**60**	**55**	**55**	**(8)**		**(31)**	**(29)**	**(31)**	**(29)**
Capital Contributions										
Benefits Charges	1,216	1,781	500	750	500		550	550	600	600
Intergovernmental Revenue - ARPA	-	415	5,235	1,785	3,635		-	-	-	-
Intergovernmental Revenue -Capital	-	265	240	640	1,220		-	-	-	-
Non-Cash Developers Contributions	772	193	250	250	150		150	150	150	150
Total Capital Contributions	**1,988**	**2,654**	**6,225**	**3,425**	**5,505**		**700**	**700**	**750**	**750**
Increase (Decrease) in Retained Earnings	**3,844**	**4,508**	**6,168**	**3,875**	**4,206**		**(872)**	**200**	**1,423**	**2,765**
Adjust Retained Earnings to a Cash Flow Basis										
Add Back Depreciation	2,631	2,696	3,271	3,161	3,334		3,531	3,676	3,830	3,975
Principal Payments on Current Long-Term Debt	(1,457)	(1,483)	(1,391)	(1,391)	(1,412)		(1,412)	(1,067)	(1,086)	(1,111)
Non-Cash Developers Contributions	(772)	(193)	(250)	(250)	(150)		(150)	(150)	(150)	(150)
Changes in Working Capital	407	(484)	-	-	-		-	-	-	-
Total Adjustments to Retained Earnings	**809**	**537**	**1,630**	**1,520**	**1,772**		**1,969**	**2,459**	**2,594**	**2,714**
Cash Available for Capital Outlay	**4,653**	**5,046**	**7,798**	**5,395**	**5,978**		**1,097**	**2,659**	**4,017**	**5,479**
Capital Outlay										
Non-Growth Related	681	1,370	2,745	2,916	4,904		5,564	4,362	5,092	4,664
Growth Related	938	315	5,900	2,474	4,776		516	1,184	1,304	696
Total Capital Outlay	**1,619**	**1,685**	**8,645**	**5,390**	**9,680**		**6,080**	**5,545**	**6,395**	**5,360**
Cash After Capital Outlay	**3,034**	**3,360**	**(848)**	**5**	**(3,702)**		**(4,983)**	**(2,886)**	**(2,378)**	**119**
MDE Bond Financing	-	-	-	-	-		-	-	-	-
Total Additional Funding	**-**	**-**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Net Surplus (Deficit)	**$ 3,034**	**$ 3,360**	**$ (848)**	**$ 5**	**$ (3,702)**		**$ (4,983)**	**$ (2,886)**	**$ (2,378)**	**$ 119**
Total Cash Balance - Beginning	$ 3,686	$ 6,720	$ 10,080	$ 10,080	$ 10,085		$ 6,382	$ 1,399	$ (1,487)	$ (3,864)
Total Cash Balance - Ending	$ 6,720	$ 10,080	$ 9,232	$ 10,085	$ 6,382		$ 1,399	$ (1,487)	$ (3,864)	$ (3,746)
Unrestricted Cash Balance - Beginning	$ 2,462	$ 4,949	$ 8,009	$ 8,009	$ 8,365		$ 5,098	$ 653	$ (1,487)	$ (3,864)
Unrestricted Cash Balance - Ending	$ 4,949	$ 8,009	$ 7,804	$ 8,365	$ 5,098		$ 653	$ (1,487)	$ (3,864)	$ (3,746)
Restricted Cash Balance & 3R's - Beginning	$ 1,223	$ 1,771	$ 2,071	$ 2,071	$ 1,720		$ 1,285	$ 747	$ -	$ -
Restricted Cash Balance & 3R's - Ending	$ 1,771	$ 2,071	$ 1,428	$ 1,720	$ 1,285		$ 747	$ -	$ -	$ -
Dividend Affordability Formula:										
Operating & Maintenance Expenses	$ 9,833	$ 10,073	$ 11,145	$ 10,829	$ 11,817		$ 12,004	$ 12,194	$ 12,388	$ 12,584
Reserved Retained Earnings (2 Months)	$ 1,639	$ 1,679	$ 1,857	$ 1,805	$ 1,969		$ 2,001	$ 2,032	$ 2,065	$ 2,097
Cash in Excess of Reserve after Dividend	$ 3,310	$ 6,330	$ 5,946	$ 6,560	$ 3,128		$ (1,348)	$ (3,519)	$ (5,929)	$ (5,843)

WASTEWATER FUND PROJECTIONS
FISCAL YEAR 2024/28
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Schedule A - Capital Outlay										
Capital Outlay										
Sewer Vehicles-C0004	$ 40	$ 525	$ 943	$ 850	$ 240		$ 120	$ 210	$ 160	$ 150
Manhole Raising-C0267	12	-	25	25	150		150	150	150	150
Pump Station Improvements-C0299	24	17	15	10	100		100	100	100	100
Collection System Rehabilitation-C0327	64	70	275	250	-		-	-	-	-
East End Pump Station-C0565	-	-	3,000	1,850	1,650		500	-	-	-
PS 13 Reconstruction Project-C0574	-	-	2,235	770	3,295		550	-	-	-
WWTP Equipment-C0584	212	458	500	650	1,015		750	1,000	1,000	1,000
Buildings & Structures-C0585	-	52	30	50	500		275	25	25	25
WWTP - Phase III - Disinfection-C0657	33	13	45	30	170		170	20	20	20
WWTP/Phase V/Solids Processing-C0711	10	-	100	75	150		150	175	175	200
Synagro Facility Upgrade Improvements-C0712	370	246	350	100	300		400	2,750	3,150	1,100
Collection System Equipment-C0713	-	28	80	80	-		-	-	-	-
Laboratory Equipment-C0745	11	16	420	150	1,270		2,125	25	25	25
Grinder Pump Replacement-C0767	62	60	112	100	125		125	125	125	125
SSES City Wide-C0800	9	6	250	250	500		250	250	250	250
Eliminate Pump Station #12-C0832	-	-	100	100	50		250	550	1,050	2,050
New Laterals-C0834	772	193	165	50	165		165	165	165	165
Total Capital Outlay	**$ 1,619**	**$ 1,685**	**$ 8,645**	**$ 5,390**	**$ 9,680**		**$ 6,080**	**$ 5,545**	**$ 6,395**	**$ 5,360**
Schedule B - Capital Outlay Detail										
Capital Outlay Non-Growth Related										
Cash Funded										
Sewer Vehicles-C0004	40	110	943	850	240		120	210	160	150
Manhole Raising-C0267	12	-	25	25	150		150	150	150	150
Pump Station Improvements-C0299	18	13	11	8	75		75	75	75	75
Collection System Rehabilitation-C0327	32	35	38	-	-		-	-	-	-
East End Pump Station-C0565	-	-	-	250	250		500	-	-	-
PS 13 Reconstruction Project-C0574	-	-	-	385	530		550	-	-	-
WWTP Equipment-C0584	212	233	260	210	575		750	1,000	1,000	1,000
Buildings & Structures-C0585	-	52	30	50	500		275	25	25	25
WWTP Phase III Disinfection-C0657	23	9	32	21	119		119	14	14	14
WWTP/Phase V/Solids Processing-C0711	7	-	70	53	105		105	123	123	140
Synagro Facility Upgrade Improvements-C0712	259	172	245	70	210		280	1,925	2,205	770
Collection System Equipment-C0713	-	28	80	80	-		-	-	-	-
Laboratory Equipment-C0745	11	16	420	150	1,270		2,125	25	25	25
Grinder Pump Replacement-C0767	62	60	112	100	125		125	125	125	125
SSES City Wide-C0800	4	-	125	125	125		125	125	125	125
Eliminate Pump Station #12-C0832	-	-	100	100	50		250	550	1,050	2,050
New Laterals-C0834	-	-	15	-	15		15	15	15	15
Total Cash Funding	**681**	**730**	**2,505**	**2,476**	**4,339**		**5,564**	**4,362**	**5,092**	**4,664**
Grants in Aid of Construction										
Camera Rig Truck - C0004 (ARPA)	-	415	-	-	-		-	-	-	-
WWTP Equipment-C0584	-	225	240	440	440		-	-	-	-
SSES City Wide-C0800	-	-	-	-	125		-	-	-	-
Total Grant in Aid of Construction	**-**	**640**	**240**	**440**	**565**		**-**	**-**	**-**	**-**
Total Non-Growth Related Capital Outlay	**681**	**1,370**	**2,745**	**2,916**	**4,904**		**5,564**	**4,362**	**5,092**	**4,664**
Growth Related										
Grants in Aid of Construction										
SSES City Wide-C0800	-	-	-	-	125		-	-	-	-
East End Pump Station-C0565 (ARPA)	-	-	3,000	1,600	1,400		-	-	-	-
PS 13 Reconstruction Project-C0574 (ARPA)	-	-	2,235	185	2,235		-	-	-	-
PS 13 Reconstruction Project-C0574 (ARC)	-	-	-	200	530		-	-	-	-
Total Grants in Aid of Construction	**-**	**-**	**5,235**	**1,985**	**4,290**		**-**	**-**	**-**	**-**
Contributions by Developers										
Collection System Rehabilitation-C0327	-	-	100	200	-		-	-	-	-
Trunk Lines and Laterals -C0834	772	193	150	50	150		150	150	150	150
Total Developer Contributions	**772**	**193**	**250**	**250**	**150**		**150**	**150**	**150**	**150**
Benefit Charges/Restricted Cash Funded										
Pump Station Improvements-C0299	6	4	4	3	25		25	25	25	25
Collection System Rehabilitation-C0327	32	35	138	50	-		-	-	-	-
WWTP - Phase III - Disinfection-C0657	10	4	14	9	51		51	6	6	6
WWTP/Phase V/Solids Processing-C0711	3	-	30	23	45		45	53	53	60
Synagro Facility Upgrade Improvements-C0712	111	74	105	30	90		120	825	945	330
SSES City Wide-C0800	4	6	125	125	125		125	125	125	125
Total Benefit Charge Funding	**166**	**122**	**415**	**239**	**336**		**366**	**1,034**	**1,154**	**546**
MDE Bond Funded										
Total MDE Bond Funding	**-**	**-**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Total Growth Related Capital Outlay	**938**	**315**	**5,900**	**2,474**	**4,776**		**516**	**1,184**	**1,304**	**696**
Total Capital Outlay	**$ 1,619**	**$ 1,685**	**8,645**	**$ 5,390**	**$ 9,680**		**$ 6,080**	**$ 5,545**	**$ 6,395**	**$ 5,360**

- Parking rates were last increased for the parking decks and parking lots by Mayor & Council on July 1, 2021. No new rate increases have been proposed for FY24. Current parking deck rates are $70/month or maximum $8.00/day; after hours is $2 from 4 PM to 6 AM weekdays and Saturdays; Sundays are free. Parking lot rates are $56/month. Future revenues do include an estimate for increased usage and rates combined for overall totals that range from 1.5% to 2.5% annually beginning in FY2024/25 through FY2027/28.

- A parking study conducted in 2012 by Rich & Associates, and a downtown “Community City Center Plan” completed in 2014 by Urban Partners, both noted the need for a catalyst project which to link a new parking deck. The City’s third parking deck will be constructed in conjunction with the Hagerstown Multi-Use Sports and Events Facility to be located on the corner of Baltimore St. and Summit Ave by private and public organizations external to the City. The new parking deck will support the operations of the sports and events facility while providing additional parking for the projected development that will follow this project. The projections include the assumption that this third parking deck would be completed at the end of FY2023/24 with one full year of operation in FY2024/25. The revenue calculation is based on utilization of 365 available spaces in the new deck. Additionally, new parking deck expenses and fees are included in the projections and are based on average expenditure trends reflected in our existing two decks. With the inclusion of a third parking deck, it is anticipated that there will be a growth in the deficit in FY2023/24, after spending the $10.0M in bond proceeds received in FY23.

- Total operating expenses (excluding depreciation) increased by 24.4% from the FY2022/23 budget compared to the budget proposed for FY2023/24. Primarily, this increase is reflected in wages and benefits as a result of minimum wage changes. Based on historical trends, the projections will include increases in future periods. With the inclusion of a third parking deck, the increase in FY2024/25 is estimated to be 30.9%. The overall increase for all future periods from FY2025/26 through FY2027/28 is estimated at 3.1% annually.

- Depreciation expense is expected to decrease from FY2022/23 to FY2023/24 budget by 5.1% or $14.1K as a result of lower than anticipated infrastructure spending in FY2022/23. FY2024/25 is projected to increase by 79.0% over FY2023/24 as a result of a full year of depreciation for the third parking deck and to a much lesser extent improvements to the University District deck and parking lots. Depreciation expense is estimated to become relatively flat in FY2025/26 through FY2027/28 with estimated increases annually of 0.20%.

- Given the recent movement by the Federal Reserve in interest rates, it is projected that interest earnings will increase in FY2023/24. With the forecasted projections of future deficit cash balances it is anticipated that there will be no investment earnings in the projected years FY2024/25 through FY2027/28 .

- The future bond interest rates for the new parking deck are estimated at a rate of 5.5% over 25 years. Our projections include City issued governmental bonds to fund the construction of the third parking deck. The debt service impact is reflected in our interest expense and principal repayment figures.

- Based on the assumptions outlined above for both revenues and increasing expenses, our net increase (decrease) in retained earnings is estimated to decline from an anticipated gain of $105.2K in FY2022/23 to a loss of <$613.4K> in FY2027/28 due to significant increases in depreciation and debt service expenses for a third parking deck.

- The ending total cash balance projection will decrease from <$2.4M> in FY2023/24 to <$3.6M> in FY2027/28 primarily as a result of the third parking deck capital project and annual debt service requirements scheduled in future periods.

PARKING FUND PROJECTIONS
FISCAL YEAR 2024/2028
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Operating Revenues										
Parking Deck Revenues										
University District Parking Deck										
Parking Deck Permits	$ 188	$ 234	$ 200	$ 236	$ 236	2.5%	$ 242	$ 248	$ 254	$ 260
Parking Deck Fees	22	44	45	40	40	2.5%	41	42	43	44
General Free Parking	(2)	(3)	(2)	(2)	(1)	1.5%	(1)	(1)	(1)	(1)
Validations	10	26	24	26	26	1.5%	26	27	27	28
Arts & Entertainment Parking Deck										
Parking Deck Permits	89	128	110	110	110	2.5%	113	116	118	121
Parking Deck Fees	53	110	65	90	95	2.5%	97	100	102	105
Parking Deck III										
Parking Deck Fees	-	-	-	-	-	2.5%	358	367	376	385
Total Parking Deck Revenue	**360**	**539**	**442**	**500**	**506**		**876**	**898**	**920**	**943**
Parking Meter & Lot Revenues										
Street Meters	58	85	78	82	82	1.5%	98	100	101	103
Free Parking	(3)	(3)	(3)	(3)	(3)	0.0%	(3)	(3)	(3)	(3)
Market House Lot	42	38	-	6	-	0.0%	-	-	-	-
Church Street Lot	51	45	52	52	50	1.5%	51	52	52	53
Rochester Lot	5	5	8	21	11	1.5%	11	11	11	11
Central Lot	85	130	92	94	94	1.5%	95	97	98	100
Antietam St. Lot	12	15	14	14	14	1.5%	14	14	15	15
Hospital Streets	1	-	-	-	-	1.5%	-	-	-	-
Bryan Centre Lot	0	0	1	0	0	0.0%	0	0	0	0
Departmental Charges	27	27	30	22	22	1.5%	22	23	23	23
Total Parking Meter & Lot Revenue	**279**	**342**	**270**	**287**	**269**		**289**	**293**	**297**	**302**
Parking Enforcement	**156**	**149**	**140**	**148**	**148**	1.5%	**170**	**172**	**175**	**177**
Other Operating Revenues										
Other Revenues	1	1	1	1	1		-	-	-	-
Total Other Operating Revenue	**1**	**1**	**1**	**1**	**1**		**0**	**0**	**0**	**0**
Total Operating Revenue	**797**	**1,030**	**854**	**936**	**924**		**1,334**	**1,363**	**1,392**	**1,422**
Operating Expenses										
University District Parking Deck	123	157	159	167	219	3.5%	226	234	242	251
Arts & Entertainment Parking Deck	197	207	226	230	252	3.5%	261	270	280	289
Parking Deck III	-	-	-	-	-	3.5%	244	252	261	270
Parking Lots	189	198	232	267	295	2.5%	303	310	318	326
Parking Enforcement Expenses	69	87	87	91	110	2.5%	113	116	119	122
Total Operating Expense	**579**	**648**	**704**	**755**	**876**		**1,147**	**1,183**	**1,220**	**1,258**
Cash Operating Income (Loss)	**218**	**382**	**150**	**180**	**47**		**188**	**180**	**172**	**164**
Depreciation	267	267	277	257	263		471	472	473	474
Operating Income (Loss)	**(49)**	**115**	**(127)**	**(76)**	**(216)**		**(283)**	**(292)**	**(301)**	**(310)**
Non-Operating Revenue (Expense)										
Intergovernmental Revenue-ARPA	11	-	-	-	-		-	-	-	-
Intergovernmental Revenue-Cares Act	1	-	-	-	-		-	-	-	-
Interest Earned	1	0	2	21	21		-	-	-	-
Interest/Bond Issuance Expense	(16)	(15)	(77)	(159)	(305)		(304)	(302)	(301)	(299)
Total Non-Operating Revenue (Expense)	**(4)**	**(14)**	**(75)**	**187**	**(285)**		**(304)**	**(302)**	**(301)**	**(299)**
Net Income (Loss) Before Operating Transfers	**(54)**	**101**	**(202)**	**110**	**(500)**		**(587)**	**(594)**	**(602)**	**(610)**
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fund	(3)	(2)	(5)	(5)	(5)		(4)	(4)	(4)	(4)
Total Transfers From (To) Other Funds	**(3)**	**(2)**	**(5)**	**(5)**	**(5)**		**(4)**	**(4)**	**(4)**	**(4)**
Capital Contributions										
Intergovernmental Revenue-ARPA	-	24	-	-	-					
Grants in Aid of Construction	-	-	-	-	-		1,200	-	-	-
Capital Contributions	**-**	**24**	**-**	**-**	**-**		**1,200**	**-**	**-**	**-**
Increase (Decrease) in Retained Earnings	**(57)**	**124**	**(207)**	**105**	**(505)**		**609**	**(598)**	**(606)**	**(613)**

PARKING FUND PROJECTIONS
FISCAL YEAR 2024/2028
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Adjust to a Cash Flow Basis										
Add Back Depreciation	$ 267	$ 267	$ 277	$ 257	$ 263		$ 471	$ 472	$ 473	$ 474
Changes in Working Capital	(78)	36	-	-	-		-	-	-	-
Principal Payments on Long-Term Debt.	(66)	(69)	(31)	(31)	(445)		(446)	(448)	(449)	(450)
Total Adjustments to Retained Earnings	**123**	**233**	**246**	**225**	**(182)**		**25**	**25**	**24**	**24**
Cash Available for Capital Outlay	**66**	**357**	**39**	**331**	**(687)**		**633**	**(573)**	**(582)**	**(589)**
Capital Outlay										
Parking Facilities 3rd Parking Deck - C0173	-	114	5,717	3,373	10,210		-	-	-	-
Parking Lot Former M&T Building -ARP06	-	24	-	-	-		-	-	-	-
Upgrades to Parking Decks - C0749	122	-	15	-	15		10	10	10	10
Vehicles/Equipment - C0829	-	-	35	-	-		35	-	-	-
Parking Lot Improvements - C0857	-	-	80	-	80		10	10	10	10
Total Capital Outlay	**122**	**139**	**5,847**	**3,373**	**10,305**		**55**	**20**	**20**	**20**
Cash After Capital Outlay	**(56)**	**218**	**(5,808)**	**(3,042)**	**(10,992)**		**578**	**(593)**	**(602)**	**(609)**
Additional Funding										
Bond Financing	-	-	10,000	10,000	-		-	-	-	-
Total Additional Funding	**-**	**-**	**10,000**	**10,000**	**-**		**-**	**-**	**-**	**-**
Net Surplus (Deficit)	**$ (56)**	**$ 218**	**$ 4,192**	**$ 6,958**	**$ (10,992)**		**$ 578**	**$ (593)**	**$ (602)**	**$ (609)**
Beginning Cash Balance	$ 1,480	$ 1,424	$ 1,642	$ 1,642	$ 8,600		$ (2,392)	$ (1,814)	$ (2,407)	$ (3,009)
Ending Cash Balance	$ 1,424	$ 1,642	$ 5,834	$ 8,600	$ (2,392)		$ (1,814)	$ (2,407)	$ (3,009)	$ (3,618)

GOLF COURSE FUND PROJECTIONS
FISCAL YEAR 2024/2028
ASSUMPTIONS

- The last rate increases implemented at the Golf Course became effective January 1, 2021. There are rate increases proposed for the FY2023/24 budget and factor into the projections through FY2027/28. In FY2022/23, a one-time allocation of Highway User Income was used to fund golf course improvements. This funding will not be available in future budget years. As a result, the operating revenue proposed in the FY2023/24 budget anticipates a net <13.7%> decrease compared to estimated actuals for FY2022/23. Small revenue growth is anticipated annually in FY2024/25 through FY2027/28. The changes to operating revenue for each of the respective periods beginning in FY2024/25 are as follows: 3.0%, 1.4%, 2.0%, and 2.2%.

- Total operating expense (excluding depreciation) increased by 12.3% from FY2022/23 estimated actuals to proposed FY2023/24 budget. The increase is a result of an increase in temporary and seasonal staff, salaries and wages, and retiree insurance costs. Beginning in FY2024/25 through FY2027/28, the change in total expenses range annually from 4.6%, 3.0%, 3.1%, and 3.1% respectively. The increase reflects annual salary enhancements and associated benefits of 5.8% for FY2024/25 and 2.9%, 3.7% and 3.0% in each year from FY2025/26 through FY2027/28. In addition, several expense categories (Material, Supplies, & Utilities; Vehicle Operating Expenses; and, Contracted Services) are anticipated to increase based on historical trends and largely fluctuating inflation factors.

- Depreciation expense is a reflection of investment in capital infrastructure and renovation. Therefore, the projections for depreciation reflects a decrease of 7.0% or $5.5K from FY2022/23 to FY2023/24 budget. This decline is a result of the retirement of assets being greater than budgeted for fixed asset additions of vehicles, equipment and course improvements. The four remaining periods from FY2024/25 through FY2027/28 are anticipated to increase by 22.7%, 21.0%, 15.3% and 11.5% respectively. These trends reflect growing and constant infrastructure purchases.

- Even with the anticipation of increasing and growing interest rates, it is anticipated that annual interest earned will be no more than $4K due to the declining cash balance anticipated in the Golf Course fund through FY2027/28.

- The Golf Course currently has no debt service and is not estimated to incur any through FY2027/28.

- Currently, the Golf Course receives a subsidy from the General Fund. It will be necessary to continue this subsidy through FY2027/28 based on the projections and trends. The proposed budget for FY2023/24 includes a subsidy of $250K up from $123K in the FY2022/23. FY2024/25 reflects an increase to the subsidy of $25K as a result of planned improvements and increased operating expenses. In the remaining future projections from FY2025/26 through FY2027/28, annual stipend requirements from the General Fund are estimated at $300K, $320K, and $330K respectively.

- Based on the assumptions outlined above for revenues, increasing expenses, and the subsidy received by the General Fund, the ending cash balance is expected to decrease from $150K in the proposed FY2023/24 budget to $3K in FY2027/28.

GOLF COURSE FUND PROJECTIONS
FISCAL YEAR 2024/2028
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Operating Revenues										
Green Fees	$ 194	$ 191	$ 165	$ 187	$ 188		$ 194	$ 199	$ 205	$ 212
Cart Rentals	112	108	110	110	110		113	113	113	113
Tournaments & Specials	12	10	10	10	10		10	10	10	10
State Shared:Highway User Income	-	-	49	49	-		-	-	-	-
Other Revenues	39	32	31	32	27		28	28	29	30
Total Operating Revenues	**357**	**341**	**366**	**388**	**335**		**345**	**350**	**357**	**365**
Operating Expenses										
Salaries & Wages	204	203	183	159	204		215	221	228	234
Wage & O/H Allocation	-	3	-	-	-		-	-	-	-
Fringe Benefits	97	104	96	106	122		130	134	140	145
Materials, Supplies, & Utilities	51	59	77	80	80	3.0%	83	86	88	91
Maintenance & Repairs	2	1	3	7	5	2.0%	5	5	5	5
Vehicle Operating Expenses	24	27	27	46	46	1.5%	47	48	50	51
Advertising & Printing	8	7	10	13	10		11	12	12	13
Machinery & Equipment Rentals	16	17	18	18	20		20	20	20	20
Contracted Services	43	37	38	40	41	2.5%	42	44	45	46
Other General Expenses	14	14	13	14	14		14	15	15	16
Insurance	2	2	3	3	3		3	3	3	3
Communication Expenses	1	1	1	1	1		1	1	1	1
Operating Capital Expenditures	1	-	-	-	1		1	1	1	1
Total Operating Expenses	**464**	**475**	**468**	**487**	**547**		**572**	**590**	**608**	**627**
Cash Operating Income (Loss)	**(107)**	**(134)**	**(102)**	**(99)**	**(212)**		**(227)**	**(240)**	**(251)**	**(262)**
Depreciation	41	45	71	56	66		81	98	113	126
Operating Income (Loss)	**(148)**	**(179)**	**(173)**	**(155)**	**(278)**		**(308)**	**(338)**	**(364)**	**(388)**
Non-Operating Revenues (Expense)										
Intergovernmental Revenue - ARPA	11	-	-	-	-		-	-	-	-
Interest Earned	-	-	-	4	4		4	4	4	4
Gain (Loss) on Capital Assets	-	(5)	-	-	-		-	-	-	-
Total Non-Operating Revenue (Expense)	**11**	**(5)**	**-**	**4**	**4**		**4**	**4**	**4**	**4**
Transfers From (To) Other Funds										
Transfers from General Fund	272	200	123	123	250		275	300	320	330
Total Transfers From (To) Other Funds	**272**	**200**	**123**	**123**	**250**		**275**	**300**	**320**	**330**
Increase (Decrease) in Retained Earnings	**134**	**17**	**(50)**	**(28)**	**(24)**		**(29)**	**(34)**	**(40)**	**(54)**
Adjust to Cash Flow Basis										
Add Back Depreciation	41	45	71	56	66		81	98	113	126
Changes in Working Capital	(14)	(4)	-	-	-		-	-	-	-
Total Adjustment to Retained Earnings	**28**	**41**	**71**	**56**	**66**		**81**	**98**	**113**	**126**
Cash Available for Capital Outlay	**162**	**58**	**21**	**28**	**42**		**52**	**64**	**73**	**72**
Capital Outlay										
Vehicle/Equipment Replace - C0395	-	33	38	38	45		70	69	70	65
Golf Course Improvements - C0825	-	19	74	74	30		15	100	10	10
Total Capital Outlay	**-**	**52**	**112**	**112**	**75**		**85**	**169**	**80**	**75**
Net Surplus (Deficit)	**$ 162**	**$ 6**	**$ (91)**	**$ (84)**	**$ (33)**		**$ (33)**	**$ (105)**	**$ (7)**	**$ (2)**
Beginning Cash	$ 99	$ 260	$ 266	$ 266	$ 182		$ 150	$ 117	$ 12	$ 5
Ending Cash	$ 260	$ 266	$ 175	$ 182	$ 150		$ 117	$ 12	$ 5	$ 3
Self Supporting Level	70.7%	65.6%	67.9%	71.5%	54.6%		52.8%	50.9%	49.5%	48.5%

PROPERTY MANAGEMENT FUND PROJECTIONS
FISCAL YEAR 2024/2028
ASSUMPTIONS

- Overall, rental revenue projections are estimated to decrease by 7.3% or $21.6K from FY2022/23 budget to FY2023/24 budget. The FY2023/24 budget includes all current leases, with an anticipated move by the Department of Community and Economic Development at 14 N. Potomac Street in early 2024. The FY2023/24 budget also reflects ending the Burobox program and the associated membership dues. At this time, there are two areas that remain occupied for just a $1.00 per year or for no cost (Fire Police Headquarters on Valley Road and City of Hagerstown Police Auxiliary). Additionally, the Maryland Watch Works (14 N Potomac St., Suite B-3) rent contract has an expiration date in 2025. Last, FY2023/24 is anticipated to include a contribution of $200K from the Maryland Department of Labor and Division of Rehabilitation Services (DORS) for an office buildout to be managed by the City as landlord and reimbursed by the State. Future periods only reflect the two current lease agreements that span those time periods.

- Total operating expenses (excluding depreciation) are expected to decrease by 9.6% from FY2022/23 budget compared to the FY2023/24 budget. Primarily, this decrease is a result of reductions in salary and wages and fringe benefits due to staffing reallocations. The overall estimated increase for each consecutive year from FY2024/25 to FY2027/28 is 2.0%.

- Depreciation expense is expected to decrease by 2.7% from the FY2022/23 budget to the proposed FY2023/24 budget. It is expected that depreciation will increase annually with increases of 0.9% in FY2024/25 and FY2025/26 and 1.8% in FY2026/27 and FY2027/28.

- The investment interest amount is assumed to increase in FY2023/24 over FY2022/23 budget due to the rise in interest rates by the Federal reserve. Slight growth is expected in FY2024/25 followed by decreases in FY2025/26 through FY2027/28 as a result of anticipated declining cash balances.

- At this time, there are no additional future bond issues. As a result, interest expense will continue to decrease through FY2027/28 as the current bond continues to be paid off.

- Based on the assumptions outlined above for both revenues and expenses, our net increase (decrease) in retained earnings is estimated to increase from an anticipated loss of <$131K> in FY2022/23 estimated actual to a gain of $113K in FY2023/24.

- The ending total cash balance is projected to be $442K beginning with the FY2023/24 budget and declining to $30K in FY2027/28. This decline in the cash balance is a result of multiple factors: higher annual operating expenditures over rental income and the capital improvement projects at the Elizabeth Hager Center and 60W. Washington Street.

PROPERTY MANAGEMENT FUND PROJECTIONS
FISCAL YEAR 2024/2028
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Operating Revenues										
Rent - 2-6 N Potomac Street, 1st Floor	$ 175	$ 162	$ 167	$ 167	$ 172		$ 172	$ 172	$ 172	$ 172
Rent - 14 N Potomac Street, Suite 200A/B	32	36	36	24	14		-	-	-	-
Rent - 6 N Potomac Street	11	15	23	22	21		-	-	-	-
Rent - 14 N Potomac Street, Suite B-3	19	22	24	24	25		19	-	-	-
Rent - 60 W Washington Street, Suite 102	8	8	8	8	8		-	-	-	-
Rent - 790-800 Potomac Avenue	16	8	-	-	-		-	-	-	-
Rent - 40 N Potomac Street	16	-	-	-	-		-	-	-	-
Rent - 36 N Potomac Street	5	-	-	-	-		-	-	-	-
Rent - 60 W Washington Street, Rear	34	32	33	33	33		33	33	33	33
Rent - 38 N Potomac Street	18	-	-	-	-		-	-	-	-
Other Revenues	2	5	3	4	-		-	-	-	-
Total Operating Revenues	**337**	**287**	**294**	**282**	**272**		**224**	**205**	**205**	**205**
Operating Expenses										
Rental Properties Operational Expense	617	291	281	309	254	2.0%	259	264	269	275
Depreciation	132	106	111	106	108		109	110	112	114
Total Operating Expenses	**749**	**397**	**392**	**415**	**362**		**368**	**374**	**381**	**388**
Operating Income (Loss)	**(412)**	**(110)**	**(98)**	**(133)**	**(90)**		**(144)**	**(169)**	**(176)**	**(184)**
Non-Operating Revenues (Expenses)										
*Intergovernmental Revenue-CARES Act	-	0	-	0	-		-	-	-	-
Interest Earned	14	7	1	6	6		6	4	3	1
Interest/Bond Issuance Expense	(4)	(4)	(4)	(4)	(4)		(3)	(3)	(3)	(3)
Loss on Disposal of Capital Assets	(456)	(521)	-	-	-		-	-	-	-
Total Non-Operating Revenues (Expenses)	**(446)**	**(518)**	**(3)**	**3**	**3**		**3**	**1**	**(0)**	**(1)**
Net Income (Loss) Before Operating Transfers	**(858)**	**(628)**	**(101)**	**(131)**	**(87)**		**(141)**	**(168)**	**(176)**	**(185)**
Transfers From (To) Other Funds										
Transfers from General Fund	-	446	-	-	-		-	-	-	-
Total Transfers From (To) Other Funds	**-**	**446**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Capital Contributions										
Contribution in Aid of Construction	-	-	-	-	200		-	-	-	-
Total Capital Contributions			**-**	**-**	**200**		**-**	**-**	**-**	**-**
Increase (Decrease) in Retained Earnings	**$ (858)**	**$ (182)**	**$ (101)**	**$ (131)**	**$ 113**		**$ (141)**	**$ (168)**	**$ (176)**	**$ (185)**
Adjust to a Cash Flow Basis										
Add Back Depreciation	132	106	111	106	108		109	110	112	114
Changes in Working Capital	861	544	-	-	-		-	-	-	-
Principal Payments on Long-term Debt	(6)	(6)	(6)	(6)	(6)		(6)	(6)	(6)	(7)
Total Adjustments to Retained Earnings	**987**	**644**	**105**	**100**	**102**		**103**	**103**	**105**	**107**
Cash Available for Capital Outlay	**129**	**462**	**4**	**(31)**	**215**		**(38)**	**(64)**	**(71)**	**(78)**
Capital Outlay										
Elizabeth Hager Center - C0803	-	-	20	-	220		20	20	20	20
60 W Washington St - C0828	-	195	-	-	-		-	-	40	40
Total Capital Outlay	**-**	**195**	**20**	**-**	**220**		**20**	**20**	**60**	**60**
Net Surplus (Deficit)	**$ 129**	**$ 267**	**$ (16)**	**$ (31)**	**$ (5)**		**$ (58)**	**$ (84)**	**$ (131)**	**$ (138)**
Beginning Cash Balance	$ 81	$ 210	$ 477	$ 477	$ 447		$ 442	$ 384	$ 299	$ 168
Ending Cash Balance	$ 210	$ 477	$ 461	$ 447	$ 442		$ 384	$ 299	$ 168	$ 30

*FY2020/21 actual includes $73 reimbursed by the Cares Act legislation.

- Stormwater rates were approved for three years by Mayor & Council. Due to implementation delays resulting from Covid, the three year rates became effective March 2021 at $32.00 per 1000 square feet of impervious area. As of January 2022 rates were $34.00 per 1000 square feet of impervious area. The third year approved rate change occurred in January 2023 when the rate became $36.00 per 1000 square feet of impervious area. After this, a new cost rate plan will be calculated by a third party consultant for future years.

- Total operating expenses (excluding depreciation) decreased by 4.5% from the FY2022/23 budget compared to the budget proposed for FY2023/24. This decrease is reflected in the "Selling, General and Administrative" line with a decrease to other contracted services, and the At-Your-Door service program that is no longer possible. The anticipated expenses will include increases in future periods as the program and projects take time to complete. The overall increase for all future periods through FY2027/28 is estimated to average 3.5% annually to include increases for salaries, benefits and other inflationary increases.

- It is anticipated that more capital equipment and infrastructure investments will be made during the first several years of this program which will result in increases to depreciation expense. Depreciation expense is expected to increase significantly by 11.0% from the FY2022/23 budget to the proposed FY2023/24 budget. The depreciation expense increase for FY2023/24 is primarily the result of $1.1M to be spent in stream restoration projects (#59-C0866) and $700K toward stormwater related projects at the Hagerstown Field House (#59-C0634). FY2024/25 is projected to increase by 44.7% over FY2023/24 primarily as a result of $1.4M in spending for stream restorations (#59-C0866). Further, it is anticipated that depreciation will increase in FY2025/26 and FY2026/27 by 28.5% and 17.9% respectively with $1.3M and $850K projected to be spent on capital projects. Lastly, depreciation expense is estimated to have a smaller increase in FY2027/28 by 3.7%.

- Interest rates set in place by the Federal Reserve are expected to increase and result in interest income growth from FY2023/24 to FY2027/28. Growth is projected to continue in FY2025/26 through FY2027/28 due to increasing cash balance.

- At this time, there are no additional future bond issues. The debt service impact is reflected in interest expense and principal repayment figures. Currently, the projections include payments made from the 2018 Bond issuance to purchase street sweepers and transferred from the General Fund in FY2020/21. The total amount transferred in debt was $558K. The Bond interest rate is at 4.3% to be paid over 15 years.

- Based on the assumptions outlined above for both revenues and increasing expenses, our net increase (decrease) in retained earnings is estimated to decrease from an anticipated gain of $2.7M in FY2023/24 to a gain of $2.0M in FY2027/28.

STORMWATER FUND PROJECTIONS
FISCAL YEAR 2024/2028
INCOME STATEMENT
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Operating Revenues										
Stormwater Fixed Fee	$ 590	$ 2,944	$ 3,320	$ 3,350	$ 3,382	2.5%	$ 3,467	$ 3,553	$ 3,642	$ 3,733
Credit SWM Program	(2)	(49)	(135)	(80)	(125)	2.5%	(128)	(131)	(135)	(138)
Late Fees	2	33	11	35	35		36	37	38	39
Total Operating Revenues	**590**	**2,928**	**3,196**	**3,305**	**3,292**		**3,374**	**3,459**	**3,545**	**3,634**
Operating Expenses										
Infrastructure Maintenance	396	528	628	608	647	3.5%	670	693	718	743
Capital Construction	15	14	-	-	-	3.5%	-	-	-	-
Selling, General & Administrative	183	212	624	271	548	3.5%	568	587	608	629
Total Operating Expense	**594**	**754**	**1,253**	**879**	**1,196**		**1,238**	**1,281**	**1,326**	**1,372**
Cash Operating Income (Loss)	**(4)**	**2,174**	**1,943**	**2,426**	**2,096**		**2,137**	**2,178**	**2,219**	**2,262**
Depreciation	71	77	125	110	139		201	258	305	316
Operating Income (Loss)	**(75)**	**2,097**	**1,818**	**2,316**	**1,957**		**1,936**	**1,920**	**1,915**	**1,946**
Non-Operating Revenue (Expense)										
Intergovernmental Revenue-ARPA	11	-	-	-	-		-	-	-	-
Interest Earned	0	0	3	26	26		30	40	50	60
Interest/Bond Issuance Expense	(27)	(22)	(21)	(21)	(19)		(18)	(16)	(14)	(12)
Total Non-Operating Revenue (Expense)	**(16)**	**(22)**	**(18)**	**5**	**6**		**12**	**24**	**36**	**48**
Net Income (Loss) Before Operating Transfers	**(91)**	**2,075**	**1,800**	**2,321**	**1,964**		**1,948**	**1,943**	**1,951**	**1,993**
Transfers From (To) Other Funds										
Transfers from General Fund	78	-	-	-	-		-	-	-	-
*Transfer of Long Term Debt	(558)	-	-	-	-		-	-	-	-
Total Transfers From (To) Other Funds	**(481)**	**-**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Capital Contributions										
Intergovernmental Grant-ARPA	-	-	-	-	700		-	-	-	-
Grants in Aid of Construction	-	-	67	67	40		410	200	-	-
**Capital Contributions	529	-	-	-	-		-	-	-	-
Capital Contributions	**529**	**-**	**67**	**67**	**740**		**410**	**200**	**-**	**-**
Increase (Decrease) in Retained Earnings	**(43)**	**2,075**	**1,867**	**2,387**	**2,704**		**2,358**	**2,143**	**1,951**	**1,993**
Adjust to a Cash Flow Basis										
Add Back Depreciation	71	77	125	110	139		201	258	305	316
Changes in Working Capital	683	(395)	-	-	-		-	-	-	-
Principal Payments on Long-Term Debt	(33)	(34)	(36)	(36)	(37)		(39)	(41)	(42)	(44)
Total Adjustments to Retained Earnings	**722**	**(352)**	**89**	**74**	**102**		**162**	**218**	**262**	**272**
Cash Available for Capital Outlay	**679**	**1,723**	**1,956**	**2,462**	**2,805**		**2,520**	**2,361**	**2,213**	**2,265**
Capital Outlay										
Stormwater Vehicles - C0064	529	-	-	-	-		140	350	350	-
Stormwater Facilities - C0255	-	74	-	-	-		-	-	-	-
Stormdrain System Upgrades - C0444	36	20	150	150	300		150	150	150	150
Curb Replacement Program - C0459	100	95	100	100	100		100	100	100	100
Reforestation Using SPP Funds - C0594	-	-	92	25	50		50	50	50	50
Hagerstown Field House - C0634	-	-	-	-	700		-	-	-	-
Stormwater Protection Program - C0637	14	82	250	-	411		760	350	200	200
Green Streets - C0639	-	-	235	250	-		-	300	-	-
Stream Restorations - C0866	-	-	910	20	1,060		1,410	-	-	-
Total Capital Outlay	**679**	**271**	**1,737**	**545**	**2,621**		**2,610**	**1,300**	**850**	**500**
Cash After Capital Outlay	**0**	**1,452**	**219**	**1,917**	**184**		**(90)**	**1,061**	**1,363**	**1,765**
Additional Funding										
Bond Financing	-	-	-	-	-		-	-	-	-
Total Additional Funding	**-**	**-**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Net Surplus (Deficit)	**$ 0**	**$ 1,452**	**$ 219**	**$ 1,917**	**$ 184**		**$ (90)**	**$ 1,061**	**$ 1,363**	**$ 1,765**
Beginning Cash Balance	$ -	$ 0	$ 1,452	$ 1,452	$ 3,369		$ 3,553	$ 3,463	$ 4,524	$ 5,887
***Ending Cash Balance	$ 0	$ 1,452	$ 1,671	$ 3,369	$ 3,553		$ 3,463	$ 4,524	$ 5,887	$ 7,652

* FY21 Transfer of Long Term Debt reflects a transfer of bond financing debt from the general fund.
** FY21 Capital Contribution reflects a transfer of capital fixed assets at book value from the general fund.
*** FY21 Net Surplus (Deficit) has a balance of $233

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 an aggregate stop loss. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's share of cost of insurance for its employees, retirees and dependents. Similarly, the active employees and retirees pay internal "insurance" rates for their share of dependent coverage. These billings represent funding sources for the Health Care Fund from which all health care related administrative and medical claim costs are paid.

Health Insurance Plan Options

Active employees have the option of choosing between the City's Level Medical Plan (deductible and copays), the Plus Medical Plan (a high-deductible plan) or the select Medical Plan. The City pays a portion of the premium and employees pay a percentage of the premium for their coverage and their dependents coverage. This City's portion of the premium ranges from 74% to 98% depending on the plan and level of coverage.

Eligible retirees and their dependents who are not Medicare eligible can enroll in the City's Under 65 Medical Plan with a similar cost sharing arrangement for retirees and dependents. Retirees who are Medicare eligible may choose from two medical plan options including the "Medicomp" Medicare supplement medical plan or the Health Reimbursement Account (HRA). The HRA provides an annual stipend of up to $4,200 per person to cover eligible medical related costs. For example, the HRA plan permits retirees to purchase their own secondary coverage and receive reimbursement for any eligible premiums, deductibles and co-pays.

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. Self funded plans are required to maintain this reserve as a liability that would be paid when the self funded plan is terminated. Every year, the City re-evaluates the amount booked for this liability. This analysis is performed using claim lag reports obtained from the claim administrators of the City's health and dental plans. The claim lag reports identify the timing of claim payments from incurred to process date. The City's benefits consultant assists with this projection and is recorded on an annual basis.

Health Insurance Fund: Estimated Actual Projections

At the end of FY2022/23, the estimated cash balances of $4.0 million will provide future funding for any required Claims Reserve. Additionally, the fund balance reserve is estimated to decrease over FY2022/23 budget amount and total $3.6 million as a result of experiencing high claim costs in current fiscal year.

Health Insurance Fund: Proposed FY 2023/24 Budget

The proposed FY2023/24 reflects a projected surplus after an increase in funding of 7.5% over current FY2022/23 amounts. For FY2023/24, it is anticipated that $1.3M will reimbursed per the City's stop-loss insurance policy to cover claims beyond the City's predetermined deductible for each of the City's covered employees. It is expected that medical claims will continue to increase and that high dollar claims will also continue which is reflected in escalating expenditures. There is a proposed $200K transfer from the Dental Fund to help cover the increase in medical claims. At the end of FY2023/24, it is estimated that the ending cash balance on hand will be approximately $4.1 million.

Health Insurance Fund: Four Year Forecast Beyond Proposed Fiscal Year 2023/24 Budget

As a result of claims expense trends and the financial impact of current legislative regulations, the future projections include 5.0% annual increases for actual medical expense claims. Given the offsetting premiums and revenues, it is estimated that the cash balance will decline to $3.1M at the end of FY2027/28.

Accounting Rules for Other Post Employment Benefits

Like pension benefits, City employees and their dependents receive health and dental benefits after retirement based upon years of employment with the City. Accounting rules (GASB75) changed how the City accounted for the cost of its post employment benefits in FY2017/18. The City annually contracts with an actuarial firm, CBIZ Benefits & Insurance Services, Inc., to perform all necessary calculations. The annual contribution from the City to fund an OPEB trust account is reflected as a separate line item in our financial projections. The City included $700K in Fiscal Year 2022/23 estimated actual for this contribution. Based on the current structure and trends of the Health Insurance Fund's plan, the contribution will remain at $700,000 in FY2023/24 and increase to $750K in FY2024/25 and will be $800K from FY2025/26 through FY2027/28.

HEALTH CARE FUND PROJECTIONS
FISCAL YEAR 2024/2028
PROPOSED EXPENSES & REVENUES
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
Premium Revenues										
Premium Revenues - City	$ 6,367	$ 6,204	$ 6,341	$ 6,008	$ 6,552	5.0%	$ 6,880	$ 7,224	$ 7,585	$ 7,964
Premium Revenues - Employees	1,021	969	1,017	992	992	2.0%	1,183	1,206	1,231	1,255
Premium Revenues - Retirees	216	203	199	204	204	2.0%	208	212	216	221
Total Premium Revenue	**7,604**	**7,376**	**7,557**	**7,204**	**7,748**		**8,271**	**8,642**	**9,032**	**9,440**
Interest From Investments	2	1	2	35	35		45	37	37	37
Stop Loss Reimbursement	-	-	-	1,314	1,314		1,314	1,314	1,314	1,314
Prescription Rebates	428	406	477	388	438	2.0%	447	456	465	474
Miscellaneous Revenue	-	-	-	-	-		-	-	-	-
Total Revenue	**8,034**	**7,783**	**8,036**	**8,941**	**9,535**		**10,076**	**10,449**	**10,848**	**11,265**
Medical Claims Expense	5,445	6,000	5,876	7,643	7,930	5.0%	8,327	8,743	9,180	9,639
Claims Reserve Expense	(115)	91	50	75	75	2.0%	77	78	80	81
Health Savings Account Contributions	49	50	50	45	50		53	55	58	60
Administrative & Audit Expenses	384	421	388	462	472	3.0%	486	501	516	531
Stop Loss Reinsurance Expenses	291	301	390	373	432	5.0%	454	476	500	525
Wellness Program	46	49	50	50	50		53	53	53	53
OPEB Trust Contributions	650	1,134	700	700	700		750	800	800	800
Total Expenditures	**6,751**	**8,046**	**7,504**	**9,348**	**9,709**		**10,198**	**10,706**	**11,186**	**11,689**
Transfers from Dental Fund	-	-	-	-	200		50	50	50	50
Transfers (to) General Fund	-	(542)	(654)	(654)	-		-	-	-	-
Transfers (to) Electric Fund	-	(53)	(65)	(65)	-		-	-	-	-
Transfers (to) Water Fund	-	(83)	(95)	(95)	-		-	-	-	-
Transfers (to) Wastewater Fund	-	(72)	(86)	(86)	-		-	-	-	-
Total Transfers From (To) Other Funds	**-**	**(750)**	**(900)**	**(900)**	**200**		**50**	**50**	**50**	**50**
Operating Income (Loss)	**1,283**	**(1,013)**	**(368)**	**(1,307)**	**26**		**(72)**	**(207)**	**(288)**	**(374)**
Increase (Decrease) in Retained Earnings	**$ 1,283**	**$ (1,013)**	**$ (368)**	**$ (1,307)**	**$ 26**		**$ (72)**	**$ (207)**	**$ (288)**	**$ (374)**
Beginning Fund Balance	4,646	5,929	4,916	4,916	3,608		3,634	3,562	3,355	3,067
Ending Fund Balance	**$ 5,929**	**$ 4,916**	**$ 4,548**	**$ 3,608**	**$ 3,634**		**$ 3,562**	**$ 3,355**	**$ 3,067**	**$ 2,693**
Total Cash Balance -Beginning	$ 5,180	$ 6,281	$ 5,345	$ 5,345	$ 4,038		$ 4,064	$ 3,992	$ 3,785	$ 3,497
Total Cash Balance-Ending	$ 6,281	$ 5,345	$ 4,977	$ 4,038	$ 4,064		$ 3,992	$ 3,785	$ 3,497	$ 3,123
Unrestricted Cash Balance-Beginning	$ 4,351	$ 5,369	$ 4,355	$ 4,355	$ 3,048		$ 3,074	$ 3,002	$ 2,795	$ 2,507
Unrestricted Cash Balance-Ending	$ 5,369	$ 4,355	$ 3,987	$ 3,048	$ 3,074		$ 3,002	$ 2,795	$ 2,507	$ 2,132
Restricted Cash Balance-Beginning	$ 829	$ 912	$ 990	$ 990	$ 990		$ 990	$ 990	$ 990	$ 990
Restricted Cash Balance-Ending*	$ 912	$ 990	$ 990	$ 990	$ 990		$ 990	$ 990	$ 990	$ 990

*Ending Cash balance at June 30, 2022 includes $159,000 currently on deposit with United Healthcare and $831,148 in Health Reimbursement Accounts.

DENTAL INSURANCE FUND
FISCAL YEAR 2024/2028
PROPOSED EXPENSES & REVENUES
(IN THOUSANDS)

	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 REVISED BUDGET	2022/23 EST. ACTUAL	2023/24 PROPOSED BUDGET	PROJ. CHG%	2024/25 PROJ.	2025/26 PROJ.	2026/27 PROJ.	2027/28 PROJ.
							0.0%	*0.0%*	*0.0%*	*0.0%*
Premium Revenues										
Premium Revenues - City	$ 190	$ 183	$ 189	$ 186	$ 186		$ 186	$ 186	$ 186	$ 186
Premium Revenues - Employees	151	150	226	230	231		231	231	231	231
Premium Revenues - Retirees	71	71	71	71	71		71	71	71	71
Total Premium Revenue	**412**	**404**	**486**	**487**	**488**		**488**	**488**	**488**	**488**
Interest From Investments	-	-	1	14	10		10	11	12	13
Total Revenue	**412**	**404**	**487**	**501**	**498**		**498**	**499**	**500**	**501**
Dental Claims Expense	321	288	348	305	317	1.0%	320	323	327	330
Claims Reserve Expense	6	(4)	5	5	5		5	5	5	5
Administrative & Audit Expenses	43	45	43	44	46	3.0%	47	49	50	52
Total Expenses	**370**	**329**	**396**	**354**	**368**		**373**	**377**	**382**	**387**
Transfers From (To) Other Funds										
Transfers (to) Health Care Fund	-	-	-	-	(200)		(50)	(50)	(50)	(50)
Total Transfers From (To) Other Funds	**-**	**-**	**-**	**-**	**(200)**		**(50)**	**(50)**	**(50)**	**(50)**
Increase (Decrease) in Retained Earnings	**$ 42**	**$ 75**	**$ 91**	**$ 147**	**$ (70)**		**$ 75**	**$ 72**	**$ 68**	**$ 64**
Beginning Fund Balance	646	688	763	763	910		840	916	987	1,056
Ending Fund Balance	**$ 688**	**$ 763**	**$ 854**	**$ 910**	**$ 840**		**$ 916**	**$ 987**	**$1,056**	**$ 1,120**
Total Cash Balance -Beginning	$ 649	$ 696	$ 785	$ 785	$ 932		$ 862	$ 937	$1,009	$ 1,077
Total Cash Balance-Ending	$ 696	$ 785	$ 876	$ 932	$ 862		$ 937	$1,009	$1,077	$ 1,142
Unrestricted Cash Balance-Beginning	$ 618	$ 665	$ 754	$ 754	$ 901		$ 831	$ 906	$ 978	$ 1,046
Unrestricted Cash Balance-Ending	$ 665	$ 754	$ 845	$ 901	$ 831		$ 906	$ 978	$1,046	$ 1,111
Restricted Cash Balance-Beginning	$ 31	$ 31	$ 31	$ 31	$ 31		$ 31	$ 31	$ 31	$ 31
Restricted Cash Balance-Ending*	$ 31	$ 31	$ 31	$ 31	$ 31		$ 31	$ 31	$ 31	$ 31

*Ending Cash balance at June 30, 2022 includes $31,300 currently on deposit with United Concordia.

