CITY OF HAGERSTOWN

VISION STATEMENT

Be the location of choice for a diverse and dynamic citizenry

MISSION STATEMENT

To provide a proud and prosperous community

A Prosperous Community

Create incentives and programs to attract higher paying jobs, increase private sector investment, and market Hagerstown as the premier community for residential and economic development.

A Vibrant, Active and Livable Community

Focus on specific areas, buildings and projects that create a rich, social and culturally vibrant community

A Safe and Healthy Community

Create and maintain a community that is safe, inviting, and environmentally healthy, with an emphasis on resource conservation.

An Innovative and Sustainable Government

Invigorate the organization, to identify techniques that allow services to be delivered in the most efficient and cost effective manner.

Fiscal Year 2011 - 2012

July 1, 2011 - June 30, 2012

MAYOR & CITY COUNCIL'S ADOPTED BUDGET

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CITY OF HAGERSTOWN

MAYOR & CITY COUNCIL'S ADOPTED BUDGET

Fiscal Year 2011 - 2012

July 1, 2011 - June 30, 2012

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CITY OF HAGERSTOWN

MAYOR & COUNCIL'S BUDGET ADJUSTMENTS

Fiscal Year 2011 - 2012

July 1, 2011 - June 30, 2012

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ORDINANCE No. O-11-07
ESTABLISHING THE BUDGET FOR
FISCAL YEAR JULY 1, 2011 TO JUNE 30, 2012
CITY OF HAGERSTOWN, MARYLAND

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

In accordance with the provisions of the City Charter, Article VII, Finance, the City Administrator submitted a proposed budget to the Mayor and Council not less than ninety days before the beginning of the fiscal year, and a public hearing was held on May 03, 2011 after fifteen days notice in a newspaper of general circulation.

NOW, THEREFORE BE IT RESOLVED, ENACTED and **ORDAINED** by the Mayor and Council of the City of Hagerstown, that the budget for the City for the fiscal year beginning July 1, 2011 and ending June 30, 2012, is hereby established as follows:

Category	Proposed City Administrator's Budget	As Revised by Mayor and Council
General Fund	$ 36,359,736	$ 35,790,143
Community Development Block Grant	1,371,034	1,406,384
Other Special Revenue Funds	2,844,684	2,833,684
Capital Improvement Projects	3,569,000	3,774,000
TOTAL Governmental Fund Types	$ 44,144,454	$ 43,804,211
Light	$ 26,486,388	$ 26,486,388
Water	13,758,277	13,758,277
Sewer	12,613,686	12,613,686
Parking	850,820	885,820
Golf Course	436,550	421,550
Property Management	1,115,616	1,115,616
TOTAL Enterprise Fund Types	$ 55,261,337	$ 55,281,337
Service & Trust Funds	7,136,455	7,136,455
TOTAL Combined Use of Funds	$106,542,246	$ 106,222,003

BE IT FURTHER ORDAINED that the effective date of the budget established herein is July 1, 2011 and shall govern for the period set forth.

MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND

(SEAL)

Donna K. Spickler

Donna Spickler, City Clerk

R E Bruchey II

Robert E. Bruchey, II Mayor

Date of Introduction: *May 17, 2011*
Date of Passage: *May 24, 2011*
Effective Date: *July 1, 2011*

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

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	GENERAL FUND Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	**$13,648**	**$50,000**	
1	Reduce Trash Fee increase of $12.50 to $3.50 per quarter for 14,400 accounts to cover only actual trash program costs. Current fee is $37.50 per quarter. New fee would be $41 rather than $50.00 per quarter	(520,000)	(520,000)	R
2	Cut Overtime costs for General Fund departments by ($73,500) and eliminate double time overtime pay ($6,500).	80,000	80,000	E
3	Reduce General Fund Transfer (subsidy) to the Golf Course Fund by cutting Golf Course expenses and increasing revenues.	20,000	20,000	E
4	Cut General Fund Transfer to CIP Fund for Stadium Improvements to $30,000.	5,000	5,000	E
5	Eliminate General Fund Transfer to CIP Fund for Traffic Calming Improvements	20,000	0	E
6	Eliminate General Fund Transfer to CIP Fund for Storm Water Management Cost of Service Study	100,000	0	E
7	Cut General Unallocated Expense for Employee Termination Payouts	20,000	20,000	E
8	Cut General Fund Transfer to Grant Fund from $55,000 to $44,000 for the C-Safe After School program to reflect the same reduced funding level as the County.	11,000	11,000	E
9	Reduce General Fund Transfer (subsidy) to Parking Fund by increasing Parking Meter rates from $0.25 per hour to $0.50 per hour for all meters that aren't already at a higher rate.	100,000	0	E
10	Eliminate General Fund Transfer to CIP Fund for Downtown Parking study. Fund through Parking Fund with revenue from higher meter rates.	25,100	0	E
11	Cut Fire Contracted Services cost by reducing restoration of Volunteer Company payments from $6,000 to $4,500 per year.	7,200	7,200	E
12	Keep Pool expenditures flat by reducing operating hours and Temp and Seasonal Wages ($26,920) and FICA ($2,060).	28,980	28,980	E
13	Reduce Police Professional Service expenditures to current year levels	6,953	6,953	E
14	Reduce Christmas Decorating expense to current year levels	4,300	4,300	E
15	Reduce Part Time, Temp and Seasonal Wages to prior year levels	25,000	25,000	E
16	Reflect General Fund audit cost savings	22,660	22,660	E
17	Reflect annual savings from proposed new copier leases.	10,000	10,000	E
18	Reflect new revenue from implementing speed cameras in School Zones effective 1/1/12.(Approved 5-0 by Board of Traffic & Parking.)	75,000	150,000	R
19	Reflect new revenue from Customer Service Bill Reprint Fee of $1 per reprint	10,000	10,000	R
20	Eliminate City Election Board costs for primary and general elections.	1,400	1,400	E

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	GENERAL FUND Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
21	Eliminate several Public Functions or solicit sponsorships to reduce General Fund net cost for: Pangborn Fishing Tournament ($2,