Parks

City of Hagerstown









CAPITAL IMPROVEMENT PROGRAM
SECTION 7

	Page
Program Summary	1
List of Projects Alphabetical by Project Name	7
Vehicle & Equipment Replacement Schedule	10
All Funds - Funding Sources and Expenditures Charts	13
All Funds - Expenditures Summary by Fund	14
Supporting Summary Schedules by Fund:	
General Fund/CIP Fund	
General/CIP Fund - Funding Source Summary	15
General/CIP Fund - Projects by Funding Source	16
General/CIP Fund - Department Summary	21
General/CIP Fund - Category Summary	22
General/CIP Fund - Expenditure Type Summary	23
General/CIP Fund - Projects by Department	24
General/CIP Fund - Projects and Funding Sources by Department	26
Electric Fund	
Electric Fund - Projects by Funding Source	31
Electric Fund - Projects and Funding Sources by Department	32
Water Fund	
Water Fund - Projects by Funding Source	34
Water Fund - Projects and Funding Sources by Department	35
Wastewater Fund	
Wastewater Fund - Projects by Funding Source	36
Wastewater Fund - Projects and Funding Sources by Department	37
Parking Fund	
Parking Fund - Projects by Funding Source	38
Parking Fund - Projects and Funding Sources by Department	39
Golf Fund	
Golf Fund - Projects by Funding Source	40
Golf Fund - Projects and Funding Sources by Department	41
Property Management Fund	
Property Management Fund - Projects by Funding Source	42
Property Management Fund - Projects and Funding Sources by Department	43
Stormwater Protection Fund	
Stormwater Protection Fund - Projects by Funding Source	44
Stormwater Protection Fund - Projects and Funding Sources by Department	45
Capital Improvement Program - Individual Project Descriptions Numerically Sorted by Fund:	
"45-CXXXX" General / CIP Fund- Individual Project Descriptions	46
"50-CXXXX" Electric Fund- Individual Project Descriptions	112
"52-CXXXX" Water Fund - Individual Project Descriptions	135
"54-CXXXX" Wastewater Fund- Individual Project Descriptions	148
"56-CXXXX" Parking Fund - Individual Project Descriptions	163
"57-CXXXX" Golf Course Fund - Individual Project Descriptions	167
"58-CXXXX" Property Management Fund - Individual Project Descriptions	169
"59-CXXXX" Stormwater Protection Fund - Individual Project Descriptions	171

Acknowledgements

The Capital Improvement Program section could not have been prepared without the support and leadership of the Mayor and Council and the City of Hagerstown Management Team. The individuals listed below played an integral part in the preparation of this section.

Budget Preparation

Scott Nicewarner, City Administrator
Michelle Hepburn, Chief Financial Officer
Brooke Garver, Accounting/Budget Manager
Jeff Lear, Senior Financial Accountant
Heidi Herman, Senior Accountant

Capital Improvements Program Contributors

Mark Chaney, Support Services Administrator
Eric Deike, Director of Public Works and Parks
Nathan Fridinger, Electric Operations Manager
Mark Haddock, Parks & Recreation Manager
Nancy Hausrath, Director of Utilities
Paul Kifer, Chief of Police
Margi Joe, Community Development Manager
Tom Langston, Police Captain
Steve Lohr, Fire Chief
William Luhn, Water Operations Manager
Kathleen Maher, Director of Planning & Code Administration
Jim Snyder, Information Technology Manager
Jill Thompson, Director of Community and Economic Development
Ashley Newcomer, Utilities Finance Manager
Rodney Tissue, City Engineer

All Departments – Consolidated

PROGRAM OVERVIEW

Hagerstown plans its capital improvement projects over a five-year period. Capital improvements programming and budgeting involves the development of a long-term plan for capital expenditures. Capital expenditures include buildings and facilities, significant ongoing maintenance and improvements to current facilities, land, major equipment, and other commodities which are of significant value and have a useful life of several years. It is both a fiscal and planning document that allows the City to monitor and inventory all capital project costs, funding sources, departmental responsibilities, and project schedules. The program includes a comprehensive review of all capital needs and then providing the information and criteria to assist Mayor and Council as they choose among competing projects.

The proposed Capital Improvements Program (CIP) for FY23 and FY24 is summarized below:

	FY23		FY24
Fund	**Revised Budget**	**Estimated Actual**	**Proposed Budget**
General / CIP Fund	$ 19,762,471	$ 11,531,974	$ 40,803,392
Electric Fund *	1,510,040	1,033,130	2,455,500
Water Fund	6,020,000	2,660,000	7,966,995
Wastewater Fund	8,644,863	5,390,000	9,680,000
Parking Fund	5,847,000	3,372,736	10,305,000
Golf Course Fund	112,467	112,467	75,000
Property Management Fund	20,000	-	220,000
Stormwater Protection Fund	1,736,852	545,000	2,621,000
TOTALS	**$ 43,653,692**	**$ 24,645,307**	**$ 74,126,887**

* Excludes capital expenditures not included in specific projects of $700,860, $880,000 and $1,807,500 respectively.

MAJOR FY24 PROGRAM OBJECTIVES

- Further the City's goals and objectives as outlined in the City's Comprehensive and Strategic Plans, the Community's City Center Plan as summarized on the City's website, and the Mayor & Council Goals Strategic Plan included in Section 1 of the budget book.
- Maximize opportunities for community development and infrastructure replacement while staying within debt affordability guidelines, available resources and complying with the City's debt management policy.
- Increase opportunities to obtain funding from outside sources such as the Federal, State and County Governments and other private parties.
- Assist in planning, budgeting and coordinating the operational and capital efforts of all City Departments.
- Provide guidance for making decisions about requests for routine or emergency capital expenditures.
- Attract private investment by planning for future amenities and infrastructure improvements to support public capital commitments.
- Maintain or improve the City's bond rating through effective financial planning and management.

THE CITY'S STRATEGIC PLAN

In November 2021, the Mayor and City Council approved their Strategic Plan for calendar years 2021 through 2024 which build upon the City's Vision and Mission Statements. (The Mayor & Council Strategic Plan – 2021 through 2024 is located in Section 1 Overview). In addition, there are eleven areas of focus defined in the plan as reflected below. By strategically utilizing a combination of financial management policies, land use, and forecasting, the City will ensure stability by maximizing its use of resources. To assist policy makers, the CIP's five year forecast included in this section reflects the financial impact of their decisions. The Strategic Plan outlines the City's vision to inspire an inclusive, business friendly and sustainable community with clean, safe and vibrant neighborhoods.

Neighborhoods Revitalization & Sustainability
Providing the citizens of Hagerstown the ability to experience a high quality of life in their neighborhood is important to the City of Hagerstown. In addition to the City's operating funding support of neighborhood programs, the capital budget plan includes $192K for public art, downtown beautification programs, tree installation, and accessibility ramps.

Public Safety
To ensure that all who live, work and play in the City of Hagerstown are safe, $6.1M has been designated to replace existing Fire Training Tower building, relocate and/or renovate the fire stations, upgrade fire radios and in-station alerting, purchase fire and EMS equipment, replace a fire ladder truck and pumper, replace police vehicles, and, upgrade police software and lab equipment.

Public Facilities and Infrastructure
In order to establish and maintain quality services and an infrastructure that supports residents and business in a cost effective manner, the budget proposal provides $38.3M for new technologies that provide and promote a more customer-oriented and safe parking experience including a third parking deck, sidewalk replacements, bridge repair, storm water protection upgrades, major signal intersection upgrades, alley and street reconstructions and extensions, including Professional Court, pavement preservation and maintenance, City Hall improvements, Elizabeth Hager Center upgrades, various upgrades and renovations related to the electrical services provided to Hagerstown Light Division customers, water main replacements, improvements to water treatment plants to improve safe drinking water standards, and various Wastewater collection system rehabilitations.

Economic Development
The City of Hagerstown strives to have a diverse, business-friendly economy that supports the community's needs. While no funding has been included in the FY24 CIP budget for this focus area, funding has been included in the operating budget to implement the Community's City Center Plan to promote economic development and strong neighborhoods in the core of the city. Most notably is the inclusion of $1.7M for incentives in the Economic Redevelopment operating budget reflected in Section 4 of this budget document.

Citizen-based Government
The City of Hagerstown believes in an ethical and financially responsible government, while supporting an engaged citizenry to make the community more than the sum of its parts. To accomplish this goal, Mayor and Council plan to integrate technology throughout City operations to enhance the customer experience and increase citizen access to City services and information, promote awareness and understanding of the City's finances through accessible and easy-to-use data presentations, new connectivity of network services to the City's outlying buildings, and hardware upgrades to the IT infrastructure. The majority of these goals will be accomplished using existing general fund operating budgets; however, $215K has been earmarked in the CIP budget for technology improvements to achieve these goals.

Fiscal Accountability
In order to establish and maintain fiscally responsible decision making, the City will continue to strive for the most efficient management of departmental resources and expense controls. To achieve this goal, IT CIP funds of $16K will be utilized for the continuation updates to MUNIS, the Municipal Financial System, as well as some additional add on software products to help departments run more smoothly including Tyler Cashiering and Tyler Resources.

Parks & Recreation for Active/Healthy Living
In order to support a culturally vibrant community, the City of Hagerstown plans to continue to provide parks and public gathering spaces, enhanced amenities provided at City Park, The Greens at Hamilton Run, Fairground Park, Potterfield Pool, Wheaton Park and with the construction of the Antietam Creek Waterway Trail, expand programs in the Parks & Recreation Division to promote healthy eating and active lifestyles, and many other community-health focused programs. Plans are to accomplish this goal through the combination of $1.7M in CIP funds and the use of existing operating expense budgets.

Innovative/Progressive Government
The City of Hagerstown is committed to employee development, excellence in services and adapting to meet the needs of the community and the organization. To reach this goal, the City has identified funding of $1.6M to continue to support information technology needs across the City, upgrade the GIS system, upgrade features of the electronic time and attendance system, and to relocate customer service to the former M and T Bank building to provide enhancements for customer service.

Community Promotion/Pride
The City will improve its community image by releasing factual, timely and transparent messaging. To help achieve this goal in FY24, funds of $293K will make improvements for TV studio and video production systems. In addition, the City continues to provide operating budget dollars for a variety of special events, to provide sponsorships to others events, and to provide support and funding for Neighborhoods First initiatives.

Economic Development through Sports and Tourism
Providing for the visitors of the City of Hagerstown, several different locations for Sports and Tourism will be the goal. The FY24 CIP budget reflects funding of $25.7M for the planning, design and construction of the Hagerstown Field House and upgrades to the Hager House Museum, Steam Engine Museum, the Hagerstown Ice Rink.

Miscellaneous Projects, Goals and Legislative Priorities
While no funding has been included in the FY24 CIP budget for this focus area, funding has been included in the operating budget to carry out the objectives of this focus area. Objectives include enhancing community partnerships to help address homeless issues, collaborate with others to address food deserts, solutions based meetings approach, expanding “Operation Take Back” approach, and addressing long term MRGA water/wastewater plan.

OVERVIEW OF THE PROJECTS IN THE CIP

The CIP section presents comprehensive descriptions of major project needs for FY24 through FY28. Pages 15 through 45 provide summary schedules by Fund outlining funding sources and project expenditures and are organized by Fund and department. Pages 46 through 178 contain detailed descriptions pertaining to individual CIP projects and are organized by Fund and project number. These pages describe each project in more detail, and include a justification section. Additionally, these pages include information relating to the potential budget impact that each recurring and non-recurring capital investment may have on current and future operating budgets and services provided by the City.

The City’s Capital Improvement Program budget for FY24 at $74.1M is 69.8% higher than the $30.5M in the FY23 revised budget. The FY24 budget encompasses various types of projects as indicated above in the Strategic Plan section. Several of the major projects in our five year Capital Improvement Program plan are summarized below:

- Overall, the FY24 budget includes $3.8M for vehicle replacements. Of this amount, $962K is funded by Enterprise Funds and includes the replacement for two Electric Division pick-up trucks and one cargo van; one Water Department service truck, one Chevy Equinox and a backhoe; three Wastewater Department vehicles, a tractor and a Kohler Generator; and, for Golf, a pickup truck. General funds of $1.8M and CIP fund balance of $343K will be for the replacement of 8 police cruisers ($440K), and a portion of funding for replacement of a fire department ladder truck and full funding for the KME Pumper ($1.1M), a dump truck for Parks ($140K), two dump trucks for Public Works ($315K), and, other miscellaneous vehicles ($155K).

Additional funding for the ladder truck will be from the ARPA Grant ($468K) and contributions ($128K). ARPA proceeds of $150K will also be used toward the replacement of the Public Works Departments trash truck.

- Completely relying on State Highway user revenue (HUR), the City included $1.3M in the FY24 budget for its pavement preservations program for city streets (45-C0025). The City utilizes a variety of methods to maintain streets including milling and overlay, crack-sealing, slurry-sealing, and patching.

- To address a Mayor and Council goal of innovative and progressive government, the City has included $1.5M in the FY24 budget toward the renovation of the former M&T Bank property. ARPA funding was utilized for the initial acquisition of this building in FY22. This renovated building will be used for City operations to include customer services, billing, and community and economic development (45-C0854). The relocation and renovations will focus on innovations to enhance and expand the customer service experience with a new drive through and payment kiosk options to be made available in addition to the lobby option.

- Consistent with the City's Comprehensive Plan goals, the City has included $2.3M in the FY24 proposed budget for the Professional Court Extension (45-C0685). This project is a collaborative effort with Washington County Government. The overall project will create a new street network from the eastern edge of the City. This extension will help to relieve traffic congestion on US Route 40. The City's portion of this project includes the widening and reconstruction of the existing Professional Court to accommodate a new multi-span bridge over Antietam Creek constructed by Washington County. Federal Funding will be provided from the Appalachian Regional Commission grant (ARC) ($900K) and ARPA ($1.2M) to help pay for this new infrastructure.

- To address fire training needs, there is $1.1M in the FY24 proposed budget in the Fire Department Training Center (45-C0241). This project will encompass the construction of a new burn building module and other props and electrical infrastructure. In addition, another $1.1M is included for the planning, design and acquisition of property for the relocation of HFD headquarters (45-C0687).

- In 2021, the City contracted with Eastern Sports Management to be a long- term partner and operator of the Hagerstown Field House facility. When finished, the building will be a 117,156 square foot field house for recreational use by the community and sports tourism. The project will consist of two indoor turf fields and four basketball courts (convertible to other hard court sports including volleyball, pickleball, futsal, etc.). In FY23, the City will fund an estimated $797K for the planning and design of the Hagerstown Field House in addition to the $290K in FY22. Construction of the project will be completed in FY24 at a cost of $24.0M with an additional Stormwater Component (59-C634) of $700K

- Several other large projects within the FY24 proposed GF CIP budget include: Wheaton Park improvements including house removal, misting pad, parking and a plaza, $250K (45-C0293); construction of the Antietam Creek Waterway Trail, $350K (45-C0751); City Park Improvements, $430K (45-C0522), including $350K to improve the upper parking lot; renovation of the locomotive and building of a new cover pavilion at the Steam Engine museum, $793K (45-C0439) and, replacement of portable radios and accessories in the Fire department $938K (45-C0849).

- In the Parking fund, there is $10.2M proposed in FY24 for the City's third parking deck (56-C0173) to be built in conjunction with the Hagerstown Multi-Use Sports and Events Facility to be located on the corner of Baltimore Street and Summit Avenue. Design will be completed and construction will begin in FY23.

- Pump station #13 (54-C0574) on Western Maryland Parkway will be rebuilt and returned to service in accordance with the requirements in the Joint Service Area Agreement with the County, $3.3M with $2.2M being funded by ARPA and an additional $530K from an ARC Grant.

- East End Pump Station #33 (54-C0565) will be built under the Dual Highway to replace pump station #9 at a cost of $1.65M with $1.4M being funded by ARPA.

- In the Water Fund $2.4M is included in the FY24 budget for the study, design and the beginning of construction for a new Mack water tank (52-C0274) which is 50 years old and has had two leaks in the past three years. The total FY24-FY25 projected cost is $4.7M. In addition, $1.5M is budgeted for improvements to the Willson Treatment Plant (52-C0166) including $1.0M towards the roof replacement of the operations building and $300K for a chlorine scrubber/engineering project as recommended in EPA Risk Management plan.

- In the Stormwater Protection fund, $1.1M will be utilized for stream restorations, (59-C0866), to include $800K for construction in the stream restoration at the golf course and $160K at City Park with an additional $100K at Hamilton Run.

UTILIZATION OF ARPA FUNDING

The City received $20.4M from federal government ARPA monies. This funding has restricted uses and falls into seven IRS defined expenditure categories (Public Health, Negative Economic Impacts, Services to Disproportionately Impacted Communities, Premium Pay, Infrastructure, Revenue Replacement, and Administrative & Other). The chart below summarized ARPA funding that the City plans to use in capital improvement projects during FY2023 and FY2024:

Funding Source: American Rescue Plan Act of 2021 (ARPA)	ARPA Expenditure Category	Capital Project Number	FY23 Estimated Actual	FY24 Proposed Budget
Capital Improvement Program Projects:				
General Fund				
Customer Service Payment Kiosk: 32 N Potomac Building (approved in FY22)	Public Health	45-C0854	-	50,000
32 N Potomac Building:Partial Funding Customer Lobby Renovation (approved in FY22)	Public Health	45-C0854	474,000	851,000
Fire Ladder Truck: Partial Funding (approved in FY22)	Revenue Replacement	45-C0010	-	467,664
Hagerstown Ice Rink: Partial Funding Air Quality and Condensation Unit	Public Health	45-C0843	190,425	-
Public Works/Parks: Backhoe (approved in FY22)	Revenue Replacement	45-C0570	128,414	-
Fairgrounds Park: PAL Roof	Revenue Replacement	45-C0624	394,000	-
Information Technology: Citywide Software Office 365 Implementation (Telework)	Public Health	45-C0006	155,000	-
Information Technology: Citywide Phone System Upgrade (Telework)	Revenue Replacement	45-C0006	-	75,000
Information Technology: Arctic Wolf Software	Revenue Replacement	45-C0006	-	100,000
Police: Firing Range Security Gate and Improvements	Revenue Replacement	45-C0226	23,899	50,000
Fuel Station Management and Tank Gauge System	Revenue Replacement	45-C0352	-	35,000
Professional Court Extension: Partial Funding	Revenue Replacement	45-C0685	-	1,150,000
Fire Facilities: Natural Gas Generator	Revenue Replacement	45-C0870	120,490	-
Public Works Vehicles: Trash Truck	Revenue Replacement	45-C0065	-	150,000
City Hall Improvements: Elevator	Revenue Replacement	45-C0326	-	200,000
Police: Drones	Revenue Replacement	45-C0130	103,746	-
Public Safety Radios and In-Station Alerting	Neg Econ Imp Pub Sec	45-C0849	-	187,500
Fire: Community Risk Reduction Boards	Revenue Replacement	45-C0871	-	150,000
Subtotal General Fund:			**1,589,974**	**3,466,164**
Wastewater Fund				
East End Pump Station #33: Funding for Construction of new Pump Station at Hebb Road	Infrastructure	54-C0565	1,600,000	1,400,000
Pump Station #13 Reconstruction: Partial Funding of Pump Station at Western MD Parkway	Infrastructure	54-C0574	185,000	2,235,000
Subtotal Wastewater Fund:			**1,785,000**	**3,635,000**
Stormwater Fund				
Hagerstown Field House: Stormwater modifications	Infrastructure	59-C0634	**-**	700,000
Subtotal Stormwater Fund:			**-**	**700,000**
Total ARPA Funding Used			**3,374,974**	**7,801,164**

DEFINITIONS

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 four (4) 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”.

For detailed definitions on other terms, please refer to the Glossary in Section 9.

CAPITAL IMPROVEMENTS PROGRAM - ALL FUNDS
FISCAL YEARS 2024/2028
LIST OF PROJECTS ALPHABETICAL BY PROJECT NAME

PROJECT NAME	PROJECT NUMBER	PROJECT PRIORITY
60 West Washington Street	58-C0828	Planned Improvement
Accessibility Ramps	45-C0217	Probable Grant
Alley Reconstruction	45-C0324	Planned Improvement
Breichner WTP Improvements	52-C0405	Planned Improvement
Bridge Repair Program	45-C0400	Cost Avoidance
Brookmeadow	50-C0703	Planned Improvement
Bulldog Substation Upgrade	50-C0544	Planned Improvement
Burhans Village	50-C0707	Planned Improvement
Cable Inet	45-C0568	Contract Obligation
Cable PEG	45-C0569	Contract Obligation
Central Substation	50-C0118	Planned Improvement
Circuit Upgrades	50-C0842	Planned Improvement
City Hall Improvements	45-C0326	Planned Improvement
City Park Improvements	45-C0522	Planned Improvement
City Park Lake Improvements	45-C0047	Planned Improvement
Citywide - CS Rehabilitation	54-C0800	Public Safety
Community and Economic Development Vehicles	45-C0249	Cost Avoidance
Computer Equipment and Software	45-C0006	Planned Improvement
Consolidation of Public Safety Assets	45-C0687	Planned Improvement
Curb Replacement Program	59-C0459	Planned Improvement
Distribution Services - Meter Program	52-C0653	Cost Avoidance
Distribution System Rehab - Main Replacement	52-C0709	Planned Improvement
Downtown Beautification Program	45-C0280	Planned Improvement
Downtown Redevelopment	45-C0854	Planned Improvement
East End Pump Station #3	54-C0565	Planned Improvement
Eastern Boulevard North Extension	45-C0606	Planned Improvement
Edgemont Reservoir Improvements	52-C0168	Planned Improvement
Electric Vehicles	50-C0090	Planned Improvement
Eliminate Pump Stations	54-C0832	Planned Improvement
Elizabeth Hager Center	58-C0803	Planned Improvement
Engineering Equipment	45-C0132	Improve Service
Engineering Vehicles	45-C0133	Cost Avoidance
Equipment Refurbishment	50-C0797	Planned Improvement
Fairground Grandstand Improvements	45-C0624	Planned Improvement
Fairgrounds Park Improvements	45-C0626	Planned Improvement
Feeder Coordination	50-C0833	Planned Improvement
Fire and EMS Equipment	45-C0871	Planned Improvement
Fire Department Training Center	45-C0241	Planned Improvement
Fire Department Vehicle Replacement	45-C0010	Planned Improvement
Fire Facilities City Owned Buildings	45-C0870	Planned Improvement
Fuel Station Improvements	45-C0352	Planned Improvement
Geographic Information System	45-C0451	Planned Improvement
Golf Course - Vehicles/Equipment	57-C0395	Cost Avoidance
Golf Course Improvements	57-C0825	Improve Service
Green Streets	59-C0639	Planned Improvement
Grinder Pump Replacement Program	54-C0767	Planned Improvement

CAPITAL IMPROVEMENTS PROGRAM - ALL FUNDS
FISCAL YEARS 2024/2028
LIST OF PROJECTS ALPHABETICAL BY PROJECT NAME

PROJECT NAME	PROJECT NUMBER	PROJECT PRIORITY
Hager House Visitor Center Improvements	45-C0061	Grant Commitment
Hagerstown Battlefield Park	45-C0775	Planned Improvement
Hagerstown Field House	45-C0041	Planned Improvement
Hagerstown Field House	59-C0634	Planned Improvement
Hagerstown Ice Rink	45-C0843	Planned Improvement
HLD Distribution and Administrative Office Building	50-C0542	Planned Improvement
Installation of Street Trees Using FCA Funds	45-C0594	Planned Improvement
Kilpatrick Woods	50-C0550	Planned Improvement
Laboratory Equipment	54-C0745	Planned Improvement
LED Signal Lights	45-C0245	Cost Avoidance
Mack Water Tank	52-C0274	Planned Improvement
Manhole Raising	54-C0267	Public Safety
Marsh Run Walls Rehabilitation	45-C0853	Cost Avoidance
Meter Replacement	50-C0679	Planned Improvement
Mobile License Plate Readers	45-C0860	Public Safety
Multi-Use Trails	45-C0717	Probable Grant
Municipal Broadband	45-C0008	Improve Service
Municipal Financial System	45-C0739	Planned Improvement
Neighborhood Parks	45-C0751	Planned Improvement
New Sidewalks	45-C0595	Public Safety
Northwest Connector	45-C0735	Planned Improvement
Oxygen System Improvements	54-C0657	Public Safety
Park Equipment	45-C0237	Planned Improvement
Parking Facilities - 3rd Parking Deck	56-C0173	Planned Improvement
Parking Fund Vehicles	56-C0829	Planned Improvement
Parking Lot Improvements	56-C0857	Planned Improvement
Parks Citywide Upgrades	45-C0665	Documented Savings
Parks Vehicles and Equipment	45-C0570	Planned Improvement
Pavement Markings	45-C0093	Public Safety
Pavement Preservation Program	45-C0025	Planned Improvement
Pedestrian Lighting	50-C0388	Planned Improvement
Planning & Code Admin Vehicles	45-C0678	Cost Avoidance
Police Building Renovation	45-C0308	Planned Improvement
Police Crime Lab Equipment	45-C0182	Planned Improvement
Police Firing Range	45-C0226	Planned Improvement
Police Radios	45-C0128	Public Safety
Police Software	45-C0196	Public Safety
Police Vehicles	45-C0129	Public Safety
Potterfield Pool Improvements	45-C0822	Improve Service
Professional Court Extension	45-C0685	Planned Improvement
Public Art	45-C0868	Planned Improvement
Public Safety Radios and In-Station Alerting	45-C0849	Public Safety
Public Works Operations Center Improvement Program	45-C0250	Planned Improvement
Public Works Storage Yard Expansion	45-C0718	Planned Improvement
Public Works Vehicles	45-C0065	Planned Improvement

CAPITAL IMPROVEMENTS PROGRAM - ALL FUNDS
FISCAL YEARS 2024/2028
LIST OF PROJECTS ALPHABETICAL BY PROJECT NAME

PROJECT NAME	PROJECT NUMBER	PROJECT PRIORITY
Pump Station #13 Reconstruction	54-C0574	Planned Improvement
Pump Station Improvements	52-C0651	Planned Improvement
Pump Station Improvements	54-C0299	Public Safety
Recreation Vehicles and Equipment	45-C0576	Planned Improvement
Reforestation Using SPP Funds	59-C0594	Planned Improvement
Risk and Resiliency/Security	52-C0322	Public Safety
SCADA System	50-C0441	Planned Improvement
Security Improvements	50-C0178	Planned Improvement
Sidewalk Replacement Program	45-C0458	Planned Improvement
Signal Controller Upgrades	45-C0433	Planned Improvement
Solids Processing Facility Improvements	54-C0712	Contract Obligation
Solids Processing-Pelletizer and WWTP Improvements	54-C0711	Contract Obligation
Steam Engine Museum	45-C0439	Planned Improvement
Storm Water Protection Program Implementation	59-C0637	Planned Improvement
Stormdrain System Upgrades	59-C0444	Planned Improvement
Stormwater Vehicles	59-C0064	Planned Improvement
Stream Restorations	59-C0866	Planned Improvement
Streetlight Replacement	50-C0546	Planned Improvement
Substation Breaker Replacement	50-C0776	Planned Improvement
Substation Controls	50-C0616	Planned Improvement
Substation Upgrades	50-C0778	Planned Improvement
System Reconductoring	50-C0259	Planned Improvement
Telemetry Equipment	50-C0111	Planned Improvement
Test Equipment	50-C0609	Planned Improvement
Time & Attendance Software and Equip	45-C0007	Planned Improvement
Traffic Beacons	45-C0872	Public Safety
Traffic Calming	45-C0560	Planned Improvement
Traffic Signalization Upgrades	45-C0243	Planned Improvement
Trunk Lines and Laterals	54-C0834	Contract Obligation
Underground Replacement	50-C0540	Planned Improvement
Upgrades to Parking Decks	56-C0749	Planned Improvement
Wastewater Vehicle Replacement	54-C0004	Planned Improvement
Water System SCADA Improvements	52-C0820	Planned Improvement
Water Vehicles	52-C0117	Planned Improvement
Water Zone #5 System Improvements	52-C0877	Planned Improvement
Wheaton Park Renovations	45-C0293	Planned Improvement
Wildlife Protection on Distribution System	50-C0802	Planned Improvement
Willson Transmission Mains	52-C0167	Planned Improvement
Willson Treatment Plant	52-C0166	Planned Improvement
WWT Buildings and Structures	54-C0585	Planned Improvement
WWT Plant Equipment	54-C0584	Public Safety
Zone 3 Standpipe	52-C0323	Planned Improvement

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2024/2028

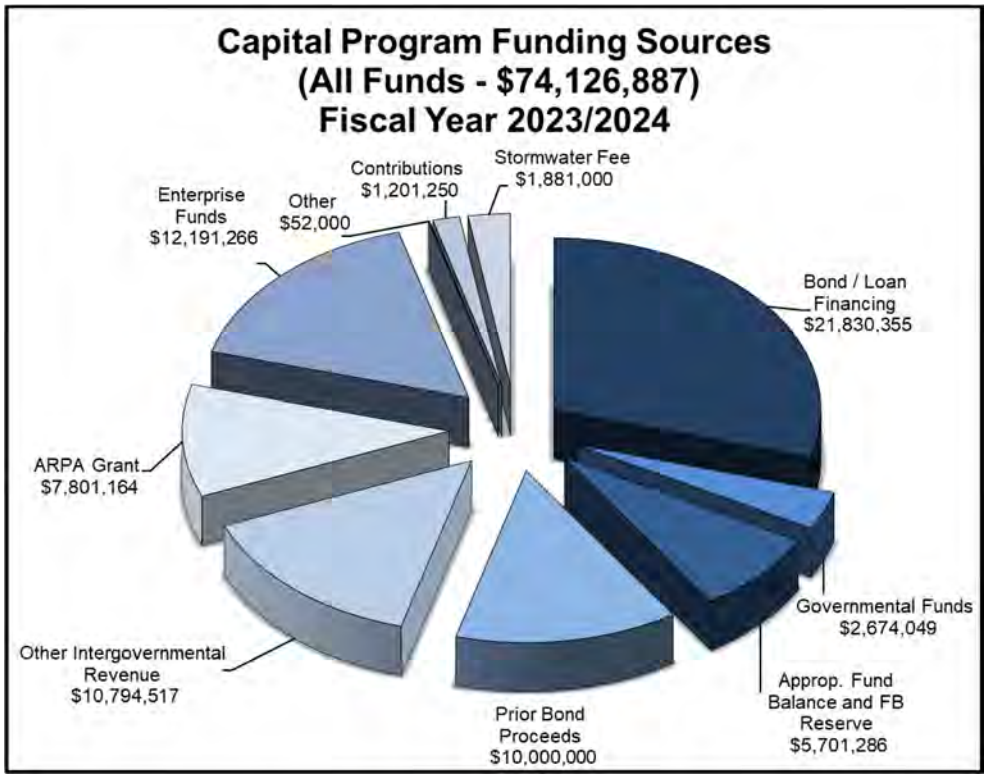
UNIT	VEHICLE	YEAR	DESCRIPTION	FY 24	FY 25	FY 26	FY 27	FY 28	TOTAL
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT									
801	206077	2014	DODGE JOURNEY		32,000				**32,000**
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT TOTAL				**-**	**32,000**	**-**	**-**	**-**	**32,000**
PLANNING & CODE ADMINISTRATION DEPARTMENT									
410	206064	2014	FORD F150			38,000			**38,000**
411	206070	2014	FORD F150				38,000		**38,000**
412	206071	2014	FORD F150					38,000	**38,000**
452	5858	2007	FORD RANGER		35,000				**35,000**
471	5816	2006	CHEVY COLORADO	35,000					**35,000**
472	5779	2005	JEEP LIBERTY		40,000				**40,000**
PLANNING & CODE ADMINISTRATION DEPARTMENT				**35,000**	**75,000**	**38,000**	**38,000**	**38,000**	**224,000**
ENGINEERING DEPARTMENT									
702	206168	2018	FORD ESCAPE				27,000		**27,000**
703	5893	2008	CHEVY IMPALA SEDAN	30,000					**30,000**
707	206050	2014	FORD FOCUS			27,000			**27,000**
710	206001	2013	CHEVY CARGO VAN		27,000				**27,000**
ENGINEERING DEPARTMENT TOTAL				**30,000**	**27,000**	**27,000**	**27,000**	**-**	**111,000**
PARKS DEPARTMENT									
NEW			TREE CHIPPER		42,000				**42,000**
300	206073	2015	CHEVY SILVERADO			43,000			**43,000**
303	206074	2014	DODGE DUMP TRUCK				125,000		**125,000**
308	206134	2016	FORD F550 DUMP TRUCK					125,000	**125,000**
309	6042	2012	CHEVY SILVERADO				45,000		**45,000**
311	206044	2014	FORD F250			47,000			**47,000**
312	5756	2004	FORD F150 PICKUP	45,000					**45,000**
313	5933	2009	CHEVY 2500 4X4	45,000					**45,000**
315		2013	JOHN DEERE GATOR		10,000				**10,000**
316		2012	JOHN DEERE GATOR		10,000				**10,000**
318	5031	2012	FORD F550 DUMP TRUCK	140,000					**140,000**
371	6044	2012	CHEVY 2500 4X4					45,000	**45,000**
374	5725	2004	JOHN DEERE TRACTOR			25,000			**25,000**
375	5767	2004	JOHN DEERE X595		25,000				**25,000**
378	5884	2007	JOHN DEERE TX GATOR		10,000				**10,000**
388	5608	1999	WACKER ROLLER		28,000				**28,000**
397	206153	2017	JOHN DEERE GATOR					10,000	**10,000**
PARKS DEPARTMENT TOTAL				**230,000**	**125,000**	**115,000**	**170,000**	**180,000**	**820,000**
RECREATION DEPARTMENT									
304	5865	2007	FORD FOCUS		40,000				**40,000**
RECREATION DEPARTMENT TOTAL				**-**	**40,000**	**-**	**-**	**-**	**40,000**
PUBLIC WORKS DEPARTMENT									
003	5688	2015	CHEVY SILVERADO 4X4				40,000		**40,000**
006	5854	2006	BOBCAT A300			75,000			**75,000**
007	5967	2011	JOHN DEERE 310SJ BACKHOE		135,000				**135,000**
010	5928	2008	FORD F550 DUMP TRUCK	140,000					**140,000**
014	5915	2008	CHEVY 2500 2x4 TRUCK				45,000		**45,000**
016	5897	2008	FORD REFUSE TRUCK	150,000					**150,000**
017	206142	2017	FORD F550 DUMP TRUCK					140,000	**140,000**
019	206087	2015	FORD F550 DUMP TRUCK			135,000			**135,000**
021	206038	2013	FORD F750 DUMP TRUCK		175,000				**175,000**
022	206042	2013	FORD F750 DUMP TRUCK	175,000					**175,000**
023	206136	2017	FORD F750 DUMP TRUCK					175,000	**175,000**
030	6036	2012	FORD F350 PICKUP TRUCK		45,000				**45,000**
031	5808	2006	CHEVY CARGO VAN			35,000			**35,000**
045	206093	2015	CHEVY SILVERADO 4X4			35,000			**35,000**
047	206112	2016	FORD F250 CREW CAB				45,000		**45,000**
062	206095	2015	JOHN DEERE Z930A MOWER				20,000		**20,000**
064	206197	2018	FERRIS MOWER				12,000		**12,000**
065	206204	2019	FERRIS MOWER			12,000			**12,000**
084	5433	1993	WACKER ROLLER		25,000				**25,000**
094	206079	2015	FORD F350 PICKUP TRUCK			45,000			**45,000**
601	206162	2017	FORD F350 BUCKET TRUCK					100,000	**100,000**
602	5821	2006	E350 BUCKET TRUCK			125,000			**125,000**
611	5932	2008	FORD F550 UTILITY TRUCK		120,000				**120,000**
616	5949	2008	SOLAR SIGN BOARD				45,000		**45,000**
617	5956	2008	SOLAR SIGN BOARD				45,000		**45,000**
PUBLIC WORKS DEPARTMENT TOTAL				**465,000**	**500,000**	**462,000**	**252,000**	**415,000**	**2,094,000**

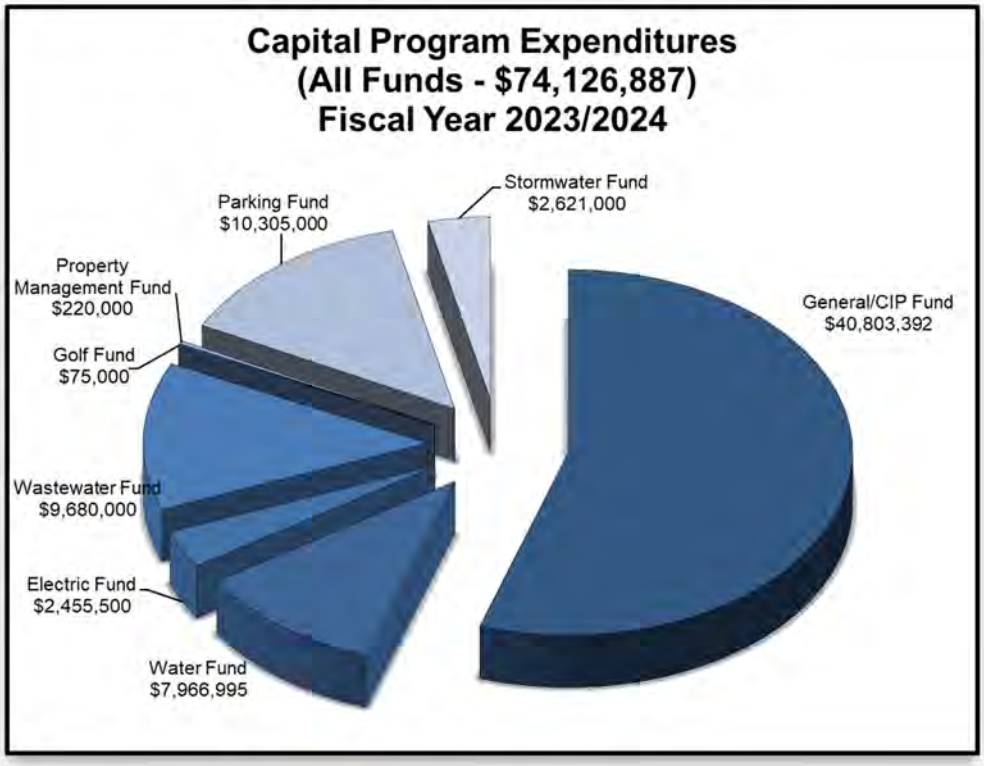
VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2024/2028

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 24	FY 25	FY 26	FY 27	FY 28	TOTAL
POLICE DEPARTMENT									
901	206115	2015	FORD TAURUS					60,000	**60,000**
902	206116	2014	FORD FUSION			57,000			**57,000**
903	206117	2014	FORD FUSION			57,000			**57,000**
905	206157	2014	FORD EDGE			57,000			**57,000**
907	206110	2014	FORD FUSION			57,000			**57,000**
908	206159	2014	FORD FUSION			57,000			**57,000**
909	206160	2014	FORD FUSION			57,000			**57,000**
910	206097	2007	CHEVY IMPALA		57,000				**57,000**
914	206171	2015	FORD EXPLORER XLT				60,000		**60,000**
915	206234	2016	FORD EXPLORER					60,000	**60,000**
919	206107	2016	FORD EXPLORER					60,000	**60,000**
923	206033	2007	CHEVY IMPALA	55,000					**55,000**
924	206137	2014	FORD FUSION			57,000			**57,000**
932	206130	2016	FORD EXPLORER					60,000	**60,000**
933	206111	2014	FORD FUSION				60,000		**60,000**
936	206172	2015	FORD EXPLORER XLT				60,000		**60,000**
937	206119	2013	FORD EDGE		57,000				**57,000**
945	206120	2013	FORD EDGE		57,000				**57,000**
948	206250	2013	NISSAN ACURA		57,000				**57,000**
960	206083	2015	FORD EXPLORER XLT					60,000	**60,000**
971	5938	2009	CHEVY IMPALA		57,000				**57,000**
972	5753	2004	FORD CROWN VICTORIA	55,000					**55,000**
975	206131	2016	FORD EXPLORER					60,000	**60,000**
986	206090	2005	FORD CROWN VICTORIA	55,000					**55,000**
989	5773	2005	CHEVY CARGO VAN	55,000					**55,000**
990	5847	1998	DODGE RAM	55,000					**55,000**
991	5874	2007	CHEVY COLORADO	55,000					**55,000**
994	206055	2007	CHEVY IMPALA	55,000					**55,000**
996	5524	2005	CHEVY COBALT	55,000					**55,000**
9100	206126	2016	FORD F150					60,000	**60,000**
9116	206051	2014	FORD EXPLORER			57,000			**57,000**
9117	206052	2014	FORD EXPLORER				60,000		**60,000**
9119	206054	2014	FORD EXPLORER				60,000		**60,000**
9120	206085	2015	FORD EXPLORER				60,000		**60,000**
9121	206084	2015	FORD EXPLORER				60,000		**60,000**
9123	206106	2016	FORD EXPLORER					60,000	**60,000**
9220	206081	2015	FORD EXPLORER				60,000		**60,000**
9302	5030	2011	FORD CROWN VICTORIA		57,000				**57,000**
9303	6029	2011	FORD CROWN VICTORIA		57,000				**57,000**
9501	206036	2013	FORD EXPLORER		57,000				**57,000**
POLICE DEPARTMENT TOTAL				**440,000**	**456,000**	**456,000**	**480,000**	**480,000**	**2,312,000**
FIRE DEPARTMENT									
F94-0070	206058	1994	SIMON DUPLEX LADDER TRUCK	704,667					**704,667**
F13-8688	206043	2013	KME PUMPER ENGINE 1		1,025,000				**1,025,000**
F04-8777	5718	2004	KME PUMPER RESRVE ENGINE 5		1,025,000				**1,025,000**
F04-8778	5719	2004	KME PUMPER RESERVE ENGINE 3		1,025,000				**1,025,000**
F04-8776	5720	2004	KME PUMPER RESERVE ENGINE 1	970,000					**970,000**
F16-6564	206113	2016	FORD F250				100,000		**100,000**
F16-6565	206129	2016	FORD F250				100,000		**100,000**
F17-2127	206154	2017	FORD F250					100,000	**100,000**
F17-6311	206166	2017	FORD F250					100,000	**100,000**
F05-9097	5813	2005	CHEVY BLAZER		75,000				**75,000**
F14-9818	206046	2014	CHEVY TAHOE			75,000			**75,000**
FIRE DEPARTMENT TOTAL				**1,674,667**	**3,150,000**	**75,000**	**200,000**	**200,000**	**5,299,667**
GENERAL FUND TOTAL				**$ 2,874,667**	**$ 4,405,000**	**$ 1,173,000**	**$ 1,167,000**	**$ 1,313,000**	**$ 10,932,667**

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2024/2028

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 24	FY 25	FY 26	FY 27	FY 28	TOTAL
ELECTRIC FUND									
101	5876	2007	FORD F150	35,000					**35,000**
102	5877	2007	FORD F150	35,000					**35,000**
107	5562	1998	CHEVY C8500 DUMP TRUCK					175,000	**175,000**
110	206096	2015	FORD FOCUS				30,000		**30,000**
111	206150	2017	FORD FOCUS				30,000		**30,000**
112	206161	2017	FORD FOCUS				30,000		**30,000**
113	5861	2007	CHEVY TRAILBLAZER				30,000		**30,000**
116	5454	1995	GMC STAKE BODY					80,000	**80,000**
122	5869	2007	CHEVY 3/4 TON 4WD				45,000		**45,000**
124	5696	2003	GMC TEREX BUCKET TRUCK		280,000				**280,000**
126	5871	2007	CHEVY 3/4 TON 4WD PICK-UP	45,000					**45,000**
128	5762	2004	GMC ALTEC BUCKET TRUCK			285,000			**285,000**
131	5870	2007	SILVERADO 4x4 PICKUP w/PLOW				45,000		**45,000**
134	5299	1990	INGERSOLL-RAND AIR COMP. TRAILER		30,000				**30,000**
137	5766	2005	CHEVROLET 3500 CARGO VAN	50,000					**50,000**
ELECTRIC FUND TOTAL				**165,000**	**310,000**	**285,000**	**210,000**	**255,000**	**1,225,000**
WATER FUND									
200	206068	2014	FORD F150			35,000			**35,000**
201	206026	2013	CHEVY EQUINOX		30,000				**30,000**
203	206069	2014	FORD F150			35,000			**35,000**
204	206148	2017	FORD F350				55,000		**55,000**
206	206027	2012	FORD F550	125,000					**125,000**
207	206039	2014	INTERNATIONAL DUMP			200,000			**200,000**
209	206100	2015	FORD TRANSIT VAN	46,995					**46,995**
214	5765	2015	CHEVY TRAVERSE				30,000		**30,000**
216	206123	2016	FORD F550					125,000	**125,000**
217	206138	2016	FORD F350					60,000	**60,000**
223	5853	2006	JD 310SG BACKHOE					160,000	**160,000**
224	206062	2014	JCB BACKHOE				175,000		**175,000**
225	206122	2017	FORD ESCAPE				30,000		**30,000**
226	5026	2012	FORD ESCAPE			30,000			**30,000**
228	5656	2001	JOHN DEERE 4106 BACKHOE LOADER	160,000					**160,000**
244	206080	2015	CHEVY TRAVERSE		30,000				**30,000**
254	206128	2017	FORD F350				55,000		**55,000**
260	206028	2012	FORD F550 SERVICE TRUCK		125,000				**125,000**
261	206037	2014	CHEVY EQUINOX	30,000					**30,000**
262	5894	2007	WACHS VALVE TURNER	150,000					**150,000**
WATER FUND TOTAL				**511,995**	**185,000**	**300,000**	**345,000**	**345,000**	**1,686,995**
WASTEWATER FUND									
504	5906	2008	FORD F250 P/U				60,000		**60,000**
505	5908	2008	CHEVY TRAIL BLAZER	40,000					**40,000**
509	5580	1999	VOLVO TRAILER MOUNTED GENERATOR		80,000				**80,000**
513	5427	1993	KOHLER MGS 2226 GENERATOR	80,000					**80,000**
526	2061002	2015	FORD F550				100,000		**100,000**
533	5657	2005	FORD RANGER PICKUP TRUCK	40,000					**40,000**
534	206086	2015	JEEP PATRIOT	40,000					**40,000**
535	5790	2005	NEW HOLLAND TRACTOR	40,000					**40,000**
541	5657	2002	FORD RANGER		40,000				**40,000**
560	5917	2008	JD 310SJ BACKHOE					150,000	**150,000**
591	5827	2006	CHEVY 2500 4X4			60,000			**60,000**
593	5630	2001	JOHN DEERE LOADER			150,000			**150,000**
WASTEWATER FUND TOTAL				**240,000**	**120,000**	**210,000**	**160,000**	**150,000**	**880,000**
PARKING FUND									
039	206066	2014	FORD TRANSIT VAN		35,000				**35,000**
PARKING FUND TOTAL				**-**	**35,000**	**-**	**-**	**-**	**35,000**
GOLF COURSE FUND									
326	5859	2007	GREENS MOWER				60,000		**60,000**
332	5578	1999	GMC PICKUP	45,000					**45,000**
346	206220	2012	GOLF CART			9,000			**9,000**
347	206221	2012	GOLF CART				10,000		**10,000**
348	206120	2016	JOHN DEERE MOWER		15,000				**15,000**
351	5801	2005	FAIRWAY MOWER			60,000			**60,000**
368	5957	2010	JOHN DEERE MOWER		55,000				**55,000**
389	5774	2004	CUSHMAN SPRAYER					65,000	**65,000**
GOLF COURSE FUND TOTAL				**45,000**	**70,000**	**69,000**	**70,000**	**65,000**	**319,000**
STORMWATER PROTECTION FUND									
018	206048	2014	FORD F550 DUMP TRUCK		140,000				**140,000**
092	206183	2018	ELGIN SWEEPER			350,000			**350,000**
093	206182	2018	ELGIN SWEEPER				350,000		**350,000**
STORMWATER PROTECTION FUND TOTAL				**-**	**140,000**	**350,000**	**350,000**	**-**	**840,000**
ENTERPRISE FUNDS TOTAL				**$ 961,995**	**$ 860,000**	**$ 1,214,000**	**$ 1,135,000**	**$ 815,000**	**$ 4,985,995**
GRAND TOTAL - ALL FUNDS				**$ 3,836,662**	**$ 5,265,000**	**$ 2,387,000**	**$ 2,302,000**	**$ 2,128,000**	**$ 15,918,662**


Capital Program Funding Sources
(All Funds - $74,126,887)
Fiscal Year 2023/2024
Contributions $1,201,250
Stormwater Fee $1,881,000
Enterprise Funds $12,191,266
Other $52,000
Bond / Loan Financing $21,830,355
ARPA Grant $7,801,164
Governmental Funds $2,674,049
Other Intergovernmental Revenue $10,794,517
Approp. Fund Balance and FB Reserve $5,701,286
Prior Bond Proceeds $10,000,000


Capital Program Expenditures
(All Funds - $74,126,887)
Fiscal Year 2023/2024
Stormwater Fund $2,621,000
Parking Fund $10,305,000
Property Management Fund $220,000
General/CIP Fund $40,803,392
Golf Fund $75,000
Wastewater Fund $9,680,000
Electric Fund $2,455,500
Water Fund $7,966,995

CAPITAL IMPROVEMENT PROGRAM - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2024/2028
EXPENDITURES SUMMARY BY FUND

DEPARTMENT	FY24	FY25	FY26	FY27	FY28	Total
Community & Economic Development	-	32,000	-	-	-	32,000
Engineering	29,052,000	5,147,000	3,682,000	8,387,000	3,900,524	50,168,524
Finance	1,490,000	-	-	-	-	1,490,000
Fire	5,201,167	11,637,500	6,775,000	900,000	900,000	25,413,667
Information Technology	624,825	186,500	177,000	185,000	177,000	1,350,325
Parks	2,598,000	2,130,000	620,000	640,000	8,330,000	14,318,000
Planning & Code Administration	35,000	75,000	38,000	38,000	38,000	224,000
Police	862,400	1,121,000	771,000	615,000	615,000	3,984,400
Public Works	940,000	593,000	1,500,000	340,000	503,000	3,876,000
Recreation	-	40,000	-	-	-	40,000
General/CIP Fund Total	**$ 40,803,392**	**$ 20,962,000**	**$ 13,563,000**	**$ 11,105,000**	**$ 14,463,524**	**$ 100,896,916**
Electric Fund	2,455,500	1,977,500	2,167,500	2,467,500	1,262,500	10,330,500
Water Fund	7,966,995	26,200,000	40,680,000	23,385,000	2,615,000	100,846,995
Wastewater Fund	9,680,000	6,080,000	5,545,000	6,395,000	5,360,000	33,060,000
Parking Fund	10,305,000	55,000	20,000	20,000	20,000	10,420,000
Golf Fund	75,000	85,000	169,000	80,000	75,000	484,000
Property Management Fund	220,000	20,000	20,000	60,000	60,000	380,000
Stormwater Protection Fund	2,621,000	2,610,000	1,300,000	850,000	500,000	7,881,000
Grand Total - All Funds	**$ 74,126,887**	**$ 57,989,500**	**$ 63,464,500**	**$ 44,362,500**	**$ 24,356,024**	**$ 264,299,411**

City of Hagerstown, Maryland

GENERAL/CIP FUND

FY '24 thru **FY '28**

FUNDING SOURCE SUMMARY

Source	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	3,466,164					*3,466,164*
Bond Financing (General Fund)	19,330,355	9,385,000	8,160,000	1,125,000	1,440,000	*39,440,355*
CIP Fund - GF Fund Balance	1,889,000					*1,889,000*
CIP Fund Balance	3,812,286					*3,812,286*
Contribution by Others	368,750	800,000	500,000	2,400,000	6,335,524	*10,404,274*
Grant-MEA	51,000					*51,000*
Grants-County	250,000		130,000			*380,000*
Grants-Federal	2,763,000	680,000		2,360,000		*5,803,000*
Grants-State	2,675,000	475,000	50,000	50,000	2,350,000	*5,600,000*
Grants-State Aid in Lieu of Urban Funds	35,000					*35,000*
Grants-State Governor Bond Bill	500,000					*500,000*
Grants-State MHAA	100,000	100,000				*200,000*
Grants-State Program Open Space	697,500	45,000	360,000	225,000		*1,327,500*
Grants-State Strategic Demolition	250,000					*250,000*
PEG Fee	50,000	50,000	50,000	50,000	50,000	*250,000*
Reforestation Funds	2,000	5,000	5,000	5,000	5,000	*22,000*
State Highway User Revenue	1,860,000	1,500,000	1,570,000	1,560,000	1,660,000	*8,150,000*
Transfers to CIP-CDBG Fund	540,000	275,000	125,000	125,000	125,000	*1,190,000*
Transfers to CIP-Electric Fund	8,200	31,075	28,850	30,750	28,850	*127,725*
Transfers to CIP-General Fund	2,134,049	7,549,575	2,522,850	3,108,750	2,407,850	*17,723,074*
Transfers to CIP-Parking Fund	4,688	4,200	3,600	4,000	3,600	*20,088*
Transfers to CIP-Wastewater Fund	8,200	31,075	28,850	30,750	28,850	*127,725*
Transfers to CIP-Water Fund	8,200	31,075	28,850	30,750	28,850	*127,725*
GRAND TOTAL	**40,803,392**	**20,962,000**	**13,563,000**	**11,105,000**	**14,463,524**	***100,896,916***

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Gr								
Computer Equipment and Software	*45-C0006*	5	175,000					*175,000*
Fire Department Vehicle Replacement	*45-C0010*	5	467,664					*467,664*
Public Works Vehicles	*45-C0065*	5	150,000					*150,000*
Police Firing Range	*45-C0226*	5	50,000					*50,000*
City Hall Improvements	*45-C0326*	5	200,000					*200,000*
Fuel Station Improvements	*45-C0352*	5	35,000					*35,000*
Professional Court Extension	*45-C0685*	5	1,150,000					*1,150,000*
Public Safety Radios and In-Station Alerting	*45-C0849*	1	187,500					*187,500*
Downtown Redevelopment	*45-C0854*	5	901,000					*901,000*
Fire and EMS Equipment	*45-C0871*	5	150,000					*150,000*
American Rescue Plan Act (ARPA) Grant Total			3,466,164					*3,466,164*
Bond Financing (General Fund)								
Fire Department Vehicle Replacement	*45-C0010*	5		3,075,000				*3,075,000*
Hagerstown Field House	*45-C0041*	5	19,330,355					*19,330,355*
Public Works Vehicles	*45-C0065*	5		310,000	260,000		315,000	*885,000*
Parks Vehicles and Equipment	*45-C0570*	5				125,000	125,000	*250,000*
Consolidation of Public Safety Assets	*45-C0687*	5		6,000,000	6,000,000			*12,000,000*
Public Works Storage Yard Expansion	*45-C0718*	5			900,000			*900,000*
Northwest Connector	*45-C0735*	5			1,000,000	1,000,000		*2,000,000*
Hagerstown Ice Rink	*45-C0843*	5					1,000,000	*1,000,000*
Bond Financing (General Fund) Total			19,330,355	9,385,000	8,160,000	1,125,000	1,440,000	*39,440,355*
CIP Fund - GF Fund Balance								
Fire Department Training Center	*45-C0241*	5	500,000					*500,000*
City Hall Improvements	*45-C0326*	5	75,000					*75,000*
Steam Engine Museum	*45-C0439*	5	137,000					*137,000*
Professional Court Extension	*45-C0685*	5	72,000					*72,000*
Consolidation of Public Safety Assets	*45-C0687*	5	1,105,000					*1,105,000*
CIP Fund - GF Fund Balance Total			1,889,000					*1,889,000*
CIP Fund Balance								
Computer Equipment and Software	*45-C0006*	5	2,512					*2,512*
Time & Attendance Software and Equip	*45-C0007*	5	51,825					*51,825*
Fire Department Vehicle Replacement	*45-C0010*	5	226,754					*226,754*
Hagerstown Field House	*45-C0041*	5	1,444,645					*1,444,645*
Hager House Visitor Center Improvements	*45-C0061*	7	100,000					*100,000*
Police Vehicles	*45-C0129*	1	100,000					*100,000*
Engineering Vehicles	*45-C0133*	4	1,500					*1,500*
Police Software and Hardware	*45-C0196*	1	112,400					*112,400*
Park Equipment	*45-C0237*	5	17,500					*17,500*
Fire Department Training Center	*45-C0241*	5	100,000					*100,000*
LED Signal Lights	*45-C0245*	4	5,000					*5,000*

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Public Works Operations Center Improvement Program	*45-C0250*	5	7,000					*7,000*
Police Building Renovation	*45-C0308*	5	170,000					*170,000*
City Hall Improvements	*45-C0326*	5	85,000					*85,000*
Fuel Station Improvements	*45-C0352*	5	5,000					*5,000*
Geographic Information System	*45-C0451*	5	35,000					*35,000*
Traffic Calming	*45-C0560*	5	35,000					*35,000*
Cable PEG	*45-C0569*	2	257,000					*257,000*
Parks Vehicles and Equipment	*45-C0570*	5	15,000					*15,000*
Fairground Grandstand Improvements	*45-C0624*	5	10,000					*10,000*
Fairgrounds Park Improvements	*45-C0626*	5	10,000					*10,000*
Parks Citywide Upgrades	*45-C0665*	3	15,000					*15,000*
Professional Court Extension	*45-C0685*	5	178,000					*178,000*
Municipal Financial System	*45-C0739*	5	16,000					*16,000*
Neighborhood Park Development	*45-C0751*	5	5,000					*5,000*
Hagerstown Battlefield Park	*45-C0775*	5	50,000					*50,000*
Downtown Redevelopment	*45-C0854*	5	578,150					*578,150*
Public Art	*45-C0868*	5	20,000					*20,000*
Fire Facilities City Owned Buildings	*45-C0870*	5	159,000					*159,000*
CIP Fund Balance Total			3,812,286					*3,812,286*
Contribution by Others								
Fire Department Vehicle Replacement	*45-C0010*	5	127,500					*127,500*
Eastern Boulevard North Extension	*45-C0606*	5					335,524	*335,524*
Northwest Connector	*45-C0735*	5			500,000	2,400,000		*2,900,000*
Hagerstown Battlefield Park	*45-C0775*	5	125,000	425,000				*550,000*
Hagerstown Ice Rink	*45-C0843*	5	6,250	375,000			6,000,000	*6,381,250*
Public Safety Radios and In-Station Alerting	*45-C0849*	1	75,000					*75,000*
Traffic Beacons	*45-C0872*	1	35,000					*35,000*
Contribution by Others Total			368,750	800,000	500,000	2,400,000	6,335,524	*10,404,274*
Grant-MEA								
Potterfield Pool Improvements	*45-C0822*	8	51,000					*51,000*
Grant-MEA Total			51,000					*51,000*
Grants-County								
Hagerstown Field House	*45-C0041*	5	250,000					*250,000*
Police Crime Lab Equipment	*45-C0182*	5			130,000			*130,000*
Grants-County Total			250,000		130,000			*380,000*
Grants-Federal								
Police Crime Lab Equipment	*45-C0182*	5	30,000	40,000				*70,000*
Traffic Signalization Upgrades	*45-C0243*	5		640,000		360,000		*1,000,000*
Wheaton Park Improvements	*45-C0293*	5	125,000					*125,000*
Steam Engine Museum	*45-C0439*	5	633,000					*633,000*
Professional Court Extension	*45-C0685*	5	900,000					*900,000*
Multi-Use Trails	*45-C0717*	6				2,000,000		*2,000,000*
Hagerstown Battlefield Park	*45-C0775*	5	400,000					*400,000*
Public Safety Radios and In-Station Alerting	*45-C0849*	1	675,000					*675,000*
Grants-Federal Total			2,763,000	680,000		2,360,000		*5,803,000*
Grants-State								

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Hagerstown Field House	*45-C0041*	5	2,500,000					*2,500,000*
Bridge Repair Program	*45-C0400*	4					800,000	*800,000*
New Sidewalks	*45-C0595*	1					500,000	*500,000*
Hagerstown Battlefield Park	*45-C0775*	5	125,000	425,000				*550,000*
Hagerstown Ice Rink	*45-C0843*	5					1,000,000	*1,000,000*
Public Art	*45-C0868*	5	50,000	50,000	50,000	50,000	50,000	*250,000*
Grants-State Total			2,675,000	475,000	50,000	50,000	2,350,000	*5,600,000*
Grants-State Aid in Lieu of Urban Fun								
Traffic Beacons	*45-C0872*	1	35,000					*35,000*
Grants-State Aid in Lieu of Urban Funds Total			35,000					*35,000*
Grants-State Governor Bond Bill								
Fire Department Training Center	*45-C0241*	5	500,000					*500,000*
Grants-State Governor Bond Bill Total			500,000					*500,000*
Grants-State MHAA								
Hager House Visitor Center Improvements	*45-C0061*	7	100,000	100,000				*200,000*
Grants-State MHAA Total			100,000	100,000				*200,000*
Grants-State Program Open Space								
Hagerstown Field House	*45-C0041*	5	225,000					*225,000*
Park Equipment	*45-C0237*	5	157,500					*157,500*
City Park Improvements	*45-C0522*	5		45,000	360,000			*405,000*
Fairgrounds Park Improvements	*45-C0626*	5				225,000		*225,000*
Neighborhood Park Development	*45-C0751*	5	315,000					*315,000*
Grants-State Program Open Space Total			697,500	45,000	360,000	225,000		*1,327,500*
Grants-State Strategic Demolition								
Hagerstown Field House	*45-C0041*	5	250,000					*250,000*
Grants-State Strategic Demolition Total			250,000					*250,000*
PEG Fee								
Cable Inet	*45-C0568*	2	14,000	14,000	14,000	14,000	14,000	*70,000*
Cable PEG	*45-C0569*	2	36,000	36,000	36,000	36,000	36,000	*180,000*
PEG Fee Total			50,000	50,000	50,000	50,000	50,000	*250,000*
Reforestation Funds								
Installation of Trees Using FCA Funds	*45-C0594*	5	2,000	5,000	5,000	5,000	5,000	*22,000*
Reforestation Funds Total			2,000	5,000	5,000	5,000	5,000	*22,000*
State Highway User Revenue								
Pavement Preservation Program	*45-C0025*	5	1,300,000	1,300,000	1,400,000	1,400,000	1,500,000	*6,900,000*
Pavement Markings	*45-C0093*	1	50,000	50,000	50,000	50,000	50,000	*250,000*
Accessibility Ramps	*45-C0217*	6	20,000	20,000	20,000	20,000	20,000	*100,000*
Alley Reconstruction	*45-C0324*	5		130,000	100,000	90,000	90,000	*410,000*

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Sidewalk Replacement Program	*45-C0458*	5	130,000					*130,000*
City Park Improvements	*45-C0522*	5	280,000					*280,000*
Parks Citywide Upgrades	*45-C0665*	3	50,000					*50,000*
Neighborhood Park Development	*45-C0751*	5	30,000					*30,000*
State Highway User Revenue Total			1,860,000	1,500,000	1,570,000	1,560,000	1,660,000	*8,150,000*
Transfers to CIP-CDBG Fund								
Accessibility Ramps	*45-C0217*	6	125,000	125,000	125,000	125,000	125,000	*625,000*
Wheaton Park Improvements	*45-C0293*	5	125,000					*125,000*
Alley Reconstruction	*45-C0324*	5	160,000					*160,000*
City Park Improvements	*45-C0522*	5	130,000					*130,000*
New Sidewalks	*45-C0595*	1		150,000				*150,000*
Transfers to CIP-CDBG Fund Total			540,000	275,000	125,000	125,000	125,000	*1,190,000*
Transfers to CIP-Electric Fund								
Computer Equipment and Software	*45-C0006*	5	8,200	14,400	14,400	14,400	14,400	*65,800*
Time & Attendance Software and Equip	*45-C0007*	5		4,125	1,900	3,800	1,900	*11,725*
Geographic Information System	*45-C0451*	5		8,750	8,750	8,750	8,750	*35,000*
Municipal Financial System	*45-C0739*	5		3,800	3,800	3,800	3,800	*15,200*
Transfers to CIP-Electric Fund Total			8,200	31,075	28,850	30,750	28,850	*127,725*
Transfers to CIP-General Fund								
Computer Equipment and Software	*45-C0006*	5	8,200	14,400	14,400	14,400	14,400	*65,800*
Time & Attendance Software and Equip	*45-C0007*	5		4,125	1,900	3,800	1,900	*11,725*
Municipal Broadband	*45-C0008*	8		8,000	8,000	8,000	8,000	*32,000*
Fire Department Vehicle Replacement	*45-C0010*	5	852,749	75,000	75,000	200,000	200,000	*1,402,749*
City Park Lake Improvements	*45-C0047*	5		700,000				*700,000*
Hager House Visitor Center Improvements	*45-C0061*	7		100,000				*100,000*
Public Works Vehicles	*45-C0065*	5	315,000	190,000	202,000	252,000	100,000	*1,059,000*
Police Radios	*45-C0128*	1		85,000	85,000	85,000	85,000	*340,000*
Police Vehicles	*45-C0129*	1	340,000	456,000	456,000	480,000	480,000	*2,212,000*
Engineering Equipment	*45-C0132*	8		15,000	35,000			*50,000*
Engineering Vehicles	*45-C0133*	4	28,500	27,000	27,000	27,000		*109,500*
Police Firing Range	*45-C0226*	5		40,000				*40,000*
Park Equipment	*45-C0237*	5		50,000	50,000	50,000	50,000	*200,000*
Fire Department Training Center	*45-C0241*	5		750,000	250,000	250,000	250,000	*1,500,000*
Traffic Signalization Upgrades	*45-C0243*	5	60,000	160,000	30,000	90,000	30,000	*370,000*
LED Signal Lights	*45-C0245*	4		5,000	5,000	5,000	5,000	*20,000*
Community & Economic Development Vehicles	*45-C0249*	4		32,000				*32,000*
Public Works Operations Center Improvement Program	*45-C0250*	5	18,000	8,000	8,000	8,000	8,000	*50,000*
Downtown Beautification Program	*45-C0280*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Police Building Renovation	*45-C0308*	5		500,000	100,000	50,000	50,000	*700,000*
City Hall Improvements	*45-C0326*	5		35,000	70,000	30,000	30,000	*165,000*
Bridge Repair Program	*45-C0400*	4		115,000	75,000		200,000	*390,000*
Signal Controller Upgrades	*45-C0433*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Steam Engine Museum	*45-C0439*	5	23,000	50,000	15,000			*88,000*
Geographic Information System	*45-C0451*	5		8,750	8,750	8,750	8,750	*35,000*
Sidewalk Replacement Program	*45-C0458*	5		135,000	140,000	145,000	150,000	*570,000*
City Park Improvements	*45-C0522*	5	20,000	55,000	40,000	30,000	30,000	*175,000*
Traffic Calming	*45-C0560*	5		35,000	35,000	35,000	35,000	*140,000*
Parks Vehicles and Equipment	*45-C0570*	5	215,000	125,000	115,000	45,000	55,000	*555,000*
Recreation Vehicles and Equipment	*45-C0576*	5		40,000				*40,000*
New Sidewalks	*45-C0595*	1			80,000	80,000		*160,000*
Fairground Grandstand Improvements	*45-C0624*	5		10,000	10,000	10,000	10,000	*40,000*

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Fairgrounds Park Improvements	*45-C0626*	5		10,000	10,000	25,000	40,000	*85,000*
Parks Citywide Upgrades	*45-C0665*	3		85,000	20,000	20,000	20,000	*145,000*
Planning & Code Admin Vehicles	*45-C0678*	5	35,000	75,000	38,000	38,000	38,000	*224,000*
Multi-Use Trails	*45-C0717*	6				500,000		*500,000*
Public Works Storage Yard Expansion	*45-C0718*	5			10,000			*10,000*
Northwest Connector	*45-C0735*	5		280,000				*280,000*
Municipal Financial System	*45-C0739*	5		3,800	3,800	3,800	3,800	*15,200*
Neighborhood Park Development	*45-C0751*	5				10,000		*10,000*
Potterfield Pool Improvements	*45-C0822*	8	9,000			100,000		*109,000*
Hagerstown Ice Rink	*45-C0843*	5	18,750	1,125,000				*1,143,750*
Public Safety Radios and In-Station Alerting	*45-C0849*	1		987,500				*987,500*
Marsh Run Walls Rehabilitation	*45-C0853*	4		350,000				*350,000*
Downtown Redevelopment	*45-C0854*	5	10,850					*10,850*
Mobile License Plate Readers	*45-C0860*	1	60,000					*60,000*
Public Art	*45-C0868*	5		10,000	10,000	10,000	10,000	*40,000*
Fire Facilities City Owned Buildings	*45-C0870*	5		600,000	300,000	300,000	300,000	*1,500,000*
Fire and EMS Equipment	*45-C0871*	5	75,000	150,000	150,000	150,000	150,000	*675,000*
Transfers to CIP-General Fund Total			2,134,049	7,549,575	2,522,850	3,108,750	2,407,850	*17,723,074*
Transfers to CIP-Parking Fund								
Computer Equipment and Software	*45-C0006*	5	4,688	2,400	2,400	2,400	2,400	*14,288*
Time & Attendance Software and Equip	*45-C0007*	5		1,000	400	800	400	*2,600*
Municipal Financial System	*45-C0739*	5		800	800	800	800	*3,200*
Transfers to CIP-Parking Fund Total			4,688	4,200	3,600	4,000	3,600	*20,088*
Transfers to CIP-Wastewater Fund								
Computer Equipment and Software	*45-C0006*	5	8,200	14,400	14,400	14,400	14,400	*65,800*
Time & Attendance Software and Equip	*45-C0007*	5		4,125	1,900	3,800	1,900	*11,725*
Geographic Information System	*45-C0451*	5		8,750	8,750	8,750	8,750	*35,000*
Municipal Financial System	*45-C0739*	5		3,800	3,800	3,800	3,800	*15,200*
Transfers to CIP-Wastewater Fund Total			8,200	31,075	28,850	30,750	28,850	*127,725*
Transfers to CIP-Water Fund								
Computer Equipment and Software	*45-C0006*	5	8,200	14,400	14,400	14,400	14,400	*65,800*
Time & Attendance Software and Equip	*45-C0007*	5		4,125	1,900	3,800	1,900	*11,725*
Geographic Information System	*45-C0451*	5		8,750	8,750	8,750	8,750	*35,000*
Municipal Financial System	*45-C0739*	5		3,800	3,800	3,800	3,800	*15,200*
Transfers to CIP-Water Fund Total			8,200	31,075	28,850	30,750	28,850	*127,725*
GRAND TOTAL			40,803,392	20,962,000	13,563,000	11,105,000	14,463,524	*100,896,916*

City of Hagerstown, Maryland

GENERAL/CIP FUND

FY '24 thru FY '28

DEPARTMENT SUMMARY

Department	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Community Development		32,000				*32,000*
Engineering	29,052,000	5,147,000	3,682,000	8,387,000	3,900,524	*50,168,524*
Finance	1,490,000					*1,490,000*
Fire	5,201,167	11,637,500	6,775,000	900,000	900,000	*25,413,667*
Information Technology	624,825	186,500	177,000	185,000	177,000	*1,350,325*
Parks	2,598,000	2,130,000	620,000	640,000	8,330,000	*14,318,000*
Planning	35,000	75,000	38,000	38,000	38,000	*224,000*
Police	862,400	1,121,000	771,000	615,000	615,000	*3,984,400*
Public Works	940,000	593,000	1,500,000	340,000	503,000	*3,876,000*
Recreation		40,000				*40,000*
TOTAL	**40,803,392**	**20,962,000**	**13,563,000**	**11,105,000**	**14,463,524**	***100,896,916***

City of Hagerstown, Maryland

GENERAL/CIP FUND

FY '24 thru **FY '28**

CATEGORY SUMMARY

Category	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Amenities		350,000				*350,000*
Automobiles and Trucks	2,874,667	4,405,000	1,173,000	1,167,000	1,313,000	*10,932,667*
Buildings and Structures	31,087,000	10,953,000	9,063,000	2,148,000	10,148,000	*63,399,000*
Infrastructure-Alleys	160,000	130,000	100,000	90,000	90,000	*570,000*
Infrastructure-Bridges		115,000	75,000		1,000,000	*1,190,000*
Infrastructure-Parks	765,000	935,000	20,000	20,000	20,000	*1,760,000*
Infrastructure-Sidewalks	275,000	430,000	365,000	370,000	795,000	*2,235,000*
Infrastructure-Streets	2,395,000	375,000	1,595,000	3,735,000	460,524	*8,560,524*
Infrastructure-Utilities	130,000	800,000	30,000	450,000	30,000	*1,440,000*
Land Improvements	877,000	890,000	490,000	2,630,000	120,000	*5,007,000*
Machinery and Equipment	2,024,500	1,510,500	593,000	428,000	428,000	*4,984,000*
Software	215,225	68,500	59,000	67,000	59,000	*468,725*
TOTAL	40,803,392	20,962,000	13,563,000	11,105,000	14,463,524	*100,896,916*

City of Hagerstown, Maryland

GENERAL/CIP FUND

FY '24 thru FY '28

EXPENDITURE TYPE SUMMARY

Expenditure Type	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	1,163,000	95,000	55,000	15,000	45,000	*1,373,000*
Land Acquisition	505,000	200,000				*705,000*
Construction/Maintenance	33,966,000	14,678,000	11,638,000	9,383,000	12,573,524	*82,238,524*
Equip/Vehicles/Furnishings	5,153,392	5,973,000	1,854,000	1,691,000	1,829,000	*16,500,392*
Software	16,000	16,000	16,000	16,000	16,000	*80,000*
TOTAL	**40,803,392**	**20,962,000**	**13,563,000**	**11,105,000**	**14,463,524**	***100,896,916***

PROJECTS BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Community Development								
Community & Economic Development Vehicles	*45-C0249*	4		32,000				*32,000*
Community Development Total				32,000				*32,000*
Engineering								
Pavement Preservation Program	*45-C0025*	5	1,300,000	1,300,000	1,400,000	1,400,000	1,500,000	*6,900,000*
Hagerstown Field House	*45-C0041*	5	24,000,000					*24,000,000*
City Park Lake Improvements	*45-C0047*	5		700,000				*700,000*
Pavement Markings	*45-C0093*	1	50,000	50,000	50,000	50,000	50,000	*250,000*
Engineering Equipment	*45-C0132*	8		15,000	35,000			*50,000*
Engineering Vehicles	*45-C0133*	4	30,000	27,000	27,000	27,000		*111,000*
Accessibility Ramps	*45-C0217*	6	145,000	145,000	145,000	145,000	145,000	*725,000*
Traffic Signalization Upgrades	*45-C0243*	5	60,000	800,000	30,000	450,000	30,000	*1,370,000*
Alley Reconstruction	*45-C0324*	5	160,000	130,000	100,000	90,000	90,000	*570,000*
Bridge Repair Program	*45-C0400*	4		115,000	75,000		1,000,000	*1,190,000*
Sidewalk Replacement Program	*45-C0458*	5	130,000	135,000	140,000	145,000	150,000	*700,000*
Traffic Calming	*45-C0560*	5	35,000	35,000	35,000	35,000	35,000	*175,000*
Installation of Trees Using FCA Funds	*45-C0594*	5	2,000	5,000	5,000	5,000	5,000	*22,000*
New Sidewalks	*45-C0595*	1		150,000	80,000	80,000	500,000	*810,000*
Eastern Boulevard North Extension	*45-C0606*	5					335,524	*335,524*
Professional Court Extension	*45-C0685*	5	2,300,000					*2,300,000*
Multi-Use Trails	*45-C0717*	6				2,500,000		*2,500,000*
Northwest Connector	*45-C0735*	5		280,000	1,500,000	3,400,000		*5,180,000*
Hagerstown Battlefield Park	*45-C0775*	5	700,000	850,000				*1,550,000*
Marsh Run Walls Rehabilitation	*45-C0853*	4		350,000				*350,000*
Public Art	*45-C0868*	5	70,000	60,000	60,000	60,000	60,000	*310,000*
Traffic Beacons	*45-C0872*	1	70,000					*70,000*
Engineering Total			29,052,000	5,147,000	3,682,000	8,387,000	3,900,524	*50,168,524*
Finance								
Downtown Redevelopment	*45-C0854*	5	1,490,000					*1,490,000*
Finance Total			1,490,000					*1,490,000*
Fire								
Fire Department Vehicle Replacement	*45-C0010*	5	1,674,667	3,150,000	75,000	200,000	200,000	*5,299,667*
Fire Department Training Center	*45-C0241*	5	1,100,000	750,000	250,000	250,000	250,000	*2,600,000*
Consolidation of Public Safety Assets	*45-C0687*	5	1,105,000	6,000,000	6,000,000			*13,105,000*
Public Safety Radios and In-Station Alerting	*45-C0849*	1	937,500	987,500				*1,925,000*
Fire Facilities City Owned Buildings	*45-C0870*	5	159,000	600,000	300,000	300,000	300,000	*1,659,000*
Fire and EMS Equipment	*45-C0871*	5	225,000	150,000	150,000	150,000	150,000	*825,000*
Fire Total			5,201,167	11,637,500	6,775,000	900,000	900,000	*25,413,667*
Information Technology								
Computer Equipment and Software	*45-C0006*	5	215,000	60,000	60,000	60,000	60,000	*455,000*
Time & Attendance Software and Equip	*45-C0007*	5	51,825	17,500	8,000	16,000	8,000	*101,325*
Municipal Broadband	*45-C0008*	8		8,000	8,000	8,000	8,000	*32,000*
Geographic Information System	*45-C0451*	5	35,000	35,000	35,000	35,000	35,000	*175,000*

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Cable Inet	*45-C0568*	2	14,000	14,000	14,000	14,000	14,000	*70,000*
Cable PEG	*45-C0569*	2	293,000	36,000	36,000	36,000	36,000	*437,000*
Municipal Financial System	*45-C0739*	5	16,000	16,000	16,000	16,000	16,000	*80,000*
Information Technology Total			624,825	186,500	177,000	185,000	177,000	*1,350,325*
Parks								
Hager House Visitor Center Improvements	*45-C0061*	7	200,000	200,000				*400,000*
Park Equipment	*45-C0237*	5	175,000	50,000	50,000	50,000	50,000	*375,000*
Wheaton Park Improvements	*45-C0293*	5	250,000					*250,000*
Steam Engine Museum	*45-C0439*	5	793,000	50,000	15,000			*858,000*
City Park Improvements	*45-C0522*	5	430,000	100,000	400,000	30,000	30,000	*990,000*
Parks Vehicles and Equipment	*45-C0570*	5	230,000	125,000	115,000	170,000	180,000	*820,000*
Fairground Grandstand Improvements	*45-C0624*	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Fairgrounds Park Improvements	*45-C0626*	5	10,000	10,000	10,000	250,000	40,000	*320,000*
Parks Citywide Upgrades	*45-C0665*	3	65,000	85,000	20,000	20,000	20,000	*210,000*
Neighborhood Park Development	*45-C0751*	5	350,000			10,000		*360,000*
Potterfield Pool Improvements	*45-C0822*	8	60,000			100,000		*160,000*
Hagerstown Ice Rink	*45-C0843*	5	25,000	1,500,000			8,000,000	*9,525,000*
Parks Total			2,598,000	2,130,000	620,000	640,000	8,330,000	*14,318,000*
Planning								
Planning & Code Admin Vehicles	*45-C0678*	5	35,000	75,000	38,000	38,000	38,000	*224,000*
Planning Total			35,000	75,000	38,000	38,000	38,000	*224,000*
Police								
Police Radios	*45-C0128*	1		85,000	85,000	85,000	85,000	*340,000*
Police Vehicles	*45-C0129*	1	440,000	456,000	456,000	480,000	480,000	*2,312,000*
Police Crime Lab Equipment	*45-C0182*	5	30,000	40,000	130,000			*200,000*
Police Software and Hardware	*45-C0196*	1	112,400					*112,400*
Police Firing Range	*45-C0226*	5	50,000	40,000				*90,000*
Police Building Renovation	*45-C0308*	5	170,000	500,000	100,000	50,000	50,000	*870,000*
Mobile License Plate Readers	*45-C0860*	1	60,000					*60,000*
Police Total			862,400	1,121,000	771,000	615,000	615,000	*3,984,400*
Public Works								
Public Works Vehicles	*45-C0065*	5	465,000	500,000	462,000	252,000	415,000	*2,094,000*
LED Signal Lights	*45-C0245*	4	5,000	5,000	5,000	5,000	5,000	*25,000*
Public Works Operations Center Improvement Program	*45-C0250*	5	25,000	8,000	8,000	8,000	8,000	*57,000*
Downtown Beautification Program	*45-C0280*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
City Hall Improvements	*45-C0326*	5	360,000	35,000	70,000	30,000	30,000	*525,000*
Fuel Station Improvements	*45-C0352*	5	40,000					*40,000*
Signal Controller Upgrades	*45-C0433*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Public Works Storage Yard Expansion	*45-C0718*	5			910,000			*910,000*
Public Works Total			940,000	593,000	1,500,000	340,000	503,000	*3,876,000*
Recreation								
Recreation Vehicles and Equipment	*45-C0576*	5		40,000				*40,000*
Recreation Total				40,000				*40,000*
GRAND TOTAL			40,803,392	20,962,000	13,563,000	11,105,000	14,463,524	*100,896,916*

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Community Development								
Community & Economic Development Vehicles	45-C0249	4		32,000				*32,000*
Transfers to CIP-General Fund				*32,000*				*32,000*
Community Development Total				32,000				*32,000*
Engineering								
Pavement Preservation Program	45-C0025	5	1,300,000	1,300,000	1,400,000	1,400,000	1,500,000	*6,900,000*
State Highway User Revenue			*1,300,000*	*1,300,000*	*1,400,000*	*1,400,000*	*1,500,000*	*6,900,000*
Hagerstown Field House	45-C0041	5	24,000,000					*24,000,000*
Bond Financing (General Fund)			*19,330,355*					*19,330,355*
CIP Fund Balance			*1,444,645*					*1,444,645*
Grants-County			*250,000*					*250,000*
Grants-State			*2,500,000*					*2,500,000*
Grants-State Program Open Space			*225,000*					*225,000*
Grants-State Strategic Demolition			*250,000*					*250,000*
City Park Lake Improvements	45-C0047	5		700,000				*700,000*
Transfers to CIP-General Fund				*700,000*				*700,000*
Pavement Markings	45-C0093	1	50,000	50,000	50,000	50,000	50,000	*250,000*
State Highway User Revenue			*50,000*	*50,000*	*50,000*	*50,000*	*50,000*	*250,000*
Engineering Equipment	45-C0132	8		15,000	35,000			*50,000*
Transfers to CIP-General Fund				*15,000*	*35,000*			*50,000*
Engineering Vehicles	45-C0133	4	30,000	27,000	27,000	27,000		*111,000*
CIP Fund Balance			*1,500*					*1,500*
Transfers to CIP-General Fund			*28,500*	*27,000*	*27,000*	*27,000*		*109,500*
Accessibility Ramps	45-C0217	6	145,000	145,000	145,000	145,000	145,000	*725,000*
State Highway User Revenue			*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*100,000*
Transfers to CIP-CDBG Fund			*125,000*	*125,000*	*125,000*	*125,000*	*125,000*	*625,000*
Traffic Signalization Upgrades	45-C0243	5	60,000	800,000	30,000	450,000	30,000	*1,370,000*
Grants-Federal				*640,000*		*360,000*		*1,000,000*
Transfers to CIP-General Fund			*60,000*	*160,000*	*30,000*	*90,000*	*30,000*	*370,000*
Alley Reconstruction	45-C0324	5	160,000	130,000	100,000	90,000	90,000	*570,000*
State Highway User Revenue				*130,000*	*100,000*	*90,000*	*90,000*	*410,000*
Transfers to CIP-CDBG Fund			*160,000*					*160,000*
Bridge Repair Program	45-C0400	4		115,000	75,000		1,000,000	*1,190,000*
Grants-State							*800,000*	*800,000*
Transfers to CIP-General Fund				*115,000*	*75,000*		*200,000*	*390,000*
Sidewalk Replacement Program	45-C0458	5	130,000	135,000	140,000	145,000	150,000	*700,000*
State Highway User Revenue			*130,000*					*130,000*
Transfers to CIP-General Fund				*135,000*	*140,000*	*145,000*	*150,000*	*570,000*
Traffic Calming	45-C0560	5	35,000	35,000	35,000	35,000	35,000	*175,000*
CIP Fund Balance			*35,000*					*35,000*
Transfers to CIP-General Fund				*35,000*	*35,000*	*35,000*	*35,000*	*140,000*
Installation of Trees Using FCA Funds	45-C0594	5	2,000	5,000	5,000	5,000	5,000	*22,000*
Reforestation Funds			*2,000*	*5,000*	*5,000*	*5,000*	*5,000*	*22,000*
New Sidewalks	45-C0595	1		150,000	80,000	80,000	500,000	*810,000*

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-State							*500,000*	*500,000*
Transfers to CIP-CDBG Fund				*150,000*				*150,000*
Transfers to CIP-General Fund					*80,000*	*80,000*		*160,000*
Eastern Boulevard North Extension	45-C0606	5					335,524	*335,524*
Contribution by Others							*335,524*	*335,524*
Professional Court Extension	45-C0685	5	2,300,000					*2,300,000*
American Rescue Plan Act (ARPA) Grant			*1,150,000*					*1,150,000*
CIP Fund - GF Fund Balance			*72,000*					*72,000*
CIP Fund Balance			*178,000*					*178,000*
Grants-Federal			*900,000*					*900,000*
Multi-Use Trails	45-C0717	6				2,500,000		*2,500,000*
Grants-Federal						*2,000,000*		*2,000,000*
Transfers to CIP-General Fund						*500,000*		*500,000*
Northwest Connector	45-C0735	5		280,000	1,500,000	3,400,000		*5,180,000*
Bond Financing (General Fund)					*1,000,000*	*1,000,000*		*2,000,000*
Contribution by Others					*500,000*	*2,400,000*		*2,900,000*
Transfers to CIP-General Fund				*280,000*				*280,000*
Hagerstown Battlefield Park	45-C0775	5	700,000	850,000				*1,550,000*
CIP Fund Balance			*50,000*					*50,000*
Contribution by Others			*125,000*	*425,000*				*550,000*
Grants-Federal			*400,000*					*400,000*
Grants-State			*125,000*	*425,000*				*550,000*
Marsh Run Walls Rehabilitation	45-C0853	4		350,000				*350,000*
Transfers to CIP-General Fund				*350,000*				*350,000*
Public Art	45-C0868	5	70,000	60,000	60,000	60,000	60,000	*310,000*
CIP Fund Balance			*20,000*					*20,000*
Grants-State			*50,000*	*50,000*	*50,000*	*50,000*	*50,000*	*250,000*
Transfers to CIP-General Fund				*10,000*	*10,000*	*10,000*	*10,000*	*40,000*
Traffic Beacons	45-C0872	1	70,000					*70,000*
Contribution by Others			*35,000*					*35,000*
Grants-State Aid in Lieu of Urban Funds			*35,000*					*35,000*
Engineering Total			29,052,000	5,147,000	3,682,000	8,387,000	3,900,524	*50,168,524*
Finance								
Downtown Redevelopment	45-C0854	5	1,490,000					*1,490,000*
American Rescue Plan Act (ARPA) Grant			*901,000*					*901,000*
CIP Fund Balance			*578,150*					*578,150*
Transfers to CIP-General Fund			*10,850*					*10,850*
Finance Total			1,490,000					*1,490,000*
Fire								
Fire Department Vehicle Replacement	45-C0010	5	1,674,667	3,150,000	75,000	200,000	200,000	*5,299,667*
American Rescue Plan Act (ARPA) Grant			*467,664*					*467,664*
Bond Financing (General Fund)				*3,075,000*				*3,075,000*
CIP Fund Balance			*226,754*					*226,754*
Contribution by Others			*127,500*					*127,500*
Transfers to CIP-General Fund			*852,749*	*75,000*	*75,000*	*200,000*	*200,000*	*1,402,749*
Fire Department Training Center	45-C0241	5	1,100,000	750,000	250,000	250,000	250,000	*2,600,000*
CIP Fund - GF Fund Balance			*500,000*					*500,000*
CIP Fund Balance			*100,000*					*100,000*
Grants-State Governor Bond Bill			*500,000*					*500,000*
Transfers to CIP-General Fund				*750,000*	*250,000*	*250,000*	*250,000*	*1,500,000*
Consolidation of Public Safety Assets	45-C0687	5	1,105,000	6,000,000	6,000,000			*13,105,000*
Bond Financing (General Fund)				*6,000,000*	*6,000,000*			*12,000,000*
CIP Fund - GF Fund Balance			*1,105,000*					*1,105,000*

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Public Safety Radios and In-Station Alerting	45-C0849	1	937,500	987,500				*1,925,000*
American Rescue Plan Act (ARPA) Grant			*187,500*					*187,500*
Contribution by Others			*75,000*					*75,000*
Grants-Federal			*675,000*					*675,000*
Transfers to CIP-General Fund				*987,500*				*987,500*
Fire Facilities City Owned Buildings	45-C0870	5	159,000	600,000	300,000	300,000	300,000	*1,659,000*
CIP Fund Balance			*159,000*					*159,000*
Transfers to CIP-General Fund				*600,000*	*300,000*	*300,000*	*300,000*	*1,500,000*
Fire and EMS Equipment	45-C0871	5	225,000	150,000	150,000	150,000	150,000	*825,000*
American Rescue Plan Act (ARPA) Grant			*150,000*					*150,000*
Transfers to CIP-General Fund			*75,000*	*150,000*	*150,000*	*150,000*	*150,000*	*675,000*
Fire Total			5,201,167	11,637,500	6,775,000	900,000	900,000	*25,413,667*
Information Technology								
Computer Equipment and Software	45-C0006	5	215,000	60,000	60,000	60,000	60,000	*455,000*
American Rescue Plan Act (ARPA) Grant			*175,000*					*175,000*
CIP Fund Balance			*2,512*					*2,512*
Transfers to CIP-Electric Fund			*8,200*	*14,400*	*14,400*	*14,400*	*14,400*	*65,800*
Transfers to CIP-General Fund			*8,200*	*14,400*	*14,400*	*14,400*	*14,400*	*65,800*
Transfers to CIP-Parking Fund			*4,688*	*2,400*	*2,400*	*2,400*	*2,400*	*14,288*
Transfers to CIP-Wastewater Fund			*8,200*	*14,400*	*14,400*	*14,400*	*14,400*	*65,800*
Transfers to CIP-Water Fund			*8,200*	*14,400*	*14,400*	*14,400*	*14,400*	*65,800*
Time & Attendance Software and Equip	45-C0007	5	51,825	17,500	8,000	16,000	8,000	*101,325*
CIP Fund Balance			*51,825*					*51,825*
Transfers to CIP-Electric Fund				*4,125*	*1,900*	*3,800*	*1,900*	*11,725*
Transfers to CIP-General Fund				*4,125*	*1,900*	*3,800*	*1,900*	*11,725*
Transfers to CIP-Parking Fund				*1,000*	*400*	*800*	*400*	*2,600*
Transfers to CIP-Wastewater Fund				*4,125*	*1,900*	*3,800*	*1,900*	*11,725*
Transfers to CIP-Water Fund				*4,125*	*1,900*	*3,800*	*1,900*	*11,725*
Municipal Broadband	45-C0008	8		8,000	8,000	8,000	8,000	*32,000*
Transfers to CIP-General Fund				*8,000*	*8,000*	*8,000*	*8,000*	*32,000*
Geographic Information System	45-C0451	5	35,000	35,000	35,000	35,000	35,000	*175,000*
CIP Fund Balance			*35,000*					*35,000*
Transfers to CIP-Electric Fund				*8,750*	*8,750*	*8,750*	*8,750*	*35,000*
Transfers to CIP-General Fund				*8,750*	*8,750*	*8,750*	*8,750*	*35,000*
Transfers to CIP-Wastewater Fund				*8,750*	*8,750*	*8,750*	*8,750*	*35,000*
Transfers to CIP-Water Fund				*8,750*	*8,750*	*8,750*	*8,750*	*35,000*
Cable Inet	45-C0568	2	14,000	14,000	14,000	14,000	14,000	*70,000*
PEG Fee			*14,000*	*14,000*	*14,000*	*14,000*	*14,000*	*70,000*
Cable PEG	45-C0569	2	293,000	36,000	36,000	36,000	36,000	*437,000*
CIP Fund Balance			*257,000*					*257,000*
PEG Fee			*36,000*	*36,000*	*36,000*	*36,000*	*36,000*	*180,000*
Municipal Financial System	45-C0739	5	16,000	16,000	16,000	16,000	16,000	*80,000*
CIP Fund Balance			*16,000*					*16,000*
Transfers to CIP-Electric Fund				*3,800*	*3,800*	*3,800*	*3,800*	*15,200*
Transfers to CIP-General Fund				*3,800*	*3,800*	*3,800*	*3,800*	*15,200*
Transfers to CIP-Parking Fund				*800*	*800*	*800*	*800*	*3,200*
Transfers to CIP-Wastewater Fund				*3,800*	*3,800*	*3,800*	*3,800*	*15,200*
Transfers to CIP-Water Fund				*3,800*	*3,800*	*3,800*	*3,800*	*15,200*
Information Technology Total			624,825	186,500	177,000	185,000	177,000	*1,350,325*
Parks								
Hager House Visitor Center Improvements	45-C0061	7	200,000	200,000				*400,000*
CIP Fund Balance			*100,000*					*100,000*
Grants-State MHAA			*100,000*	*100,000*				*200,000*
Transfers to CIP-General Fund				*100,000*				*100,000*

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Park Equipment	45-C0237	5	175,000	50,000	50,000	50,000	50,000	*375,000*
CIP Fund Balance			*17,500*					*17,500*
Grants-State Program Open Space			*157,500*					*157,500*
Transfers to CIP-General Fund				*50,000*	*50,000*	*50,000*	*50,000*	*200,000*
Wheaton Park Improvements	45-C0293	5	250,000					*250,000*
Grants-Federal			*125,000*					*125,000*
Transfers to CIP-CDBG Fund			*125,000*					*125,000*
Steam Engine Museum	45-C0439	5	793,000	50,000	15,000			*858,000*
CIP Fund - GF Fund Balance			*137,000*					*137,000*
Grants-Federal			*633,000*					*633,000*
Transfers to CIP-General Fund			*23,000*	*50,000*	*15,000*			*88,000*
City Park Improvements	45-C0522	5	430,000	100,000	400,000	30,000	30,000	*990,000*
Grants-State Program Open Space				*45,000*	*360,000*			*405,000*
State Highway User Revenue			*280,000*					*280,000*
Transfers to CIP-CDBG Fund			*130,000*					*130,000*
Transfers to CIP-General Fund			*20,000*	*55,000*	*40,000*	*30,000*	*30,000*	*175,000*
Parks Vehicles and Equipment	45-C0570	5	230,000	125,000	115,000	170,000	180,000	*820,000*
Bond Financing (General Fund)						*125,000*	*125,000*	*250,000*
CIP Fund Balance			*15,000*					*15,000*
Transfers to CIP-General Fund			*215,000*	*125,000*	*115,000*	*45,000*	*55,000*	*555,000*
Fairground Grandstand Improvements	45-C0624	5	10,000	10,000	10,000	10,000	10,000	*50,000*
CIP Fund Balance			*10,000*					*10,000*
Transfers to CIP-General Fund				*10,000*	*10,000*	*10,000*	*10,000*	*40,000*
Fairgrounds Park Improvements	45-C0626	5	10,000	10,000	10,000	250,000	40,000	*320,000*
CIP Fund Balance			*10,000*					*10,000*
Grants-State Program Open Space						*225,000*		*225,000*
Transfers to CIP-General Fund				*10,000*	*10,000*	*25,000*	*40,000*	*85,000*
Parks Citywide Upgrades	45-C0665	3	65,000	85,000	20,000	20,000	20,000	*210,000*
CIP Fund Balance			*15,000*					*15,000*
State Highway User Revenue			*50,000*					*50,000*
Transfers to CIP-General Fund				*85,000*	*20,000*	*20,000*	*20,000*	*145,000*
Neighborhood Park Development	45-C0751	5	350,000			10,000		*360,000*
CIP Fund Balance			*5,000*					*5,000*
Grants-State Program Open Space			*315,000*					*315,000*
State Highway User Revenue			*30,000*					*30,000*
Transfers to CIP-General Fund						*10,000*		*10,000*
Potterfield Pool Improvements	45-C0822	8	60,000			100,000		*160,000*
Grant-MEA			*51,000*					*51,000*
Transfers to CIP-General Fund			*9,000*			*100,000*		*109,000*
Hagerstown Ice Rink	45-C0843	5	25,000	1,500,000			8,000,000	*9,525,000*
Bond Financing (General Fund)							*1,000,000*	*1,000,000*
Contribution by Others			*6,250*	*375,000*			*6,000,000*	*6,381,250*
Grants-State							*1,000,000*	*1,000,000*
Transfers to CIP-General Fund			*18,750*	*1,125,000*				*1,143,750*
Parks Total			2,598,000	2,130,000	620,000	640,000	8,330,000	*14,318,000*
Planning								
Planning & Code Admin Vehicles	45-C0678	5	35,000	75,000	38,000	38,000	38,000	*224,000*
Transfers to CIP-General Fund			*35,000*	*75,000*	*38,000*	*38,000*	*38,000*	*224,000*
Planning Total			35,000	75,000	38,000	38,000	38,000	*224,000*
Police								
Police Radios	45-C0128	1		85,000	85,000	85,000	85,000	*340,000*
Transfers to CIP-General Fund				*85,000*	*85,000*	*85,000*	*85,000*	*340,000*
Police Vehicles	45-C0129	1	440,000	456,000	456,000	480,000	480,000	*2,312,000*

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance			*100,000*					*100,000*
Transfers to CIP-General Fund			*340,000*	*456,000*	*456,000*	*480,000*	*480,000*	*2,212,000*
Police Crime Lab Equipment	45-C0182	5	30,000	40,000	130,000			*200,000*
Grants-County					*130,000*			*130,000*
Grants-Federal			*30,000*	*40,000*				*70,000*
Police Software and Hardware	45-C0196	1	112,400					*112,400*
CIP Fund Balance			*112,400*					*112,400*
Police Firing Range	45-C0226	5	50,000	40,000				*90,000*
American Rescue Plan Act (ARPA) Grant			*50,000*					*50,000*
Transfers to CIP-General Fund				*40,000*				*40,000*
Police Building Renovation	45-C0308	5	170,000	500,000	100,000	50,000	50,000	*870,000*
CIP Fund Balance			*170,000*					*170,000*
Transfers to CIP-General Fund				*500,000*	*100,000*	*50,000*	*50,000*	*700,000*
Mobile License Plate Readers	45-C0860	1	60,000					*60,000*
Transfers to CIP-General Fund			*60,000*					*60,000*
Police Total			862,400	1,121,000	771,000	615,000	615,000	*3,984,400*
Public Works								
Public Works Vehicles	45-C0065	5	465,000	500,000	462,000	252,000	415,000	*2,094,000*
American Rescue Plan Act (ARPA) Grant			*150,000*					*150,000*
Bond Financing (General Fund)				*310,000*	*260,000*		*315,000*	*885,000*
Transfers to CIP-General Fund			*315,000*	*190,000*	*202,000*	*252,000*	*100,000*	*1,059,000*
LED Signal Lights	45-C0245	4	5,000	5,000	5,000	5,000	5,000	*25,000*
CIP Fund Balance			*5,000*					*5,000*
Transfers to CIP-General Fund				*5,000*	*5,000*	*5,000*	*5,000*	*20,000*
Public Works Operations Center Improvement Program	45-C0250	5	25,000	8,000	8,000	8,000	8,000	*57,000*
CIP Fund Balance			*7,000*					*7,000*
Transfers to CIP-General Fund			*18,000*	*8,000*	*8,000*	*8,000*	*8,000*	*50,000*
Downtown Beautification Program	45-C0280	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Transfers to CIP-General Fund			*25,000*	*25,000*	*25,000*	*25,000*	*25,000*	*125,000*
City Hall Improvements	45-C0326	5	360,000	35,000	70,000	30,000	30,000	*525,000*
American Rescue Plan Act (ARPA) Grant			*200,000*					*200,000*
CIP Fund - GF Fund Balance			*75,000*					*75,000*
CIP Fund Balance			*85,000*					*85,000*
Transfers to CIP-General Fund				*35,000*	*70,000*	*30,000*	*30,000*	*165,000*
Fuel Station Improvements	45-C0352	5	40,000					*40,000*
American Rescue Plan Act (ARPA) Grant			*35,000*					*35,000*
CIP Fund Balance			*5,000*					*5,000*
Signal Controller Upgrades	45-C0433	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Transfers to CIP-General Fund			*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*100,000*
Public Works Storage Yard Expansion	45-C0718	5			910,000			*910,000*
Bond Financing (General Fund)					*900,000*			*900,000*
Transfers to CIP-General Fund					*10,000*			*10,000*
Public Works Total			940,000	593,000	1,500,000	340,000	503,000	*3,876,000*
Recreation								
Recreation Vehicles and Equipment	45-C0576	5		40,000				*40,000*
Transfers to CIP-General Fund				*40,000*				*40,000*
Recreation Total				40,000				*40,000*
GRAND TOTAL			40,803,392	20,962,000	13,563,000	11,105,000	14,463,524	*100,896,916*

City of Hagerstown, Maryland

ELECTRIC FUND

FY '24 thru **FY '28**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others								
Kilpatrick Woods	*50-C0550*	5	120,000	50,000	50,000			*220,000*
Brookmeadow	*50-C0703*	5	50,000	30,000				*80,000*
Burhans Village	*50-C0707*	5	12,500					*12,500*
Contribution by Others Total			182,500	80,000	50,000			*312,500*
Electric Fund								
Electric Vehicles	*50-C0090*	5	165,000	310,000	285,000	210,000	255,000	*1,225,000*
Telemetry Equipment	*50-C0111*	5	50,000	5,000	5,000	5,000	5,000	*70,000*
Central Substation	*50-C0118*	5			200,000	500,000	200,000	*900,000*
Security Improvements	*50-C0178*	5	35,000	50,000	50,000	50,000		*185,000*
System Reconductoring	*50-C0259*	5	206,500	60,000	60,000	60,000	60,000	*446,500*
Pedestrian Lighting	*50-C0388*	5			100,000	100,000		*200,000*
SCADA System	*50-C0441*	5	5,000	5,000	5,000	5,000	5,000	*25,000*
Underground Replacement	*50-C0540*	5	32,500	12,500	12,500	12,500	12,500	*82,500*
HLD Distribution & Administrative Office Building	*50-C0542*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Bulldog Substation Removal	*50-C0544*	5					50,000	*50,000*
Streetlight Replacement	*50-C0546*	5	107,050	10,000	10,000	10,000	10,000	*147,050*
Kilpatrick Woods	*50-C0550*	5	139,000	20,000				*159,000*
Test Equipment	*50-C0609*	5	15,000	15,000	15,000	15,000	15,000	*75,000*
Substation Controls	*50-C0616*	5	80,000	40,000	40,000	40,000	40,000	*240,000*
Meter Replacement	*50-C0679*	5	1,000,000	1,000,000	1,000,000	1,000,000		*4,000,000*
Brookmeadow	*50-C0703*	5	77,500	10,000				*87,500*
Burhans Village	*50-C0707*	5	12,500					*12,500*
Substation Breaker Replacement	*50-C0776*	5	120,000	60,000	60,000	60,000	60,000	*360,000*
Substation Upgrades	*50-C0778*	5		25,000		125,000	275,000	*425,000*
Equipment Refurbishment	*50-C0797*	5	70,000	70,000	70,000	70,000	70,000	*350,000*
Wildlife Protection on Distribution System	*50-C0802*	5	15,000	15,000	15,000	15,000	15,000	*75,000*
Feeder Coordination	*50-C0833*	5	15,000	15,000	15,000	15,000	15,000	*75,000*
Circuit Upgrades	*50-C0842*	5		150,000	150,000	150,000	150,000	*600,000*
Electric Fund Total			2,170,050	1,897,500	2,117,500	2,467,500	1,262,500	*9,915,050*
Grants-State								
Streetlight Replacement	*50-C0546*	5	102,950					*102,950*
Grants-State Total			102,950					*102,950*
GRAND TOTAL			2,455,500	1,977,500	2,167,500	2,467,500	1,262,500	*10,330,500*

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund								
Electric Vehicles	50-C0090	5	165,000	310,000	285,000	210,000	255,000	*1,225,000*
Electric Fund			*165,000*	*310,000*	*285,000*	*210,000*	*255,000*	*1,225,000*
Telemetry Equipment	50-C0111	5	50,000	5,000	5,000	5,000	5,000	*70,000*
Electric Fund			*50,000*	*5,000*	*5,000*	*5,000*	*5,000*	*70,000*
Central Substation	50-C0118	5			200,000	500,000	200,000	*900,000*
Electric Fund					*200,000*	*500,000*	*200,000*	*900,000*
Security Improvements	50-C0178	5	35,000	50,000	50,000	50,000		*185,000*
Electric Fund			*35,000*	*50,000*	*50,000*	*50,000*		*185,000*
System Reconductoring	50-C0259	5	206,500	60,000	60,000	60,000	60,000	*446,500*
Electric Fund			*206,500*	*60,000*	*60,000*	*60,000*	*60,000*	*446,500*
Pedestrian Lighting	50-C0388	5			100,000	100,000		*200,000*
Electric Fund					*100,000*	*100,000*		*200,000*
SCADA System	50-C0441	5	5,000	5,000	5,000	5,000	5,000	*25,000*
Electric Fund			*5,000*	*5,000*	*5,000*	*5,000*	*5,000*	*25,000*
Underground Replacement	50-C0540	5	32,500	12,500	12,500	12,500	12,500	*82,500*
Electric Fund			*32,500*	*12,500*	*12,500*	*12,500*	*12,500*	*82,500*
HLD Distribution & Administrative Office Building	50-C0542	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Electric Fund			*25,000*	*25,000*	*25,000*	*25,000*	*25,000*	*125,000*
Bulldog Substation Removal	50-C0544	5					50,000	*50,000*
Electric Fund							*50,000*	*50,000*
Streetlight Replacement	50-C0546	5	210,000	10,000	10,000	10,000	10,000	*250,000*
Electric Fund			*107,050*	*10,000*	*10,000*	*10,000*	*10,000*	*147,050*
Grants-State			*102,950*					*102,950*
Kilpatrick Woods	50-C0550	5	259,000	70,000	50,000			*379,000*
Contribution by Others			*120,000*	*50,000*	*50,000*			*220,000*
Electric Fund			*139,000*	*20,000*				*159,000*
Test Equipment	50-C0609	5	15,000	15,000	15,000	15,000	15,000	*75,000*
Electric Fund			*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*75,000*
Substation Controls	50-C0616	5	80,000	40,000	40,000	40,000	40,000	*240,000*
Electric Fund			*80,000*	*40,000*	*40,000*	*40,000*	*40,000*	*240,000*
Meter Replacement	50-C0679	5	1,000,000	1,000,000	1,000,000	1,000,000		*4,000,000*
Electric Fund			*1,000,000*	*1,000,000*	*1,000,000*	*1,000,000*		*4,000,000*
Brookmeadow	50-C0703	5	127,500	40,000				*167,500*
Contribution by Others			*50,000*	*30,000*				*80,000*
Electric Fund			*77,500*	*10,000*				*87,500*
Burhans Village	50-C0707	5	25,000					*25,000*
Contribution by Others			*12,500*					*12,500*
Electric Fund			*12,500*					*12,500*
Substation Breaker Replacement	50-C0776	5	120,000	60,000	60,000	60,000	60,000	*360,000*
Electric Fund			*120,000*	*60,000*	*60,000*	*60,000*	*60,000*	*360,000*
Substation Upgrades	50-C0778	5		25,000		125,000	275,000	*425,000*
Electric Fund				*25,000*		*125,000*	*275,000*	*425,000*
Equipment Refurbishment	50-C0797	5	70,000	70,000	70,000	70,000	70,000	*350,000*
Electric Fund			*70,000*	*70,000*	*70,000*	*70,000*	*70,000*	*350,000*

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wildlife Protection on Distribution System	50-C0802	5	15,000	15,000	15,000	15,000	15,000	*75,000*
Electric Fund			*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*75,000*
Feeder Coordination	50-C0833	5	15,000	15,000	15,000	15,000	15,000	*75,000*
Electric Fund			*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*75,000*
Circuit Upgrades	50-C0842	5		150,000	150,000	150,000	150,000	*600,000*
Electric Fund				*150,000*	*150,000*	*150,000*	*150,000*	*600,000*
Electric Fund Total			2,455,500	1,977,500	2,167,500	2,467,500	1,262,500	*10,330,500*
GRAND TOTAL			2,455,500	1,977,500	2,167,500	2,467,500	1,262,500	*10,330,500*

City of Hagerstown, Maryland

WATER FUND

FY '24 thru **FY '28**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
ARDI Fund Balance								
Zone 3 Standpipe	*52-C0323*	5					100,000	*100,000*
ARDI Fund Balance Total							100,000	*100,000*
Bond Financing-MDE (Water Fund)								
Willson Transmission Mains	*52-C0167*	5		10,500,000	15,000,000	15,000,000		*40,500,000*
Edgemont Reservoir Improvements	*52-C0168*	5	500,000	7,000,000	7,500,000			*15,000,000*
Mack Water Tank	*52-C0274*	5	2,000,000					*2,000,000*
Breichner WTP Improvements	*52-C0405*	5			3,000,000	3,000,000		*6,000,000*
Water System SCADA Improvements	*52-C0820*	5			800,000	800,000		*1,600,000*
Water Zone #5 System Improvements	*52-C0877*	5		1,800,000	9,500,000	1,000,000		*12,300,000*
Bond Financing-MDE (Water Fund) Total			2,500,000	19,300,000	35,800,000	19,800,000		*77,400,000*
Contribution by Others								
Distribution System Rehab - Main Replacement	*52-C0709*	5	300,000	300,000	300,000	300,000	300,000	*1,500,000*
Contribution by Others Total			300,000	300,000	300,000	300,000	300,000	*1,500,000*
Grants-State								
Water Zone #5 System Improvements	*52-C0877*	5	250,000					*250,000*
Grants-State Total			250,000					*250,000*
Water Fund								
Water Vehicles	*52-C0117*	5	511,995	185,000	300,000	345,000	345,000	*1,686,995*
Willson Treatment Plant	*52-C0166*	5	1,500,000	700,000	550,000	550,000	550,000	*3,850,000*
Willson Transmission Mains	*52-C0167*	5	700,000	500,000	500,000	500,000		*2,200,000*
Edgemont Reservoir Improvements	*52-C0168*	5	400,000	1,150,000	1,150,000	150,000	150,000	*3,000,000*
Mack Water Tank	*52-C0274*	5	400,000	2,250,000				*2,650,000*
Risk and Resiliency/Security	*52-C0322*	1	150,000	50,000	50,000	25,000	25,000	*300,000*
Breichner WTP Improvements	*52-C0405*	5		520,000	500,000	300,000	20,000	*1,340,000*
Pump Station Improvements	*52-C0651*	5	125,000	125,000	125,000	125,000	125,000	*625,000*
Distribution Services - Meter Program	*52-C0653*	4	340,000	355,000	370,000	385,000	400,000	*1,850,000*
Distribution System Rehab - Main Replacement	*52-C0709*	5	420,000	440,000	460,000	480,000	500,000	*2,300,000*
Water System SCADA Improvements	*52-C0820*	5	100,000	175,000	175,000	125,000	100,000	*675,000*
Water Zone #5 System Improvements	*52-C0877*	5	270,000	150,000	400,000	300,000		*1,120,000*
Water Fund Total			4,916,995	6,600,000	4,580,000	3,285,000	2,215,000	*21,596,995*
GRAND TOTAL			7,966,995	26,200,000	40,680,000	23,385,000	2,615,000	*100,846,995*

City of Hagerstown, Maryland

WATER FUND

FY '24 thru **FY '28**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Water Fund								
Water Vehicles	52-C0117	5	511,995	185,000	300,000	345,000	345,000	*1,686,995*
Water Fund			*511,995*	*185,000*	*300,000*	*345,000*	*345,000*	*1,686,995*
Willson Treatment Plant	52-C0166	5	1,500,000	700,000	550,000	550,000	550,000	*3,850,000*
Water Fund			*1,500,000*	*700,000*	*550,000*	*550,000*	*550,000*	*3,850,000*
Willson Transmission Mains	52-C0167	5	700,000	11,000,000	15,500,000	15,500,000		*42,700,000*
Bond Financing-MDE (Water Fund)				*10,500,000*	*15,000,000*	*15,000,000*		*40,500,000*
Water Fund			*700,000*	*500,000*	*500,000*	*500,000*		*2,200,000*
Edgemont Reservoir Improvements	52-C0168	5	900,000	8,150,000	8,650,000	150,000	150,000	*18,000,000*
Bond Financing-MDE (Water Fund)			*500,000*	*7,000,000*	*7,500,000*			*15,000,000*
Water Fund			*400,000*	*1,150,000*	*1,150,000*	*150,000*	*150,000*	*3,000,000*
Mack Water Tank	52-C0274	5	2,400,000	2,250,000				*4,650,000*
Bond Financing-MDE (Water Fund)			*2,000,000*					*2,000,000*
Water Fund			*400,000*	*2,250,000*				*2,650,000*
Risk and Resiliency/Security	52-C0322	1	150,000	50,000	50,000	25,000	25,000	*300,000*
Water Fund			*150,000*	*50,000*	*50,000*	*25,000*	*25,000*	*300,000*
Zone 3 Standpipe	52-C0323	5					100,000	*100,000*
ARDI Fund Balance							*100,000*	*100,000*
Breichner WTP Improvements	52-C0405	5		520,000	3,500,000	3,300,000	20,000	*7,340,000*
Bond Financing-MDE (Water Fund)					*3,000,000*	*3,000,000*		*6,000,000*
Water Fund				*520,000*	*500,000*	*300,000*	*20,000*	*1,340,000*
Pump Station Improvements	52-C0651	5	125,000	125,000	125,000	125,000	125,000	*625,000*
Water Fund			*125,000*	*125,000*	*125,000*	*125,000*	*125,000*	*625,000*
Distribution Services - Meter Program	52-C0653	4	340,000	355,000	370,000	385,000	400,000	*1,850,000*
Water Fund			*340,000*	*355,000*	*370,000*	*385,000*	*400,000*	*1,850,000*
Distribution System Rehab - Main Replacement	52-C0709	5	720,000	740,000	760,000	780,000	800,000	*3,800,000*
Contribution by Others			*300,000*	*300,000*	*300,000*	*300,000*	*300,000*	*1,500,000*
Water Fund			*420,000*	*440,000*	*460,000*	*480,000*	*500,000*	*2,300,000*
Water System SCADA Improvements	52-C0820	5	100,000	175,000	975,000	925,000	100,000	*2,275,000*
Bond Financing-MDE (Water Fund)					*800,000*	*800,000*		*1,600,000*
Water Fund			*100,000*	*175,000*	*175,000*	*125,000*	*100,000*	*675,000*
Water Zone #5 System Improvements	52-C0877	5	520,000	1,950,000	9,900,000	1,300,000		*13,670,000*
Bond Financing-MDE (Water Fund)				*1,800,000*	*9,500,000*	*1,000,000*		*12,300,000*
Grants-State			*250,000*					*250,000*
Water Fund			*270,000*	*150,000*	*400,000*	*300,000*		*1,120,000*
Water Fund Total			7,966,995	26,200,000	40,680,000	23,385,000	2,615,000	*100,846,995*
GRAND TOTAL			7,966,995	26,200,000	40,680,000	23,385,000	2,615,000	*100,846,995*

City of Hagerstown, Maryland

WASTEWATER FUND

FY '24 thru **FY '28**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Gr								
East End Pump Station #33	*54-C0565*	5	1,400,000					*1,400,000*
Pump Station #13 Reconstruction	*54-C0574*	5	2,235,000					*2,235,000*
American Rescue Plan Act (ARPA) Grant Total			3,635,000					*3,635,000*
Contribution by Others								
Trunk Lines and Laterals	*54-C0834*	2	150,000	150,000	150,000	150,000	150,000	*750,000*
Contribution by Others Total			150,000	150,000	150,000	150,000	150,000	*750,000*
Grants-ARC								
Pump Station #13 Reconstruction	*54-C0574*	5	530,000					*530,000*
Citywide - CS Rehabilitation	*54-C0800*	1	250,000					*250,000*
Grants-ARC Total			780,000					*780,000*
Grant-State MDE								
WWT Plant Equipment	*54-C0584*	1	440,067					*440,067*
Grant-State MDE Total			440,067					*440,067*
Wastewater Fund								
Wastewater Vehicle Replacement	*54-C0004*	5	240,000	120,000	210,000	160,000	150,000	*880,000*
Manhole Improvement Program	*54-C0267*	1	150,000	150,000	150,000	150,000	150,000	*750,000*
Pump Station SCADA Improvements	*54-C0299*	1	100,000	100,000	100,000	100,000	100,000	*500,000*
East End Pump Station #33	*54-C0565*	5	250,000	500,000				*750,000*
Pump Station #13 Reconstruction	*54-C0574*	5	530,000	550,000				*1,080,000*
WWT Plant Equipment	*54-C0584*	1	574,933	750,000	1,000,000	1,000,000	1,000,000	*4,324,933*
WWT Buildings/ Structures/ Equipment & Software	*54-C0585*	5	500,000	275,000	25,000	25,000	25,000	*850,000*
Oxygen System Improvements	*54-C0657*	1	170,000	170,000	20,000	20,000	20,000	*400,000*
Solids Processing-Pelletizer Improvements	*54-C0711*	2	150,000	150,000	175,000	175,000	200,000	*850,000*
Solids Processing Facility Improvements	*54-C0712*	2	300,000	400,000	2,750,000	3,150,000	1,100,000	*7,700,000*
Laboratory Equipment	*54-C0745*	5	1,270,000	2,125,000	25,000	25,000	25,000	*3,470,000*
Grinder Pump Replacement Program	*54-C0767*	5	125,000	125,000	125,000	125,000	125,000	*625,000*
Citywide - CS Rehabilitation	*54-C0800*	1	250,000	250,000	250,000	250,000	250,000	*1,250,000*
Pump Station Upgrades	*54-C0832*	5	50,000	250,000	550,000	1,050,000	2,050,000	*3,950,000*
Trunk Lines and Laterals	*54-C0834*	2	15,000	15,000	15,000	15,000	15,000	*75,000*
Wastewater Fund Total			4,674,933	5,930,000	5,395,000	6,245,000	5,210,000	*27,454,933*
GRAND TOTAL			9,680,000	6,080,000	5,545,000	6,395,000	5,360,000	*33,060,000*

City of Hagerstown, Maryland

WASTEWATER FUND

FY '24 thru **FY '28**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund								
Wastewater Vehicle Replacement	54-C0004	5	240,000	120,000	210,000	160,000	150,000	*880,000*
Wastewater Fund			*240,000*	*120,000*	*210,000*	*160,000*	*150,000*	*880,000*
Manhole Improvement Program	54-C0267	1	150,000	150,000	150,000	150,000	150,000	*750,000*
Wastewater Fund			*150,000*	*150,000*	*150,000*	*150,000*	*150,000*	*750,000*
Pump Station SCADA Improvements	54-C0299	1	100,000	100,000	100,000	100,000	100,000	*500,000*
Wastewater Fund			*100,000*	*100,000*	*100,000*	*100,000*	*100,000*	*500,000*
East End Pump Station #33	54-C0565	5	1,650,000	500,000				*2,150,000*
American Rescue Plan Act (ARPA) Grant			*1,400,000*					*1,400,000*
Wastewater Fund			*250,000*	*500,000*				*750,000*
Pump Station #13 Reconstruction	54-C0574	5	3,295,000	550,000				*3,845,000*
American Rescue Plan Act (ARPA) Grant			*2,235,000*					*2,235,000*
Grants-ARC			*530,000*					*530,000*
Wastewater Fund			*530,000*	*550,000*				*1,080,000*
WWT Plant Equipment	54-C0584	1	1,015,000	750,000	1,000,000	1,000,000	1,000,000	*4,765,000*
Grant-State MDE			*440,067*					*440,067*
Wastewater Fund			*574,933*	*750,000*	*1,000,000*	*1,000,000*	*1,000,000*	*4,324,933*
WWT Buildings/ Structures/ Equipment & Software	54-C0585	5	500,000	275,000	25,000	25,000	25,000	*850,000*
Wastewater Fund			*500,000*	*275,000*	*25,000*	*25,000*	*25,000*	*850,000*
Oxygen System Improvements	54-C0657	1	170,000	170,000	20,000	20,000	20,000	*400,000*
Wastewater Fund			*170,000*	*170,000*	*20,000*	*20,000*	*20,000*	*400,000*
Solids Processing-Pelletizer Improvements	54-C0711	2	150,000	150,000	175,000	175,000	200,000	*850,000*
Wastewater Fund			*150,000*	*150,000*	*175,000*	*175,000*	*200,000*	*850,000*
Solids Processing Facility Improvements	54-C0712	2	300,000	400,000	2,750,000	3,150,000	1,100,000	*7,700,000*
Wastewater Fund			*300,000*	*400,000*	*2,750,000*	*3,150,000*	*1,100,000*	*7,700,000*
Laboratory Equipment	54-C0745	5	1,270,000	2,125,000	25,000	25,000	25,000	*3,470,000*
Wastewater Fund			*1,270,000*	*2,125,000*	*25,000*	*25,000*	*25,000*	*3,470,000*
Grinder Pump Replacement Program	54-C0767	5	125,000	125,000	125,000	125,000	125,000	*625,000*
Wastewater Fund			*125,000*	*125,000*	*125,000*	*125,000*	*125,000*	*625,000*
Citywide - CS Rehabilitation	54-C0800	1	500,000	250,000	250,000	250,000	250,000	*1,500,000*
Grants-ARC			*250,000*					*250,000*
Wastewater Fund			*250,000*	*250,000*	*250,000*	*250,000*	*250,000*	*1,250,000*
Pump Station Upgrades	54-C0832	5	50,000	250,000	550,000	1,050,000	2,050,000	*3,950,000*
Wastewater Fund			*50,000*	*250,000*	*550,000*	*1,050,000*	*2,050,000*	*3,950,000*
Trunk Lines and Laterals	54-C0834	2	165,000	165,000	165,000	165,000	165,000	*825,000*
Contribution by Others			*150,000*	*150,000*	*150,000*	*150,000*	*150,000*	*750,000*
Wastewater Fund			*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*75,000*
Wastewater Fund Total			9,680,000	6,080,000	5,545,000	6,395,000	5,360,000	*33,060,000*
GRAND TOTAL			9,680,000	6,080,000	5,545,000	6,395,000	5,360,000	*33,060,000*

City of Hagerstown, Maryland

PARKING FUND

FY '24 thru **FY '28**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Parking Fund								
Parking Facilities - 3rd Parking Deck	*56-C0173*	5	210,000					*210,000*
Upgrades to Parking Decks	*56-C0749*	5	15,000	10,000	10,000	10,000	10,000	*55,000*
Parking Fund Vehicles	*56-C0829*	5		35,000				*35,000*
Parking Lot Improvements	*56-C0857*	5	80,000	10,000	10,000	10,000	10,000	*120,000*
Parking Fund Total			305,000	55,000	20,000	20,000	20,000	*420,000*
Prior Bond Proceeds								
Parking Facilities - 3rd Parking Deck	*56-C0173*	5	10,000,000					*10,000,000*
Prior Bond Proceeds Total			10,000,000					*10,000,000*
GRAND TOTAL			10,305,000	55,000	20,000	20,000	20,000	*10,420,000*

City of Hagerstown, Maryland

PARKING FUND

FY '24 thru **FY '28**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Parking Fund								
Parking Facilities - 3rd Parking Deck	56-C0173	5	10,210,000					*10,210,000*
Parking Fund			*210,000*					*210,000*
Prior Bond Proceeds			*10,000,000*					*10,000,000*
Upgrades to Parking Decks	56-C0749	5	15,000	10,000	10,000	10,000	10,000	*55,000*
Parking Fund			*15,000*	*10,000*	*10,000*	*10,000*	*10,000*	*55,000*
Parking Fund Vehicles	56-C0829	5		35,000				*35,000*
Parking Fund				*35,000*				*35,000*
Parking Lot Improvements	56-C0857	5	80,000	10,000	10,000	10,000	10,000	*120,000*
Parking Fund			*80,000*	*10,000*	*10,000*	*10,000*	*10,000*	*120,000*
Parking Fund Total			10,305,000	55,000	20,000	20,000	20,000	*10,420,000*
GRAND TOTAL			10,305,000	55,000	20,000	20,000	20,000	*10,420,000*

City of Hagerstown, Maryland

GOLF FUND

FY '24 thru **FY '28**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Golf Fund								
Golf Course - Vehicles/Equipment	*57-C0395*	4	45,000	70,000	69,000	70,000	65,000	*319,000*
Golf Course Improvements	*57-C0825*	8	30,000	15,000	100,000	10,000	10,000	*165,000*
Golf Fund Total			75,000	85,000	169,000	80,000	75,000	*484,000*
GRAND TOTAL			75,000	85,000	169,000	80,000	75,000	*484,000*

City of Hagerstown, Maryland

GOLF FUND

FY '24 thru **FY '28**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Golf Fund								
Golf Course - Vehicles/Equipment	57-C0395	4	45,000	70,000	69,000	70,000	65,000	*319,000*
Golf Fund			*45,000*	*70,000*	*69,000*	*70,000*	*65,000*	*319,000*
Golf Course Improvements	57-C0825	8	30,000	15,000	100,000	10,000	10,000	*165,000*
Golf Fund			*30,000*	*15,000*	*100,000*	*10,000*	*10,000*	*165,000*
Golf Fund Total			75,000	85,000	169,000	80,000	75,000	*484,000*
GRAND TOTAL			75,000	85,000	169,000	80,000	75,000	*484,000*

City of Hagerstown, Maryland

PROPERTY MANAGEMENT FUND

FY '24 thru FY '28

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others								
Elizabeth Hager Center	*58-C0803*	5	200,000					*200,000*
Contribution by Others Total			200,000					*200,000*
Property Management Fund								
Elizabeth Hager Center	*58-C0803*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
60 West Washington Street	*58-C0828*	5				40,000	40,000	*80,000*
Property Management Fund Total			20,000	20,000	20,000	60,000	60,000	*180,000*
GRAND TOTAL			220,000	20,000	20,000	60,000	60,000	*380,000*

City of Hagerstown, Maryland

PROPERTY MANAGEMENT FUND

FY '24 thru **FY '28**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Property Management Fund								
Elizabeth Hager Center	58-C0803	5	220,000	20,000	20,000	20,000	20,000	*300,000*
Contribution by Others			*200,000*					*200,000*
Property Management Fund			*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*100,000*
60 West Washington Street	58-C0828	5				40,000	40,000	*80,000*
Property Management Fund						*40,000*	*40,000*	*80,000*
Property Management Fund Total			220,000	20,000	20,000	60,000	60,000	*380,000*
GRAND TOTAL			220,000	20,000	20,000	60,000	60,000	*380,000*

City of Hagerstown, Maryland

STORMWATER PROTECTION FUND

FY '24 thru **FY '28**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Gr								
Hagerstown Field House	*59-C0634*	5	700,000					*700,000*
American Rescue Plan Act (ARPA) Grant Total			700,000					*700,000*
Grants-Federal								
Stream Restorations	*59-C0866*	5	40,000	410,000				*450,000*
Grants-Federal Total			40,000	410,000				*450,000*
Grants-State								
Green Streets	*59-C0639*	5			200,000			*200,000*
Grants-State Total					200,000			*200,000*
Stormwater Fee								
Stormwater Vehicles	*59-C0064*	5		140,000	350,000	350,000		*840,000*
Storm Drain System Upgrades	*59-C0444*	5	300,000	150,000	150,000	150,000	150,000	*900,000*
Curb Replacement Program	*59-C0459*	5	100,000	100,000	100,000	100,000	100,000	*500,000*
Reforestation Using SPP Funds	*59-C0594*	5	50,000	50,000	50,000	50,000	50,000	*250,000*
Stormwater Protection Program Implementation	*59-C0637*	5	411,000	760,000	350,000	200,000	200,000	*1,921,000*
Green Streets	*59-C0639*	5			100,000			*100,000*
Stream Restorations	*59-C0866*	5	1,020,000	1,000,000				*2,020,000*
Stormwater Fee Total			1,881,000	2,200,000	1,100,000	850,000	500,000	*6,531,000*
GRAND TOTAL			2,621,000	2,610,000	1,300,000	850,000	500,000	*7,881,000*

City of Hagerstown, Maryland

STORMWATER PROTECTION FUND

FY '24 thru **FY '28**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Stormwater								
Stormwater Vehicles	59-C0064	5		140,000	350,000	350,000		*840,000*
Stormwater Fee				*140,000*	*350,000*	*350,000*		*840,000*
Storm Drain System Upgrades	59-C0444	5	300,000	150,000	150,000	150,000	150,000	*900,000*
Stormwater Fee			*300,000*	*150,000*	*150,000*	*150,000*	*150,000*	*900,000*
Curb Replacement Program	59-C0459	5	100,000	100,000	100,000	100,000	100,000	*500,000*
Stormwater Fee			*100,000*	*100,000*	*100,000*	*100,000*	*100,000*	*500,000*
Reforestation Using SPP Funds	59-C0594	5	50,000	50,000	50,000	50,000	50,000	*250,000*
Stormwater Fee			*50,000*	*50,000*	*50,000*	*50,000*	*50,000*	*250,000*
Hagerstown Field House	59-C0634	5	700,000					*700,000*
American Rescue Plan Act (ARPA) Grant			*700,000*					*700,000*
Stormwater Protection Program Implementation	59-C0637	5	411,000	760,000	350,000	200,000	200,000	*1,921,000*
Stormwater Fee			*411,000*	*760,000*	*350,000*	*200,000*	*200,000*	*1,921,000*
Green Streets	59-C0639	5			300,000			*300,000*
Grants-State					*200,000*			*200,000*
Stormwater Fee					*100,000*			*100,000*
Stream Restorations	59-C0866	5	1,060,000	1,410,000				*2,470,000*
Grants-Federal			*40,000*	*410,000*				*450,000*
Stormwater Fee			*1,020,000*	*1,000,000*				*2,020,000*
Stormwater Total			2,621,000	2,610,000	1,300,000	850,000	500,000	*7,881,000*
GRAND TOTAL			2,621,000	2,610,000	1,300,000	850,000	500,000	*7,881,000*

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0006**

Project Name **Computer Equipment and Software**



Type Replacement
Useful Life 5 years
Category Machinery and Equipment
Location: City Hall
Year Submitted: Ongoing

Department Information Technology
Contact Snyder
Priority Planned Improvement

Status Active

Description

The City's computing infrastructure, while making some improvements in the last fiscal year, has many components that are well past their operational maintenance and considered obsolete by most vendors. This CIP focuses on upgrades, standardization of software levels, and replacement of key network and server infrastructure that will continue to stabilize our operational environment (as well as improve our overall support capability). These improvements also help to streamline our support with third-party vendors who provide IT software and services to the City.

FY24: Includes Artic Wolf Endpoint Security ($100,000 - ARPA); phone system upgrade ($75,000 - ARPA); miscellaneous IT upgrades and projects ($40,000).

FY25 - FY28: Miscellaneous IT upgrades and projects ($60,000/year).

Justification

The IT department has worked hard to maintain an environment that has maximized the lifespan of both server and networking assets. Replacement of old and/or outdated equipment is vital to the uptime service quality, security requirements, data storage/retention/recall, and effective support provided by the Informtation Technolgy department. The IT department continues to apply redundancy, enhance security procedures, and embrace newer, cost-effective, and up-to-date technology in order to minimize downtime and negative impact to our daily operations and customer offerings. This CIP will work to continue to work to improve our overall infrastructure landscape and support capabilities.

Budget Impact/Other

Significant impact should hardware/software components, security protocols, and data storage fail or become compromised.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	215,000	60,000	60,000	60,000	60,000	455,000
Total	215,000	60,000	60,000	60,000	60,000	455,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	175,000					175,000
CIP Fund Balance	2,512					2,512
Transfers to CIP-Electric Fund	8,200	14,400	14,400	14,400	14,400	65,800
Transfers to CIP-General Fund	8,200	14,400	14,400	14,400	14,400	65,800
Transfers to CIP-Parking Fund	4,688	2,400	2,400	2,400	2,400	14,288
Transfers to CIP-Wastewater Fund	8,200	14,400	14,400	14,400	14,400	65,800
Transfers to CIP-Water Fund	8,200	14,400	14,400	14,400	14,400	65,800
Total	215,000	60,000	60,000	60,000	60,000	455,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0007**

Project Name **Time & Attendance Software and Equip**



Type Improvement
Useful Life 5 years
Category Software
Location: All City Departments
Year Submitted: 2013

Department Information Technology
Contact Snyder
Priority Planned Improvement

Status Active

Description

Upgrades to the current intellitime timeclocks to the new "card reader" technology. These units are from the same manufacturer as the current untis. This will also require an upgrade to Intellitime's latest software version.

FY24: 15 clocks at $3,455 per unit ($51,825)
FY25: 5 clocks at $3,500 per unit ($17,500)

Justification

This upgrade would allow City employees to "tap" the unit for timeclock input as well as give a more robust mobile app that could also be deployed throughout the enterprise.

Budget Impact/Other

Enhancement of time and attendance reporting capabilities, as necessary.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	51,825	17,500	8,000	16,000	8,000	101,325
Total	51,825	17,500	8,000	16,000	8,000	101,325

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	51,825					51,825
Transfers to CIP-Electric Fund		4,125	1,900	3,800	1,900	11,725
Transfers to CIP-General Fund		4,125	1,900	3,800	1,900	11,725
Transfers to CIP-Parking Fund		1,000	400	800	400	2,600
Transfers to CIP-Wastewater Fund		4,125	1,900	3,800	1,900	11,725
Transfers to CIP-Water Fund		4,125	1,900	3,800	1,900	11,725
Total	51,825	17,500	8,000	16,000	8,000	101,325

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0008**

Project Name **Municipal Broadband**



Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: Various locations
Year Submitted: 2014

Department Information Technology
Contact Snyder
Priority Improve Service

Status Active

Description

This project would provide free wireless high-speed Internet access to patrons of the following City owned parks: City Park, Fairgrounds Park, Pangborn Park, Wheaton Park, Hellane Park, and Staley Park. This project would be a two year rollout, with City/Fairgrounds/Pangborn being Year 1 and Wheaton/Hellane/Staley being Year 2.

Justification

Patrons of our park systems are looking for a wide range of amenities when they visit a park with their families (or to enjoy the parks themselves). Providing free internet service to a patron's portable or mobile device increases the likelihood that a person will visit, stay longer,and experience more interactions within the parks. This technology also increases the value of parks as a place of entertainment, where internet usage can be used for interactive presentations, video displays, and other technology opportunities that provide a unique visiting experience.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings		8,000	8,000	8,000	8,000	32,000
Total		8,000	8,000	8,000	8,000	32,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund		8,000	8,000	8,000	8,000	32,000
Total		8,000	8,000	8,000	8,000	32,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0010**

Project Name **Fire Department Vehicle Replacement**



Type Replacement
Useful Life 20 years
Category Automobiles and Trucks
Location: Administrative Office
Year Submitted: Ongoing

Department Fire
Contact Lohr
Priority Planned Improvement
Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY24: 1994 Simon Duplex/LTI TDA Ladder Truck- ($704,667 - $467,664 ARPA, $109,503 CIP FB, $127,500 Contributions). This is the continuation of the purchase in FY23 of total project cost of $1,437,003.

FY24: 2004 KME Pumper, Reserve Engine - $970,000 ($850,000 per pumper plus $120,000 for equipment ($852,749 Transfer from GF, $117,251 CIP FB)

FY25: 2005 Trailblazer - F05-9097 (Replace with the fleet standard Ford explorer SUV- ($75,000)
FY25: 2013 KME Pumper, Engine 1 - $1,025,000 ($900,000 pumper, plus $125,000 for equipment)
FY25: 2004 KME Pumper, Reserve Engine 3 - $1,025,000 ($900,000 pumper, plus $125,000 for equipment)
FY25: 2004 KME Pumper, Reserve Engine 5 - $1,025,000 ($900,000 pumper, plus $125,000 for equipment)

FY26: 2014 Chevrolet Tahoe - F14-9818 (Replace with the fleet standard Ford explorer SUV- ($75,000)

Begin replacing light duty fleet of vehicles that are 10-years old or older.

FY27: 2016 Ford F-250- Unit F16-6564 and 2016 Ford F-250 - Unit F16-6565 @ $100,000 each ($200,000)

FY28: 2017 Ford F-250- Unit F17-2127 and 2017 Ford F-250 - Unit F17-6311 @ $100,000 each ($200,000)

Justification

The department's strategic goal remains five front-line pumpers, two ready reserve pumpers, and one maintenance reserve pumper for a total of 8 ready pumpers, 2-front-line aerials and 1-ready reserve aerial. 20-year duty cycle.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	1,674,667	3,150,000	75,000	200,000	200,000	5,299,667
Total	1,674,667	3,150,000	75,000	200,000	200,000	5,299,667

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	467,664					467,664
Bond Financing (General Fund)		3,075,000				3,075,000
CIP Fund Balance	226,754					226,754
Contribution by Others	127,500					127,500
Transfers to CIP-General Fund	852,749	75,000	75,000	200,000	200,000	1,402,749
Total	1,674,667	3,150,000	75,000	200,000	200,000	5,299,667

Project # **45-C0025**

Project Name **Pavement Preservation Program**



Type Maintenance
Useful Life 15 - 25 years
Category Buildings and Structures
Location: City -wide
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement
Status Active

Description

Resurfacing of various streets and parking lots per latest condition survey. Includes overlay, crack-sealing, slurry-sealing, pavement markings, and milling.

The City utilizes HUR funding received to fund our Pavement Preservation program and other applicable capital projects. The City will only spend what the State provides.

FY24: Includes funds for paving portions of Wilson Boulevard, Pangborn Boulevard, Eastern Boulevard and others. Funding includes work for crack sealing, pavement marking, and slurry seal. Next condition survey should be completed in the fall of 2024.

Justification

In February 2017, a presentation to the Mayor and Council showed that approximately $1,100,000 needs to be spent annually [from State Highway User Revenue (HUR)] to maintain the current Pavement Condition Index (PCI). In 2013, the overall PCI was 77 (good condition) but due to inadequate funding in FY13, 14 and 15 the PCI dropped to 69 in 2016. As a result of adequate HUR funding in FY16 thru FY19, the PCI increased back to 76 in 2018. Based on the 2021 pavement condition survey, the current PCI is 74.

In 2010 the City expanded the program to include slurry-seals and crack-sealing in addition to overlay. Both slurry seal and crack sealing slow pavement deterioration, delaying the need for a full pavement overlay.

Budget Impact/Other

Pavement preservation keeps operational costs down, extends the service life of all streets, and maintains pavement to a level acceptable to the public. We want to use the "right treatment at the right time on the right street". Estimated that $20,000 annually will be saved on patching and repairs if the streets are properly preserved by this program.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	1,300,000	1,300,000	1,400,000	1,400,000	1,500,000	6,900,000
Total	1,300,000	1,300,000	1,400,000	1,400,000	1,500,000	6,900,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
State Highway User Revenue	1,300,000	1,300,000	1,400,000	1,400,000	1,500,000	6,900,000
Total	1,300,000	1,300,000	1,400,000	1,400,000	1,500,000	6,900,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0041**

Project Name **Hagerstown Field House**



Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: 290 East Memorial Blvd
Year Submitted: 2022

Department Engineering
Contact Tissue
Priority Planned Improvement
Status Active

Description

Planning, design, and construction of a 114,000 square foot field house for recreational use by community and sports tourism. Project consists of two indoor turf fields and four basketball courts (convertible to other hard court sports including volleyball, pickleball, futsal, etc.). In 2021, the City contracted with Eastern Sports Management to be a long term partner and operator of the facility. Bid documents, operators agreement and assembling the capital is ongoing.

FY24: Phase IV (construction -$24,000,000). The goal is to start construction in Summer 2023.
The grant funding sources below are in various stages:
Grants-County: $250,000 - Staff Plans to request a new round of hotel/motel money
Grants-State: $2,500,000 - Governors capital grants program awarded in FY23
Grants- Program Open Space: $225,000-Application has been submitted; and
Grants-State Strategic Demolition: $250,000 already awarded
Bond Funding may be reduced if the following funds received:
$5,000,000 request for CPF Grant through Congressman Trones office
$4,000,000 request from the George Edwards Fund
$4,000,000 request for 2023 State Capital or State Bond Bill Grant

Project includes a Stormwater Protection Portion - $700,000 to be funded with ARPA see 59-C0634.

Justification

The 2018 Victus Advisors study documented the need for such a facility in the community. A 2022 Economic Impact study also provided job and tax revenue generation.

Budget Impact/Other

Based on a 20 year term at 5.00%, the preliminary annual debt service impact for the FY24 bond issue of $19.3M is $1.5M.

The City's partner, Eastern Sports Management is currently negotiating with the City to guarantee a minimum of $5,000,000 over 20 years to help pay on the debt.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	24,000,000					24,000,000
Total	24,000,000					24,000,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing (General Fund)	19,330,355					19,330,355
CIP Fund Balance	1,444,645					1,444,645
Grants-County	250,000					250,000
Grants-State	2,500,000					2,500,000
Grants-State Program Open Space	225,000					225,000
Grants-State Strategic Demolition	250,000					250,000
Total	24,000,000					24,000,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0047**

Project Name **City Park Lake Improvements**



Type Improvement
Useful Life 25 - 50 years
Category Land Improvements
Location: City Park
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

The lower lake walls were reconstructed in phases:
1995: Phase I- Key Street end
1998: Phase II- Virginia Avenue side
2004: Phase III- Museum Drive side
2017: Isolated repairs of entire lower lake wall

FY25: Upgrades to upper and middle lakes. Replacement of walls around perimeter of lakes, associated sidewalk improvements, dredging, leak repair, and landscape enhancements ($700,000).

Justification

The goal is to improve deteriorating facilities and provide necessary maintenance. In addition, City Park has been rated one of the most beautiful municipal parks in America. The preservation of the lakes helps to maintain their beauty, which is visited by tens of thousands of people each year.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance		700,000				700,000
Total		700,000				700,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund		700,000				700,000
Total		700,000				700,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0061**

Project Name **Hager House Visitor Center Improvements**



Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: Hager House Museum
Year Submitted: 2019

Department Parks
Contact Deike and Tissue
Priority Grant Commitment
Status Active

Description

Upgrade exhibits (50 plus years old) and interpretive media at the Hager House visitors center, based on "Exhibit Plan" prepared by Interpretive Direction, LLC (David Guiney), endorsed by City Council on January 12, 2021 with design work completed by Summer 2023.

FY24: Phase I renovation of the visitor center. New flooring, electric, lighting and exhibits #1,2,5,6 and 7 ($200,000)

FY25: Phase II renovation of the visitor center. Complete all exhibits #3,4,8,9 and model of house ($200,000).

The City will request from MHAA for two capital $100,000 Grants

Justification

Exhibits are very dated (1960's) and lack any modern interactivity (video, QR codes, etc.). Exhibits are not currently ADA compliant.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	200,000	200,000				400,000
Total	200,000	200,000				400,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	100,000					100,000
Grants-State MHAA	100,000	100,000				200,000
Transfers to CIP-General Fund		100,000				100,000
Total	200,000	200,000				400,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0065**

Project Name **Public Works Vehicles**



Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Public Works
Year Submitted: Ongoing

Department Public Works
Contact Deike
Priority Planned Improvement

Status Active

Description

Per the Vehicle & Equipment Replacement Schedule.

FY24: 2008 Ford F550 Dump Truck #10 ($140,000); 2008 Ford F550 Trash Truck #16 ($150,000) - ARPA; 2013 Ford F750 Dump Truck #22 ($175,000)

FY25: 2011 JD 310SJ Backhoe #7 (135,000); 2013 Ford F750 Dump Truck #21 ($175,000); 2012 Ford F350 Pickup #30 ($45,000); 1993 Wacker Roller #84 ($25,000); 2008 Ford F550 Utility Truck #611 ($120,000)

FY26: 2006 Bobcat A300 #6 ($75,000); 2015 Ford F550 Dump Truck #19 ($135,000); 2006 Chevy Van #31 ($35,000); 2015 Chevy Silverado 4x4 #45 ($35,000); 2019 Ferris Mower #65 ($12,000); 2015 Ford F350 #94 ($45,000); 2006 Ford E350 Bucket Truck #602 ($125,000)

FY27: 2015 Chevy Silverado 4x4 #3 ($40,000); 2008 Chevy 2500 2x4 #14 ($45,000); 2016 Ford F250 Crew Cab #47 ($45,000); 2015 JD Z930A Mower #62 ($20,000); 2018 Ferris Mower #64 ($12,000); 2008 Solar Sign Board #616 ($45,000); 2008 Solar Sign Board #617 ($45,000)

FY28: 2017 Ford F550 Dump Truck #17 ($140,000); 2017 Ford F750 Dump Truck #23 ($175,000); 2017 Ford F350 Bucket Truck #601 ($100,000)

Justification

Vehicle repair costs and maintenance increase with the age of a vehicle. On average, vehicles should be replaced every 10 years. Some equipment and vehicles should be replaced sooner than 10 years while others can go longer.

Budget Impact/Other

New vehicles and equipment should operate more efficiently and need less maintenance. Newer vehicles will have better fuel economy and less labor and material costs for maintenance.

Based on a 15 year term at 2.98%, annual debt service impact for the 2019 general fund supported bond issue of $1.0M is $87.1K.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	465,000	500,000	462,000	252,000	415,000	2,094,000
Total	465,000	500,000	462,000	252,000	415,000	2,094,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	150,000					150,000
Bond Financing (General Fund)		310,000	260,000		315,000	885,000
Transfers to CIP-General Fund	315,000	190,000	202,000	252,000	100,000	1,059,000
Total	465,000	500,000	462,000	252,000	415,000	2,094,000

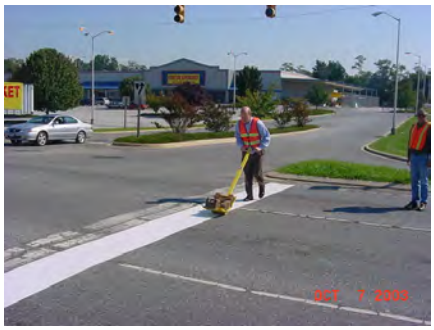
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0093**

Project Name **Pavement Markings**



Type Improvement
Useful Life 5 years
Category Infrastructure-Streets
Location: City-Wide
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Public Safety

Status Active

Description

Upgrading pavement markings around the City with emphasis on crosswalks, school zones, and public safety.
One crosswalk costs about $1,000. A typical intersection can cost $6,000 to $8,000 for all pavement markings. This project funds the upgrade of deteriorated "stop bars" and "crosswalks" City-wide.

If adequate State Highway User Revenue is not received, the project won't be done.

Justification

Improve safety. Public expects streets to be properly marked. Marked crosswalks are desirable.

Budget Impact/Other

Recommend contracting these services as they take special equipment to install. Staff estimates the cost for staff to install markings would be two to three times the contracted rate. This is a never-ending project to maintain pavement markings worn away by traffic.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
State Highway User Revenue	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0128**
Project Name **Police Radios**



Type Improvement
Useful Life 5 - 8 years
Category Machinery and Equipment
Location: Police Department
Year Submitted: Ongoing

Department Police
Contact Kifer
Priority Public Safety
Status Active

Description

Starting in FY 25, we anticipate the need to replace 20% (25 radios) of the department's radios annually for 5 continuous years (i.e., FY25, FY26, FY27, FY28 and FY29).

FY25 - FY28: Replace radios as needed ($85,000/year).

Justification

Modern radio technology ensures police personnel can continue to communicate effectively with each other and with other public safety agencies. Radio communications are vital to the safety of the public and police.

Police completed the replacement of 160 radios in FY20.

Electronic radio equipment has a limited useful life, generally 5-7 years.

Budget Impact/Other

The operating budget includes $10,000 per year in maintenance costs for repairs to radio equipment.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings		85,000	85,000	85,000	85,000	340,000
Total		85,000	85,000	85,000	85,000	340,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund		85,000	85,000	85,000	85,000	340,000
Total		85,000	85,000	85,000	85,000	340,000

City of Hagerstown, Maryland

Project # **45-C0129**

Project Name **Police Vehicles**



Type Replacement
Useful Life 5 years
Category Automobiles and Trucks
Location: Police Department
Year Submitted: Ongoing

Department Police
Contact Kifer
Priority Public Safety
Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY24: Unit 990 (98 Dodge Ram Truck - $55,000); Unit 972 (04 Ford Crown Victoria - $55,000); Unit 996 (05 Chevy Cobalt - $55,000); Unit 986 (05 Ford Crown Victoria -$55,000); Unit 989 (05 Chevy Cargo Van - $55,000); Unit 923 (07 Chevy Impala - $55,000; Unit 991 (07 Chevy Colorado - $55,000); Unit 994 (07 Chevy Impala - $55,000)

FY25: Unit 910 (07 Chevy Impala - $57,000); Unit 971 (09 Chevy Impala - $57,000); Unit 9303 (11 Ford Crown Victoria - $57,000); Unit 9302 (11 Ford Crown Victoria - $57,000); Unit 9501 (13 Ford Explorer - $57,000); Unit 937 (13 Ford Edge - $57,000); Unit 945 (13 Ford Edge - $57,000); Unit 948 (13 Acura -$57,000)

FY26: Unit 902 (14 Ford Fusion- $57,000); Unit 903 (14 Ford Taurus - $57,000); Unit 907 (14 Ford Fusion - $57,000); Unit 924 (14 Ford Fusion - $57,000); Unit 905 (14 Ford Edge - $57,000); Unit 908 (14 Ford Fusion - $57,000); Unit 909 (14 Ford Fusion - $57,000); Unit 9116 (14 Ford Explorer - $57,000)

FY27: Unit 9117 (14 Ford Explorer - $60,000); Unit 9119 (14 Ford Explorer - $60,000); Unit 933 (14 Ford Fusion- $60,000); Unit 914 (15 Ford Explorer XT - $60,000); Unit 9121 (15 Ford Explorer - $60,000); Unit 9220 (15 Ford Explorer - $60,000); Unit 936 (15 Ford Explorer XLT - $60,000); Unit 9120 (15 Ford Explorer - $60,000)

FY28: Unit 960 (15 Ford Explorer XLT - $60,000); Unit 901 (15 Ford Taurus - $60,000); Unit 975 (16 Ford Explorer- $60,000); Unit 915 (16 Ford Explorer - $60,000); Unit 9123 (16 Ford Explorer - $60,000); Unit 919 (16 Ford Explorer - $60,000); Unit 9100 (16 Ford F150 - $60,000); Unit 932 (16 Ford Explorer - $60,000)

Justification

Many patrol vehicles are operated around the clock with in-town driving and considerable idling. Staff assessed and identified the need for a baseline minimum of 30 patrol cars. Vehicle equipment will be reused when practical. Take-home patrol cars are provided as available for police officers who live within City limits.

Budget Impact/Other

Post warranty maintenance is assumed in the department operating budget.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	440,000	456,000	456,000	480,000	480,000	2,312,000
Total	440,000	456,000	456,000	480,000	480,000	2,312,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	100,000					100,000
Transfers to CIP-General Fund	340,000	456,000	456,000	480,000	480,000	2,212,000
Total	440,000	456,000	456,000	480,000	480,000	2,312,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0132**

Project Name **Engineering Equipment**



Type Maintenance
Useful Life 10 years
Category Machinery and Equipment
Location: Engineering
Year Submitted: 2022

Department Engineering
Contact Tissue
Priority Improve Service

Status Active

Description

Replacement of various pieces of Engineering equipment needed to complete assigned tasks.

FY25: Parrot ANAFI drone with cameras used to perform topographic surveys of properties ($15,000)

FY26: Plotter - multi-purpose copier/scanner/printer used to produce engineering plans and blueprints ($35,000)

Justification

Equipment will reach its end of life and need replaced.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings		15,000	35,000			50,000
Total		15,000	35,000			50,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund		15,000	35,000			50,000
Total		15,000	35,000			50,000

Project # **45-C0133**

Project Name **Engineering Vehicles**



Type Replacement
Useful Life 6 - 10 years
Category Automobiles and Trucks
Location: City Hall
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Cost Avoidance

Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY24: 2008 Impala Sedan #703 ($30,000)
FY25: 2013 Chevy Cargo Van #710 ($27,000)
FY26: 2014 Ford Focus #707 ($27,000)
FY27: 2018 Ford Escape #702 ($27,000)

Justification

Replace deteriorated vehicles - low cost vehicles in the fleet have limited life and maintenance costs increase dramatically once vehicles get about ten years old.

Budget Impact/Other

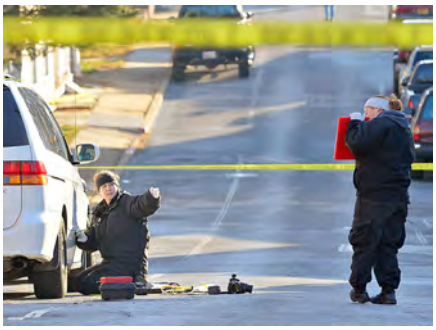
Replacement of ten to fifteen-year-old vehicles saves about $1,500 annually in repairs and part replacement.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	30,000	27,000	27,000	27,000		111,000
Total	30,000	27,000	27,000	27,000		111,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	1,500					1,500
Transfers to CIP-General Fund	28,500	27,000	27,000	27,000		109,500
Total	30,000	27,000	27,000	27,000		111,000

Project # 45-C0182

Project Name Police Crime Lab Equipment



Type Replacement
Useful Life 5 - 7 years
Category Machinery and Equipment
Location: Police Department
Year Submitted: 2009

Department Police
Contact Kifer
Priority Planned Improvement
Status Active

Description

FY24: Remote Firing Unit & Portable Cyanoacrylate Chamber (Coverdell Grant) $30,000
FY25: Laser Scanner (Coverdell Grant) $40,000
FY26: Gas Chromatography Spectrometry (GC-MS) $130,000

Justification

FY24: The Western Maryland Regional Crime Laboratory is requesting funding toward the purchase of safety accessories for the laboratory's water tank. The WMRCL currently has a water tank that is used to test fire firearms. This water tank was manufactured and installed by Cyber National. In using the water tank, it was discovered that height differences in personnel require a platform. Without this platform, some members of the laboratory are unable to safely fire long arms into the water tank. This place a burden on other members of the laboratory and may impact the laboratory's ability to perform such testing if certain personnel are unavailable. The platform is designed to roll away when not in use, and therefore would allow all laboratory personnel to safely fire long arms into the water tank.
The WMRCL also receives potentially unsafe firearms through the course of regular business. The risk of harm when test firing potentially unsafe firearms is high. Currently the laboratory staff must take these firearms to Pikesville to be fired by the Maryland State Police Forensic Sciences Division-Firearms Unit for test firing. This process can add years to the
turnaround time of the case. The WMRCL is also requesting funding to purchase a remote firing platform with cart. The remote firing platform with cart will allow personnel to fire a potentially unsafe firearm without actually holding the firearm. The firearm is set up into the platform and is fired remotely, allowing laboratory personnel to remain in a protected area.

The Western Maryland Regional Crime Laboratory is requesting funding to purchase a portable cyanoacrylate fuming chamber. A portable cyanoacrylate fuming chamber would allow personnel on the scene of a crime process non-porous items of evidence prior to packaging and transportation of those items. This would help to reduce the chance of fingerprints being destroyed in transit to the laboratory or evidence locker. Fingerprints are very fragile, and friction between a bag and the item inside of the bag is enough to render a fingerprint as unusable. Processing these items prior to packaging will fix any fingerprints on the item and protect the print while the item is in the bag

FY25: Replacement of Large area Laser Scanners

FY26: In 2017, the Western Maryland Regional Crime Laboratory (WMRCL) purchased a Gas Chromatography Spectrometry (GC-MS) at a cost of $116,036.48 from Agilent Technologies. Life expectancy for a GC-MS instrument used on a regular basis is in the 7-8 years range. The departments previous GC-MS lasted 8.5 years.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	30,000	40,000	130,000			200,000
Total	30,000	40,000	130,000			200,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-County			130,000			130,000
Grants-Federal	30,000	40,000				70,000
Total	30,000	40,000	130,000			200,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0196**

Project Name **Police Software and Hardware**



Type Improvement
Useful Life 5 - 7 years
Category Software
Location: Police Department
Year Submitted: 2022

Department Police
Contact Kifer
Priority Public Safety
Status Active

Description

FY24: Replace V3.V4 and V5 server - ($50,000)
FY24: Replace 8 network switches @ $7,800 each - ($62,400)

Justification

Replacement of old and or/outdated equipment is vital to the service quality, security requirements, data storage/retention/recall, and effective support provided by the departments information technology department.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	112,400					112,400
Total	112,400					112,400

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	112,400					112,400
Total	112,400					112,400

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0217

Project Name Accessibility Ramps



Type Improvement
Useful Life 20 years
Category Infrastructure-Sidewalks
Location: Various locations
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Probable Grant

Status Active

Description

This project provides ADA-compliant ramps and sidewalks City-wide. Staff addresses complaints and installs ramps/sidewalks along 'pavement preservation' streets which is a requirement of ADA and the City's "Complete Streets" policy when paving is done. Improvements are budgeted at $2,500 per ramp. For the State Highway User Revenue funded portion, if the City doesn't receive the full amount, we will only spend what the State provides.

There are 3,800 potential ramp locations in the City. The City estimates about 3,700 are in place and that 25% of those are fully compliant or as compatible as site restrictions allow.

FY24: Install accessibility ramps along overlay streets (Security Road, Northern Avenue, Memorial Boulevard & others ($145,000).

FY25 - FY28: Install and/or replace approximately 50 accessibility ramps per year.

Justification

These upgrades will remove barriers and make Hagerstown a more accessible City for our residents, workers and visitors regardless of physical limitations. Improved accessibility adds to business and neighborhood vitality.

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilties, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	145,000	145,000	145,000	145,000	145,000	725,000
Total	145,000	145,000	145,000	145,000	145,000	725,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
State Highway User Revenue	20,000	20,000	20,000	20,000	20,000	100,000
Transfers to CIP-CDBG Fund	125,000	125,000	125,000	125,000	125,000	625,000
Total	145,000	145,000	145,000	145,000	145,000	725,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0226**

Project Name **Police Firing Range**



Type Improvement
Useful Life 30 years
Category Machinery and Equipment
Location: Smithsburg Watershed Area
Year Submitted: 2011

Department Police
Contact Kifer
Priority Planned Improvement
Status Active

Description

FY24: Security gate and improvements ($50,000)

FY25: Facility improvements including the construction of a permanent restroom and eye wash facility ($40,000)

Justification

The police firing range has become a well-designed firearms training facility. The facility is utilized by all Washington County law enforcement agencies, as well as several state and federal agencies. In FY24, we are seeking funding to improve security at the facility. Cellular service is very limited and no WIFI or cable is in the area. Electricity is available at the firing range, but not at the current gate location. Several street and dusk to dawn light are located at the firing range currently. A metal tubular gate is secured by a pad lock, blocks the entrance to the range. The requested project would be to replace the current gate with a key fob type system. Place motion activated tag reader type cameras and dusk to dawn lighting to illuminate the gate area and range entrance. Secure WIFI cameras to each of the out buildings and along the road leading to the range. These cameras would be remotely accessed at Police headquarters and the watch center.

For FY25, we are seeking to address much needed improvements for lavatory services. A porta potty is currently the only restroom facility and there is no eye wash facility with running water.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	50,000	40,000				90,000
Total	50,000	40,000				90,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	50,000					50,000
Transfers to CIP-General Fund		40,000				40,000
Total	50,000	40,000				90,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0237**

Project Name **Park Equipment**



Type Replacement
Useful Life 15 years
Category Machinery and Equipment
Location: Various Parks
Year Submitted: 2008

Department Parks
Contact Deike
Priority Planned Improvement
Status Active

Description

Program to maintain high-quality and safe equipment and amentities in the parks of the City.

FY24: Fairgrounds Park - replace modular play equipment near North Pavilion ($120,000); grass mound in City Park ($20,000); picnic tables, park benches and portable bleachers in various parks ($35,000).

FY25-FY28: Replace or add portable bleachers, park benches, picnic tables, and trash cans for various parks ($50,000/year).

Justification

The play equipment is at the end of its life cycle and in need of replacement.

The park benches and picnic tables will improve park facilities for all visitors.

Staff will continue to apply for Program Open Space funding as available.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Budget Impact/Other

Less labor making repairs and maintenance.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	175,000	50,000	50,000	50,000	50,000	375,000
Total	175,000	50,000	50,000	50,000	50,000	375,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	17,500					17,500
Grants-State Program Open Space	157,500					157,500
Transfers to CIP-General Fund		50,000	50,000	50,000	50,000	200,000
Total	175,000	50,000	50,000	50,000	50,000	375,000

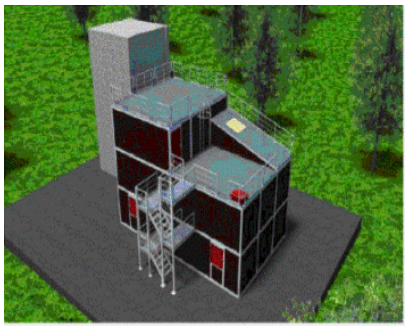
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0241

Project Name Fire Department Training Center



Type Improvement
Useful Life 25 years
Category Buildings and Structures
Location: City Fire Training Center
Year Submitted: 2009

Department Fire
Contact Lohr
Priority Planned Improvement

Status Active

Description

FY24: New burn building module, concrete pad, foundation and utilities. ($1,000,000 including $500,000 State Bond Bill).
FY24: Replace/upgrade 100 amp site electrical infrastructure @ Bowman Ave training center from pole to panel and sub panels ($100,000)

FY25: Build permanent pole building for 940 Bowman Avenue ($500,000)

FY25 - FY28: $250,000 each FY to fund additional training props, provide shower and locker facilities, and an additional on-site working fire hydrant to comply with existing safety standards.

Justification

Burn Building:
In FY23, the HFD was awarded $500,000. in grant funds to upgrade the live burn building with a sea container configured multi-story burn building. The estimated cost of this facility and concrete anchors/pads and utility upgrades is estimated to be approximately $1.0M.

Other props and improvements are urgently needed to adequately train FF's. These props include an SCBA maze, flashover simulator, long hallway prop addition to the existing burn structure, and propane fed reusable auto and dumpster fire props. An annual CIP request of $250,000/year is requested through FY28 to fund additional training props, provide shower and locker facilities, and an additional on-site working fire hydrant to comply with existing burn safety standards. Finally, a dummy set of power poles, overhead wires, transformers, and such is requested to train aerial operators absent live power.

Pole Building:
With the imminent sale of 25 West Church St, HFD urgently is in need to relocate the non-living quarters and our support functions of our facility to another location. This will include the SCBA repair shop, air cascade cylinders and fill station, quartermaster facility, maintenance shop, gym, and portable equipment maintenance area. In addition, we will be constructing a portable equipment storage area and a new SCBA training maze. The building will be less than 5,000 sq. ft. per planning to avoid additional costs. We request a steel framed building on a concrete slab with adequate heat, water, and sewer for the described uses. Initially we are requesting a minimum of two 16 foot tall bay doors 12 feet wide to store vehicles pending construction of one or more new stations in the future.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	1,100,000	750,000	250,000	250,000	250,000	2,600,000
Total	1,100,000	750,000	250,000	250,000	250,000	2,600,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund - GF Fund Balance	500,000					500,000
CIP Fund Balance	100,000					100,000
Grants-State Governor Bond Bill	500,000					500,000
Transfers to CIP-General Fund		750,000	250,000	250,000	250,000	1,500,000
Total	1,100,000	750,000	250,000	250,000	250,000	2,600,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0243**

Project Name **Traffic Signalization Upgrades**



Type Improvement
Useful Life 5 - 10 years
Category Infrastructure-Utilities
Location: System-wide
Year Submitted: 1997

Department Engineering
Contact Tissue
Priority Planned Improvement
Status Active

Description

Traffic signals at these locations are not in compliance with current standards. In order to improve signal visibility, the City will construct a mast arm pole to hang the signals over the travel lanes. Pedestrian signals will also be upgraded with APS and ramps.

FY24: Bester School Pedestrian Safety (from BPPA Study) - Design of Potomac @ Baltimore ($60,000)

FY25: Construction Potomac @ Baltimore (Grant Awarded - $640,000 Federal, $160,000 City)

FY26-FY28: Design ($30,000) and construct ($450,000) signal upgrades such as Summit Avnue @ Antietam Street, Summit Avenue @ Baltimore Street, Wilson @ Virginia Avenue, Washington Street @ Devonshire, and Salem Avenue @ Westside, etc

Justification

These changes increase safety on our streets and sidewalks by making lights for pedestrians and motorists more visible. Staff will seek Federal Grants through "Safe Routes to School", "RAISE" funding or "Safe Streets for All" programs.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	60,000		30,000		30,000	120,000
Construction/Maintenance		800,000		450,000		1,250,000
Total	60,000	800,000	30,000	450,000	30,000	1,370,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-Federal		640,000		360,000		1,000,000
Transfers to CIP-General Fund	60,000	160,000	30,000	90,000	30,000	370,000
Total	60,000	800,000	30,000	450,000	30,000	1,370,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0245**
Project Name **LED Signal Lights**



Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: City-Wide
Year Submitted: 2005

Department Public Works
Contact Deike
Priority Cost Avoidance
Status Active

Description

Replace, as needed, original LED lights that were installed in 2006. LED signal lights have an estimated life of 7-10 years.

Justification

LED lights will be used to reduce energy consumption and extend light replacement time.

Budget Impact/Other

LED lights have proven to save upwards of 75% to 80% in electrical costs. Labor is reduced since LEDs have a life expectancy of up to 10 years while incandescent bulbs burn for one to two years.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	5,000					5,000
Transfers to CIP-General Fund		5,000	5,000	5,000	5,000	20,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0249**

Project Name **Community & Economic Development Vehicles**



Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Downtown
Year Submitted: Ongoing

Department Community Development
Contact Thompson
Priority Cost Avoidance

Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY25: 2014 Dodge Journey #801 ($32,000)

Justification

Replace deteriorating equipment

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings		32,000				32,000
Total		32,000				32,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund		32,000				32,000
Total		32,000				32,000

Project # **45-C0250**

Project Name **Public Works Operations Center Improvement Program**



Type Improvement
Useful Life 5 - 10 years
Category Buildings and Structures
Location: City Shed
Year Submitted: Ongoing

Department Public Works
Contact Deike
Priority Planned Improvement
Status Active

Description

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

FY24: Reconstruction of loading dock ($25,000)

FY25 - FY28: Misc. Improvements ($8,000/year)

Justification

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

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 '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	25,000	8,000	8,000	8,000	8,000	57,000
Total	25,000	8,000	8,000	8,000	8,000	57,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	7,000					7,000
Transfers to CIP-General Fund	18,000	8,000	8,000	8,000	8,000	50,000
Total	25,000	8,000	8,000	8,000	8,000	57,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0280**

Project Name **Downtown Beautification Program**



Type Improvement
Useful Life 50 years
Category Land Improvements
Location: Downtown
Year Submitted: Ongoing

Department Public Works
Contact Deike
Priority Planned Improvement

Status Active

Description

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

FY24: Decorative Lighting in Rochester Place Alley.
FY25 - FY28: Funds for various streetscape improvements in the downtown area.

Justification

Enhances and improves the appearance of the downtown.

The 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.

Budget Impact/Other

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

Example: Additional lighting would add to electrical costs.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0293**

Project Name **Wheaton Park Improvements**



Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: 124 Charles Street
Year Submitted: 2020

Department Parks
Contact Deike and Tissue
Priority Planned Improvement
Status Active

Description

Based on two public meetings in 2021, a master plan was developed and approved by City Council on November 23, 2021. Implementation is proposed as follows:

FY24: Phase II - Play equipment and stage ($250,000 - $125,000 CDBG and $125,000 Community Project Funding)

Phase I house removal, misting pad, parking and plaza completed in FY23

Justification

Implement master plan that resulted from two public input sessions.

Budget Impact/Other

Park is already in system. Misting pad will require more staff time.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	20,000					20,000
Construction/Maintenance	230,000					230,000
Total	250,000					250,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-Federal	125,000					125,000
Transfers to CIP-CDBG Fund	125,000					125,000
Total	250,000					250,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0308**

Project Name **Police Building Renovation**



Type Improvement
Useful Life 10 - 20 years
Category Buildings and Structures
Location: Police Department
Year Submitted: Ongoing

Department Police
Contact Kifer
Priority Planned Improvement
Status Active

Description

FY24: Includes 1st floor mens locker room renovations, 2nd floor female locker room renovations and 3rd floor building renovations to include new carpet and paint ($170,000).

FY25: Funds will be utilized to address space issues currently impacting HPD. We are seeking to construct a two story storage building on the current grounds. The new building would eliminate the need to purchase additional storage sheds and would allow the department to remove the 3 existing sheds. While the current sheds are in relatively good shape, their appearance is unsightly. The new building would also serve as the impound facility for the department and would provide space for the WMRCL vehicle as well as the bullet recovery system ($450,000).

FY25 through FY28: Includes replacement air handlers and other capital improvement needs that will occur based on the age of the police department building. ($50,000).

FY26: Replace the cooling tower. The current cooling tower was installed in 1992 and is reaching the end of its useful life ($50,000).

Justification

The new storage building would be designed to meet our current space needs with room for future growth. In addition, it would be designed to be more aesthetically pleasing and would match the current architectural style of the Historical Hagerstown Police Department Building. During the 2019 repaving project, it was discovered that several of the posts supporting the chain length fencing around the impound lot had rusted off and the fencing itself was unsightly. As a result, the fencing was removed. A replacement impound area is necessary. While HPD can utilize temporary measures in the interim, the new building would also address the departments impound needs.

The 15 heat pumps in the police building are an integral part of the HVAC system. Replacement will occur only as needed.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	170,000	500,000	100,000	50,000	50,000	870,000
Total	170,000	500,000	100,000	50,000	50,000	870,000

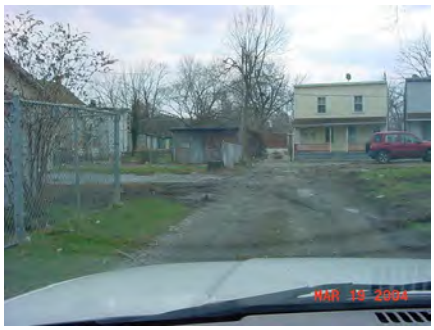
Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	170,000					170,000
Transfers to CIP-General Fund		500,000	100,000	50,000	50,000	700,000
Total	170,000	500,000	100,000	50,000	50,000	870,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0324**

Project Name **Alley Reconstruction**



Type Improvement
Useful Life 40 years
Category Infrastructure-Alleys
Location: Various locations
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Replace deteriorated alleys. In 2014 staff conducted a comprehensive condition survey of all the alleys in the City and the overall network was found to be in relatively poor condition.

FY24: Alley 3-12 (1st street to Wilson) - $55,000; Alley 5-64 (E.Irvin to Magnolia) - $55,000; Alley 1-118 (Clarkson to Alley 1-115) - $50,000 . See CIP 59-C0444 for Stormwater portion on Alley 3-12

FY25: Alley 4-53 (Cleveland to Cannon) - $100,000; Alley 2-35 (Summer to Dead End) - $30,000

FY26: Alley 5-37 (Cypress to Magnolia) - $15,000; Alleys 3-18 & 3-19 (Memorial to Eastern) - $35,000; Alley 5-55 (Margurite to Irvin) - $50,000

FY27 - FY28: Various - Exact locations to be determined $90,000

Justification

Replacement-useful life has been exhausted and surface is deteriorated.

Budget Impact/Other

Operational impact is minimal (less than $1,000/year saved) since the City performs little maintenance on alleys. However, the Public demands better road conditions and this addresses that service request.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	160,000	130,000	100,000	90,000	90,000	570,000
Total	160,000	130,000	100,000	90,000	90,000	570,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
State Highway User Revenue		130,000	100,000	90,000	90,000	410,000
Transfers to CIP-CDBG Fund	160,000					160,000
Total	160,000	130,000	100,000	90,000	90,000	570,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0326

Project Name City Hall Improvements



Type Replacement
Useful Life 15 years
Category Buildings and Structures
Location: City Hall
Year Submitted: 1990

Department Public Works
Contact Deike
Priority Planned Improvement

Status Active

Description

FY24: Remodel lobby area ($150,000); Asbestos Tile Removal ($10,000); Elevator ($200,000); additional studio included under C0569

FY25: Paint Exterior Stairwell ($25,000); Asbestos Tile Removal ($10,000)

FY26: Replace second of two boilers. Boiler to be replaced originally installed in 1992 ($45,000); Office Remodel ($25,000)

FY27 - 28: Miscellaneous Repairs ($20,000/year); Asbestos Tile Removal ($10,000/year)

Justification

The building contains a fair amount of asbestos floor tile. The plan is to remove the tile a portion at a time. This will be a long term project (plus or minus 10 years).

The lobby remodel would occur once support services is relocated, possibly spring of 2023. If later, remodel could be a FY24 project. Remodel to include media studio plus other services.

Budget Impact/Other

Asbestos tile removal reduces liability

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	360,000	35,000	70,000	30,000	30,000	525,000
Total	360,000	35,000	70,000	30,000	30,000	525,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	200,000					200,000
CIP Fund - GF Fund Balance	75,000					75,000
CIP Fund Balance	85,000					85,000
Transfers to CIP-General Fund		35,000	70,000	30,000	30,000	165,000
Total	360,000	35,000	70,000	30,000	30,000	525,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0352

Project Name Fuel Station Improvements



Type Maintenance
Useful Life 10 years
Category Buildings and Structures
Location: 51 W. Memorial Blvd
Year Submitted: 2017

Department Public Works
Contact Deike
Priority Planned Improvement
Status Active

Description

FY24: Replace dispensing units currently installed ($40,000).

Justification

Fuel management system was installed in 2007. System updates are increasingly difficult and parts are becoming obsolete.

FY38: Total replacement of the underground Fuel Tanks and piping. Tanks were installed in March 2008 and have a 30-year warranty

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	35,000					35,000
CIP Fund Balance	5,000					5,000
Total	40,000					40,000

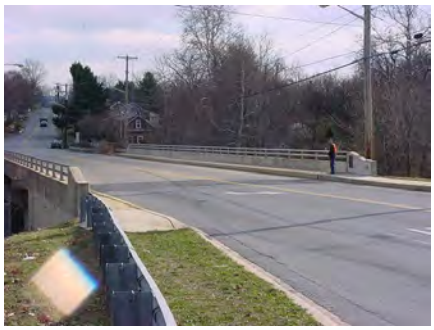
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0400**

Project Name **Bridge Repair Program**



Type Maintenance
Useful Life 30 years
Category Infrastructure-Bridges
Location: City-Wide
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Cost Avoidance

Status Active

Description

Inspect, maintain, and repair 13 existing bridges (any structure longer than 20 ft.) per bi-annual (occuring in odd years) inspection required by law.

FY25: Repairs as determined by latest bridge inspections; such as bridge deck joints seal replacement, traffic barrier, scupper drains, or concrete repairs ($100,000). Major bridges are inspected every two years with the next being in 2023 and funded by County and State

FY25: Minor bridge inspections ($15,000). The City's 18 minor bridges (6 to 20' long) are inspected every 4 years with the next being in 2024 during FY25.

FY26: Repairs as determined by latest bridge inspections ($75,000).

FY28: Major bridge repairs to be determined ($1,000,000)

Justification

Rehabilitates deteriorating facilities. County passes State/Federal funds for major repairs through to City as they see the priorities.

Budget Impact/Other

Operational budget should be used for routine maintenance. This will not change drastically as contract work would address bigger/structural issues. Less than $1,000 is spent on each bridge per year.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance		115,000	75,000		1,000,000	1,190,000
Total		115,000	75,000		1,000,000	1,190,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-State					800,000	800,000
Transfers to CIP-General Fund		115,000	75,000		200,000	390,000
Total		115,000	75,000		1,000,000	1,190,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0433**

Project Name **Signal Controller Upgrades**



Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: Various locations
Year Submitted: 1993

Department Public Works
Contact Deike
Priority Planned Improvement

Status Active

Description

FY24 - FY28: Traffic signal improvements and replacements of conflict monitors, controllers, cameras and emergency batteries.

Justification

To upgrade traffic monitoring system to improve traffic flow.

Budget Impact/Other

Improved Traffic Efficiency

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	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

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General 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 '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0439**

Project Name **Steam Engine Museum**



Type Improvement
Useful Life 10 - 20 years
Category Buildings and Structures
Location: City Park
Year Submitted: 1990

Department Parks
Contact Deike and Tissue
Priority Planned Improvement
Status Active

Description

A master plan of improvements was developed and reviewed with the Mayor and Council in September 2017 and determined immediate and long-term needs for the museum. Improve facility based on strategic plan to make the facility more family oriented as follows:

FY24: Renovate locomotive and build new cover pavilion ($633,000 awarded Maryland Transportation Alternatives Program Grant along with $160,000 in City matching funds).

FY25: Youth oriented items, hands on activities, signage, and new programs ($50,000).

FY26: New Roof on Museum ($10,000); miscellaneous improvements ($5,000).

Justification

By undertaking additional future improvements, we would diversify the attractions that will result in the opportunity to provide a wide array of interpretive programs to the visiting public. The end result will be continued must-see destination for the train enthusiast and the public at-large.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	793,000	50,000	15,000			858,000
Total	793,000	50,000	15,000			858,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund - GF Fund Balance	137,000					137,000
Grants-Federal	633,000					633,000
Transfers to CIP-General Fund	23,000	50,000	15,000			88,000
Total	793,000	50,000	15,000			858,000

City of Hagerstown, Maryland

Project # 45-C0451

Project Name Geographic Information System



Type Improvement
Useful Life 5 years
Category Software
Location: City-Wide
Year Submitted: Ongoing

Department Information Technology
Contact Snyder
Priority Planned Improvement

Status Active

Description

GIS is an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced data. This CIP project continues to expand on the 2010 GIS Strategic Plan in accomplishing the organization of this data and making it available for all City departments for use in the analysis of their operations.

Justification

This technology is vital in integrating with our financial systems, including utility billing and taxes, and to provide information to our citizens via our improved transparency portal (accessed via the internet). The State will continue to look for this type of enhanced information in coordination with their StateStat initiatives.

Budget Impact/Other

Software maintenance fees are currently budgeted and included for the ESRI GIS platform and BuildingBlocks software in the IT expense budget (as an annual software maintenance cost).

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	15,000	15,000	15,000	15,000	15,000	75,000
Equip/Vehicles/Furnishings	20,000	20,000	20,000	20,000	20,000	100,000
Total	35,000	35,000	35,000	35,000	35,000	175,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	35,000					35,000
Transfers to CIP-Electric Fund		8,750	8,750	8,750	8,750	35,000
Transfers to CIP-General Fund		8,750	8,750	8,750	8,750	35,000
Transfers to CIP-Wastewater Fund		8,750	8,750	8,750	8,750	35,000
Transfers to CIP-Water Fund		8,750	8,750	8,750	8,750	35,000
Total	35,000	35,000	35,000	35,000	35,000	175,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0458**

Project Name **Sidewalk Replacement Program**



Type Maintenance
Useful Life 30 years
Category Infrastructure-Sidewalks
Location: City-Wide
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement
Status Active

Description

Replacing deteriorated sidewalks is the City's responsibility. With implementation of the new stormwater utility, curbs will be replaced by the City as funded by the Stormwater Protection enterprise fund (59-C0459) and replacement of sidewalks (including sidewalks damaged by street trees) will be funded by the general fund. This general fund contribution is possible due to savings of removing all stormwater costs from General Fund.

Justification

Improvement of deteriorating facilities and remove tripping hazards in sidewalks.

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilities, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

Assume $5,000 per year budget increase to maintain level of work completed when inflation is considered.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	130,000	135,000	140,000	145,000	150,000	700,000
Total	130,000	135,000	140,000	145,000	150,000	700,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
State Highway User Revenue	130,000					130,000
Transfers to CIP-General Fund		135,000	140,000	145,000	150,000	570,000
Total	130,000	135,000	140,000	145,000	150,000	700,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0522**

Project Name **City Park Improvements**



Type Improvement
Useful Life 25 years
Category Land Improvements
Location: City Park
Year Submitted: Ongoing

Department Parks
Contact Deike and Tissue
Priority Planned Improvement
Status Active

Description

Construction improvements throughout City Park.

FY24: Improve the upper parking lot ("Burnap" lot) by tennis court ($350,000 - $280,000 Highway User Revenue, $70,000 CDBG) with $100,000 additional under Stormwater; rebuild pedestrian bridges in park ($60,000 - CDBG funds); update and add to Christmas display ($20,000).

FY25: Add plumbing and fixtures to parks maintenance shop to create employee restroom ($5,000); new gazebo by Mansion House ($20,000 POS 90% POS, 10% GF); repaint porch, reconstruct railing, replace fron steps and repair rear wall at Mansion House($30,000 90% POS, $10% GF); band shell movie screen ($45,000).

FY26: Construct restrooms on Museum Drive parking lot ($400,000 - 90% POS, 10% GF)

FY27 - FY28: Miscellaneous projects ($30,000/year)

Justification

Parking lot will provide additional and more efficient parking.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

The restrooms will add to utility costs (water, sewer, electric) as will the additional Christmas lights (electric).

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	430,000	100,000	400,000	30,000	30,000	990,000
Total	430,000	100,000	400,000	30,000	30,000	990,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-State Program Open Space		45,000	360,000			405,000
State Highway User Revenue	280,000					280,000
Transfers to CIP-CDBG Fund	130,000					130,000
Transfers to CIP-General Fund	20,000	55,000	40,000	30,000	30,000	175,000
Total	430,000	100,000	400,000	30,000	30,000	990,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0560**

Project Name **Traffic Calming**



Type Improvement
Useful Life 30 years
Category Infrastructure-Streets
Location: Various locations
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Construct physical improvements to force traffic to slow down (i.e., pinch points, circles, offsets, etc.)
Engineering Department developed a policy that was approved by City Council in October 2011.

FY24: Mulberry Avenue at Pangborn Boulevard ($35,000)

FY25 - FY28: Working with various Neighborhood First groups, and following our policy, install medians, mini roundabout, or choker islands to reduce speed of traffic. Staff has received numerous complaints about excessive speed and these measures would be effective in "capping" these speeds. ($35,000/year)

Justification

Police enforcement is only useful as long as police are visible. These improvements would be effective all of the time.

The Comp Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Budget Impact/Other

Increased maintenance of each new island where landscaping is installed. DPW staff would have to work in island two or three times annually to maintain.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	35,000	35,000	35,000	35,000	35,000	175,000
Total	35,000	35,000	35,000	35,000	35,000	175,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	35,000					35,000
Transfers to CIP-General Fund		35,000	35,000	35,000	35,000	140,000
Total	35,000	35,000	35,000	35,000	35,000	175,000

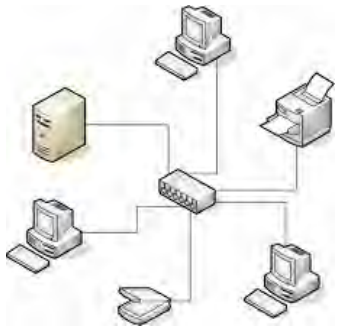
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0568**

Project Name **Cable Inet**



Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: City-Wide
Year Submitted: 2001

Department Information Technology
Contact Nicewarner
Priority Contract Obligation

Status Active

Description

Per the Cable Franchise Agreement with Antietam Cable, funds are provided to this CIP to allow for the maintenance and enhancement of the Institutional Network as defined in the agreement. Funds go to the maintenance and new connectivity of network services to our outlying buildings, as well as the network to allow all to communicate with each other. These buildings include those of the BOE and HCC ownership. There is current uncertainty concerning the future continuation on this project pending FCC ruling and regulations.

Justification

The needs continue for the sharing of data between the major governmental agencies within the County due to consolidation opportunities and governmental transparency initiatives. The use of these funds is contractually required through the cable franchise agreement in place with Antietam Cable.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	14,000	14,000	14,000	14,000	14,000	70,000
Total	14,000	14,000	14,000	14,000	14,000	70,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
PEG Fee	14,000	14,000	14,000	14,000	14,000	70,000
Total	14,000	14,000	14,000	14,000	14,000	70,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0569**
Project Name **Cable PEG**



Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: City-Wide
Year Submitted: 2015

Department Information Technology
Contact Nicewarner
Priority Contract Obligation

Status Active

Description

Per the Cable Franchise Agreement with Antietam Cable, funds are provided to this CIP to allow for the maintenance and enhancement of the Public, Educational, and Government services provided by the agreement. These funds will go towards continued modifications/expansion of services from the TV studio, improvements to the BOE and HCC video production equipment, and other equipment needs as provided by the agreement. There is current uncertainty concerning the future continuation on this project pending FCC ruling and regulations.

FY24: Television Studio City Hall and other projects as noted above ($293,000).

Justification

These funds are provided by the cable system per the agreement and are mandated to be used for capital purchases fitting the purpose of PEG activities and services. The amounts shown are the PEG portion of the total remittance from ACTV per the franchise agreement.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	293,000	36,000	36,000	36,000	36,000	437,000
Total	293,000	36,000	36,000	36,000	36,000	437,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	257,000					257,000
PEG Fee	36,000	36,000	36,000	36,000	36,000	180,000
Total	293,000	36,000	36,000	36,000	36,000	437,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0570

Project Name Parks Vehicles and Equipment



Type Replacement
Useful Life 5 - 10 years
Category Automobiles and Trucks
Location: Fairground Park
Year Submitted: Ongoing

Department Parks
Contact Deike and Haddock
Priority Planned Improvement

Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY24: Replace 2004 Ford pickup #312 ($45,000); 2009 Chevy pickup #313 ($45,000); 2012 Ford Dump truck #318 ($140,000)

FY25: Replace 2013 Gator #315 ($10,000); 2012 Gator #316 ($10,000); 2004 JD Tractor #375 ($25,000); 2007 Gator #378 ($10,000); 1999 Wacker roller #388 ($28,000); additional new chipper ($42,000)

FY26: Replace 2015 Chevy pickup #300 ($43,000); 2014 Ford pickup #311 ($47,000); 2004 JD tractor #374 ($25,000)

FY27: Replace 2014 Dodge Dump truck #303 ($125,000); 2012 Chevy pickup #309 ($45,000)

FY28: Replace 2016 Ford F550 Dump Truck #308 ($125,000); 2012 Chevy 2500 4x4 #371 ($45,000); 2017 John Deere Gator #397 ($10,000)

Justification

Improved Service.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	230,000	125,000	115,000	170,000	180,000	820,000
Total	230,000	125,000	115,000	170,000	180,000	820,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing (General Fund)				125,000	125,000	250,000
CIP Fund Balance	15,000					15,000
Transfers to CIP-General Fund	215,000	125,000	115,000	45,000	55,000	555,000
Total	230,000	125,000	115,000	170,000	180,000	820,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0576**

Project Name **Recreation Vehicles and Equipment**



Type Replacement
Useful Life 5 - 10 years
Category Automobiles and Trucks
Location: Public Works
Year Submitted: 2022

Department Recreation
Contact Deike
Priority Planned Improvement
Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY25: Replace 2007 Ford Focus - #304 ($40,000)

Justification

Unit #304 is a 2007 model vehicle that was passed onto recreation from another department.

Budget Impact/Other

Maintenance costs will be lowered

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings		40,000				40,000
Total		40,000				40,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund		40,000				40,000
Total		40,000				40,000

Project # 45-C0594

Project Name Installation of Trees Using FCA Funds



Type Improvement
Useful Life 100 years
Category Land Improvements
Location: City-Wide
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Installation of street trees to improve aesthetics and livability, and as an initiative to improve our older neighborhoods. Estimate of funds is based on projected development that would pay into fund in lieu of planting trees on their site or offsite. This CIP is for the use of Forest Conversation Act funds (FCA) when developers pay the "fee in lieu". To meet the canopy requirements established by the MD DNR, we assume 70% of these funds will be used in open spaces (parks, golf course) and the 30% balance as street trees. The City plans to do new canopy assessment in 2023 and is working toward achieving a goal of 30% tree cover in the city by 2050.

See also CIP# 59-C0594 for tree planting using stormwater protection funds.

FY24 - FY28: Assumed amounts of funds received from developments including Currwood, Kilpatrick Woods, Brookmeadow, Unger and others.

Justification

Benefits the community and proven to make neighborhoods more "livable", safer, and appealing.

The Comp Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Budget Impact/Other

No impact in next five years as trees grow. Assume City spends $16,000 annually to maintain all street trees. Potentially significant future costs. Arborist may need to be hired to maintain trees and eventually they need replaced. Sidewalk damage caused by trees is also City responsibility (but can be minimized by selecting appropriate species).

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	2,000	5,000	5,000	5,000	5,000	22,000
Total	2,000	5,000	5,000	5,000	5,000	22,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Reforestation Funds	2,000	5,000	5,000	5,000	5,000	22,000
Total	2,000	5,000	5,000	5,000	5,000	22,000

Project # 45-C0595

Project Name New Sidewalks



Type Improvement
Useful Life 30 years
Category Infrastructure-Sidewalks
Location: Various locations
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Public Safety

Status Active

Description

The City's "Complete Streets" policy has a stated goal of a complete network of sidewalks in the community, creating a path that connects several neighborhoods and commercial areas. Grant assistance will be sought when possible.

FY25: Security Road: ($150,000 CDBG) In conjunction with land development and street overlay, install 1800 LF of sidewalk and new curb from Fairgrounds Park to Brookline Avenue to create a safer walkway to park from the east.

FY26: Daycotah Avenue ($80,000)

FY27: Columbia Avenue ($80,000)

FY28: Route 65 (East Side) from Wilson Boulevard to Scarlett Hills $500,000. City to request SHA "retrofit grant" (Fund 79 Program - New Sidewalk Construction for Pedestrian Access). Contingent upon 100% State Funding.

Justification

A sidewalk system encourages City residents to walk rather than drive to their destination. New sidewalks will help complete the current system on City-owned property, targeted to be built near schools and where residential and commercial areas border one another. The sidewalk system will be further enhanced by upgraded park amenities and additional landscaping as part of the Livable City initiatives.

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilities, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

Enforcement of snow removal, but all maintenance costs transferred to adjoining property owner.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance		150,000	80,000	80,000	500,000	810,000
Total		150,000	80,000	80,000	500,000	810,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-State					500,000	500,000
Transfers to CIP-CDBG Fund		150,000				150,000
Transfers to CIP-General Fund			80,000	80,000		160,000
Total		150,000	80,000	80,000	500,000	810,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0606**

Project Name **Eastern Boulevard North Extension**



Type Improvement
Useful Life 25 years
Category Infrastructure-Streets
Location: Eastern Blvd
Year Submitted: 2004

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

This is a new four-lane section connecting Eastern Boulevard @ Antietam Drive to Leitersburg Pike @ Marsh Pike intersection. Road is 6,400 lineal feet and improves intersections at each end. This is assumed to be a county project but is expected to be built to City street standards. Majority of right-of-way is anticipated to be donated, but is valued at approximately $1,500,000. City will contribute funds donated by local Cortland development ($335,524). County reports the work will be completed in a 2027 to 2031 time frame.

Justification

Increase traffic capacity, minimize congestion on Route 60 from Marsh Pike to Northern Avenue, and opens land for additional development and County park lands.

The draft Comp Plan recommends working with other agencies to pursue the timely complettion of selected projects that facilitate traffic movement around the City's periphery. The project was specifically identified.

Budget Impact/Other

Assuming annexation and City taking over road maintenance, long-term increase of roughly $30,000 annually for plowing, pavement, maintenance, and pavement markings on new road within the City limits. Additional lighting costs of $4,000 annually.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance					335,524	335,524
Total					335,524	335,524

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others					335,524	335,524
Total					335,524	335,524

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0624**

Project Name **Fairground Grandstand Improvements**



Type Improvement
Useful Life 25 - 50 years
Category Buildings and Structures
Location: Fairground Park
Year Submitted: 2004

Department Parks
Contact Deike
Priority Planned Improvement

Status Active

Description

City Council endorsed concept plan in 2007 that converts the grandstand into a "community center". The building could provide two full size athletic courts, walking/jogging trail, and could support a 1290-seat auditorium or be converted to a 155 booth craft/expo area or a 980-seat banquet area. Cost is estimated at $10 million which is unattainable at this time.

FY24: Repair concrete steps on both ends of the grandstand ($10,000).

FY25: Add ceiling fans to fit room to distribute heat evenly; insulate Police Athletic League weight rooms ($10,000).

FY26 - FY28: Miscellaneous Repairs ($10,000/year).

Justification

Rehabs deteriorating facilities, adds to community, and allows the park to be used all four seasons of the year.

The Comprehensive Plan recommends exploring development of an indoor recreation center with multi-purpose rooms for use by residents and community groups.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
Total	10,000	10,000	10,000	10,000	10,000	50,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	10,000					10,000
Transfers to CIP-General Fund		10,000	10,000	10,000	10,000	40,000
Total	10,000	10,000	10,000	10,000	10,000	50,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0626**

Project Name **Fairgrounds Park Improvements**



Type Improvement
Useful Life 15 - 25 years
Category Infrastructure-Streets
Location: Fairground Park
Year Submitted: 2004

Department Parks
Contact Deike and Tissue
Priority Planned Improvement

Status Active

Description

Maintenance and improvements to various items in the park per the following schedule:

FY24: Fairgrounds Park shop refinish floor ($5,000); other repairs ($5,000).

FY25-FY26: General repairs and maintenance ($10,000).

FY27: Parking improvements to lot east of the BMX track ($250,000).

FY28: Epoxy coat floors in softball and soccer field restrooms ($40,000).

Justification

Floors and repairs to improve employee working conditions

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	10,000	10,000	10,000	250,000	40,000	320,000
Total	10,000	10,000	10,000	250,000	40,000	320,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	10,000					10,000
Grants-State Program Open Space				225,000		225,000
Transfers to CIP-General Fund		10,000	10,000	25,000	40,000	85,000
Total	10,000	10,000	10,000	250,000	40,000	320,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0665**

Project Name **Parks Citywide Upgrades**



Type Improvement
Useful Life 30 years
Category Infrastructure-Parks
Location: Various Parks
Year Submitted: 2020

Department Parks
Contact Deike and Tissue
Priority Documented Savings

Status Active

Description

Upgrades, repairs, improvements in various parks:

FY24: Hager Park - replace roof on garage ($5,000); Staley Park - replace roofs on National Little League dugouts and concession stand ($10,000); Ridge Avenue playground, Hamilton playground - create handicap parking for each ($50,000).

FY25: University Plaza-Refinish and repair main fountain ($35,000); Hellane Park- Install new fence at Colt League first base foul line ($50,000).

FY26-FY28: miscellaneous upgrades, repairs, improvements in various parks ($20,000/yr).

Justification

Provides better parking accessibility for handicap drivers to these parks and playgrounds. Keeps rain and snow from entering facilities allowing for longer lasting structures.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	65,000	85,000	20,000	20,000	20,000	210,000
Total	65,000	85,000	20,000	20,000	20,000	210,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	15,000					15,000
State Highway User Revenue	50,000					50,000
Transfers to CIP-General Fund		85,000	20,000	20,000	20,000	145,000
Total	65,000	85,000	20,000	20,000	20,000	210,000

Project # **45-C0678**

Project Name **Planning & Code Admin Vehicles**



Type Replacement
Useful Life 5 years
Category Automobiles and Trucks
Location: City-Wide
Year Submitted: 2023

Department Planning
Contact Maher
Priority Planned Improvement
Status Active

Description

Per the Vehicle and Equipment Replacement Schedule:

FY24: 2006 Chevy Colorado #471 ($35,000)

FY25: 2007 Ford Ranger #452 ($35,000), 2005 Jeep Liberty #472 ($40,000)

FY26: 2014 Ford F150 #410 ($38,000)

FY27: 2014 Ford F150 #411 ($38,000)

FY28: 2014 Ford F150 #412 ($38,000)

Justification

Staff need dependable vehicles to conduct daily inspections and patrol of the City. Vehicles are also used to carry materials to sites to secure vacant structures, pick up dumped items, etc.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	35,000	75,000	38,000	38,000	38,000	224,000
Total	35,000	75,000	38,000	38,000	38,000	224,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund	35,000	75,000	38,000	38,000	38,000	224,000
Total	35,000	75,000	38,000	38,000	38,000	224,000

Project # 45-C0685

Project Name Professional Court Extension



Type Increase Capacity
Useful Life 25 years
Category Infrastructure-Streets
Location: Professional Court
Year Submitted: 2005

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Mayor & Council approved a Memorandum of Understanding (MOU) with Washington County on this project in April 2020.

The overall project is the creation of a new street network beyond the current eastern edge of the City. Washington County government recently completed the initial phases of the street network, and construction of a new 307' long multi-span bridge over Antietam Creek providing a connection between the Eastern Boulevard corridor and Robinwood Drive area. Phase I bridge construction was completed in 2021.

This connection will prove to be a vital link in the community's transportation system on the eastern side of the City and would help to relieve traffic congestion on US Route 40. A road network will make development of the adjoining land as a bio-tech business park more feasible and, if annexed, create economic development opportunities for the City.

Mayor & Council approved a Memorandum of Understanding (MOU) with Washington County on this project in April 2020. Under the MOU, the City's responsibility is the widening and reconstruction of the existing Professional Court to accommodate the new multi-span bridge over Antietam Creek. Construction of the City's section will start in early 2023 and be completed in early 2024. Staff acquired $1,250,000 in Appalachian Regional Commission (ARC) funds ($350,000 to be spent in FY23 with remaining $900,000 in FY24). ARPA funding will be $1,150,000.

Justification

Provides redundant, more direct access to area (where hospital is now located) from the downtown and north side of the City.

The City's Comprehensive 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 $35,000 annually for plowing, pavement maintenance, and pavement markings on new road within City limits. Additional lighting costs of $3,000 annually. If bridge becomes part of City infrastructure, additional annuallized cost of $100,000 may be incurred.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	2,300,000					2,300,000
Total	2,300,000					2,300,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	1,150,000					1,150,000
CIP Fund - GF Fund Balance	72,000					72,000
CIP Fund Balance	178,000					178,000
Grants-Federal	900,000					900,000
Total	2,300,000					2,300,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0687**

Project Name **Consolidation of Public Safety Assets**



Type Replacement
Useful Life Indefinite
Category Buildings and Structures
Location: To be determined
Year Submitted: 2017

Department Fire
Contact Lohr
Priority Planned Improvement

Status Active

Description

Combine and collocate HFD Headquarters, shift commander, and Fire Marshal's office with one or more volunteer owned engine companies.

FY24: Design for Wakefield Road location ($500,000)

FY24: Land Acquisition ($105,000) and final design for 441 South Potomac Street location, ($500,000)

FY25: Site remediation and prep for 441 South Potomac Street site per MDE standards, bid construction for new facility ($6,000,000)

FY26: Site remediation and prep for Wakefield Road site per MDE standards, bid construction for new facility ($6,000,000)

Justification

Fire department headquarters has been sold with a projected eviction date of August 2024. Land acquisition for two future sites has been approved by Mayor & Council. HFD staff recommends relocation and merger of up to four existing functions currently in three facilities into one location in a new facility at 441 South Potomac Street. In addition, staff recommends the redeployment of FS-4 (Washington Square) to the 100 Block of Wakefield Rd to better cover areas of the city where response times routinely exceed national standards. These moves are designed to increase staffing in two engine companies, while spreading the deployment coverage footprint and response efficiencies to larger portions of the city while reducing the overall footprint of the HFD. This is necessary for several reasons: 1) in order to achieve a realistic staffing model where a minimum of three personnel are assigned per company, and 2) to redeploy existing assets out of the arts and entertainment district while distributing companies where growth has, is, and will continue to occur. Land acquisition should be completed for the Wakefield location in FY23 ($200,000.00). Staff recommends design and site analysis ($500,000 each) in FY24 with construction on the South Potomac site ASAP. The Wakefield Rd site may be deferred to the future when CIP funds are available based upon need, priority, and Bond capacity. New construction is estimated at $300 /square foot in FY24 dollars.

The Comprehensive Plan recommends the creation of City public service facilities that ensures continued high quality of service to our citizens; proposal anticipates creating greater efficiency and effectiveness of service.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	1,000,000					1,000,000
Land Acquisition	105,000					105,000
Construction/Maintenance		6,000,000	6,000,000			12,000,000
Total	1,105,000	6,000,000	6,000,000			13,105,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing (General Fund)		6,000,000	6,000,000			12,000,000
CIP Fund - GF Fund Balance	1,105,000					1,105,000
Total	1,105,000	6,000,000	6,000,000			13,105,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0717**
Project Name **Multi-Use Trails**



Type Improvement
Useful Life 15 - 25 years
Category Land Improvements
Location: Memorial Blvd
Year Submitted: 2011

Department Engineering
Contact Tissue
Priority Probable Grant

Status Active

Description

FY27: Construct a multi-use (pedestrian, bicycle, rollerblade, etc.) path and/or trail adjacent to Marsh Run. Marsh Run Trail would connect City Park to Municipal Stadium. Project is complete east of Potomac Street. Preliminary design of the 2000 LF "missing link" of the "Marsh Run" Trail commenced in 2015 and was funded by a "Bike Maryland" MDOT Grant. CSX RR granted initial permission to install a tunnel under their spur. Final design completed in 2023 and construction will be in 2025 (before CSX approvals expire).

Justification

The Bicycle Advisory Committee endorsed a plan to create a multi-use trail from Hager Park to City Park. Project will become more justified if the Field House is constructed at the Municipal Stadium site at east end of trail.

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilities, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance				2,500,000		2,500,000
Total				2,500,000		2,500,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-Federal				2,000,000		2,000,000
Transfers to CIP-General Fund				500,000		500,000
Total				2,500,000		2,500,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0718**

Project Name **Public Works Storage Yard Expansion**



Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: 50 W. Memorial Blvd.
Year Submitted: 2006

Department Public Works
Contact Deike
Priority Planned Improvement

Status Active

Description

Develop the vacant lot across from the Department of Public Works and Bester Elementary School.

FY26: Site planning for a new facility ($10,000); construct a new Public Works vehicle and equipment storage building ($900,000).

Justification

Master plan approved by the Mayor and Council. This building would allow protection from the elements for many of the trucks and equipment.

Budget Impact/Other

Additional building maintenance costs and grounds costs.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design			10,000			10,000
Construction/Maintenance			900,000			900,000
Total			910,000			910,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing (General Fund)			900,000			900,000
Transfers to CIP-General Fund			10,000			10,000
Total			910,000			910,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0735**

Project Name **Northwest Connector**



Type Increase Capacity
Useful Life 25 years
Category Infrastructure-Streets
Location: Haven Road to Marshall Street
Year Submitted: 2006

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

In conjunction with the Kilpatrick Woods, Haven Heights, and other development and consistent with the Comprehensive Plan and presentation to City Council in July of 2006, the City share would be a 60' clear span bridge over railroad and a road from the bridge to Marshall Street (unless development proposed otherwise). The traffic study was finalized in January 2012 but will need updated as the project gets closer to reality.

Justification

Traffic volumes on Salem Avenue increased 90% between 1997 and 2012 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 the "missing link" in the transportation system.

The Comprehensive 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 '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design		80,000				80,000
Land Acquisition		200,000				200,000
Construction/Maintenance			1,500,000	3,400,000		4,900,000
Total		280,000	1,500,000	3,400,000		5,180,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing (General Fund)			1,000,000	1,000,000		2,000,000
Contribution by Others			500,000	2,400,000		2,900,000
Transfers to CIP-General Fund		280,000				280,000
Total		280,000	1,500,000	3,400,000		5,180,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0739**

Project Name **Municipal Financial System**

Type Maintenance
Useful Life 5 years
Category Software
Location: City Hall
Year Submitted: 2014

Department Information Technology
Contact Snyder
Priority Planned Improvement

Status Active

Description

This project will allow for investment in new technologies to be offered by Tyler Technologies for the MUNIS Financial Sysem utilized by the City.

FY24-FY28: Miscellaneous System Upgrades ($16,000/year)

Justification

The City workforce has become an increasingly mobile one. There are now needs for staff to have the capability to access our financial systems from the field (via tablet or mobile devices) due to onsite inspections or various Engineering or Utility projects. These enhancements and upgrades to our Financial System will provide increased operational capability as well as place our Financial system on currently supported technology from our vendor, allowing us to serve citizens in the most effective way possible.

Budget Impact/Other

Software maintenance fees for our entire suite of modules within the MUNIS Financial system will increase, based upon the acquisition of new modules. These costs are not known until the software is approved and/or acquired. These increases will be reflected in the IT expense budget (as overall software maintenance costs).

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Software	16,000	16,000	16,000	16,000	16,000	80,000
Total	16,000	16,000	16,000	16,000	16,000	80,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	16,000					16,000
Transfers to CIP-Electric Fund		3,800	3,800	3,800	3,800	15,200
Transfers to CIP-General Fund		3,800	3,800	3,800	3,800	15,200
Transfers to CIP-Parking Fund		800	800	800	800	3,200
Transfers to CIP-Wastewater Fund		3,800	3,800	3,800	3,800	15,200
Transfers to CIP-Water Fund		3,800	3,800	3,800	3,800	15,200
Total	16,000	16,000	16,000	16,000	16,000	80,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0751

Project Name Neighborhood Park Development



Type Improvement
Useful Life 25 years
Category Land Improvements
Location: City-Wide
Year Submitted: 2009

Department Parks
Contact Deike and Tissue
Priority Planned Improvement

Status Active

Description

City staff will be collaborating with Neighborhood 1st Groups, interested residents, and area businesses to develop new urban parks and pocket parks in underserved areas. Parks division goal is to provide a "quality park within walking distance from every residence in Hagerstown" (defined as 1/4 mile).

FY24: Antietam Creek Waterway Trail: Complete construction and amenities of watercraft access upstream of Mt. Aetna Road bridge and portage trail under bridge to below dam.
($350,000 - including $45,000 POS awarded in FY21, $270,000 POS request for FY24 and $35,000 in City match funding - $30,000 HUR, $5,000 CIP FB).

FY27: Woodland Way Park: County will convey park to City after they make upgrades; sign upgrades and miscellaneous work to bring up to City standards ($10,000 General Fund).

Justification

Our Comprehensive Plan recommends developing new neighborhood parks and pocket parks in under-served portions of the City. Specific areas of future need are: 1) Salem Ave corridor, 2) Wilson Blvd corridor, and 3) Potomac Ave corridor.

The creation of these parks will offer more recreation opportunities for the children and families in the selected neighborhoods. By inviting the neighbors to have input in the design and the basis of the parks, the community develops a sense of pride and responsibility for maintaining and using those spaces.

Budget Impact/Other

Additional operating costs will include mowing, tree trimming, etc.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	350,000			10,000		360,000
Total	350,000			10,000		360,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	5,000					5,000
Grants-State Program Open Space	315,000					315,000
State Highway User Revenue	30,000					30,000
Transfers to CIP-General Fund				10,000		10,000
Total	350,000			10,000		360,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0775**

Project Name **Hagerstown Battlefield Park**



Type Improvement
Useful Life 50 years
Category Infrastructure-Parks
Location: Former County Hospital Site
Year Submitted: 2023

Department Engineering
Contact Tissue and Bockmiller
Priority Planned Improvement

Status Active

Description

Acquire property with grants and develop the 7.7 acre site, as a passive history-themed park and attraction to capture regional civil war based tourism downtown. Will also include several interpretive stations throughout downtown and along Virginia Avenue. Primary interpretive theme: 1863 Battle of Hagerstown. Supporting themes include women's history, medical history and Hagerstown in the early republic.

FY24: Federal Grant to acquire the property ($400,000); State Grant for site improvements to be matched by fundraising ($125,000); match being raised by the commission /501.C.3 ($125,000); City Contribution ($50,000)

Justification

Implements multiple policies and actions of the Comprehensive Plan to create open space in an underserved area of the city, catalyze reinvestment of vacant and underutilized properties, and strengthen downtown's role as regional tourist destination. It implements the recommendation of Catalyst Project #4 of the Community's City Center Plan to create a heritage park on the former hospital site to help catalyze development on the surrounding vacant tracts. And it would preserve a significant heritage site in Downtown Hagerstown for interpretation of the 1863 Battle of Hagerstown, as well as the site's history as a gathering point for early 19th century patriotic celebrations, the location of the Hagerstown Female Seminary (Kee Mar College) in the second half of the 19th century, the use of the college building during the Civil War for medical and military purposes, and the location of the County hospital for much of the 20th century.

Reap Credit towards MDE-Stormwater mitigation requirements (Approximately $65,000)

Budget Impact/Other

Site design to be hardened to keep maintenance and potential damage to a minimum. A "Friend Group" or conservancy would be created to support ongoing needs of the facility. Explore "partner park" possible arrangement with Maryland DNR. Basic maintenance (grass cutting) and occasional event programming will require more staff time unless handled by the friends group or state.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	50,000					50,000
Land Acquisition	400,000					400,000
Construction/Maintenance	250,000	850,000				1,100,000
Total	700,000	850,000				1,550,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	50,000					50,000
Contribution by Others	125,000	425,000				550,000
Grants-Federal	400,000					400,000
Grants-State	125,000	425,000				550,000
Total	700,000	850,000				1,550,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0822

Project Name Potterfield Pool Improvements



Type Improvement
Useful Life 25 years
Category Buildings and Structures
Location: Potterfield Pool
Year Submitted: 2011

Department Parks
Contact Deike
Priority Improve Service

Status Active

Description

Maintaining the pool and adding attractions periodically is essential to keeping this facility a vibrant recreation option for City residents.

FY24: Pool Deck light tower fixture replacements to LED ($60,000 - MEA Grant is 85% and 15% City Match)

FY27: White coating of pool. Typical resurfacing is every 5-7 years. Resurfacing was recently completed ($100,000).

Justification

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	60,000			100,000		160,000
Total	60,000			100,000		160,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grant-MEA	51,000					51,000
Transfers to CIP-General Fund	9,000			100,000		109,000
Total	60,000			100,000		160,000

Project # 45-C0843

Project Name Hagerstown Ice Rink



Type Replacement
Useful Life 10 years
Category Buildings and Structures
Location: Ice Rink
Year Submitted: 2013

Department Parks
Contact Deike and Tissue
Priority Planned Improvement
Status Active

Description

The Board of Directors, called the Hagerstown Ice Amateur Athletic Association (HIAAA), began operating the rink in April 2014. The HIAAA is comprised of all the user groups and at-large members. The operating agreement calls for the City to pay for 75% of the capital improvements to the building and ice making equipment with the balance being contributions by HIAAA or others. Rental income will be used in the operating budget to offset the City's portion of utility costs.

FY24: Various Repairs ($25,000)

FY25: Replacement of ice making system - equipment, piping, etc. ($1,500,000).

FY28: Construction of a second sheet of ice ($8,000,000 to include $6,000,000 in contributions, $1,000,000 anticipated from Washington County, and $1,000,000 Bond Financing).

Justification

Supports the Hagerstown Ice Amateur Athletic Association who operates the Ice Rink, which is a city owned building.

FY23 project will improve the air quality within the ice rink arena and grandstand for skate participants and visitors alike by introducing fresh air from the outside and controlling the humidity levels. Condensation, fogging and stale air contribute to a less than ideal breathing environment within the arena.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	25,000	1,500,000			8,000,000	9,525,000
Total	25,000	1,500,000			8,000,000	9,525,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing (General Fund)					1,000,000	1,000,000
Contribution by Others	6,250	375,000			6,000,000	6,381,250
Grants-State					1,000,000	1,000,000
Transfers to CIP-General Fund	18,750	1,125,000				1,143,750
Total	25,000	1,500,000			8,000,000	9,525,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0849**

Project Name **Public Safety Radios and In-Station Alerting**



Type Replacement
Useful Life 10 years
Category Machinery and Equipment
Location: Fire Dept Admin
Year Submitted: 2012

Department Fire
Contact Lohr
Priority Public Safety

Status Active

Description

FY24: Replacement of public safety portable radios and accessories- $750,000 ($675,000 Washington County Grant, $75,000 Contribution from Washington County for all participants of the Grant). Grant will cover a maximum of 60 radios
FY24: 15 portable radios for staff not covered by grant ($187,500 - ARPA)

FY25: Upgrade to both the county radio infrastructure, computer-aided dispatch systems, and station alerting at 7 facilities- $875,000 ($125,000/facility).
FY25: 25 mobile radios: In the event vehicle mobile radios are not compatible with portable radios it is recommended to add a placeholder to replace radios not listed in the grant ($112,500).

Justification

HFD participated in a regional grant with DES and the volunteers that was awarded in FY23. Even though the HFD needs a total of 75 portable radios, the terms and conditions imposed by the county will limit the HFD grant to a maximum of 60 radios. The City will be responsible for a 10% match to the portion of the grant that benefits the city. It is unclear if the grant will also include accessories like spare batteries, chargers, speaker mics and cases. Separately, we recommend a CIP placeholder in FY25 for an anticipated upgrade to both the county radio infrastructure, computer-aided dispatch systems and in-station alerting; costs and timing unknown. We believe that $125,000 /facility (7) is appropriate. This may be accelerated due to the recent IT infrastructure problems with the county.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	937,500	987,500				1,925,000
Total	937,500	987,500				1,925,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	187,500					187,500
Contribution by Others	75,000					75,000
Grants-Federal	675,000					675,000
Transfers to CIP-General Fund		987,500				987,500
Total	937,500	987,500				1,925,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0853**

Project Name **Marsh Run Walls Rehabilitation**



Type Maintenance
Useful Life 30 years
Category Amenities
Location: Marsh Run
Year Submitted: 2013

Department Engineering
Contact Tissue
Priority Cost Avoidance

Status Active

Description

The stone aqueduct was completely rebuilt in 1995. Repairs were completed in August 2013. Additional repairs were completed in 2017 and 2019. This is an ongoig issue and should be addressed every 5 years or so.

FY25: Repairs to continue on other areas identified during inspection.

Justification

This work will help avoid larger expenditures and costly operating maintenace repairs in the future.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance		350,000				350,000
Total		350,000				350,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund		350,000				350,000
Total		350,000				350,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0854

Project Name Downtown Redevelopment



Type Improvement
Useful Life 25 - 50 years
Category Buildings and Structures
Location: 32 N Potomac Street
Year Submitted: 2022

Department Finance
Contact Hepburn
Priority Planned Improvement

Status Active

Description

The acquisition of the 32 North Potomac Street property is consistent with the Mayor and City Council's goals for long-term investments to benefit the citizens of Hagerstown. The former M&T Bank property will be used for City operations to include billing and support services (1st floor) and Department of Community and Economic development (2nd floor).

FY24: Complete construction started in FY23 - $1,490,000 - with $901,000 in remaining ARPA funding, including $50,000 for Utility billing "through the wall" payment kiosk.

Justification

Provide an expanded level of customer service options and social distance options for customers. For customers conducting business with the City's customer service staff, a standard lobby option will remain available on the buildings first floor and new, drive through and payment kiosk options will be available.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	18,000					18,000
Construction/Maintenance	1,422,000					1,422,000
Equip/Vehicles/Furnishings	50,000					50,000
Total	1,490,000					1,490,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	901,000					901,000
CIP Fund Balance	578,150					578,150
Transfers to CIP-General Fund	10,850					10,850
Total	1,490,000					1,490,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0860**

Project Name **Mobile License Plate Readers**



Type Unassigned
Useful Life 5 years
Category Machinery and Equipment
Location: Police Department
Year Submitted: 2014

Department Police
Contact Kifer
Priority Public Safety
Status Active

Description

FY24: Four (4) Mobile License Plate Readers at $15,000 each ($60,000).

Justification

FY24: The Hagerstown Police Department is requesting funding for the purchase of the Axon Fleet 3 ALPR system ($15,000 per unit). This is an in car LPR system that captures and catalogs vehicle registration information during the operation of the assigned police vehicle. It is a complete system that offers HPD the LPR component as well as additional forward facing vehicle cameras, and a camera capturing the transport compartment of the vehicle. These features allow HPD to use the LPR system to add more compliance to bodycam/ custodial video regulations that are coming down from the State. This entire system syncs to evidence.com without additional cost. The cost breakdown includes all equipment, installation, servicing, software updates and licensing for 5 years.

Budget Impact/Other

Post-warrranty maintenance is assumed in the department operating budget.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	60,000					60,000
Total	60,000					60,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Transfers to CIP-General Fund	60,000					60,000
Total	60,000					60,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 45-C0868

Project Name Public Art



Type Improvement
Useful Life 50 years
Category Land Improvements
Location: City-Wide
Year Submitted: 2015

Department Engineering
Contact Tissue
Priority Planned Improvement
Status Active

Description

City currently has 24 unique pieces of public art with several additional in progress. City Council appointed Public Art Commission evaluates opportunities and makes recommendations to City Council. They identify sites within the City for the placement of art that would be site-specific works of art.

FY24: Art in Park Circle triangle as endorsed by Mayor and Council in November 2022 ($50,000); Rochester Mural update ($20,000)

FY25 - FY28: Projects to be determined but to include update to "Faces of Hagerstown" ($60,000/year)

Listed in Mayor and Council's Strategic Plan. Staff will apply for "Public Art Across Maryland" grants on a project by project basis.

Justification

Public art makes a significant statement about the community and is free for people to enjoy and interpret. This is a wonderful opportunity to enrich the cultural experience in our community. The proposed art will not only employ artists but will also build on the economic development aspects of Hagerstown as an artistic destination. Frequently businesses investigating locations for extension of their operations will view such collaborative projects as a strong indicator of the community's forward-thinking ability.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	70,000	60,000	60,000	60,000	60,000	310,000
Total	70,000	60,000	60,000	60,000	60,000	310,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	20,000					20,000
Grants-State	50,000	50,000	50,000	50,000	50,000	250,000
Transfers to CIP-General Fund		10,000	10,000	10,000	10,000	40,000
Total	70,000	60,000	60,000	60,000	60,000	310,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0870**

Project Name **Fire Facilities City Owned Buildings**



Type Maintenance
Useful Life Indefinite
Category Buildings and Structures
Location: Various locations
Year Submitted: 2017

Department Fire
Contact Lohr
Priority Planned Improvement
Status Active

Description

Maintenance of effort funding is requested for the facilities that the city owns and maintains. They are FS-3 @ 100 Eastern Blvd.; HFD Headquarters @ 25 West Church St (sold) and FM office suite (sold); and the Training center at 950 Bowman Ave. Since the lease for 25 West Church St expires in August of 2024, relocation to another facility or renegotiation of the contract/lease is elevated to the highest priority.

FY24: Relocation and move from 25 West Church St to a yet to be determined location until 441 South Potomac St is completed. It is anticipated the cost to relocate the Administrative office will be approximately ($159,000).

FY25: Matching funds for AFF grant to install a point of capture diesel exhaust extraction system in all station bays, ($300,000 - 12 x $25,000).

FY25 - FY28: Miscellaneous planned and unplanned repairs for all facilities ($300,000/year)

Justification

Even though both city owned facilities (FS-3 and Headquarters) are fully sprinklered, the need for cancer preventing diesel point of capture exhaust extraction systems is essential. FS-3 must be so equipped along with any future build outs of city owned facilities. The Antietam Fire Company has agreed to lead an effort to submit for an assistance to FF's grant for all city and volunteer owned stations to procure point-of-capture diesel exhaust extraction systems. If successful, staff recommends budgeting for matching funds in FY25/26.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	159,000	600,000	300,000	300,000	300,000	1,659,000
Total	159,000	600,000	300,000	300,000	300,000	1,659,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
CIP Fund Balance	159,000					159,000
Transfers to CIP-General Fund		600,000	300,000	300,000	300,000	1,500,000
Total	159,000	600,000	300,000	300,000	300,000	1,659,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0871**

Project Name **Fire and EMS Equipment**



Type Replacement
Useful Life 10 years
Category Machinery and Equipment
Location: Administrative Office
Year Submitted: 2020

Department Fire
Contact Lohr
Priority Planned Improvement

Status Active

Description

FY24: Hurst Extrication Tools (Battery powered) for Ladder TK1- cutters, jaws of life, spreaders and rams ($75,000)
FY24: Community Risk Reduction Boards for each Fire Station ($150,000 - ARPA)

FY25-FY28: Replacement of end of life cycle portable equipment ($150,000/yr)

Justification

Battery powered rescue tools that do not require hoses or power units. The battery powered tools are stronger, smaller, and lighter for ease of use.

The first defense against fire is prevention. Getting the message out to the citizens of Hagerstown, really to everyone, to prevent the 911 call is the goal of the fire service. The Fire Department not only responds to emergencies we also work to educate the public about safety. Electronic Sign Boards at all the City fire stations with prevention messages will provide important, and potential lifesaving information.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	225,000	150,000	150,000	150,000	150,000	825,000
Total	225,000	150,000	150,000	150,000	150,000	825,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	150,000					150,000
Transfers to CIP-General Fund	75,000	150,000	150,000	150,000	150,000	675,000
Total	225,000	150,000	150,000	150,000	150,000	825,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **45-C0872**

Project Name **Traffic Beacons**



Type Improvement
Useful Life 30 years
Category Infrastructure-Utilities
Location: City -wide
Year Submitted: 2018

Department Engineering
Contact Tissue
Priority Public Safety

Status Active

Description

Furnish and install Rectangular Rapid-Flashing Beacon (RRFB) traffic beacons with signs and push buttons with ramps as needed.

FY24: RRFB beacons at Hagers Crossing ($70,000) - 50 percent being funded by the Board of Education.

Justification

Justified per "Mid-Block Crosswalk Policy" to advise drivers of crosswalks and other conditions.

School students walking to elementary schools will be aided by beacon activation.

Board of Education requested beacon @ Hagers Crossing Drive and Salem @ Rhode Island

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilities, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	70,000					70,000
Total	70,000					70,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others	35,000					35,000
Grants-State Aid in Lieu of Urban Funds	35,000					35,000
Total	70,000					70,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0090**
Project Name **Electric Vehicles**



Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Electric Department
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Replace fleet vehicles scheduled for replacement under the Vehicle Replacement Program

FY24: Replace 2007 Full Size Pick Up Trucks 101 & 102 [$35,000 ea.], 2007 Full Size 3/4 Ton Pick Up 126 [$45,000], and 2005 Cargo Van 137 [$50,000 ea.]

FY25: Replace 2003 Bucket Truck 124 - on order; FY25 delivery, (PO# 20230148), [$280,000] and 1990 Air Compressor 134 [$30,000]

FY26: Replace 2004 Bucket Truck 128 [$285,000]

FY27: Replace 2007 Trailblazer 113 and 2015 Sedans 110, 111, & 112 [$30,000 ea.], Full Size Pick Up Trucks 122 & 131 [$45,000 ea.]

FY28: Replace 107 Dump [$175,000], 116 Stake-body [$80,000]

Justification

Replace deteriorating mobile equipment to improve safety for workers and to reduce service restoration time.

Budget Impact/Other

Maintenance costs will be reduced with the replacement of older fleet vehicles.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	165,000	310,000	285,000	210,000	255,000	1,225,000
Total	165,000	310,000	285,000	210,000	255,000	1,225,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	165,000	310,000	285,000	210,000	255,000	1,225,000
Total	165,000	310,000	285,000	210,000	255,000	1,225,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0111**

Project Name **Telemetry Equipment**



Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: Electric Department
Year Submitted: 1997

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Construction of communication networks (wired and wireless) to facilitate transmission of data and/or voice from installed devices in the electric system. These devices may be located in City owned facilities or equipment.

Justification

FY24 funds are budgeted to complete the fiber optic installation between Fairgrounds and Mitchell for SCADA communication. Fiscal Years 2025 and beyond provide for maintenance of operation. Any necessary SCADA software upgrades will be in conjunction with C0441.

Budget Impact/Other

HLD installation of communications for SCADA, metering, and system monitoring.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	20,000	5,000	5,000	5,000	5,000	40,000
Equip/Vehicles/Furnishings	30,000					30,000
Total	50,000	5,000	5,000	5,000	5,000	70,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	50,000	5,000	5,000	5,000	5,000	70,000
Total	50,000	5,000	5,000	5,000	5,000	70,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0118**

Project Name **Central Substation**



Type Improvement
Useful Life 25 years
Category Infrastructure-Utilities
Location: Church Street
Year Submitted: 2006

Department Electric Fund
Contact Fridinger
Priority Planned Improvement
Status Active

Description

Construct new 34.5/13.8 kV package substation near City Center to offload substations on the northwest end of town.
Located at HLD owned property in the rears of the 200 block of Jonathan Street and the unit block of West Church Street and/or the property located at 300 West Memorial Boulevard.

Justification

Needed to meet future power requirements in City Center and on the outskirts of town.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance			150,000	100,000	100,000	350,000
Equip/Vehicles/Furnishings			50,000	400,000	100,000	550,000
Total			200,000	500,000	200,000	900,000

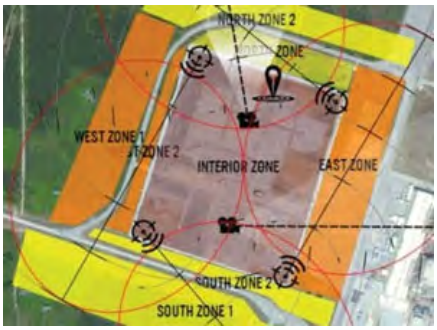
Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund			200,000	500,000	200,000	900,000
Total			200,000	500,000	200,000	900,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0178**

Project Name **Security Improvements**



Type Improvement
Useful Life 30 years
Category Buildings and Structures
Location: 425 E. Baltimore Street
Year Submitted: 2017

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Upgrade site security system and add video surveillance to the substation properties and control houses.

FY24: Improve Security at Wesel Substation
FY25: Improve Security at Mitchell and Bulldog Substations
FY26: Improve Security at Fairground and Frederick Street Substations
FY27: Improve Security at Zayre and Plant Substations

Justification

Deter theft and/or vandalism of Electric Utility assets.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	15,000	20,000	20,000	20,000		75,000
Equip/Vehicles/Furnishings	20,000	30,000	30,000	30,000		110,000
Total	35,000	50,000	50,000	50,000		185,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	35,000	50,000	50,000	50,000		185,000
Total	35,000	50,000	50,000	50,000		185,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0259**

Project Name **System Reconductoring**



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: City-Wide
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Upgrade 13.8kV distribution and 600V or less secondary services as recognized for infrastructure improvement or forecasted load increases.

FY24: Rebuild overhead line along Marshall Street to provide capacity for Kilpatrick Woods Development (C0550)
FY25: Completion of overhead rebuild for Kilpatrick Woods
FY26: Haven Road from Pennsylvania to Outer Drive
FY27: Wilson Blvd. from Frederick to Rose Hill
FY28: Northern Avenue from Country Club to Pennsylvania

Justification

This project is required to improve service and reliability by replacing undersized or deteriorated cable/wire and associated equipment, prior to failure.

Budget Impact/Other

Operational costs may occur as deteriorated or undersized wire fails.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	103,250	25,000	25,000	25,000	25,000	203,250
Equip/Vehicles/Furnishings	103,250	35,000	35,000	35,000	35,000	243,250
Total	206,500	60,000	60,000	60,000	60,000	446,500

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	206,500	60,000	60,000	60,000	60,000	446,500
Total	206,500	60,000	60,000	60,000	60,000	446,500

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0388**

Project Name **Pedestrian Lighting**



Type Improvement
Useful Life 25 years
Category Infrastructure-Utilities
Location: City-Wide
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Install ornamental street lighting in areas designated by the Mayor and City Council.
FY26: 400 Block of North Potomac Street
FY27: 500 Block of North Potomac Street

Justification

Improve aesthetics along the main streets and walks within the City.

Budget Impact/Other

Additional lighting will increase street light operation and maintenance budgets for HLD. It will also increase electricity usage charges to the General Fund.

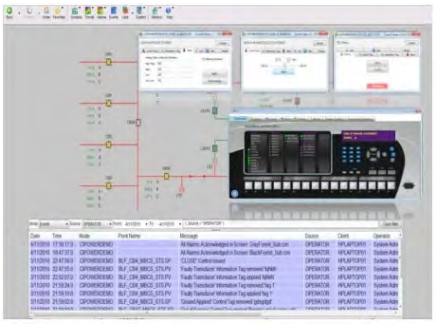
Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance			50,000	50,000		100,000
Equip/Vehicles/Furnishings			50,000	50,000		100,000
Total			100,000	100,000		200,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund			100,000	100,000		200,000
Total			100,000	100,000		200,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0441**
Project Name **SCADA System**



Type Upgrade
Useful Life 10 years
Category Infrastructure-Utilities
Location: 425 E. Baltimore Street
Year Submitted: 2017

Department Electric Fund
Contact Fridinger
Priority Planned Improvement
Status Active

Description

Maintain the current SCADA software to improve and/or maintain substation protective device monitoring and interrogation.

Justification

Miscellaneous software programming improvements to enhance communication performance. Any necessary hardware installation will be in conjunction with C0111.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0540**

Project Name **Underground Replacement**



Type Replacement
Useful Life 30 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: 2016

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Replace aging primary underground cable and padmounted equipment in various areas throughout the HLD service territory identified by the feeder inspection program.

FY24: Replace switchgear, Sweeney Drive.

Justification

Replacing sections of aged primary cable will improve electric reliability in various developments/locations.

Budget Impact/Other

Decrease extensive labor to locate fault and replace cable during unplanned outages.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	16,250	7,500	7,500	7,500	7,500	46,250
Equip/Vehicles/Furnishings	16,250	5,000	5,000	5,000	5,000	36,250
Total	32,500	12,500	12,500	12,500	12,500	82,500

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	32,500	12,500	12,500	12,500	12,500	82,500
Total	32,500	12,500	12,500	12,500	12,500	82,500

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 50-C0542

Project Name HLD Distribution & Administrative Office Building



Type Improvement
Useful Life 30 years
Category Buildings and Structures
Location: 425 E. Baltimore Street
Year Submitted: 2001

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Contingency funds to improve the HLD facility on East Baltimore Street.

Justification

Miscellaneous equipment, such as HVAC and Lighting, have been in place since the City's ownership of this facility in the mid to late 1980's. The request for these funds are to be made available in the event that replacement or significant repairs are required.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0544**

Project Name **Bulldog Substation Removal**



Type Demolition
Useful Life 25 years
Category Infrastructure-Utilities
Location: Burhans Boulevard
Year Submitted: 2001

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

FY28: Remove aging station transformer and related equipment from service following the expansion of Mitchell Substation to accommodate a third bay (in conjunction with C0778).

Justification

This station may no longer be required if plans to install a third bay at the Mitchell Substation move forward. There would also be scrap/salvage value which cannot be estimated at this time.

Budget Impact/Other

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

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance					30,000	30,000
Equip/Vehicles/Furnishings					20,000	20,000
Total					50,000	50,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund					50,000	50,000
Total					50,000	50,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0546**

Project Name **Streetlight Replacement**



Type Replacement
Useful Life 30 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: 2016

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Replace direct buried streetlight circuit, obsolete fixtures, and non-standard poles as needed.

FY24: Anticipated grant contributions to replace HLD Fixtures with LED.

Justification

Unable to provide for replacement materials for uniformity. Contingent upon a failure of the existing direct buried cable.

Budget Impact/Other

Decrease extensive labor to locate fault and replace.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	30,000	2,500	2,500	2,500	2,500	40,000
Equip/Vehicles/Furnishings	180,000	7,500	7,500	7,500	7,500	210,000
Total	210,000	10,000	10,000	10,000	10,000	250,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	107,050	10,000	10,000	10,000	10,000	147,050
Grants-State	102,950					102,950
Total	210,000	10,000	10,000	10,000	10,000	250,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0550**

Project Name **Kilpatrick Woods**



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Marshall Street and Salem Ave
Year Submitted: 2020

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Provide service to the undeveloped lands between Marshall Street and Salem Avenue (east of I-81). Approximately 241 residential lots are expected to be connected.

Developer contributions include installation of conduits and streetlighting system.

Justification

Provide new electric service to lots as they develop.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	189,500	10,000				199,500
Equip/Vehicles/Furnishings	69,500	60,000	50,000			179,500
Total	259,000	70,000	50,000			379,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others	120,000	50,000	50,000			220,000
Electric Fund	139,000	20,000				159,000
Total	259,000	70,000	50,000			379,000

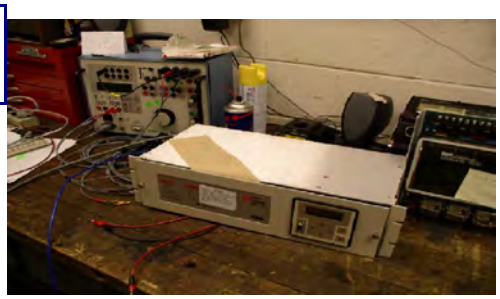
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0609**

Project Name **Test Equipment**



Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: 425 E. Baltimore Street
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Procure/repair test equipment to improve maintenance programs and power quality for customers, record voltages, record energy usage, test revenue meters, substation equipment maintenance testing, distribution equipment maintenance testing, etc.

FY24 & beyond: Contingency Funds

Justification

Improve reliability of service and meet testing and calibration requirements set forth by the Maryland Public Service Commission.

Budget Impact/Other

Test equipment will assist staff in verifying that installed facilities are operating at peak efficiency. It will also ensure that periodic maintenance programs are accomplishing expected results which, most importantly, are to reduce equipment out-of-service time and customer outages.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0616**

Project Name **Substation Controls**



Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: Light Department
Year Submitted: 2021

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Procure and replace obsolete and degraded substation control equipment to maintain system fault protection and system reliability. Equipment includes batteries to maintain the 125VDC operating voltage, battery chargers, control handles, relays, other IED components, etc.

FY24: IED control replacement and retrofit of obsolete devices at Mitchell and Wesel Substations.

Justification

Replace inferior equipment to maintain system reliability, public & workforce safety, and system integrity.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	40,000	20,000	20,000	20,000	20,000	120,000
Equip/Vehicles/Furnishings	40,000	20,000	20,000	20,000	20,000	120,000
Total	80,000	40,000	40,000	40,000	40,000	240,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	80,000	40,000	40,000	40,000	40,000	240,000
Total	80,000	40,000	40,000	40,000	40,000	240,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0679**

Project Name **Meter Replacement**



Type Improvement

Useful Life 25 years

Category Infrastructure-Utilities

Location: HLD Service Territory

Year Submitted: 2022

Department Electric Fund

Contact Fridinger

Priority Planned Improvement

Status Active

Description

Procure and replace electric revenue meters across the HLD service territory to improve device accuracy and provide for an automated read and outage detection system.

Justification

In compliance with COMAR 20.50.02.02C, American National Standard for Electric Meters - Code for Electricity Metering, ANSI C12.1-2001, annual testing statistics are tightening test or replacement requirements for specific homogeneous meter types on the HLD system.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	250,000	250,000	250,000	250,000		1,000,000
Equip/Vehicles/Furnishings	750,000	750,000	750,000	750,000		3,000,000
Total	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
Total	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0703**

Project Name **Brookmeadow**



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Security Rd & Hamilton Run
Year Submitted: 2022

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Proposed development on the north side of Security Rd along Hamilton Run requiring underground electric service to 119 townhome units.

Justification

Provide electric service to new customers within the service territory of the HLD.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	40,500	5,000				45,500
Equip/Vehicles/Furnishings	87,000	35,000				122,000
Total	127,500	40,000				167,500

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others	50,000	30,000				80,000
Electric Fund	77,500	10,000				87,500
Total	127,500	40,000				167,500

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0707**
Project Name **Burhans Village**



Type Increase Capacity
Useful Life 50 years
Category Infrastructure-Utilities
Location: North Burhans Blvd.
Year Submitted: 2006

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Proposed development, across from TBH Concrete and connecting Burhans Boulevard and Mitchell Avenue, requiring underground electric service to 54 townhome units.

Justification

Provide electric service to new customers within the service territory of the HLD.

Budget Impact/Other

Developer contributions include all conduits and streetlights. HLD Crews will pull & terminate underground conductors, set transformers and meters.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	6,250					6,250
Equip/Vehicles/Furnishings	18,750					18,750
Total	25,000					25,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others	12,500					12,500
Electric Fund	12,500					12,500
Total	25,000					25,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0776**

Project Name **Substation Breaker Replacement**



Type Improvement
Useful Life 25 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

To provide for the replacement of substation breakers that have reached their lifespan. Replacement of substation breakers will be determined by the number of operations, performance test results, age, and type.

FY24: Replacement of four (4) 15kV circuit breakers at Frederick Street Substation.

Justification

Replacement of aged and deteriorated breakers will reduce unnecessary outages and ensures proper coordination of the distribution system.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	60,000	30,000	30,000	30,000	30,000	180,000
Equip/Vehicles/Furnishings	60,000	30,000	30,000	30,000	30,000	180,000
Total	120,000	60,000	60,000	60,000	60,000	360,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	120,000	60,000	60,000	60,000	60,000	360,000
Total	120,000	60,000	60,000	60,000	60,000	360,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0778**

Project Name **Substation Upgrades**



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Mitchell Avenue
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

To provide for materials and labor for electrical capacity increase and system improvements within substations for improved flexibility in operations and customer reliability.

FY25: Completion of a 3rd bay at Wesel Substation for a fifth feeder to split load between Wesel and Mitchell Substations in conjunction with C0842.

FY27 thru FY28: Expansion of Mitchell Substation to accommodate a third station class transformer to improve system reliability and for an opportunity to remove the Bulldog substation from service (C0544).

Justification

To continue to provide reliable electric distribution service to customers.

Budget Impact/Other

Increase reliability for the service territory.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance		20,000		25,000	25,000	70,000
Equip/Vehicles/Furnishings		5,000		100,000	250,000	355,000
Total		25,000		125,000	275,000	425,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund		25,000		125,000	275,000	425,000
Total		25,000		125,000	275,000	425,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0797**

Project Name **Equipment Refurbishment**



Type Maintenance
Useful Life 25 years
Category Machinery and Equipment
Location: Various locations
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Planned Improvement
Status Active

Description

Refurbish substation class voltage regulators, distribution class transformers, and padmounted switchgear to maintain proper operation.

Justification

Replace/refurbish/repair equipment as needed to extend the life cycle.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	70,000	70,000	70,000	70,000	70,000	350,000
Total	70,000	70,000	70,000	70,000	70,000	350,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	70,000	70,000	70,000	70,000	70,000	350,000
Total	70,000	70,000	70,000	70,000	70,000	350,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0802**

Project Name **Wildlife Protection on Distribution System**



Type Improvement
Useful Life 25 years
Category Machinery and Equipment
Location: Various locations
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Purchase and install wildlife protection on substation and distribution equipment.

Justification

Power outages caused by wildlife within the substations will be reduced and reliability will increase. There will also be a decrease in maintenance repair and/or replacement costs of damaged equipment caused by wildlife.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	7,500	7,500	7,500	7,500	7,500	37,500
Equip/Vehicles/Furnishings	7,500	7,500	7,500	7,500	7,500	37,500
Total	15,000	15,000	15,000	15,000	15,000	75,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

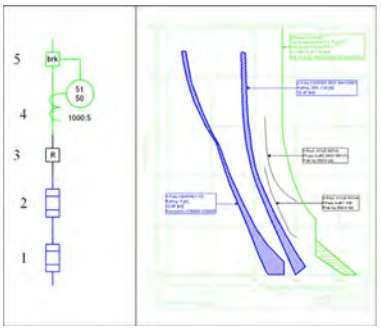
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0833**

Project Name **Feeder Coordination**



Type Improvement
Useful Life 10 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: 2012

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Remove, relocate, replace, and/or adjust circuit breakers, reclosers, fuses, switches, capacitors, etc. to improve system reliability and power quality. Project will follow Coordination study by Electric Division engineers.

Justification

Improve system reliability and power quality.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	7,500	7,500	7,500	7,500	7,500	37,500
Equip/Vehicles/Furnishings	7,500	7,500	7,500	7,500	7,500	37,500
Total	15,000	15,000	15,000	15,000	15,000	75,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **50-C0842**

Project Name **Circuit Upgrades**



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Wesel to Burhans
Year Submitted: 2006

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Improve the ability to switch load between substations, improve service outage restoration times during outages caused by downed lines or source loss, and provide the ability to offload largest distribution feeders by providing additional tie points with increased capacity.

FY25 - FY26: Construction of the fifth feeder from the Wesel Substation in conjunction with C0778

FY27 - FY28: Construction of the 34.5 kV tie between Wesel and Mitchell Substations

Justification

Improve system reliability.

Budget Impact/Other

Will provide further options to switch load and expedite restoration of service to customers.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance		50,000	50,000	50,000	50,000	200,000
Equip/Vehicles/Furnishings		100,000	100,000	100,000	100,000	400,000
Total		150,000	150,000	150,000	150,000	600,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Electric Fund		150,000	150,000	150,000	150,000	600,000
Total		150,000	150,000	150,000	150,000	600,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **52-C0117**
Project Name **Water Vehicles**



Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Water Department
Year Submitted: Ongoing

Department Water Fund
Contact Luhn
Priority Planned Improvement

Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY24: 2012 Ford F550 Service Truck #206 ($125,000); 2014 Chevy Equinox #261 ($30,000); 2001 JD 410G Backhoe #228 ($160,000)

FY24: Includes unit #262 Wachs Valve Turner and Vacuum, on order, ($150,000) and 2015 Ford Transit Van #209, on order (PO# 20230268), ($46,995).

FY25: 2013 Chevy Equinox #201 ($30,000); 2012 Ford 550 Service Truck #260 ($125,000); 2015 Chevy Traverse #244 ($30,000)

FY26: 2014 International Dump Truck #207 ($200,000); 2012 Ford Escape #226 ($30,000); 2014 Ford F150 #200 ($35,000); 2014 Ford F150 #203 ($35,000)

FY27: 2015 Chevy Traverse #214 ($30,000); 2014 Case Excavator #224 ($175,000); 2017 Ford F350 #204 ($55,000); 2017 Ford F350 #254 ($55,000); 2017 Ford Escape #225 ($30,000)

FY28: 2016 Ford F550 #216 ($125,000); 2016 Ford F350 #217 ($60,000); 2006 JD 310SG Backhoe #223 ($160,000)

Justification

Replace fleet vehicles scheduled for replacement under the Vehicle Replacement Program. No additional vehicles are being added to the Water Department fleet.

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

Budget Impact/Other

Maintenance costs will be reduced with the replacement of older fleet vehicles.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	511,995	185,000	300,000	345,000	345,000	1,686,995
Total	511,995	185,000	300,000	345,000	345,000	1,686,995

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Water Fund	511,995	185,000	300,000	345,000	345,000	1,686,995
Total	511,995	185,000	300,000	345,000	345,000	1,686,995

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **52-C0166**

Project Name **Willson Treatment Plant**



Type Replacement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Willson Plant
Year Submitted: Ongoing

Department Water Fund
Contact Luhn
Priority Planned Improvement
Status Active

Description

FY24: Replace the roof and gutters on the Operations Building that is 30 years old ($1,000,000); chlorine scrubber ($300,000)/engineering ($50,000) recommended in EPA Risk Management Plan.

FY24 - FY25: Various plant improvements for equipment replacement to include pumps, motors, communication equipment, etc. ($150,000/year).

FY25: High Service Pump VFD replacement ($500,000).

FY25 - FY28: Various plant maintenance of structures to include masonry, steps, doors, etc. ($50,000/year).

FY26 - FY28: Replacement of aging equipment to include pumps, motors, chemical feed equipment, etc. ($500,000/year).

Justification

Improve service, increase system reliability, to improve employee and public safety, and enhance the structural integrity of the facility.

Budget Impact/Other

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

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	1,000,000	50,000	50,000	50,000	50,000	1,200,000
Equip/Vehicles/Furnishings	450,000	650,000	500,000	500,000	500,000	2,600,000
Engineering	50,000					50,000
Total	1,500,000	700,000	550,000	550,000	550,000	3,850,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Water Fund	1,500,000	700,000	550,000	550,000	550,000	3,850,000
Total	1,500,000	700,000	550,000	550,000	550,000	3,850,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 52-C0167

Project Name Willson Transmission Mains



Type Improvement
Useful Life 75 years
Category Infrastructure-Utilities
Location: Willson Plant
Year Submitted: 2006

Department Water Fund
Contact Luhn
Priority Planned Improvement
Status Active

Description

FY24 - FY28: Funding for Valve Replacement ($200,000).

FY24: Phase 2 - Engineering study/design ($500,000) to extend the 36" Transmission Mains from Bottom Road to the Conococheaque Creek.

FY25: Phase 2 - Engineering design ($500,000) and construction of transmission mains ($10,500,000). MDE approved loan amount is ($5,000,000).

FY26: Phase 3 - Engineering design ($500,000) and construction of transmission mains ($15,000,000) work will include a directional bore under the Creek.

FY27: Phase 4 - Continue construction ($15,000,000) and engineering ($500,000) to extend new mains from the Conococheaque Creek to Governor Lane Blvd.

Justification

This project has been identified and is consistent with recommendations in the City Comprehensive Plan. The cast transmission main was installed in the 1920's and the concrete main was installed in the 1950's. Distribution crews repair numerous pipe/joint failures each year.

To Replace Deteriorated Infrastructure - In order to safeguard the water system and in conjunction with the City's Comprehensive Plan, the two existing 24" transmission mains must be replaced. The current transmission mains are the limiting factor in the transfer of water from the RCW Water Treatment Plant to the City of Hagerstown. In conjunction with the engineering study, the clearwell at the RCW Plant (as it pertains to chlorine contact time), and the overall hydraulic capacity of the plant will need to be evaluated.

Budget Impact/Other

Replace and/or Upgrade Deteriorating Infrastructure - Reliability

Operational costs should decrease as a result of this project associated with time and materials to repair and road repair.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	200,000	10,500,000	15,000,000	15,000,000		40,700,000
Engineering	500,000	500,000	500,000	500,000		2,000,000
Total	700,000	11,000,000	15,500,000	15,500,000		42,700,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing-MDE (Water Fund)		10,500,000	15,000,000	15,000,000		40,500,000
Water Fund	700,000	500,000	500,000	500,000		2,200,000
Total	700,000	11,000,000	15,500,000	15,500,000		42,700,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **52-C0168**

Project Name **Edgemont Reservoir Improvements**



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Watershed - Smithsburg
Year Submitted: Ongoing

Department Water Fund
Contact Luhn
Priority Planned Improvement

Status Active

Description

FY24 - FY28: Improvements in the Watershed and potential Watershed Land Acquisition ($150,000).

FY24: Continue design ($250,000) and begin construction of improvements to include Probable Maximum Precipitation (PMP) ($500,000). MDE approved loan amount is $15,750,000.

FY25: Continue MDE required reservoir improvements - design and construction management ($1,000,000), construction ($7,000,000).

FY26: Continue MDE required reservoir improvements - design and construction management ($1,000,000), construction ($7,500,000).

Justification

Improve system and increase reliability - work will ensure the Edgemont Reservoir is repaired and maintained in accordance with MDE Dam Safety Division requirements.

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

Budget Impact/Other

Planned improvement to address regulatory requirements.

Based on a 20 year term at 2%, the preliminary annual debt service impact for the FY24 bond issue of $500K is $31.1K.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	500,000	7,000,000	7,500,000			15,000,000
Other	150,000	150,000	150,000	150,000	150,000	750,000
Engineering	250,000	1,000,000	1,000,000			2,250,000
Total	900,000	8,150,000	8,650,000	150,000	150,000	18,000,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing-MDE (Water Fund)	500,000	7,000,000	7,500,000			15,000,000
Water Fund	400,000	1,150,000	1,150,000	150,000	150,000	3,000,000
Total	900,000	8,150,000	8,650,000	150,000	150,000	18,000,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **52-C0274**

Project Name **Mack Water Tank**



Type Replacement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Water Department
Year Submitted: 2022

Department Water Fund
Contact Luhn
Priority Planned Improvement

Status Active

Description

FY24: Begin Study and Design ($400,000) for New Mack Tank.

FY24 - FY25: Construction of new Mack Tank ($2,000,000). MDE approved loan amount of $4,000,000, of which $2,000,000 will be forgiven.

FY25: Construction management of new Mack Tank ($250,000).

Justification

Replace aging infrastructure, Mack Tank is 50 years old and has had two leaks in the past three years.

Budget Impact/Other

Upgrades will replace aging infrastructure. There have been two leaks in the past three years. The last was quite significant with the potential to flood neighboring businesses/properties.

Compliance with Disinfection By-products and to meet water quality parameters.

Based on a 20 year term at 2%, the preliminary annual debt service impact for the FY23 bond issue of $2.0M is $124.6K.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	2,000,000	2,000,000				4,000,000
Engineering	400,000	250,000				650,000
Total	2,400,000	2,250,000				4,650,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing-MDE (Water Fund)	2,000,000					2,000,000
Water Fund	400,000	2,250,000				2,650,000
Total	2,400,000	2,250,000				4,650,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 52-C0322

Project Name Risk and Resiliency/Security



Type Improvement
Useful Life 5 years
Category Infrastructure-Utilities
Location: Water Department
Year Submitted: 2020

Department Water Fund
Contact Luhn
Priority Public Safety
Status Active

Description

FY24: Improve the Security of the Park Ave. Instrumentation Office and Distribution Storage Area, to include a new entrance gate and control system ($100,000).

FY24 - FY26: Improve the Security Systems at the Water Plants, Pump Stations, and Storage Tanks ($50,000).

FY27 - FY28: Improve the Security Systems at the Water Plants, Pump Stations, and Storage Tanks ($25,000).

Justification

Due to an EPA mandate, the Water Department is currently conducting a "Risk and Resiliency Assessment" to determine areas of vulnerability. These improvements have been identified as areas that will add to the security of the water system.

Budget Impact/Other

Planned improvements to address regulatory requirements.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	150,000	50,000	50,000	25,000	25,000	300,000
Total	150,000	50,000	50,000	25,000	25,000	300,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Water Fund	150,000	50,000	50,000	25,000	25,000	300,000
Total	150,000	50,000	50,000	25,000	25,000	300,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 52-C0323
Project Name Zone 3 Standpipe



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Water Department
Year Submitted: 2001

Department Water Fund
Contact Luhn
Priority Planned Improvement
Status Active

Description

This project will result in a hydraulic analysis on Zone 3, and will address pumping and storage capacity. Project is required as a result of an agreement with Sierra Nevada Corporation (SNC). It is likely that PS3 will be upgraded (suction, discharge and all assorted equipment and infrastructure) to meet Zone 3 fire flow requirements because of tank elevation restrictions in FFA regulations.

Justification

Water quality associated with Zone 3 storage needs to be addressed in order to maintain compliance with the Safe Drinking Water Act.

To address system deficiencies in Zone 3 which is an improvement required by Sierra Nevada Corporation (SNC) Agreement.

Cost share of $100,000 from SNC.

Budget Impact/Other

Planned improvement to enhance reliability.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings					100,000	100,000
Total					100,000	100,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
ARDI Fund Balance					100,000	100,000
Total					100,000	100,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **52-C0405**

Project Name **Breichner WTP Improvements**



Type Improvement
Useful Life 25 years
Category Infrastructure-Utilities
Location: Breichner Plant
Year Submitted: Ongoing

Department Water Fund
Contact Luhn
Priority Planned Improvement

Status Active

Description

Upgrades will be a result of the implementation of existing and proposed Safe Drinking Water Act requirements as well as Clean Water Act requirements. Upgrades will be necessary to convert the Breichner Plant to Chloramination once the Willson Phase IV work is complete. Additional upgrades will include the electrical and SCADA equipment, internal piping, and enhanced filtration sufficient to treat the raw water supply.

FY25 and FY28: $20,000 annually for miscellaneous required rehab/replacement projects.

FY25 - FY26: Design/construction management for plant upgrades for compliance with the Safe Drinking Water Act Disinfectant By-Product Rule (Stage 2) requirements and the Long Term 2 Enhanced Surface Water Treatment Rule. Improvements and Edgemont Viability Study must be completed prior to this work commencing ($500,000).

FY26 - FY27: Construction of Plant Renovations. Anticapate MDE future funding of ($6,000,000).

FY27: Design/construction management for plant upgrades for compliance with the Safe Drinking Water Act Disinfectant By-Product Rule (Stage 2) requirements and the Long Term 2 Enhanced Surface Water Treatment Rule. Improvements and Edgemont Viability Study must be completed prior to this work commencing ($300,000).

Justification

Replace and/or upgrade aging equipment to achieve compliance with the Safe Drinking Water Act Disinfectant By-Product Rule and the Enhanced Long Term 2 Surface Water Treatment Rule requirements and to continue to ensure a back-up water supply.

MDE Clean Water Act Program (NPDES) will require that no ammonia or phosphorus treated water be discharged to the wastewater lagoon thus increasing the upgrade expenses for the plant improvements.

The Comprehensive Plan recommends that the City ensure adequate future water system supply by continuing to monitor system capacity and water use. This includes ensuring that the Edgemont Reservoir/Breichner WTP is a reliable backup source of water and the need for a capacity increase permit for R.C. Willson WTP.

Budget Impact/Other

Planned improvements to enhance reliability.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance		20,000	3,000,000	3,000,000	20,000	6,040,000
Engineering		500,000	500,000	300,000		1,300,000
Total		520,000	3,500,000	3,300,000	20,000	7,340,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing-MDE (Water Fund)			3,000,000	3,000,000		6,000,000
Water Fund		520,000	500,000	300,000	20,000	1,340,000
Total		520,000	3,500,000	3,300,000	20,000	7,340,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 52-C0651

Project Name Pump Station Improvements



Type Improvement
Useful Life 25 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: Ongoing

Department Water Fund
Contact Luhn
Priority Planned Improvement

Status Active

Description

FY24 - FY28: $125,000 for replacement of critical equipment at all stations (pumps, motors, etc.), installation of VFDs at Pump Station #3.

Justification

Replace and/or Upgrade Deteriorating Infrastructure - Reliability. Pump Station 2 (Northern Ave.) relocation will be development driven. It is possible that a portion of the funding will be through developer contribution.

Budget Impact/Other

Replace and/or Upgrade Deteriorating Infrastructure - Reliability

Compliance with Stage 2 DBPR - Nitrification Control

Note - upgrades to the pump stations will not likely change the overall operating cost.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	125,000	125,000	125,000	125,000	125,000	625,000
Total	125,000	125,000	125,000	125,000	125,000	625,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Water Fund	125,000	125,000	125,000	125,000	125,000	625,000
Total	125,000	125,000	125,000	125,000	125,000	625,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 52-C0653

Project Name Distribution Services - Meter Program



Type Replacement
Useful Life 25 years
Category Infrastructure-Utilities
Location: Water Department
Year Submitted: 2004

Department Water Fund
Contact Luhn
Priority Cost Avoidance

Status Active

Description

FY24 - FY28: Funding is set aside for the Meter Program to replace meters and upgrade software and/or hardware associated with the Sensus meter reading system.

FY24 - FY28: Investigate a fire line metering program for existing unmetered fire line accounts which will include the evaluation of unmetered fire lines and installation of a fire meter if evaluation shows consistent use on the fire line ($25,000).

Justification

The Comprehensive Plan recommends implementation of projects to improve overall system efficiency and narrow the gap between buildout demand and supply. Efforts to address leaks and reduce water loss are an important factor to preserve capacity for new and customers. This project is good way to reduce lost water throughout the system through accurate metering devices.

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.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	310,000	320,000	330,000	340,000	350,000	1,650,000
Allocated Labor	30,000	35,000	40,000	45,000	50,000	200,000
Total	340,000	355,000	370,000	385,000	400,000	1,850,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Water Fund	340,000	355,000	370,000	385,000	400,000	1,850,000
Total	340,000	355,000	370,000	385,000	400,000	1,850,000

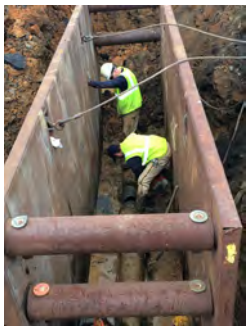
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 52-C0709

Project Name Distribution System Rehab - Main Replacement



Type Replacement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Water Department
Year Submitted: Ongoing

Department Water Fund
Contact Luhn
Priority Planned Improvement

Status Active

Description

FY24: Replace aging transmission mains throughout the Distribution System (Mosby Dr., Emerald Dr., Harry Heth Rd.) - Construction ($250,000)/Allocated Labor ($110,000).

FY24 - FY28: New water main contributions for future developments ($300,000).

FY24 - FY28: Continue to replace aging service lines throughout the Distribution System to include lead and galvanized materials covered in the LCRR.

FY24 - FY28: Continue the leak detection program ($10,000).

FY24 - FY28: Hydrant and valve program ($50,000 to $130,000).

Justification

Replace deteriorating infrastructure to improve reliability, safety for workers, and customer service.

Main replacement will be based on age of mains, main failure and the removal of transite (asbestos concrete) pipe.

Budget Impact/Other

Replace and/or Upgrade Deteriorating Infrastructure - Reliability

Reduction in operating cost associated with road repairs as distribution system is upgraded (materials and road repairs).

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	610,000	620,000	630,000	640,000	650,000	3,150,000
Allocated Labor	110,000	120,000	130,000	140,000	150,000	650,000
Total	720,000	740,000	760,000	780,000	800,000	3,800,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others	300,000	300,000	300,000	300,000	300,000	1,500,000
Water Fund	420,000	440,000	460,000	480,000	500,000	2,300,000
Total	720,000	740,000	760,000	780,000	800,000	3,800,000

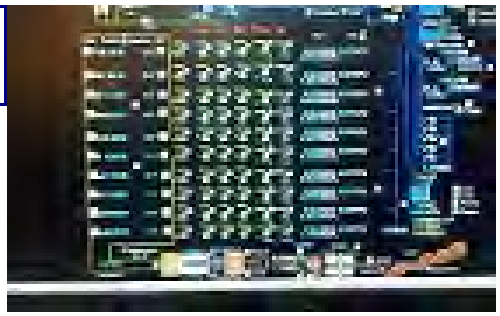
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **52-C0820**

Project Name **Water System SCADA Improvements**



Type Improvement
Useful Life 15 years
Category Infrastructure-Utilities
Location: Water Department
Year Submitted: Ongoing

Department Water Fund
Contact Luhn
Priority Planned Improvement

Status Active

Description

FY24 - FY28: Miscellaneous items ($40,000), miscellaneous maintenance of SCADA system ($60,000).

FY25 - FY26: Design and Constrution Management ($75,000) of Breichner Plant SCADA Upgrade.

FY27: Construction management of Breichner Plant SCADA Upgrade ($25,000).

FY26 - FY27: Construction of the Breichner Plant SCADA Upgrade ($800,000) - work will be contingent on the Edgemont Source Water Viability Study. Anticapate MDE future funding of ($1,600,000).

Justification

Replace and/or upgrade aging equipment and facilities. SCADA upgrades will increase operational efficiency.

Budget Impact/Other

Upgrades will replace aging equipment. Maintain existing SCADA to ensure treatment efficiencies.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	100,000	100,000	900,000	900,000	100,000	2,100,000
Engineering		75,000	75,000	25,000		175,000
Total	100,000	175,000	975,000	925,000	100,000	2,275,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing-MDE (Water Fund)			800,000	800,000		1,600,000
Water Fund	100,000	175,000	175,000	125,000	100,000	675,000
Total	100,000	175,000	975,000	925,000	100,000	2,275,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **52-C0877**

Project Name **Water Zone #5 System Improvements**



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location:
Year Submitted:

Department Water Fund
Contact Luhn
Priority Planned Improvement
Status Active

Description

FY24: Begin design of new suction and discharge mains at Pump Station #6 at Greendale Street and Chewsville PRV ($20,000).

FY25: Continue design/construction management ($150,000) and construction ($1,800,000) of new suction and discharge mains at Pump Station #6 at Greendale Street and Chewsville PRV.

FY26: Design/construction management ($400,000) and construction ($9,500,000) of new suction and discharge mains at Pump Station #6 at Greendale Street and Chewsville PRV.

FY27: Design/construction management ($300,000) and construction ($1,000,000) of new suction and discharge mains at Pump Station #6 at Greendale Street and Chewsville PRV.

Justification

Improve fire protection and water quality in Water Zone #5.

The Comprehensive Plan recommends water system projects that will address deteriorating pipe, system pressure, and water quality. This project will help address system pressure issues in the Robinwood Drive and Meritus area.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance		1,800,000	9,500,000	1,000,000		12,300,000
Engineering	520,000	150,000	400,000	300,000		1,370,000
Total	520,000	1,950,000	9,900,000	1,300,000		13,670,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Bond Financing-MDE (Water Fund)		1,800,000	9,500,000	1,000,000		12,300,000
Grants-State	250,000					250,000
Water Fund	270,000	150,000	400,000	300,000		1,120,000
Total	520,000	1,950,000	9,900,000	1,300,000		13,670,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **54-C0004**

Project Name **Wastewater Vehicle Replacement**



Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: CS, WWTP, Admin.
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Planned Improvement

Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY24: 2015 Jeep #534 $40,000; 2008 #505 Trailblazer $40,000; 2005 #533 Ford Ranger $40,000; 2005 #535 New Holland Tractor $40,000; 1993 #513 Kohler Generator $80,000

FY25: 1999 #509 Volvo Trailer Mounted Generator $80,000; 2002 #541 Ford Ranger $40,000

FY26: 2006 #591 Chevy 2500 HD 4X4 W/Snow Plow $60,000; 2001 #593 John Deere Loader $150,000

FY27: 2008 #504 Ford F250 4X4 $60,000; 2015 #526 Ford F550 $100,000

FY28: 2008 #560 Backhoe 4X4 $150,000

Justification

Replacement units - reduced maintenance costs anticipated.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	240,000	120,000	210,000	160,000	150,000	880,000
Total	240,000	120,000	210,000	160,000	150,000	880,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	240,000	120,000	210,000	160,000	150,000	880,000
Total	240,000	120,000	210,000	160,000	150,000	880,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0267

Project Name Manhole Improvement Program



Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: City-Wide
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Public Safety

Status Active

Description

Raise manholes to meet new street grade. Replace three-inch thick lids with lighter more accessible lids.

FY24 - FY28: Manhole raising frame replacement ($50,000/year). Manhole replacement/rehabilitation on high priority deteriorating manholes ($100,000/year).

Justification

Annual overlay projects.

Budget Impact/Other

Reduction of liability cost - road improvements.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	150,000	150,000	150,000	150,000	150,000	750,000
Total	150,000	150,000	150,000	150,000	150,000	750,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	150,000	150,000	150,000	150,000	150,000	750,000
Total	150,000	150,000	150,000	150,000	150,000	750,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0299

Project Name Pump Station SCADA Improvements



Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: System-wide
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Public Safety

Status Active

Description

Replacement and upgrades to Collection System Pump Stations SCADA systems.

FY24 - FY28: Replace/Upgrade HMI Interface, PLCs, etc. ($25,000/year).

FY24 - FY28: Replace SCADA hardware and software as required to keep the systems operational ($75,000/year).

Justification

Reduce maintenance and increase safety and security of stations.

Budget Impact/Other

Replacing obsolete SCADA equipment is needed to improve the reliability of the SCADA system for all pumping stations.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	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 '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	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 '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **54-C0565**

Project Name **East End Pump Station #33**



Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: East End
Year Submitted: 2001

Department Wastewater Fund
Contact Hausrath
Priority Planned Improvement

Status Active

Description

FY24: Complete the construction of Pump Station #33 to include 2,400' gravity sewer main, 4,000' force main, jack and bore with sleeve 250' under Dual Highway to replace Pump Station #9

FY25: I/I work on gravity lines leading to Pump Station #33 ($500,000)

Justification

Pump Station #9, formerly Four Points, has reached capacity and a new station is needed to promote growth and development.

The Comprehensive Plan recommends implementation of projects and policies to ensure that adequate wastewater capacity exists to serve future growth, particularly within the city and areas to be annexed. This project upgrades a wastewater pumping station identified as deficient in size to serve growth demands in the southeast area of the city.

Budget Impact/Other

FY23: WW: $250,000 and ARPA: $1,600,000

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	250,000	50,000				300,000
Construction/Maintenance	1,400,000	450,000				1,850,000
Total	1,650,000	500,000				2,150,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	1,400,000					1,400,000
Wastewater Fund	250,000	500,000				750,000
Total	1,650,000	500,000				2,150,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **54-C0574**

Project Name **Pump Station #13 Reconstruction**



Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Western Maryland Parkway
Year Submitted: 2022

Department Wastewater Fund
Contact Hausrath
Priority Planned Improvement
Status Active

Description

Total estimated cost of the Pump Station No. 13 Reconstruction project that began in FY23 is $3,480,000.

FY24: Re-construction of Pump Station No. 13 on Western Maryland Parkway with funding sourced by ARPA ($2,235,000), ARC grant ($530,000), and water funding ($530,000).

FY25: CIPP Lining to further reduce I&I in the sewershed ($550,000)

Justification

Pump Station No. 13 will need to be rebuilt and returned to service in accordance with the requirements in the Joint Sewer Service Area Agreement.

The Comprehensive Plan recommends implementation of projects and policies to ensure that adequate wastewater capacity exists to serve future growth, particularly within the city and areas to be annexed. This project upgrades a wastewater pumping station identified necessary to take back wastewater flow from the County as part of the Joint Sewer Service Area Agreement on the west side of the city.

Budget Impact/Other

FY23: $185,000

ARPA Grant: $2,420,000

ARC Grant: $530,000

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	530,000	100,000				630,000
Construction/Maintenance	2,765,000	450,000				3,215,000
Total	3,295,000	550,000				3,845,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	2,235,000					2,235,000
Grants-ARC	530,000					530,000
Wastewater Fund	530,000	550,000				1,080,000
Total	3,295,000	550,000				3,845,000

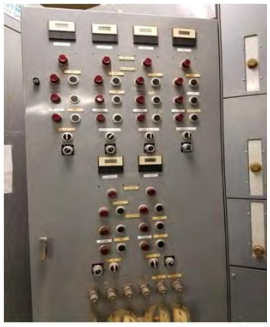
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0584

Project Name WWT Plant Equipment



Type Replacement
Useful Life 20 years
Category Machinery and Equipment
Location: Wastewater treatment plant
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Public Safety

Status Active

Description

Replaces various aging equipment or adds additional new equipment to maintain efficient operations, permit compliance, and security.

FY24: Replace the Electrical controls for Final Clarifiers 4, 5 & 6 in the Main Control Building (Engineering/Design and Construction - $75,000); replace the Return Sludge Pump Control Panel in the Operations Building (Engineering/Design and Construction - $100,000); complete BNR mixer replacement program: ($50,000); new Chem Scan unit on OAB Deck: ($40,000); upgrade PLC's and Control Panels for the Nitrate Recycle Pumps. Upgrade all unsupported software systems and associated hardware: ($250,000).

FY24-FY25: Replace aging equipment (pumps, motors, flow meters, ect.) ($500,000).

FY26 - FY28: Replace aging equipment (pumps, mtoros, flow meters, ect.) ($750,000).

FY25 - FY28: SCADA upgrades for all obsolete unsupported hardware and software systems ($250,000).

Justification

Deteriorating equipment that has reached the end of its useful life cycle requires repalcement to maintain reliable, continuous operations.

Budget Impact/Other

Will update control equipment and software that is obsolete and no longer supported by the manufacturer.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	1,015,000	750,000	1,000,000	1,000,000	1,000,000	4,765,000
Total	1,015,000	750,000	1,000,000	1,000,000	1,000,000	4,765,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grant-State MDE	440,067					440,067
Wastewater Fund	574,933	750,000	1,000,000	1,000,000	1,000,000	4,324,933
Total	1,015,000	750,000	1,000,000	1,000,000	1,000,000	4,765,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0585

Project Name WWT Buildings/ Structures/ Equipment & Software



Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: 1 Clean Water Circle
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Planned Improvement

Status Active

Description

FY24 - FY25: Renovations to the Barn (Water and Wastewater Administrative and Engineering Offices) - Upper and Lower Level Renovations and Elevator ($750,000).

FY25 - FY28: Renovations, repairs, maintenance and purchase of engineering equipment and software as needed ($25,000/year).

Justification

Aging structures that require repairs and improvements.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	500,000	275,000	25,000	25,000	25,000	850,000
Total	500,000	275,000	25,000	25,000	25,000	850,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	500,000	275,000	25,000	25,000	25,000	850,000
Total	500,000	275,000	25,000	25,000	25,000	850,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0657

Project Name Oxygen System Improvements



Type Replacement
Useful Life 20 years
Category Infrastructure-Utilities
Location: Wastewater treatment plant
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Public Safety

Status Active

Description

Specialized Services includes work by an outside consultant to continue efforts to integrate controls for oxygen control panels into Plant SCADA System.

FY24 - FY25: Miscellaneous repairs and equipment replacement on oxygen skid and on OAB Deck ($300,000).

FY24 - FY28: Continued improvements ($20,000/year).

Justification

Improve reliability, efficiencies, and maintain MDE compliance.

Budget Impact/Other

Anticipated reduction in plant maintenance costs associated with the oxygen process.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	170,000	170,000	20,000	20,000	20,000	400,000
Total	170,000	170,000	20,000	20,000	20,000	400,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	170,000	170,000	20,000	20,000	20,000	400,000
Total	170,000	170,000	20,000	20,000	20,000	400,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **54-C0711**

Project Name **Solids Processing-Pelletizer Improvements**



Type Improvement
Useful Life 20 years
Category Machinery and Equipment
Location: Wastewater treatment plant
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Contract Obligation

Status Active

Description

Miscellaneous improvements per the operating contract to include HVAC, electrical, plumbing, and building (roof, windows, etc).

Justification

To maintain the solids processing structure and pelletizing equipment.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	150,000	150,000	175,000	175,000	200,000	850,000
Total	150,000	150,000	175,000	175,000	200,000	850,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	150,000	150,000	175,000	175,000	200,000	850,000
Total	150,000	150,000	175,000	175,000	200,000	850,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **54-C0712**

Project Name **Solids Processing Facility Improvements**



Type Improvement
Useful Life 20 years
Category Machinery and Equipment
Location: Wastewater treatment plant
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Contract Obligation

Status Active

Description

FY24 - FY25: Funds to be budgeted over the next 2 years to either replace or rehab the existing Pellet Silo ($700,000).

FY26 - FY28: Chemical, electrical, screening and pumping improvements: ($7,000,000)

Justification

Existing Silo has been in service since 1988 and the condition has deteriorated.

Budget Impact/Other

Existing Silo has exceeded its useful life. Pellet storage is required to cost efficiently run the solids processing operation.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	100,000	50,000	750,000	150,000	100,000	1,150,000
Construction/Maintenance	200,000	350,000	2,000,000	3,000,000	1,000,000	6,550,000
Total	300,000	400,000	2,750,000	3,150,000	1,100,000	7,700,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	300,000	400,000	2,750,000	3,150,000	1,100,000	7,700,000
Total	300,000	400,000	2,750,000	3,150,000	1,100,000	7,700,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0745

Project Name Laboratory Equipment



Type Replacement
Useful Life 15 years
Category Machinery and Equipment
Location: Wastewater treatment plant
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Planned Improvement

Status Active

Description

FY24: New Hood and Ventilation system: ($500,000), DI water system: ($20,000), Laboratory Design and Construction Phase Engineering: ($250,000)

FY24: Construction of Lab improvements: ($500,000)

FY25: Construction of Lab improvements: ($2,000,000, construction) and ($100,000, engineering)

FY25 and FY28: Replacement of Laboratory equipment ($25,000/year)

Justification

Replace obsolete equipment and rehab/rebuild the Environmental Laboratory to ensure compliance with Laboratory and OSHA standards.

Budget Impact/Other

The Environmental Laboratory houses the Water and Wastewater lab operations. 20% of capital expenses will be charged to the Water Fund.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	1,270,000	2,125,000	25,000	25,000	25,000	3,470,000
Total	1,270,000	2,125,000	25,000	25,000	25,000	3,470,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	1,270,000	2,125,000	25,000	25,000	25,000	3,470,000
Total	1,270,000	2,125,000	25,000	25,000	25,000	3,470,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0767

Project Name Grinder Pump Replacement Program



Type Replacement
Useful Life 10 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: 2007

Department Wastewater Fund
Contact Hausrath
Priority Planned Improvement

Status Active

Description

The City is responsible for approximately 330 Grinder Pumps that have been installed in four locations (Brightwood East, Fairway East, Fairway Meadows & Woodlands North). Grinder pumps are used in situations where sewer service lines leaving a home or business are lower than the public sewer main. The Grinder Pump is used to pump the wastewater into the public sewer main.

This program will replace 20 grinder pumps, including the discharge assemblies, per year (Annual Program $110,000/year) and will be entering its 13th year in the budget process.

Grinder pump discharge assemblies for inventory ($15,000/year).

Justification

Reduce deteriorating equipment.

Budget Impact/Other

Reduction of annual maintenance costs is anticipated.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	125,000	125,000	125,000	125,000	125,000	625,000
Total	125,000	125,000	125,000	125,000	125,000	625,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	125,000	125,000	125,000	125,000	125,000	625,000
Total	125,000	125,000	125,000	125,000	125,000	625,000

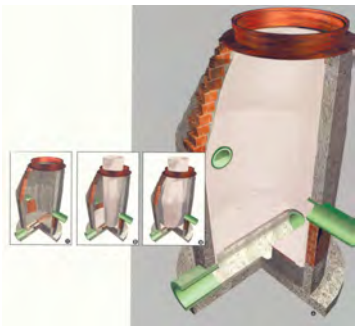
CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **54-C0800**

Project Name **Citywide - CS Rehabilitation**



Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: City-Wide
Year Submitted: 2008

Department Wastewater Fund
Contact Hausrath
Priority Public Safety

Status Active

Description

Correct Infiltration and Inflow into the wastewater collection system. Work consists of pipe replacement or pipe lining ($500,000/year).

Justification

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

Consistent with Comprehensive Plan which identified the 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 '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	500,000	250,000	250,000	250,000	250,000	1,500,000
Total	500,000	250,000	250,000	250,000	250,000	1,500,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-ARC	250,000					250,000
Wastewater Fund	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	500,000	250,000	250,000	250,000	250,000	1,500,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0832
Project Name Pump Station Upgrades



Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: 2016

Department Wastewater Fund
Contact Hausrath
Priority Planned Improvement
Status Active

Description

FY24 - FY28: Replace various pieces of aging equipment for 23 pump stations (muffin monsters, drive gears, cutters, soft starts, transfer switches, etc.) ($50,000/year).

FY25: Pump Station #15 upgrades at Noland Village will need to be completed to accommodate flows from Pump Station #13. ($100,000).

FY25: Design of gravity main and package pump station to eliminate Pump Station # 6 - Planning/Engineering/Design ($100,000).

FY26: Demolition of Pump Station 6 (after PS13 is online) ($500,000).

FY27 - FY28: Construction of new gravity mains and package pump station to eliminate PS6. ($3,000,000).

Justification

Reduce annual operating costs.

Budget Impact/Other

Eliminate the cost of operating over-sized pump stations.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design		200,000				200,000
Construction/Maintenance			500,000	1,000,000	2,000,000	3,500,000
Equip/Vehicles/Furnishings	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	250,000	550,000	1,050,000	2,050,000	3,950,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Wastewater Fund	50,000	250,000	550,000	1,050,000	2,050,000	3,950,000
Total	50,000	250,000	550,000	1,050,000	2,050,000	3,950,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 54-C0834

Project Name Trunk Lines and Laterals



Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: Ongoing

Department Wastewater Fund
Contact Hausrath
Priority Contract Obligation

Status Active

Description

FY24 - FY28: The purchase or transfer of infrastructure is necessary to connect the City and County systems. New truck lines and laterals installed by developers will be transferred to the City upon completion of projects.

Justification

Provide efficient use of wastewater infrastructure throughout system.

Budget Impact/Other

These funds are designated for the purchase of Right of Ways and/or Easements sometimes needed to connect City and County infrastructure.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Land Acquisition	15,000	15,000	15,000	15,000	15,000	75,000
Construction/Maintenance	150,000	150,000	150,000	150,000	150,000	750,000
Total	165,000	165,000	165,000	165,000	165,000	825,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others	150,000	150,000	150,000	150,000	150,000	750,000
Wastewater Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	165,000	165,000	165,000	165,000	165,000	825,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **56-C0173**

Project Name **Parking Facilities - 3rd Parking Deck**



Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: To be determined
Year Submitted: 2011

Department Parking Fund
Contact Deike and Tissue
Priority Planned Improvement

Status Active

Description

A parking study conducted in 2012 by Rich & Associates, and a downtown "Community City Center Plan"completed in 2014 by Urban Partners, both noted the need for a catalyst project in which to link a new parking deck. The City's third parking deck will be constructed in conjuction with the Hagerstown Multi-Use Sports and Events Facility to be located on the corner of Baltimore St. and Summit Ave. This new parking deck will support the operations of the sports and events facility while providing additional parking for the projected development that will follow this project. Construction to begin in the spring of 2023.

The design phase of the parking deck will be completed in FY23 with estimated costs of ($290,000), along with the land acquisition of ($1,200,000).

FY24: Continue construction phase of the new 395 space parking deck ($10,000,000) and install equipment gate and software ($210,000).

Justification

Provide additional needed parking to support redevelopment of the City center area including: educational, office, and commercial development, as well as any other downtown revitalization projects. Intent is to get paying customers above the current level as funding sources do not include any general fund support.

Budget Impact/Other

For this deck to be financially viable to the City, it is critical to have new and additional paying parking system customers in our downtown area beyond current levels. The operating revenue from a third deck, combined with other Parking Fund revenue, would need to meet total Parking operating expenses plus related debt service expenses to avoid general fund subsidies and revenue shortfalls.

Bond financing to fund either all or a portion of the planning/design phase, land acquisition, and construction will be needed. Based on a 25 year term at 5.5%, the preliminary annual debt service impact for the FY23 bond issue of $10.0M is $704.5K. The City will receive the full $10.0M in FY23 but will utilize the funding in separate years.

Annual operation costs are estimated to be approximately $243.7K for a full year in FY25.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	10,000,000					10,000,000
Software	210,000					210,000
Total	10,210,000					10,210,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Parking Fund	210,000					210,000
Prior Bond Proceeds	10,000,000					10,000,000
Total	10,210,000					10,210,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **56-C0749**

Project Name **Upgrades to Parking Decks**



Type Maintenance
Useful Life 10 - 20 years
Category Buildings and Structures
Location: Downtown
Year Submitted: 2007

Department Parking Fund
Contact Deike
Priority Planned Improvement

Status Active

Description

Provides funding for upgrades and refurbishments for the parking decks.

FY24 - FY28: Funding provided for general repairs and improvements to both decks.

Justification

University District Deck opened in 1986 and received major refurbishments in 2013 and 2014. No major structural issues at this time. Continued refurbishments prevent deterioration of the facility. The Arts & Entertainment District Deck opened in 2007 and also requires upkeep and upgrades to maintain and improve the parking experience.

Budget Impact/Other

Refurbishment prevents further deterioration of the facilities and costlier repairs.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	15,000	10,000	10,000	10,000	10,000	55,000
Total	15,000	10,000	10,000	10,000	10,000	55,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Parking Fund	15,000	10,000	10,000	10,000	10,000	55,000
Total	15,000	10,000	10,000	10,000	10,000	55,000

Project # **56-C0829**

Project Name **Parking Fund Vehicles**



Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: North Potomac Street
Year Submitted: Ongoing

Department Parking Fund
Contact Deike
Priority Planned Improvement
Status Active

Description

Per the Vehicle & Equipment Replacement Schedule:

FY25: 2014 Ford Transit Van service truck #039 ($35,000)

Justification

Vehicle repair costs and maintenance increase with the age of a vehicle. On average, vehicles should be replaced every 10 years. Some equipment and vehicles should be replaced sooner than 10 years while others can go longer.

Budget Impact/Other

New vehicles and equipment should operate more efficiently and need less maintenance. Newer vehicles will have better fuel economy and less labor and material costs for maintenance.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings		35,000				35,000
Total		35,000				35,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Parking Fund		35,000				35,000
Total		35,000				35,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 56-C0857

Project Name Parking Lot Improvements



Type Maintenance
Useful Life 15 - 25 years
Category Buildings and Structures
Location: Various locations
Year Submitted: 2014

Department Parking Fund
Contact Deike
Priority Planned Improvement

Status Active

Description

Improve the overall condition of surface parking lots to include: preservation of the pavement, sidewalk improvements, and handicap accessible ramps.

FY24: Improvements to Rochester Parking Lot to include wall caps, fencing, and painting.

FY25 - FY28: Maintenance to be determined.

Justification

Preservation of the pavement (crack sealing, overlay) allows the pavement to last much longer before total replacement is necessary. Sidewalk improvements include handicap accessible ramps to meet ADA requirements.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	80,000	10,000	10,000	10,000	10,000	120,000
Total	80,000	10,000	10,000	10,000	10,000	120,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Parking Fund	80,000	10,000	10,000	10,000	10,000	120,000
Total	80,000	10,000	10,000	10,000	10,000	120,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 57-C0395

Project Name Golf Course - Vehicles/Equipment



Type Improvement
Useful Life 5 years
Category Automobiles and Trucks
Location: Greens at Hamilton Run
Year Submitted: Ongoing

Department Golf Fund
Contact Deike
Priority Cost Avoidance
Status Active

Description

Per Vehicle & Equipment Replacement Schedule:

FY24:1999 GMC Pickup #332 ($45,000).

FY25: 2016 Mower #348 ($15,000); 2010 Mower #368 ($55,000).

FY26: 2012 Golf Cart #346 ($9,000); 2005 Fairway Mower #351 ($60,000).

FY27: 2007 Mower #326 ($60,000); 2012 Golf Cart #347 ($10,000).

FY28: 2004 Cushman Sprayer #389 ($65,000).

Justification

Replace deteriorated equipment. Maintain reliable and efficient equipment necessary to operate and maintain golf course.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings	45,000	70,000	69,000	70,000	65,000	319,000
Total	45,000	70,000	69,000	70,000	65,000	319,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Golf Fund	45,000	70,000	69,000	70,000	65,000	319,000
Total	45,000	70,000	69,000	70,000	65,000	319,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 57-C0825

Project Name Golf Course Improvements



Type Improvement
Useful Life 25 years
Category Land Improvements
Location: Greens at Hamilton Run
Year Submitted: 2018

Department Golf Fund
Contact Deike
Priority Improve Service

Status Active

Description

FY24: Replace last set of netting bordering the senior center consisting of 3 sections ($5,000/section). Additional chain link fencing ($15,000).

FY25: Greens and tee sod replacement, irrigation improvements ($5,000). Additional chain link fencing as needed ($10,000).

FY26: Additional cart paths, improvements to greens and tees ($100.000).

FY27: Electronic sign on Route 40 ($10,000).

FY28: Miscellaneous improvements and maintentance ($10,000).

Justification

To provide a more enjoyable experience to the customers with the enhancements to the course.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	30,000	15,000	100,000	10,000	10,000	165,000
Total	30,000	15,000	100,000	10,000	10,000	165,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Golf Fund	30,000	15,000	100,000	10,000	10,000	165,000
Total	30,000	15,000	100,000	10,000	10,000	165,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **58-C0803**
Project Name **Elizabeth Hager Center**



Type Replacement
Useful Life 15 - 25 years
Category Buildings and Structures
Location: 10-14 N. Potomac St.
Year Submitted: 2010

Department Property Management Fund
Contact Deike
Priority Planned Improvement
Status Active

Description

FY24 - FY28: Painting, various leasehold improvements, and continued replacement of HVAC units on an as needed basis ($20,000).

FY24: Tenant fit out expense for Maryland Department of Labor and Division of Rehabilitation Services (DORS) to be managed by the City as landlord and to be reimbursed by the State agencies or paid directly to the contractor(s) upon completion of the work ($200,000).

Justification

Improvements as needed to maintain the quality of the building.

Tenant fit out expense is requested from the State for lease renewal for 10 years with one (1) five year additional option. Tenant retention contributes to the value of the building and the performance of the building in the property management fund.

Budget Impact/Other

New HVAC should be more efficient, saving on heating/cooling costs. Replace as needed.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	220,000	20,000	20,000	20,000	20,000	300,000
Total	220,000	20,000	20,000	20,000	20,000	300,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Contribution by Others	200,000					200,000
Property Management Fund	20,000	20,000	20,000	20,000	20,000	100,000
Total	220,000	20,000	20,000	20,000	20,000	300,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 58-C0828

Project Name 60 West Washington Street



Type Improvement
Useful Life 25 - 50 years
Category Buildings and Structures
Location: 60 W Washington Street
Year Submitted: 2011

Department Property Management Fund
Contact Thompson
Priority Planned Improvement

Status Active

Description

The City continues to support small business through the building located at 60 West Washington Street. The Burobox Entrepreneur Resource Center, located in the middle portion of the building, includes a collaborative workspace, three offices, and conference room. The Burobox provides incubation, assistance, and networking opportunities for new and existing downtown businesses.

FY28: Continued replacement of HVAC equipment.

Justification

As part of the City of Hagerstown's commitment to enhance economic development in the City Center, the building was acquired in April 2011 in order to create a small business incubator. The small business incubator will aide in the creation of small businesses and allow small businesses to grow and expand.

Budget Impact/Other

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance				40,000	40,000	80,000
Total				40,000	40,000	80,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Property Management Fund				40,000	40,000	80,000
Total				40,000	40,000	80,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **59-C0064**

Project Name **Stormwater Vehicles**



Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Public Works
Year Submitted: 2018

Department Stormwater
Contact Deike and Tissue
Priority Planned Improvement

Status Active

Description

Per Vehicle & Equipment Replacement Schedule:

This CIP funds three vehicles: two sweepers and one dump truck.

FY25: 2014 Ford F550 Dump Truck #18 ($140,000)

FY26: 2018 Elgin Sweeper #92 ($350,000)

FY27: 2018 Elgin Sweeper #93 ($350,000)

Justification

Vehicle repair costs and maintenance increase with the age of a vehicle. On average, vehicles should be replaced every 10 years. Some equipment and vehicles should be replaced sooner than 10 years while others can go longer. Street sweepers generally do not last as long due to contant use and required maintenance.

Budget Impact/Other

New vehicles and equipment should operate more efficiently and need less maintenance. Newer vehicles will have better fuel economy and less labor and material costs for maintenance.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Equip/Vehicles/Furnishings		140,000	350,000	350,000		840,000
Total		140,000	350,000	350,000		840,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Stormwater Fee		140,000	350,000	350,000		840,000
Total		140,000	350,000	350,000		840,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **59-C0444**

Project Name **Storm Drain System Upgrades**



Type Maintenance
Useful Life 100 years
Category Infrastructure-Storm Drains
Location: Various locations
Year Submitted: Ongoing

Department Stormwater
Contact Tissue
Priority Planned Improvement

Status Active

Description

FY24: Projects include the completion of Morningside Heights construction that began in FY23 ($150,000), Alley 3-12 ($110,000), and Brookline Avenue ($40,000).

FY25 - FY28: $150,000 per year for unspecified work to deal with aging system and to remediate issues from the video inspection. Specific projects will be determined after planned CCTV inspection of the storm drainage system to locate failures, in response to identified flooding or drainage problems, and emergencies requiring immediate attention.

Justification

Replace deteriorating system as problems arise or install new storm drain based on complaints.

The Comprehensive Plan recommends that the City reduce its non-point source loads through more stringent stormwater management requirements for development, selective stormwater retrofits, and other actions as appropriate.

Budget Impact/Other

Decrease potential problems with drain as current system is over 100 years old. New storm drain will cost less than $5,000 per mile/per year to maintain based on current spending.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	300,000	150,000	150,000	150,000	150,000	900,000
Total	300,000	150,000	150,000	150,000	150,000	900,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Stormwater Fee	300,000	150,000	150,000	150,000	150,000	900,000
Total	300,000	150,000	150,000	150,000	150,000	900,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **59-C0459**

Project Name **Curb Replacement Program**



Type Improvement
Useful Life 40 years
Category Infrastructure-Curbs
Location: City-Wide
Year Submitted: 2020

Department Stormwater
Contact Tissue
Priority Planned Improvement

Status Active

Description

Replacement of existing deteriorated curbs on planned street overlay streets and other locations.

Justification

The Maryland Attorney General has determined that curbs are part of the City's drainage system. As of May 29, 2020, the City Council approved the use of Stormwater Protection Program funds and its user fee. The burden of curb maintenance will be removed from property owners and will now become the responsibility of the City. Sidewalks will be replaced by the general fund under C0458.

Budget Impact/Other

As the City is now taking over responsibility for curb maintenance, this will be a new, ongoing expense. The City will use competitive bidding to select a contractor to perform this work. The Stormwater User Fee rate took into account this new expense, and the collected fees will be used to fund this work.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	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 '24	FY '25	FY '26	FY '27	FY '28	Total
Stormwater Fee	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 '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **59-C0594**

Project Name **Reforestation Using SPP Funds**



Type Improvement
Useful Life 80 years
Category Infrastructure-Reforestation
Location: City-Wide
Year Submitted: 2020

Department Stormwater
Contact Tissue
Priority Planned Improvement

Status Active

Description

The purpose of this project is to plant trees to reforest both existing pervious and impervious areas to earn credits that will help the City comply with the 20% restoration requirement in the NPDES permit. Also, see General Fund capital improvement project C0594 for tree planting using Forest Conservation Funds.

We anticipate increased planting in FY25 and beyond as MDE increases the credit for tree planting.

FY24 - FY28: The planting and maintenance of DNR-planted trees.

Justification

Development of the Stormwater User Fee rate schedule included the assumption that a significant portion of the City's strategy to comply with the NPDES permit requirements would include tree planting. To qualify for credits, the trees must be planted in compliance with MDE's definition of "forest". Trees may be planted City-wide, or lands outside corporate limits that are owned or controlled by the City.

Budget Impact/Other

The City will competitively bid a contract to install and provide initial maintenance of the trees; this will be an ongoing expense funded by the Stormwater User Fee.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Stormwater Fee	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **59-C0634**

Project Name **Hagerstown Field House**



Type Improvement
Useful Life 50 years
Category Land Improvements
Location: 290 East Memorial Blvd
Year Submitted: 2022

Department Stormwater
Contact Tissue
Priority Planned Improvement

Status Active

Description

As part of the construction of a field house at the site of Municipal Stadium, this project will address stormwater issues including modifications to "town run," providing quantitative and qualitative management of runoff, installation of storm drain, and planting trees.

Refer to CIP # 041.

Justification

Stormwater protection program is intended to address these issues.

Obtain MS4 credits as required by MDE Permit.

Budget Impact/Other

Will be maintained as part of the grounds of the field house. TBD who will do that but it could involve mowing and tree trimming.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance	700,000					700,000
Total	700,000					700,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
American Rescue Plan Act (ARPA) Grant	700,000					700,000
Total	700,000					700,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **59-C0637**

Project Name **Stormwater Protection Program Implementation**



Type Improvement
Useful Life Indefinite
Category Infrastructure-Storm Drains
Location: City-Wide
Year Submitted: Ongoing

Department Stormwater
Contact Tissue
Priority Planned Improvement

Status Active

Description

As part of the overall Stormwater Protection Program, the purpose of these projects are to address Environmental Protection Agency and Maryland Department of the Environment mandates to reduce the pollutants discharged into State waterways and the Chesapeake Bay. As part of the new NPDES MS4 General Permit issued in 2018, the City will be required to remove or provide treatment for 20% of the existing impervious area which doesn't have treatment. This will be accomplished by the construction of retrofit facilities, tree planting, and other Best Management Practices.

Retrofit of existing flood-control stormwater facilities to provide water quality benefits:

FY24: North High Stormwater Management Pond Retrofit Design ($45,000); Fairgrounds Park (Ice Rink Stormwater Management Pond Retrofit Design/Construction) ($366,000).

FY25: Community Rescue Service retrofit design/construction ($140,000); North High Construction ($620,000)

FY26: Hagerstown Industrial Park (Commonweath Avenue) ($350,000)

FY27 - FY28: To Be Determined ($200,000)

Justification

Compliance with NPDES permit will require significant funding for analysis, design, construction, and maintenance of new or enhanced stormwater management facilities. While the City will continue to seek grant funding to design and construct these projects, it is unlikely that this will be sufficient to meet the permit mandates. The City has implemented a Stormwater Utility fee which will generate revenue to fund this program.

The Comprehensive Plan recommends that the City reduce its non-point source loads through more stringent stormwater management requirements for development, selective stormwater retrofits, and other actions as appropriate.

Budget Impact/Other

As new stormwater facilities are constructed, maintenance costs for the City will increase accordingly.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	45,000					45,000
Construction/Maintenance	366,000	760,000	350,000	200,000	200,000	1,876,000
Total	411,000	760,000	350,000	200,000	200,000	1,921,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Stormwater Fee	411,000	760,000	350,000	200,000	200,000	1,921,000
Total	411,000	760,000	350,000	200,000	200,000	1,921,000

CAPITAL IMPROVEMENT PROGRAM

FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # 59-C0639

Project Name Green Streets



Type Improvement
Useful Life 50 years
Category Storm Water
Location: Various locations
Year Submitted: 2014

Department Stormwater
Contact Tissue
Priority Planned Improvement

Status Active

Description

Modifications to existing streets to improve pedestrian access, decrease impervious surfaces, and construct new planting beds and tree pits to provide stormwater management. Part of overall Watershed Protection program and compliance with EPA/MDE mandates requires reduction in runoff by eliminating unnecessary pavement.

FY26: Future project with possible Chesapeake Bay Trust funds.

Justification

Anticipated NPDES (National Pollutant Discharge Elimination System) regulations will require the City to provide stormwater management for existing impervious surfaces; "Green Street" elements can be incorporated in narrow street corridors where there is not sufficient space for traditional facilities, and can enhance the environmental value of the streetscape.

The Comprehensive Plan recommends that the City reduce its non-point source loads through more stringent stormwater management requirements for development, selective stormwater retrofits, and other actions as appropriate.

Budget Impact/Other

The City's Department of Public Works will be responsible for maintaining the new stormwater management features (including trees, landscape plantings, cleaning, and maintenance of structures, etc.).

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Construction/Maintenance			300,000			300,000
Total			300,000			300,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-State			200,000			200,000
Stormwater Fee			100,000			100,000
Total			300,000			300,000

CAPITAL IMPROVEMENT PROGRAM FY '24 *thru* FY '28

City of Hagerstown, Maryland

Project # **59-C0866**
Project Name **Stream Restorations**



Type Improvement
Useful Life 50 years
Category Storm Water
Location: Various locations
Year Submitted: 2021

Department Stormwater
Contact Tissue
Priority Planned Improvement
Status Active

Description

FY24: Construction of stream restoration at the golf course in the winter of 2023-2024 ($800,000 funding from the stormwater fund).

FY24: Stream restoration at City Park in the winter of 2023 or spring of 2024 ($160,000 funding from stormwater fund).

FY24: Design and permitting of Hamilton Run stream restoration adjacent to Longmeadow Park to stabilize stream banks, restore rehabitat, alleviate flooding of Northern Avenue, and eliminate failing retaining wall ($60,000 in stormwater funds; $40,000 from federal grant).

FY25: Construction of Hamilton Run restoration at Longmeadow Park ($410,000 federal grant; $1,000,000 from stormwater fund).

Justification

Streams are eroding, introducing nutrients into the water and impacting properties and the golf course. This is a cost-effective measure to obtain the required NS4 permit credits.

The Comprehensive Plan recommends that the City continue to recognize and protect sensitive areas, and encourage the planting of native tree species in stream buffer zones.

Budget Impact/Other

Minimal impact, additional maintenance, street light operations. Less than $5,000 annually.

Expenditures	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Planning/Design	40,000					40,000
Construction/Maintenance	1,020,000	1,410,000				2,430,000
Total	1,060,000	1,410,000				2,470,000

Funding Sources	FY '24	FY '25	FY '26	FY '27	FY '28	Total
Grants-Federal	40,000	410,000				450,000
Stormwater Fee	1,020,000	1,000,000				2,020,000
Total	1,060,000	1,410,000				2,470,000

Events

City of Hagerstown













SCHEDULE OF FEES AND SERVICE CHARGES
SECTION 8

	Page
City Clerk	1
Support Services	1
Communications	1
Department of Community and Economic Development	
Community Development Block Grant	1
Business Revolving Loan Fund	1
Community Engagement	1
Planning and Code Administration	
Planning	1
Code Administration	3
Engineering	
Engineering	4
Recycling and Trash Collection	4
Public Works and Parks	
Public Works	4
Parks and Recreation	4
Police Department	5
Fire Department	6
Enterprise Funds	
Utility Division	
Electric Department	6
Water Department	7
Wastewater Department	8
Parking Facilities	8
Golf Course	9
Property Management	9
Stormwater Protection	9

SCHEDULE OF FEES & SERVICE CHARGES
FISCAL YEAR 2023/2024

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
CITY CLERK						
01030022 - 4271				**$ 1,575**		
Auctioneer-to Conduct an Auction					Baltimore County: $180	Ordinance
Annual Fee	1992	$25	$25			
Peddler:						Ordinance
Peddler (Door-to-Door) Annual Fee	2014	$250	$250		Baltimore City $75-$375	
Vendor (Stand or Truck) Annual Fee	2014	$250	$250		Salisbury: $50 + $1,000 Surety Bond	
Temporary Peddler Daily Fee	2014	$25	$25			
Transient Dealer Annual Fee	2014	$1,000-$3,500	$1,000-$3,500		Cumberland $375/2 months	Ordinance
Parade Per Event Fee	1992	$125	$125		Baltimore $80	Ordinance
Circus/Carnival Weekly Fee	1992	$125	$125		Salisbury: $10/day	Ordinance
Special Sales(Auctions, Going-out-of Business, Etc.)	1992	$125	$125			Ordinance
Theatre Annual Fee	1967	$100	$100			Ordinance
01030022 - 4221				**$ -**		
City Code Annual Fee	1990	$125	$125		Available on-line, free of charge	Admin Order
City Code Supplement	1998	$40	$40			Admin Order
01030021 - 489903				**$ -**		
Souvenirs/Maps		Various	Various			
SUPPORT SERVICES						
01070022 - 4494				**$ 283**		
Bad Check Fee Per Check (To compensate the City for Bank charges & employee time)	2007	$35	$35		$35 Area Banks	Admin Order
01072012 - 4490				**$ 6,507**		
Pay-By-Phone Transaction Fee	2012	$10	$10		Potomac Edison $7	Admin Order
COMMUNICATIONS						
01030062-4899				**$ 2,168**	Cumberland - First 20 pages free; $0.25/page	
Public Information Requests	2002				or $1.00 per page for certified copy	Admin Order
Fee Per Page:					Rockville - First 40 pages free; $0.20/page B&W	
20 pages or less		Free	Free		or $1.00 per page for color	
21 pages or more		$1.25 plus $0.25/each add'l page	$1.25 plus $0.25/each add'l page		Frederick - First 20 pages free; $0.25/page	
DVD/2GB Thumb Drive		$5.00	$5.00		Salisbury - First 4 pages free; $0.25/page	
Document Retrieval & Review beyond 2 hrs		Billed at employee's hourly rate	Billed at employee's hourly rate		Annapolis - First 10 pages free; $0.25/page;	
COMMUNITY DEVELOPMENT BLOCK GRANT FUND						
10000002 - 441596				**$ -**		
Loan Processing Fees:					Baltimore County-Closing/recording costs	
Multifamily Residence	1986	$50	$50		able to be included in the loan.	Admin Order
Mixed Use or Commercial		$50	$50		Frederick County-No application or origination	
Economic Development		$100	$100		fees. Cost of title search included in loan.	
BUSINESS REVOLVING LOAN FUND						
14000001 - 4899				**$ 500**	Kent County- $100 Application Fee/1%	
Miscellaneous Revenue	2001				origination fee is added to loan principal	
Based on loan request amount:		,			at closing.	Admin Order
$5,000- 50,000		$100	$100			
$50,001- 100,000		$150	$150		Tri-County Council for Western Maryland-	
$100,001- 150,000		$200	$200		$250 Application Fee/1.5% Loan Origination Fee	
$150,001 - 200,000		$250	$250		at closing.	
COMMUNITY ENGAGEMENT						
				$ -		
Market Vendor Stations					Washington County Farmer's Market	Admin Order
					$10 per day Wed. & Sat. Receive 10%	
10' x 10' Vendor Space	2023	Free	Free		discount if choose to be part of the entire season	
Food Truck Space	2023	Free	Free		(Approx 20 weeks-Outdoor)	
Third Thursday of each month May to October					Boonsboro Farmers Market	
					$5 per day; $100 per season (Outdoor)	
					Town of Williamsport Farmers Market	
					$5 per week; $50 per season (Outdoor)	
PLANNING						
01090012 - 441131				**$ 855**	Washington County:	
Subdivision: Simplified Plat, Condo Plat, Replat	2015	$355	$355		$350	Admin Order
01090012 - 441122				**$ 14,420**	Washington County:	
Subdivision: Final Plat	2015	$590+$50/lot	$590+$50/lot		$650+$250/lot (<50 lots) $650+$150/lot (>50 lots)	Admin Order
01090012-441124				**$ 590**		
Subdivision: Sketch Plans					Washington County:	
Nonresidential - 2 ≤ acres	2015	$590	$590		$700 + $20/acre	Admin Order
Nonresidential - > 2 acres	2015	$1,200	$1,200		$700 + $20/acre	Admin Order
Residential - < 50 lots	2015	$590	$590		$700 + $20/acre	Admin Order
Residential - ≥ 50 lots	2015	$1,200	$1,200		$700 + $20/acre	Admin Order
01090012 - 441121				**$ 10,505**		
Subdivision: Development Plan	2023	$1,300+$50/lot	$1,300+$50/lot		$900+$30/Lot	Admin Order
01090012 - 441125				**$ 2,485**		
Minor Subdivision	2015	$355	$355		$350	Admin Order
01090012 - 441126				**$ -**		
Subdivision Variance/Waiver Request	2023	$0	$0		$115	Admin Order
01090012 - 441161				**$ 3,600**		
Concept Plan/Sketch Plans:						
CR Sketch Plan	2015	$1,200	$1,200			Admin Order
Mixed Use Development	2023	$1,200	$1,200			Admin Order
Multi-Family Development	2015	$1,200	$1,200			Admin Order
01090012 - 441119				**$ 2,640**		
BZA Filing Fee:					Washington County:	
Special Exception	2015	$590	$590		$500	Admin Order
Variances:						
Residential	2015	$155	$155		$150	Admin Order
Non-Residential	2015	$310	$310		$300	Admin Order
Residential Fence Variance	2015	$155	$155		$150	Admin Order
Nonconforming Uses:						
Change	2015	$590	$590		$500	Admin Order
Expansion	2015	$590	$590		$500	Admin Order
Administrative Appeals	2015	$250	$250		$150	Admin Order
01090012 - 441112				**$ 3,805**		
Rezoning Fees:					Washington County:	
Preliminary Consultation	2015	$590	$590		$500+$20/acre	Admin Order
Rezoning Filing Fee	2015	$2,400+$15/APO	$2,400+$15/APO		$2,165+$20/acre	Admin Order
Local Conservation District	2015	$590	$590		N/A	Admin Order
Conversion District	2023	$2,400+$15/APO	$2,400+$15/APO		N/A	Admin Order
PUD Master Plan	2015	$2,400+$15/APO	$2,400+$15/APO		$1,030+$30/acre	Admin Order

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
PLANNING (continued)						
01090012 - 441102				**$ 12,475**		
Full Site Plan Fees:					Washington County:	
Concept Plan for Environmental Site Design		0	0		$200	Admin Order
Residential	2006	$1,000 + $15/unit	$1,000 + $15/unit		Res. $900+$10/unit + $110-$330/acre	Admin Order
Mixed-Use	2022	$1,100 + $15/unit	$1,100 + $15/unit			
Nonresidential	2023	$1100 + $50/acre	$1100 + $50/acre		Comm: $900 +$110-$330/acre	Admin Order
01090012 - 441101				**$ 4,130**	Washington County:	
Minor Site Plan	2015	$690	$690		$650	Admin Order
01090012 - 441103				**$ -**	Washington County:	
Site Plan Variance/Waiver Request	2015	$0	$0		$115	Admin Order
01090012 - 441111				**$ 19,365**		
Zoning Certificate Fees:					Washington County:	Admin Order
Home Work Stations & CC-MU	2015	$50	$50		$65	Admin Order
All other commercial	2015	$125	$125		$165	Admin Order
Blanket for Multi-Vendors	2015	$400	$400			
Zoning Verification Letter: One SFR	2023	$75	$75		$165	Admin Order
Zoning Verification Letter: All Others	2015	$100	$100		$165	Admin Order
Fence Permits:	2015					
Residential: Single Family, Two-Family	2023	$45	$45		If 7 ft. tall or more: $50;otherwise no permit	Admin Order
Commercial, Industrial, Multi-Family	2023	$150	$150		If 7 ft. tall or more: $50;otherwise no permit	
01090012 - 489603				**$ -**	Washington County:	
Comprehensive Plan	2015	$25	$25		$50 ($5 on CD)	Admin Order
01090012 - 489604				**$ -**	Washington County:	
Land Management Code	2015	$25	$25		$20 zoning; $12 subdivision	Admin Order
Design Review Guidelines	2015	$25	$25		$100	Admin Order
01090012 - 441141				**$ -**	Washington County:	
Zoning Text Amendment	2015	$2,400	$2,400		$2,015	Admin Order
Subdivision Text Amendment	2015	$2,400	$2,400		$2,015	Admin Order
01090012 - 4899				**$ -**		
Copies of Recorded Meetings	2015	$30/mtg + $12/disc	$30/mtg + $12/disc			
Notary Fees	2015	$4/per page	$4/per page			
Photo Copies	2015	$0.25/page B&W, $0.75/page Color	$0.25/page B&W, $0.75/page Color			Admin Order
01090012 - 426902				**$ 6,656**		
Forest Conservation Fee:					Washington County:	
Delineation	2015	$290	$290		$250	Admin Order
Final Plan & Easements	2023	$625+$15/acre	$625+$15/acre		$750+$10/acre	Admin Order
Forest Conservation Waiver/Variance Request	2023	$0	$0		$40	
Forest Conservation Exemption Certification	2015	$0	$0		$25	
17090012 - 426999				**$ 4,133**	Washington County:	
Forest Conservation FIL	2023	$0.35/sq feet (inflation increase)	$0.35/sq feet (inflation increase)		$.30-$.36 sq feet	
01090012 - 441151				**$ 19,118**		
Pre-Annexation Agreement Review Fees:						
Infill residential lot - 1 or 2 units	2012	$150	$150		N/A	Admin Order
Minor residential development - ≤ 5 units	2012	$500	$500		N/A	Admin Order
Major residential development - ≥ 5 units	2012	$1,000 +$15/unit	$1,000 +$15/unit		N/A	Admin Order
Nonresidential	2012	$1,000+$50/acre	$1,000+$50/acre		N/A	Admin Order

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
CODE ADMINISTRATION						
01140012 - 4210				**$ 474,124**	Washington County:	Ordinance
Building Permits:						
Application Fee		$20	$20		Comm: $150; Res: $65	
Tech Fee	2011	$20	$20		$15	
Commercial, Apartments & New Residential:					Comm: $0.15 per sq.ft.; Res: $.10 per sq.ft.	
up to $10,000	1996	$8.50 / thousand	$8.50 / thousand			
$10,000 and greater	2019	$6.00 / thousand	$6.00 / thousand			
Misc Residential:						
up to $10,000	1996	$8.50 / thousand	$8.50 / thousand			
$10,000 and greater	2019	$4.50 / thousand	$4.50 / thousand			
Change of Use Permits	2016	$75	$75			Admin Order
Expedited U&O's (within 24 Hours of Final Inspection)	2021	$50	$50		$75	
After Hours Inspection Request	2021	$50	$50			Admin Order
01140012 - 421101				**$ 80,144**	Washington County:	Ordinance
Plumbing Permits:	2011				Res: $65+$50-60/unit	
Application Fee: Residential/Comm/Apmt		$50/$100/$100	$50/$100/$100		Comm: $125+$75/unit	
Tech Fee		$20	$20		$15	
Fixture fees (varies)		$4- $40	$4- $40		$2-$50	
Single fixture (app fee is waived)		Tech fee + fixture only	Tech fee + fixture only		$25 + tech fee	
01140012 - 4202				**$ 8,205**		Ordinance
Plumbers license/registration (Biennial):	2007	($40 of fee is tech fee)	($40 of fee is tech fee)		Washington County (2 yr):	
Master		New: $150/ Renew: $125	New: $150/ Renew: $125		Master : $50/resident, $100 non-resident	
Journeyman		New: $95/ Renew: $70	New: $95/ Renew: $70		Journeyman : $20 resident/$40 non-resident	
Apprentice		New: $85/ Renew: $60	New: $85/ Renew: $60		Apprentice : $15 resident/$30 non-resident	
If license has lapsed more than 30 days		New rate is charged	New rate is charged		$100	
01140012 - 421102				**$ 160,367**	Washinton County:	Ordinance
Electrical Permits	2011				Res : $165-265/unit	
Application Fee: Residential/Comm/Apmt		$50/$100/$100	$50/$100/$100		Comm :$425/unit	
Tech Fee		$20	$20		$15	
Fixture fees (vary)		$3-$50	$3-$50		$15-$50 fixture fees	
01140012 - 421103				**$ 70,793**	Washington County:	Ordinance
Mechanical Permits:	2011				Res: $65+$40-50/unit	
Application Fee: Residential/Comm/Apmt		$50/$100/$100	$50/$100/$100		Comm: $125+$80/unit	
Tech Fee		$20	$20		$15	
Fixture fees (vary)		$5 -$30	$5 -$30		$3-$60 fixutre fees	
01140012 - 4203				**$ 20,060**	Washington County (2 yr):	Ordinance
Mechanical Licenses (Biennial)	2011	($40 of fee is tech fee) $125	($40 of fee is tech fee) $125		Master: $50 resident / $100 non-resident Journeyman : $20 resident / $40 non-resident	
01140012 - 4204				**$ 6,420**	Washington County (3 yr):	Ordinance
Electrician's Registrations (Biennial)	2007	($40 of fee is tech fee)	($40 of fee is tech fee)			
Master/ Restricted Master	2007	New: $150/ Renew: $125	New: $150/ Renew: $125		Master and Restricted: $150	
Journeyman	2023	New: $95/ Renew: $70	New: $95/ Renew: $70			
Apprentice	2023	New: $95/ Renew: $60	New: $95/ Renew: $60			
If license has lapsed more than 30 days	2007	New rate is charged	New rate is charged		$50 + $50/year left	
01140012 - 441593				**$ 4,807**		Admin Order
Administrative Fee for Excise Tax	2005	2% of 72% of excise tax	2% of 72% of excise tax			
01140012 - 450102				**$ 31,470**	Most citations are $200-$1,000; however, trash	Ordinance
Municipal Infractions: Fee Per Citation	2008	$25-$1,000	$25-$1,000		citations start at $25	
01140012 - 4205				**$ 671,045**	Cumberland: $25 per unit (annual)	Ordinance
Rental Registration Fee	2014				Annapolis: $100 per unit (annual)	
Per Unit Fee		$75	$75		College Park: $125-$244 per unit (annual)	
Per Rooming House + Per Unit Fee		$100+$10	$100+$10			
Re-print of Rental License	2023	$5	$5			
01140012 - 4504				**$ 33,220**		Admin Order
CAD Administrative Fees:						
Snow Removal Fee + Tech Fee	2003	$50+$20	$50+$20			
Loose Trash removal + Tech Fee	2023	$50+$20	$50+$20			
All Others: Fee + Tech Fee	2011	$100+$20	$100+$20			
Refuse Pickup Admin Fee	2013	$50	$50			
Refuse Pickup Tech Fee	2013	$20	$20			
Trash Pickup Fee	2013	$5 per bag	$5 per bag			
Trash Pickup Tech Fee	2013	$20	$20			
Trash Pickup Bulk Item Fee	2021	$25 per item	$25 per item			
01140012 - 4505				**$ -**		
Appeals Fee-Board of Code Appeals	2021				Washington County:	Admin Order
Fee Per Case		$150	$150		$250/non-resid : $150/resid	
01140012 - 441503				**$ 600**	Washington County:	Admin Order
Reinspection fee	2011	$50			1st- $50, 2nd- $75, 3rd- $100	
Vacant Structure Reinspection Fee	2024		$150			
01140012 - 441504				**$ 119,957**		
Property Abatement Billings:						
Grass/High Weed Removal	2001	$100-$1,000+	$100-$1,000+			Ordinance
Trash and Debris Removal	2001	$50-$1,500+	$50-$1,500+			Ordinance
Securing of Vacant Structures	2008	$100	$100			Admin Order
Snow Removal From Public Sidewalks	2004	$25-$250+	$25-$250+			Admin Order
Admin Fee		$50-$100	$50-$100			
Tech Fee	2016	$20	$20			
01140012-441111				**$ -**		
Code Compliance/Status Verification					Washington Co. - $100; Frederick Co. $49	Admin Order
for one SFR or one residential unit	2021	$50	$50			
					Washington County -$100; Frederick County	
For all others per property	2021	$100	$100		$27-$118 per address or tenant space	
01140012 - 441512				**$ 78,775**		Ordinance
Vacant Structures, Residential	2014	$100-$500	$100-$500			
01140012 - 441513				**$ 3,000**		Ordinance
Vacant Structures, Commercial	2014	$250-$1,000	$250-$1,000			
01140012 - 441594				**$ 1,200**		Ordinance
Secure Vacant Structure:						
Fee Per Building	2011	$100	$100			
Admin fee		$100	$100			
Tech fee		$20	$20			
Hourly securing rate after 1 hour	2023	$50	$50			Admin Order
Repeat call for service at vacant property	2023	$150	$150			Admin Order
Material fees		Various	Various			
01140012 - 441595				**$ 36,496**		Admin Order
Technology Fees	2004	$20	$20			
01140012-441597				**$ 2,000**		Ordinance
Unattended Donation Bin Registration	2015	$100-$200	$100-$200			
01140012 - 449001				**$ 1,999**		Ordinance
Credit Card Convenience Fee	2013	$2	$2			
01140012 - 449101				**$ 73,750**		
Rental License Late Fee, Per Incident	2011	$50	$50			Ordinance

SCHEDULE OF FEES & SERVICE CHARGES
FISCAL YEAR 2023/2024

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
ENGINEERING						
01090042 - 421202				$ 32,781		
Street Cutting Permits	2015	Varies	Varies		Some streets can cost thousands depending	Ordinance
Per Cut Minimum Fee		$25 to $1500	$25 to $1500		on situation	
Tech Fee					Washington County $35/cut	
01090042 - 4899				$ 250		
Sale of Construction Documents	Varies Per Contract	Varies from $5-$200	Varies from $5-$200		Frederick City $20	Admin Order
					Washington Co $25-50	Admin Order
01090042 - 4896				$ 90		
Sale of Maps	2012	$0.65 - $10.00/SF	$0.65 - $10.00/SF		Frederick County $3/map	Admin Order
Sale of Prints/Copies					Washington Co. $3 or .50-/SF	
Varies based on papers size		$0.50/SF to $7.50/SF	$0.50/SF to $7.50/SF			
Varies based on papers size with aerials		$1.00/SF to $15.00/SF	$1.00/SF to $15.00/SF			
Burning to a CD/DVD		$1.00 per CD/DVD	$1.00 per CD/DVD			
Scanning-additional charge		$2.00/ per scan	$2.00/ per scan			
01090042 - 421203				$ 260		
Curb/Sidewalk/Driveway Permits	1995				Cumberland $15,Fred.Co $35+bond	Resolution
Fee Per Driveway		$25	$25			
Fee Per Curb/Sidewalk		$10	$10			
Plus Tech Fee		$5	$5			
01090042 - 421205				$ 263,207		
Site Grading Permit	2004				Fred Co $109 Minor,$239 Major or 1.5%	Admin Order
Flat Fee for Site Cost		$15	$15		Wash Co $25 minor,5 acre min-$20 acre min	
Plus % of Total Work Cost		1%	1%			
Plus Tech Fee		$25	$25			
01090042 - 421201				$ 20,025		
General Street Construction Permit Fee:	2003				Based on % so rate adjusts	Ordinance
Flat Fee		$25	$25		automatically as project costs change	
Plus % of Total Work Cost		2%	2%			
Plus Tech Fee		$25	$25			
01090042 - 421204				$ 7,682		
Storm Water Management Permit	1995				Based on % so rate adjusts automatically	Admin Order
Flat Fee		$25	$25		as project costs change	
Plus % of Total Work Cost		2%	2%			
Plus Tech Fee		$25	$25			
01090042 - 441201				$ 58,730		
Engineering Review Fees	2013					Admin Order
Fee Per Lot - Subdivision		$150 + $60/Lot	$150 + $60/Lot		Washington County - Min Fee of $600:	
Fee Per AC-Site Plan		$150+$200/acre	$150+$200/acre		$150 + $280/acre (<10 acres)	
					$150 + $140/acre (>10-<50 acres) $150 +	
Sim. Plats		$100	$100		$65/acre (>50 acres)	
01090042 - 421206				$ 6,574		
Right of Way Closure Permit	2005				None - Washington County	Admin Order
Application Fee		$10	$10			
Tech Fee		$5	$5			
Closure Fee		Fee Varies	Fee Varies			
RECYCLING AND TRASH COLLECTION						
01300012 - 4416				$ 2,806,817		
Recycling & Refuse Collection	2018				Similar service outside City is about three	Admin Order
Quarterly Fee - Residence		$50.00	$55.00		times the cost at around $155/quarter	
Yearly Fee - Commercial		$110	$110			
01300012 - 4417				$ 16,920	Maryland Junk Removal: $120	
Bulk Trash Pick-up and Disposal Fee:	2008				Junk Removal Express: $99	Admin Order
Per Load Fee		$25	$25			
Appliance with Freon Fee		$25	$25			
01300012 - 4493				$ 43,320		
Utility Monthly Late Fee	2014	1% per month on past due unpaid balance	1% per month on past due unpaid balance			Ordinance
PUBLIC WORKS						
01160032 - 483006				$ 52,500		
Signal-State Highway Administration	2005					
Fee Per Intersection		$1,500	$2,000		$1,500 each	Admin Order
PARKS & RECREATION						
01450002 - 481013				$ 23,998		
Pavilion Facility Reservations:	2017	$65	$75		Washington Co: Residents $75; Nonresidents $90	Admin Order
Bandshell Reservations: Includes $25 Admin Fee	2013	$150	$150		Arts Pavilion $95 R/$110 NR	Admin Order
					Pen-Mar (Dance Pavilion) $150 R/$175 NR	Admin Order
01450002 - 481010				$ 120	County: Season Field Fee 3 months up to	
Fields & Courts	2013	$85/$185	$85/$185		3 days per week $300 per field	Admin Order
*Rates below include $25 Admin Fee					County: Ball Field Light Fee $15/hour	
Non-Tournament		$85	$85		County: $30/field	
Tournament		$185	$185		County: $75/field	
Stable Rental	2013	$285	$285			Admin Order
01400012-481013				$ 6,225		
FIT Room at Fairgrounds Park						
Rental - 4 Hr Min	2017	$50/hr + $25 Admin Fee plus $75 Cleaning fee	$50/hr + $25 Admin Fee plus $75 Cleaning fee		Elementary School Gyms:$75 for 3 hours	Admin Order
01450002 - 481011				$ 8,619		
Fairgrounds Park						
Entire Park: Includes $25 Admin Fee	2013	$1,025	$1,025			Admin Order
01030052-4810-P0860						
University Plaza	2020			$ 250	Washington County Park Pavilion Rentals	Admin Order
Special Events:					$60 (resident); $80 (non-resident)	
University Plaza: Includes $25 Admin Fee		$0/$75	$100		Shaffer Park, Boonsboro (gazebo & pavilion)	
University Plaza: Restroom Fees		$50/$100	$50/$100		$45/$50 (resident); $55/$60 (non-resident)	
01404022-448701				$ 2,161		
Hager House	2017				Miller House: $5/person	Admin Order
Adults		$6	$6		Free for ages 12 & Under	
Senior Citizens; Students: Age 13-17		$4	$4		Free for Members & Partners	
Children: Age 6-12		$3	$3		Group Rates available for parties of 10 or more	
Children: 5 & Under		Free	Free			
Group (Min. 8 people)		$4/person	$4/person			
01402022 - Various Accounts				$ 106,778		
Potterfield Pool:					County Pool:	
Daily Rates:	2011				2 & Under: Free	Admin Order
2 and Under/Pre-school		Free/$3	Free/$3		Pre-School: $3.00	
Student: Ages 5-14		$4	$4		Student: $4.00	
Youth/Adult: 15-61		$5	$5		Adult: $5.00	
Senior: 62 and Older		$4	$4		After 5PM - $1	
Family: (up to 5)		N/A	N/A			
Season Pass - City Residents:	2021					
Age 2 & Under		N/A	N/A			
Pre-school/Youth		N/A	N/A			

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
PARKS & RECREATION (continued)						
Individual		$85	$85			
Family (up to 5)		$160	$160			
Season Pass - Non-City Residents:	2021				County Pool:	
Age 2 & Under		N/A	N/A		Child $85	
Pre-school/Youth		N/A	N/A		Adult $110	
Individual		$110	$110		Family $175	
Family (up to 5)		$210	$210			
Pool Rentals:	2017					Admin Order
1-50 People Hourly Rate		$125				
51-75 People Hourly Rate		$175				
76-100 People Hourly Rate		$250				
Over 100 People		Special Quote				
Pool Rental Rates above would no longer be used						
2 hour rental for up to 100 people			$300		Rates are for 2 hrs	
2 hour rental for up to 101 - 150 people			$400		0-75 swimmers $225	
2 hour rental for up to 151 - 200 people			$500		76-150 swimmers $300	
3 hour rental			Add $100 to each 2-hour rental rate above			
01404032 - 448601				**$ 2,146**		Admin Order
202 Train Exhibit	2017					
Adults		$5	$5		Roundhouse:	
Seniors; Students - Age 13-17		$3	$3		Ages 16+: $6.00	
Children: 6-12/5 & Under		$2/Free	$2/Free		Ages 4-15: $1.00	
Group Tours (Min. 8 people)		$3/ per person	$3/ per person		Ages 3 & under: Free	
Facility Rentals: 01404032-4810	2017					
Pavilion & Museum		$200 (3hr)	$225 (3hr)			
Pavilion Only		$100 (4 hr)	$125 (4 hr)			
POLICE DEPARTMENT						
01100012 - 4896				**$ 7,936**		
Copy Charges	2019	Incident reports: The cost is $5.00 per report plus mailing fees if applicable.Accident reports: Free to involved parties if emailed or received at HPD; mailing costs if printed and mailed. All others: $5.00 plus mailing costs if applicable.	Incident reports: The cost is $5.00 per report plus mailing fees if applicable.Accident reports: Free to involved parties if emailed or received at HPD; mailing costs if printed and mailed. All others: $5.00 plus mailing costs if applicable.		WCSO-$5/1st page,$1/each add'l page	Admin Order
01100012 - 441301				**$ -**		
Body-Worn Camera Footage	2018	Video footage free to person in interest, and flat fee of $25.00 for non-involved party regardless of time. All videos sent via online access. For all, Body-Worn Camera administrator's hourly wage beyond 2 hours of review and redaction	Video footage free to person in interest, and flat fee of $25.00 for non-involved party regardless of time. All videos sent via online access. For all, Body-Worn Camera administrator's hourly wage beyond 2 hours of review and redaction			Admin Order
01100012 - 441301		Cost of Media +	Cost of Media +	**$ -**		
Electronic Media Duplication	2004	External Cost	External Cost		WCSO-$10/1st hour, $5 each add'l hour.	Admin Order
01104012 - 441331				**$ 143,258**		
Special Assignments- Hrly Fee	2014	115% of Top Officer's	115% of Top Officer's			
(Dance, School Event, etc)		Pay Rate	Pay Rate			Admin Order
01100012 - 4503				**$ 9,314**		
Vehicle Storage Fee Per Day	2007	$20	$20		WCSO - $25; max. $1,125	Admin Order
Storage, Towed Vehicles, Public Auctions						
01100012-4551				**$ 5,634**	Annapolis Frederick	Ordinance
Red Curb & Handicap Fines	2014					
Fine - Parking on Red Curb		$25	$25		$100 red, $40 yellow $ 30 yellow	
Fine - Parking on Handicap Zone		$100	$100		$100 $100	
Fine - Parking in Fire Lane		$100	$100		$100 $100	
Fine - Parking in front of Fire Hydrant		$100	$100		$100 $100	
Late Fees for Fines paid After 10 days/After 30 days		$10/$20	$10/$20			Ordinance
01104072 - 4509				**$ 934,283**	Annapolis Frederick	
Speed Camera Fine	2012	$40	$40		$40 $40	Ordinance
01104082-4508				**$ 218,550**	Annapolis Frederick	
Red Light Camera Fine	2017	$75	$75		$75 $75	Ordinance

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
FIRE DEPARTMENT						
01120012 - 441402				**$ (750)**		
False Call/Failure to notify FD working	2012	$250	$250			Ordinance
01120012 - 421302				**$ 200**		
Blasting Permits	2012	$50	$50			Ordinance
01120012 - 4210				**$ 177,591**		
Assembly Permit	2012	$50	$50		1,000>$360; 301-1000: $240; 50-300: $120	Ordinance
Building Permits:					Fairgrounds/Parks: 9 bldgs or less $240;	
% of Total Building Permit Fee	2019	30%	30%		10 bldgs>$480	
01120012 - 421301				**$ 750**		
Firework Permits	2007	$250	$250			Ordinance
01120012 - 441401				**$ (161)**		
Reinspection Fee	2012	$150	$150		State Fire Marshal 1st $200; 3rd $250	Ordinance
Plan Review & Inspection for Fire		$100 with add'l chgs	$100 with add'l chgs		State Fire Marshal $150/system with	Ordinance
Protection System Installation		per system fixture	per system fixture		add'l charges per system fixture or	
Per System		or $1.50 per device	or $1.50 per device		device $2.00	
01120012 - 4507				**$ 5,000**		
Fire Code Violations	2007	$250 or Court Ordered amount	$250 or Court Ordered amount			Ordinance
01120012 - 4899				**$ 1,431**		
Technical Assistance Hourly Fee	2013	$50	$50		State Fire Marshall Office $75/hr	Ordinance
Municipal Infractions & Misc. Revenues	2006	Various	Various			Ordinance
Fire Report Fee	2004	$5 for 4 pages	$5 for 4 pages			Admin Order
01120012 - 441403				**$ -**		
Juvenile Intervention Program	2004	$150	$150			Admin Order
01120012 - 441404				**$ -**		
Fire Call Service Charges:	2011					Ordinance
Engine Hourly Rate		$150	$150			
Utility Hourly Rate		$100	$100			
Officer Hourly Rate		$50	$50			
Fire Marshall Hourly Rate		$50	$50			
Truck Hourly Rate		$150	$150			
01120012 - 441405				**$ -**		
Responding to Motor Vehicle Collisions						Ordinance
Engine: Hourly Rate (Min Billing Amt)	2012					
Utility: Hourly Rate (Min Billing Amt)	2012	No longer billing	No longer billing			
Officer: Hourly Rate (Min Billing Amt)	2013					
Truck: Hourly Rate (Min Billing Amt)	2012					
ELECTRIC DEPARTMENT						
50000002 - 442101				**$ 13,006,961**		
50000002 - 442102						
Residential - All KWH	2005				Potomac Edison - MD (through May 2023)	Maryland PSC
Base rate		$0.06263	$0.06263		$5.70 per month plus $0.08464/kWh	
Purchased Power Adj. Rate (Est. ave. rate)		$0.01096	$0.01096			
50000002 - 442201				**$ 4,927,158**		
50000002 - 442202						
General and Commercial	2005				Potomac Edison - MD (through May 2023)	Maryland PSC
1st 700 KWH		$0.08314	$0.08314		$0.12472	
>700 KWH		$0.05257	$0.05257		$0.05776	
Demand over 7.5 KW		$4.06817	$4.06817		$9.47000	
Purchased Power Adj. Rate (Est. ave. rate)		$0.01096	$0.01096			
50000002 - 442301				**$ 1,729,355**		
Industrial-Low Load	2005					Maryland PSC
1st 100,000 KWH		$0.05040	$0.05040		AP Schedule "PP"	
Over 100,000 KWH		$0.04220	$0.04220		No comparison due to AP Large Industrial	
Demand all KW		$3.409	$3.409		customers experiencing hourly load pricing	
Purchased Power Adj. Rate (Est. ave. rate)		$0.01096	$0.01096			
50000002 - 442302				**$ 4,061,132**		
Industrial-High Load	2005				AP Schedule "PH"	Maryland PSC
1st 100,000 KWH		$0.04052	$0.04052		No comparison due to AP Large Industrial	
Over 100,000 KWH		$0.03606	$0.03606		customers experiencing hourly load pricing	
Demand all KW		$6.26929	$6.26929			
Purchased Power Adj. Rate (Est. ave. rate)		$0.01096	$0.01096			
50000002 - 4424				**$ 19,922**		
Outdoor Lighting	1996				No comparison due to structuring	Maryland PSC
175 Watt Monthly Fee		$5.25	$5.25		difference	
250 Watt Monthly Fee		$6.96	$6.96			
400 Watt Monthly Fee		$10.03	$10.03			
Purchased Power Adj. Rate (Est. ave. rate)		$0.01096	$0.01096			
50000002 - 442501				**$ 618,245**		
Street & Highway Lighting Per KWH	2005	$0.06842	$0.06842		No comparison	
Purchased Power Adj. Rate (Est. ave. rate)		$0.01096	$0.01096			Maryland PSC
50000002 - 442502				**$ 22,452**		
Traffic Lights Per KWH					No comparison	Maryland PSC
1st 700 KWH	1996	$0.06749	$0.06749			
>700		$0.03865	$0.03865			
Purchased Power Adj. Rate (Est. ave. rate)		$0.01096	$0.01096			
50000002 - 442303				**$ -**		
High Voltage-Cascades	1995				Rate was abolished in Nov. 2020; Cascades	Maryland PSC
Demand Per KW		$0.000	$0.000		sold property and settled debt	
Per KWH		$0.000	$0.000			
Purchased Power Adj. Rate (Est. ave. rate)		$0.000	$0.000			
50000002 - 481813				**$ 61,531**		
Pole Rental - Fee Per Pole	2010	$20	$20		No comparison	Maryland PSC
Pole Rental (Prior 2001 grandfathered)	1966	$4.50	$4.50			
50000002 - 481815				**$ 42,000**		
50000002 - 481816						
Central Maintenance Garage Monthly Fee	2021	$42,000/Year	$42,000/Year			
Rent from Sub-Station	2007	$0.00	$0.00		Substation sold to HMS Hagerstown LLC.	Admin Order
50000002 - 489908				**$ 2,264**		
50000002 - 4238				**$ 69,917**		
Connection Fees	1984	$10	$10		No comparison	Maryland PSC
Reconnection Fees		$15	$15			
Call out Charge - Reconnect		$85	$85			
Call out Charge - Pole Reconnect		Est. Actual Cost	Est. Actual Cost			
50000002-4494				**$ 1,800**		
NSF Fees	2012	$35.00/check	$35.00/check		No comparison	Admin Order
50000002 - 4493				**$ 178,350**		
Utility Late Penalty Fees	2014	Max of 5% of unpaid bill (excluding State charges)	Max of 5% of unpaid bill (excluding State charges)		Per COMAR	Maryland PSC

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
WATER DEPARTMENT						
52000002 - 4249				**$ 28,258**		
Contracted service-payment for services rendered not w/in the existing level	1991	Labor, various equipment, various materials, 25%	Labor, various equipment, various materials, 25%		Frederick - Labor 38.5%,Material 10%	Admin Order
Labor Fee						
52000002 - 4231				**$ 87,898**		
52000002 - 4245						
Water Plan Review/Inspection Fee	2006					Ordinance
Application Fee + Review Fee per Ft.		$50 +$.50	$50 +$.50			
Inspection Fee Per Ft		$3	$3			
PS Fee Per Gallon (Minimum of PS Capacity)		$14	$14			
52000002 - 4235				**$ 52,167**		
Non-Utility Misc-payment for providing consumption data to Washington County	Annual Per Agreement					Admin Order
Fee Per Account/qtr	2012	$3.02	$3.02			
52000002 - 481002				**$ 17,200**	Per lease, beginning 9/1/23, Tenant's rent	
Rent-City Employee					shall increase at the rate of 3% per year	Admin Order
Smithsburg (Tenants Pay Fuel)	Vacant	$700	$700		over the previous year's rent.	
Edgemont (Tenants Pay Fuel)	2016	$700	$700			
Ritchie Rd (Tenants Pay Fuel)	2016	$800	$800			
52000002 - 481003				**$ 12,436**	Increase every 5 years based on consumer	
Cell Tower Rental	2007	$958.30/month	$958.30/month		price index. Last increase was in Jan 2017	Motion
52000002 - 4899				**$ 6,732**		
Misc. Other Revenues	2006					Admin Order
Hunting Permits		$20	$20			
Maps (Free with Permit)		$5	$5			
52000002 - 4240				**$ 50**		
Transfer Fee	2007	$50	$50		Frederick City $50 for prop transfer fee	M&C
Meter Testing Fee	2007	$50	$50		Frederick County $50 for meter testing fee	
52000004 - 4722		Eff July 1, 2022	Eff July 1, 2023	**$ 1,634,410**		
Benefit charges-charged to new customers for impact of additional demand to major system components	2019	3% Rate Increase	3% Rate Increase		Washington County - Allocation fee $2,500 plus $325 Meter Fee Frederick City - Impact fee for single	Ordinance
Fee Per Gallon -Inside City		$14.08	$14.50		family dwelling - $6,245	
Initial Fee Mininmum 200 Gallon-Inside City		$2,816	$2,900		$24.98/gal-250 gals per EDU	
		Eff Oct 1, 2022	Eff July 1, 2023			Ordinance
Fee Per gallon -Outside City		$28.16	$29.00			
Initial Fee Minimum 200 Gallon - Outside City		$5,632	$5,800			
52000002 - 443201		Eff July 1, 2022	Eff July 1, 2023	**$ 2,573,552**	5 Year Rate Increases approved by	
52000002 - 443101		3% Rate Increase	3% Rate Increase		Mayor and Council for FY2020 to FY2024	
Metered Sales - Inside City:						Ordinance
Residential/Rate per 1,000 gallons:	2019					
First 18,000 gallons		$1.82	$1.87		Frederick City FY2023/quarterly rates:	
Over 18,000 gallons		$3.47	$3.57		1st 6,000 gals - $4.72 / 1000 gals	
Fixed Fee per meter size: 5/8" - 10"		$8.08-$1,115.04	$8.32-$1,148.16		6,001 to 15,000 gals - $5.90 / 1000 gals	
Non-Residential/Rate per 1,000 gallons:					15,001 to 120,000 gals - $7.07 / 1000 gals	
First 18,000 gallons		$1.82	$1.87		120,001 to 750,000 gals - $8.25 / 1000 gals	
Over 18,000 gallons		$1.62	$1.67		over 750,000 gals - $9.44/1000 gals	
Fixed Fee per meter size: 5/8" - 10"		$8.08-$1,115.04	$8.32-$1,148.16		Fixed meter fees, size 3/4"-8" =$45.40 - $2,421.18	
52000002 - 443202		Eff July 1, 2022	Eff July 1, 2023	**$ 9,564,410**	5 Year Rate Increases approved by	
52000002 - 443102		3% Rate Increase	3% Rate Increase		Mayor and Council for FY2020 to FY2024	
Metered Service - County:						Ordinance
Residential/Rate per 1,000 gallons:	2019					
First 18,000 gallons		$4.40	$4.53		Washington County effective FY21	
Over 18,000 gallons		$8.36	$8.61		Residential -	
Fixed Fee per meter size: 5/8" - 10"		$23.50-$3,243	$24.21-$3,340.98		1st 6000 gallons minimum of $108.43	
Non-Residential/Rate per 1,000 gallons:					Over 6000 gallons = $12.19 per 1000 gals	
First 18,000 gallons		$4.40	$4.53		Commercial I:	
Over 18,000 gallons		$3.96	$4.08		1st 6000 gallons minimum of $108.43	
Fixed Fee per meter size: 5/8" - 10"		$23.50-$3,243	$24.21-$3,340.98		Over 6000 gallons = $12.47 per 1000 gals	
52000002 - 4237		Eff July 1, 2022	Eff July 1, 2023	**$ 185,863**		
Fire Protection:	2019	3% Rate Increase	3% Rate Increase			Ordinance
City - 4" - 12"		$216.59-1,946.73	$223.09-2,065.29			
County - 4" - 12"		$289.66-$2,596.51	$298.35-$2,674.40			
52000002 - 4232				**$ 353,630**		
New Services:	2020					Resolution
3/4" (5/8" meter)		$815	$815			
1" Single (3/4" meter)		$1,145	$1,145		Will include fees in the rate model	
1" Double (two 3/4" meters)		$1,300	$1,300			
1" RS Special		$1,750	$1,750			
2" Service		$2,315	$2,315			
Application Fee		$50	$50			
52000002 - 4238				**$ 196,630**		
Reconnection Fee:					Washington County - $50 Service Disconnect	Ordinance
8:00am-3:00pm	2020	$50	$50		or Reconnect during business hours; $75	
After 3:00pm		$100	$100		non-business hours	
Water Meter Pull per customer's request		$50	$50			
Water Meter Install per customer's request		$50	$50			
52000002 - 4494				**$ 2,065**		Admin Order
NSF Fees	2020	$35.00/check	$35.00/check		Per Maryland Commercial Law Section 15-803	
52000002 - 4493				**$ 177,710**	Frederick City - 1% penalty per month	
Utility Monthly Late Fee	2014	10% one-time late fee	10% one-time late fee		Washington County - $30 per bill Town of Smithsburg- 10% late charge	Ordinance
52000002-489914				**$ -**		
Emergency Load Response Program	2014	Capacity at 75% of market clearing price	Capacity at 75% of market clearing price			M & C

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
WASTEWATER DEPARTMENT						
54000002 - 4243				**$ 7,800**		
Connection Charge:	2020					Ordinance
Lateral connection		$1,300	$1,300			
Wye for side by side (duplex)		$390	$390		Will include in the rate model	
54000002 - 4242				**$ 15,193**		
54000002 - 4245						
Sewer Plan Review/Inspection Fee:	2020					Ordinance
Application Fee + Review Fee Per Ft.		$50 + $0.50	$50 + $0.50			
Inspection Fee Per Ft.		$3	$3			
PS Fee Per Gal. (Minimum of PS Capacity)		$14	$14			
54000002 - 4810				**$ 19,013**		
Rental Income per year	1984	$365	$365		50 year lease to expire in Oct. 2034; no increase in rent	Admin Order
Cell Tower Rental	2015	$1,229/month	$1,266/month		3% increase/year	Resolution M&C
54000004 - 4722		Eff July 1, 2022	Eff July 1, 2023	**$ 1,781,155**		
		3% Rate Increase	3% Rate Increase		Washington County - $7,300 per EDU	
Benefit Charges-Fee Per Gallon:	2019				Frederick City impact fee - for single	Ordinance
In City - minimum of 200 gallons		$24.76/gallon	$25.50/gallon		dwelling - $5,482	
In County - minimum of 200 gallons		$28.14/gallon	$28.98/gallon		$21.93/gal and 250 gals per EDU	
54000002 - 444201		Eff July 1, 2022	Eff July 1, 2023	**$ 7,828,172**	5 Year Rate Increases approved by	
54000002 - 444101		2% Rate Increase	2% Rate Increase		Mayor and Council for FY20-FY24	
Sewer Service Charges-City	2019				Frederick City-FY23	Ordinance
Consumption: Per 1,000 Gallons		$5.95	$6.07		All Usage per Quarter- $6.24/1,000 gals.	
Fixed Charges: 5/8" - 10"		$24.41-$3,368.58	$24.90-$3,436.20		Sizes 3/4" to 8" or larger - $42.56-$2,269.72	
54000002 - 444202		Eff July 1, 2022	Eff July 1, 2023	**$ 3,628,608**	5 Year Rate Increases approved by	
54000002 - 444102		2% Rate Increase	2% Rate Increase		Mayor and Council for FY20-FY24	
Sewer Service Charges- County	2019					Ordinance
Consumption: Per 1,000 Gallons		$9.97	$10.17		Wash County FY21: 1st 6,000 gals., minimum of $130.31	
Fixed Charges: 5/8" - 10"		$40.56-$5,597.28	$41.37-$5,709.06		over 6000 gals - $7.54 per 1000 gals	
54000002 - 444203		Eff July 1, 2022	Eff July 1, 2023	**$ 2,738,600**	5 Year Rate Increases approved by	
54000002 - 444103		2% Rate Increase	2% Rate Increase		Mayor and Council for FY20-FY24	
Sewer Service Charges-Joint County	2019					Ordinance
Consumption: Per 1,000 Gallons		$8.66	$8.83		Wash County FY21: 1st 6,000 gals., minimum of $130.31	
Fixed Charges: 5/8" - 10"		$35.27-$4,867.26	$35.98-$4,965.24		over 6000 gals - $7.54 per 1000 gals	
54000002 - 4443				**$ 105,426**		
Low Pressure Systems	2010					Ordinance
Per Dwelling Quarterly Fee		$97.80	$97.80			
If 2 Dwelling Pump Quarterly Fee		$53.73	$53.73			
54000002 - 4246				**$ 746**		
Monitoring Report/Lab Testing Fees:	2012				Washington County:	
Meter Set-Up Charge Per Test		$85	$85		Sample Collection $25	Admin Order
Biochemical Oxygen Demand		$30	$30		Biochemical Oxygen Demand $25	
Chemical Oxygen Demand		$30	$30		Chemical Oxygen Demand $35	
Fats, Oils & Grease		$40	$40		Oil & Grease $25	
Suspended Solids		$15	$15		PH (Corrosivity) $6	
PH		$8	$8			
Metals		$15	$15			
54000002 - 4241				**$ 109,975**		
54000002 - 4244					Washington county: Pretreatment Prog Permit Fees:	
Industrial Permit Fee/year	2001	$250 - $2,000	$250 - $2,000		SIU's and Non SIU's = $300 and $150	
Industrial Surcharge Per 1,000 lbs:	2008				Permit Maintenance Annual Fees:	
Chemical Oxygen Demand Fee		$0.33	$0.33		< 1000 gpd -$250	Ordinance
Suspended Solids Fee		$0.82	$0.82		1000 - 9999 gpd - $500	
Grease & Oil Fee		$0.47	$0.47		10,000 - 25000 gpd - $1000	
Biochemical Oxygen Demand		$0.82	$0.82		>25,000 gpd - $2000	
54000002 - 4493				**$ 218,906**	Frederick City - 1% penalty per month	
Utility Monthly Late Fee	2014	10% one-time	10% one-time		Washington County - $30 per bill	Ordinance
		late fee	late fee		Town of Smithsburg- 10% late charge	
PARKING FACILITIES						
56740112 - 4451				**$ 361,513**		
56740122 - 4451						
Parking Deck Permits - Monthly Fee:					Annapolis: $110-$250/month	
Regular Customers	2021	$70	$70		Cumberland: $55-$80/month	Resolution
Personally Assigned Space	2014	$120	$120		Frederick: $97/month	Resolution
					Winchester:$50-$60/month	
56740112 - 4452				**$ 154,141**		
56740122 - 4452						
Parking Deck Fees					Annapolis: $1 for 1st hr up to	Resolution
Minimum Fee	2010	$1	$1		$20 for hours 6 - 8; $20 max	
Maximum Daily Rate	2012	$8	$8		Winchester: $1/hr; $15 max	
Monthly	2021	$70	$70		Frederick: $1/hr; $12 max; $5	
Exiting Fee Between 4pm-6am	2014				after-hours rate	
weeknights & Saturdays		$2	$2		Cumberland: $1/hr, $8 max	
Sundays	2014	Free	Free			
56740112 - 4453				**$ -**		
Special Event Parking		$5	$5		Winchester $10-$15	
56740112 - 4455				**$ 26,257**		
Web Based Validations	2010	20% Discount	20% Discount			Resolution
56740132 - 4457, 445701, 445702				**$ 132,625**		
445703, 445704, 445705, 445706						
Parking Meter Fees						Resolution
Twelve (12) Minutes	2012	$0.10	$0.10		Annapolis: $2.00/hr (Nov-March); $3/hr (April-Oct)	
Thirty (30) Minutes	2012	$0.25	$0.25		Cumberland: $0.50/hour	
Sixty (60) Minutes	2012	$0.50	$0.50		Winchester: $0.75/hour	
Thirty Minute Parking Meters					Frederick: $1.00-$2.00/hour meters active Mon.-Sat.	
Six (6) Minutes	2003	$0.10	$0.10			Resolution
Twelve (12) Minutes	2003	$0.20	$0.20			
Thirty (30) Minutes	2003	$0.50	$0.50			
56740132 - 445801, 445802				**$ 212,468**		
445803, 445804						
Monthly Permit Fees Parking Lots:						
Student Rate	2019	$25	$25			
Central Lot	2021	$56	$56		Annapolis:$110-$250/month	Resolution
Church Street Lot	2021	$56	$56		Cumberland: $30- $35/month	
Market Lot (To be sold by July 1, 2022)	2021	$56	$56		Winchester: not available	
Rochester Lot	2021	$56	$56		Frederick: Market St. Lot $75/month	
56740132 - 445899				**$ 26,808**		
Department Charges Monthly Fee	2022	$66.50	$70.00			Admin Order
56740142 -4551, 455101, 4552, 455201				**$ 149,032**		
4553, 4559, 483005, 4899						
Parking/Expired Meter	2003	$10/$25/$35	$10/$25/$35		Annapolis: $50/expired,$50/street sweeping	Ordinance
Fire Hydrant		$100/$110/$120	$100/$110/$120		Cumberland: $25/expired	
Non-Meter/Street Sweeping/All Other		$15/$25/$35	$20/$30/$40		Winchester: $10/expired,$100 handicap	
Handicap Zone		$100/$110/$120	$100/$110/$120		Frederick: $20/expired/street sweeping,$250/	
Parking Boot Fee		$100	$100		handicap	Resolution

NAME OF FEE/PURPOSE	EFF DATE	FY23 RATE	FY24 PROPOSED	FY22 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
GOLF COURSE						
57000002-446501				**$ 178,344**		
Greens Fees at Hamilton Run	2021				Maple Run / South Mountain / Woodbrier	Admin Order
Walking					18-Hole / 9-Hole / 9-Hole	
Adult (17-61) 9 Hole/18 Hole		$13/$16	$14/$18		$13/$18 / $10/$14 / $15/$18	
Seniors (62+) 9 Hole/18 Hole		$11/$14	$12/$16		$12/$16 / N/A / N/A	
Weekend or Holiday 9 Hole/18 Hole		$16/$19	$18/$22		$20/$30 / $12/$16 / $17/$20	
Riding						
Adult (17-61) 9 Hole/18 Hole		$21/$29	$24/$33		$16/$25 / $18/$25 / $25/$33	
Seniors (62+) 9 Hole/18 Hole		$18/$25	$21/$29		$15/$22 / N/A / N/A	
Weekend or Holiday 9 Hole/18 Hole		$24/$32	$28/$37		$25/$30 / $21/$30 / $27/$35	
57000002-446601				**$ 12,828**	Maple Run / South Mountain	
Season Pass (City Residents Only)	2021	Cart Not Included				Admin Order
Individual		$625	$625		Single: $1,075 / $390/$420	
Senior Individual		$399	$399		Family: $1,525 / $560/$600	
					Limited: $750-$900 / Student: $300/$325	
Season Pass (Non-City Residents)	2021					
Individual		$825	$825			
Senior Individual		$599	$599			
57000002-4467, 446707				**$ 9,767**		
Tournaments & Specials	2011	Varies	Varies			Admin Order
57000002-481801				**$ 108,101**		
Cart Rentals, Per Person:					Black Rock / South Mountain	Admin Order
9 Hole/18 Hole	2021	$8/$13	$10/$15		$20 / $9/$14	
Senior 9 Hole/Senior 18 Hole	2021	$7/$11	$9/$13		$20 / N/A	
Pull Cart Fee	2021	$3	$4		$2/$4	
PROPERTY MANAGEMENT						
58740532-489916				**$ 4,800**		
Burobox Membership Dues	2016					Resolution
Monthly Membership		$50 Basic, $100 Office	$50 Basic, $100 Office		Hagerstown Community College Fletcher Incubator & Labs Packages range $70-$380/month	
Conference Room Rental		Up to 4 hrs $75 Non-Profit/Government Agency $135 For Profit Business 4 to 8 Hours $150 Non-Profit/Government Agency $270 For Profit Business	Up to 4 hrs $75 Non-Profit/Government Agency $135 For Profit Business 4 to 8 Hours $150 Non-Profit/Government Agency $270 For Profit Business			
STORMWATER PROTECTION						
59000002-444701				**$ 2,943,758**		
Stormwater Utility Fee	March 1, 2021					Resolution
Annual Fee		$34 per 1000 square feet of impervious area - July-Dec 22 Beginning January 2023 $36 per 1000 square feet of impervious area	$36 per 1000 square feet of impervious area		Annapolis $78/annually Berkeley County WV: $42 annually Baltimore City: $40 to $120 annually Howard County: $15 to $90 annually Gaithersburg: $44 annually Rockville: $132 annually Tacoma Park: $50/1000 sf annually Anne Arundel: $89.25 annually	

Hagerstown Gives Back

City of Hagerstown









FISCAL POLICIES AND GLOSSARY
SECTION 9

	Page
Fiscal Policies	
Operating Budget Policy	1
Revenue Policy	1
Purchasing Policy	2
Investment Policy	2
Debt Management Policy	3
Capital Improvement Program	3
Enterprise Fund Dividend Transfer Policy	4
Fund Balance/Retained Earnings Policy	4
Grant Management Policy	5
American Rescue Plan Act of 2021 (ARPA) Grant Management Policy	6
General Fund Agency Contribution Policy	7
Glossary	8

The policies described below represent summarized versions of the existing policies and are not intended to represent the full policy. These policies should not be considered all inclusive of the policies and procedures of the City of Hagerstown.

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.

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.
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 Director of Utilities, 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 $4,999 are to be approved by the Purchasing Manager.
   - Purchase requisitions from $5,000 up to $9,999 are to be approved by the Finance Director.
   - Purchase requisitions from $10,000 up to $24,999 are to be approved by the City Administrator.
   - Purchase requisitions over $25,000 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 $1,000 and under may be made using the Purchasing Card (PCard) Program.
7. Purchases of $30 and under may be made through petty cash.
8. 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.
9. The City of Hagerstown Purchasing Manual shall cover all detailed City purchasing policies and procedures and is available from the Purchasing Department.

INVESTMENT POLICY (Amended September 25, 2012)

1. This Policy's four primary goals are as follows:
   - Assure compliance with federal, state, and local laws governing the investment of public monies under the control of the Director of Finance and Investment Officer.
   - Provide sufficient liquidity to meet normal operating and unexpected expenditures.
   - Protect the principal monies entrusted to the City.
   - Generate the maximum amount of investment income within the parameters of prudent risk management as defined in this Investment Policy.
2. This policy establishes guidelines for the investing of the financial assets for the City, except as specifically excluded by the Mayor and Council or restrictive covenants. Assets held in trust and agency funds (Pension plans and OPEB plans) are exempt from this policy and are covered under separate policies, procedures, and committees.
3. 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.
4. Although the City Administrator must approve each City investment, the Director of Finance and the designated Investment Officer have the authority to develop and maintain written administrative procedures consistent with the Investment Policy.
5. 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.
6. Internal controls are established by the Director of Finance to prevent loss of funds due to human and market miscalculations.
7. The City's priorities for investment and management of public funds are: Safety of principal, Liquidity, and Return on investments.
8. The Policy designates allowable types of investment instruments with limitations on amounts invested in any one institution. The investment of funds is also restricted by maturity terms.

9. The policy outlines criteria to rate financial institutions to qualify as eligible for City investment purposes. The criteria consider the following items for each financial institution: total assets, core capital-to-total assets ratio, nationally recognized financial statistical rating, and charter.
10. An Investment Committee, consisting of the City Administrator, Director of Finance, and Budget and/or Investment Officer has been established to develop general direction and guidance for the City's investment activities.
11. The detailed investment policies, which have been approved by the Mayor and Council, are available from the City Administrator.

DEBT MANAGEMENT POLICY (Amended December 16, 2014)

1. The City shall maintain adequate operating cash to meet future debt service requirements.
2. The City will assure compliance with debt covenant provisions and appropriate disclosure to investors, underwriters, and rating agencies.
3. The City will comply with Federal, State, and City Charter requirements and adhere to Federal arbitrage regulations for all debt issuances.
4. The City may issue bonds for eligible projects after determining there will be sufficient revenue to pay annual debt service expenditures for the bond.
5. The City will limit its long-term borrowing to capital items and projects.
6. The City will not use long-term debt to fund annual operating costs or to fund capital items and projects that should be funded from sources other than long-term debt.
7. Capital Projects financed through the issuance of bonds shall not be financed for longer than the average expected useful life of all projects and items included in the bond issue, as well as the amount of each item in the bond issue.
8. When available, current operating revenue ("pay-as-you-go") may be used to fund capital items and projects that otherwise would be financed through long-term borrowing. Pay-as-you-go may also be used for projects that do not qualify for bond financing.
9. 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.
10. 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.
11. 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.
12. The City's future funding obligations for OPEB and pensions shall also be considered as long-term debt.
13. Neither Maryland State law nor the City Charter mandates a limit on municipal debt.
14. The City will maintain an average maturity of total City general obligation bonds at or below 25 years.

CAPITAL IMPROVEMENT 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 Improvement 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 required 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.

ENTERPRISE FUND DIVIDEND TRANSFER POLICY (Amended November 25, 2013)

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 from an Enterprise Fund to the CIP Fund assigned fund balance. Uses of the fund will include non-recurring capital expenditures for city neighborhoods, downtown redevelopment, economic development projects, park improvements, and special one-time projects.
2. This transfer payment cannot be considered a normal cost of Enterprise Fund operations recoverable through the 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 utilized to ensure that the payment of dividends by an Enterprise Fund does not jeopardize the financial health of the fund.
   - On an annual basis after the prior fiscal year end audited financial statements are presented, an updated financial projection analysis of the Enterprise Funds will be done. The analysis will include all expected sources and uses of funds for the current year as well as funding approved through the current approved budget.
   - Adequate funds within the Enterprise Funds must be provided for debt interest, principal repayments and any debt coverage requirements. 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. Additionally, for those Enterprise Funds utilizing a 3R Reserve, 1% of the cost of replacement of the total asset must be maintained in a restricted cash account.
   - 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 an Enterprise Fund.
   - Mayor and Council shall act on staff recommendation and declare a dividend if appropriate and in compliance with this policy through an approval of a Motion.
4. These needs must be anticipated and adequately provided for in the Enterprise Funds.

FUND BALANCE/RETAINED EARNINGS POLICY (Amended November 14, 2017)

1. This Policy covers three different funds: General Fund, Enterprise Fund and Health Insurance Fund.
   - The City will maintain a minimum unassigned General Fund balance to be used for unanticipated emergencies of not less than seventeen (17) percent of the General Operating Budget (excluding Capital Outlay). This is a minimum level necessary to avoid cash flow interruptions, generate interest income, reduce the need for short-term borrowing and assist in the maintaining an investment grade bond rating. Consideration must also be given to the number of months of coverage the minimum level provides. A minimum level of two (2) months of regular General Fund operating expenditures should be maintained within the fund balance.
   - To the extent that the unassigned General Fund balance exceeds the targeted seventeen (17) percent, the City may draw upon these funds to provide pay-go financing for capital projects or for other one-time capital items. The City may designate parts of the unassigned General Fund balance that would represent tentative management plans rather than actual restrictions on the use of the funds. The funds may also be used to allow time for the City to restructure its operations in a deliberate manner but only in the context of long-term fiscal planning.

- If the fund balance should fall below the above minimum due to use for an unplanned emergency situation, defined as a sudden steep decline in revenue from which no reasonable expenditure reduction or tax rate increase can be planned and implemented in a timely fashion, the City will budget a portion of General Fund revenue estimated for that fiscal year in an amount to get back to the seventeen (17) percent within five (5) fiscal years.
- The City will strive to maintain sufficient retained earnings in the Enterprise funds to ensure its working capital needs, minor continuing system improvements, and general system improvements needs are met. In addition, there is a review and monitoring of the Enterprise funds retained earnings for the Enterprise Fund Dividend Transfer Policy. This dividend transfer policy includes a minimum working capital reserve level of two (2) months.
- The City will maintain, for the Health Insurance Fund, a minimum unassigned fund balance:
    a. that covers thirty (30) percent of its annual total expenditures excluding transfers to other city funds;
    b. that will adequately fund annual Other Post Employment Benefit (OPEB) trust as determined from prior year actuarial report; and
    c. that covers a minimum level of three and half (3.5) months of regular health insurance fund operating expenditures.
    d. To the extent all of the above conditions are met, transfers of surplus fund balance amounts can be utilized to reimburse other city funds for prior year accumulations based upon percentage of funding provided by each fund.

GRANT MANAGEMENT POLICY

The City, through individual departments, shall actively pursue grant resource opportunities and utilize grant funds to supplement and enhance the City's goals and objectives. Grant application, approval, and administration shall be finalized with the knowledge and participation of the Finance Department and the City Administrator's Office. Grants providing funding of City staff positions must be finalized with the knowledge and participation of the Human Resources Department. The activities of the grant and the expenditure of grant funds will be performed in accordance with the approved application and resulting agreement with the grantor and in accordance with all grant conditions.

1. The City shall generally not solicit grant funds from government and private agencies less than $1,500.
2. All departments may apply for any grants that contribute to the overall mission and goals of the City. Department Managers must approve all grant applications for their respective departments. Department Managers shall report accurate data and information on all applications, consistent with the City's reports, records, and operations.
3. Prior to submitting the grant application to the granting entity, Department Managers must input the application information into the Grant Master module in Munis, and attach complete scans of the grant application and any program or guides into Tyler Content Manager.
4. The Finance Department must be notified that a grant application has been entered for Finance Department review.
5. Electronically submitted grants must include the Director of Finance as an authorizing agent or person. The grantee should be listed as "City of Hagerstown", not the requesting department.
6. Prior to submission of a grant application, the Department seeking the grant must complete all necessary Human Resources Department, Finance Department, City Administrator, and Mayor & Council approvals. This approval requirement applies to both first time and ongoing grants, and will include the following:
    - The Department Manager must approve all new and ongoing grant applications of less than $30,000 and less than $25,000 in City matching funds. The Department must notify the Finance Department of the grant application for review prior to submission.
    - Prior to submission, the Department Manager along with both the Director of Finance and the City Administrator must approve all new grant applications between $30,000 and $50,000 and requiring less than $25,000 in City matching funds, and all ongoing grants greater than $30,000 and requiring less than $25,000 in City matching funds. The Department Manager, Director of Finance, and City Administrator are the only personnel authorized to sign applications, agreements, contracts and grant documents on behalf of the City for grants of $30,000 or greater.
    - Prior to submission, the Department Manager, the Director of Finance, the City Administrator and the Mayor and Council must approve all grant applications that meet any of the following conditions:

   i. Any new grant funding the addition of a new position. Additionally, approval from the Human Resource Director is required for position additions.
   ii. Any new grant in excess of $50,000.
   iii. Any new or ongoing grant requiring City matching of funds of $25,000 or more.
   iv. Any new or ongoing grant requiring either Mayor or Council approval of or understanding of the City's ongoing obligations to retain the grant.
7. The Department Manager shall notify the Finance Department of whether the grant has been awarded or denied and make necessary updates to the grant status in the Grant Master. Copies of the grant award notification, approved grant budget, and conditions must be scanned and attached to the Grant Master through Tyler Content Manager.
8. Upon notification from the Department originating the grant, the Finance Department will establish a new project number for the grant, and set up the appropriate budget, income, and expenditure accounts in the City's General Ledger system. The Finance Department will notify the Department of the new project and account numbers.
9. Grant financial records, supporting documentation and all other records pertinent to the grant shall be retained by the City permanently following the submission of the final report to the grantor. Copies of all applications, award letters, budget notices, award conditions, reimbursement requests, expenditures, quarterly reports, performance measures, and close out reports must be scanned and attached to the Grant Master through Tyler Content Manager.
10. Federal and State grants are subject to annual audits by the City's external auditors and must comply with certain standards. The Finance Department will prepare the Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA) to comply with the City's Single Audit requirements.

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) GRANT MANAGEMENT POLICY

In March 2021, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Fund (SLFRF), established by the American Rescue Plan Act of 2021 (ARPA). The fund provides $350 billion in emergency funding to help continue to support COVID-19 response efforts, strengthen vital public services, replace public sector revenue lost due to the pandemic, and support economic recovery by helping to stabilize households and small businesses.

The Department of the Treasury allocated a total of $20,421,010 to the City of Hagerstown. ARPA funding is administered by the Department of Finance and Accounting and all allocations are reviewed and approved by the Mayor and City Council. When any project is funded in whole or in part with ARPA funds, the City and any subrecipient, beneficiary, or contractor/vendor must fully comply with all rules and regulations in 31 CFR Part 35 Pandemic Relief Programs, 2 CFR 200.1 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, all existing local procurement policies and procedures, and the Treasury's Final Rule. All ARPA funds must be obligated by December 31, 2024 and expended by December 31, 2026.

The City is committed to administering ARPA award funds in a fair and ethical manner which is consistent with the Treasury's program objectives and all local, state, and federal law. The City shall only provide ARPA funding for projects, investments, or services which are considered an eligible use of funds as outlined in the Treasury's Final Rule. ARPA funds may be used:

a) To respond to the public health emergency or its negative economic impacts;
b) To respond to workers performing essential work during the COVID-19 pandemic public health emergency by providing premium pay to eligible workers;
c) For the provision of government services, to the extent of the reduction in revenue due to the COVID-19 pandemic; and
d) To make necessary investments in water, sewer, or broadband infrastructure.

Any interested parties or organizations that wish to request ARPA funding must coordinate with the City of Hagerstown to determine if a project is eligible to receive ARPA funding as a subrecipient or beneficiary. The funding proposal will be reviewed by the Department of Finance and Accounting and/or the City's Grant Steering Committee, and Mayor and City Council. If the request for funding is approved, the organization must enter into a formal

subrecipient agreement or other written contract before ARPA funds will be disbursed and will be subject to all provisions in the Treasury's Final Rule.

Internal City departments interested in receiving an allocation of ARPA funds for local projects and initiatives must first coordinate with the Department of Finance and Accounting to determine eligibility. Internal requests must also be reviewed and approved by the Mayor and City Council.

GENERAL FUND AGENCY CONTRIBUTION POLICY (Amended October 18, 2019)

1. The City of Hagerstown for many years has funded grants to local community agencies using annual appropriations in the General Fund as the source of this financial support. The purpose of this policy is the following:
   1) To establish the level of General Fund funding support for agency contributions.
   2) To define the City's timeline for this process.
   3) To specify the City's requirements for the information to be provided by agencies seeking funding.
   4) To outline the schedule for the City's distribution of funds to agencies receiving a grant of more than $5,000.
2. The Mayor and Council have established funding to be allocated toward 8 recipients identified by the City as core agencies. These agencies include the following:
   a) Washington County Free Library
   b) Washington County Museum of Fine Arts
   c) Maryland Theatre
   d) Maryland Symphony Orchestra
   e) Hagerstown Municipal Band
   f) Community Rescue Services
   g) Hagerstown Neighborhood Development Partnership
   h) Washington County Historical Society
3. The Mayor and Council have established a $0 contingency for General Fund Agency Contributions.
4. The Mayor and Council have established that the total funding level range for General Fund Agency Contributions is between $205,000 - $284,600 to include funding all current obligations.
5. If needed, the Mayor and Council will consider changes to these funding levels for General Fund Agency Contributions in future fiscal years by the end of October.
6. The City will distribute application packets to community agencies in November.
7. Applications from agencies are due no later than the 2nd Friday of January. Submission of funding requests will not be received after this date.
8. The Mayor and Council will approve Community Agency funding from the General Fund by the end of May.
9. Agencies will be notified of the Mayor and Council's funding decision by mid-June for contributions to be available beginning July 1.
10. The City of Hagerstown will consider a number of factors/criteria in approving funding requests. Agencies requesting more than $5,000 in funding should include the following in their applications for funding:
    1) A full description of how the requested grant from the City would be used to support agency operations, services, and capital improvements.
    2) A summary of other local government funding sources and amounts including any grants received from Washington County or other municipalities.
    3) A copy of the agency's most recent budget.
    4) A copy of the agency's most recent financial report or audit prepared by an independent auditing firm.
    5) A description of how the agency supports the goals of the City for downtown revitalization, expansion of the arts, culture, and education, neighborhood vitality, quality of life.
    6) Agency service data related specifically to providing service and assistance to residents of the City of Hagerstown.
11. As part of the application and approval process, an agency may be requested to make a presentation of their funding request and service information to Mayor and Council during a public work session.
12. The City will distribute grant funds to the agencies on a quarterly reimbursement basis beginning on October 1 of each year for those organizations receiving a grant of more than $5,000. Other agencies can receive the full amount of their grant in July, the first month of the City's fiscal year.

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.

AFSCME 1540 – The American Federation of State County and Municipal Employees, Local 1540. The collective bargaining unit that represents general personnel.

AFSCME 3373 – The American Federation of State County and Municipal Employees, Local 3373. The collective bargaining unit for sworn Police personnel.

American Rescue Plan Act of 2021 (ARPA) – A $1.9 trillion coronavirus rescue package designed to facilitate the recovery of the United States from the devastating economic and health effects of the COVID-19 pandemic. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan Act of 2021, provides $350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. (See also CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS)

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.

Assigned Fund Balance – The portion of net resources intended for a specific use by the City, as determined by the designee of the Mayor and Council.

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 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 that have a relatively long useful life.

CDBG – See Community Development Block Grant

CIP – See Capital Improvements Program

Committed Fund Balance – Portion of net resources with imposed limitations set at the highest level of decision making authority. Such authority includes ordinances, resolutions of the Mayor and Council, and the City's charter. Formal action at the same level of authority is required to remove such limitations.

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.

Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – A part of the American Rescue Plan Act of 2021, this program delivers $350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. (See also AMERICAN RESCUE PLAN ACT OF 2021)

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.

Department – The major organizational divisions in the City government with overall responsibility for one or more 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 the purchase and redevelopment of targeted properties in the City's downtown central business district. These activities are primarily funded by federal and state grants.

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

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 seven enterprise funds: Electric, Water, Wastewater, Parking, Golf Course, Property Management, and Stormwater Protection.

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 accounts for the City's share of the County excise taxes collected by the City. There is a building excise tax on all building construction in Washington County. Effective March 2014, the City stopped assessing and collecting the City's portion of this fee and instead administers and collects only the County's portion less two percent (2%) for the administrative oversight provided**.**

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, wastewater, and electric, 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, Electric 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.

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 – Indicates the authorized number of full-time employees in each 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.

Governmental Fund – The funds through which most government functions are financed. The City's governmental funds are the General, Debt Service, Capital Projects, and Special Revenue Funds.

Grants – A transfer of county, state or federal monies to the City, usually for specific programs or activities.

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 HCF. 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.

IAFF – International Association of Fire Fighters, Local Number 1605. The collective bargaining unit for sworn Fire personnel.

IBEW – International Brotherhood of Electrical Worker, Local 307. The collective bargaining unit for electrical personnel.

Income & Other Taxes - Taxes levied by one government but shared on a predetermined basis with another government. Previously titled, State & County Shared Taxes.

Infrastructure – The physical assets of a city (streets, water, wastewater, public buildings, and/or parks) upon which the continuance and growth of a community depend.

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.

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.

Matured Bonds Payable – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

MGD – Million Gallons per Day.

Modified Accrual Basis Of Accounting – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

Net Bonded Debt – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Non-Departmental Operating Expenditures – Operating expenditures which are not charged directly to specific departments but are a cost to the City as a whole, such as debt service payments and general liability insurance.

Nonspendable Fund Balance – Portion of net resources that cannot be spent either (a) because of their form, or (b) because they must be maintained intact.

Non-Union – Employees not represented by one of the 4 collective bargaining units.

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.

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 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 her/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.

Restricted Fund Balance – Portion of net resources with imposed limitations set by either (a) creditors, grantors, contributors, or the laws and regulations of other governments, or (b) laws through constitutional provisions or enabling legislation.

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.

Revenue Anticipation Notes – Notes (sometimes called warrants) issued in anticipation of collection of non-tax revenues, retired after the collection of such revenues.

Revenue Bonds – The type of bonds where principal and interest payments are payable exclusively from the earnings of 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 Protection Fund - This fund is used to account for the activities resulting from stormwater run-off and management of infrastructure for the City's wastewater systems.

Tax Base – All forms of wealth under the City's jurisdiction that are taxable.

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.

Unassigned Fund Balance – The portion of net resources in excess of the nonspendable, restricted, committed, and assigned balances.

Unfunded Positions - Positions not currently funded that would require an identified funding source and Mayor and Council approval before being funded again.

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

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

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.)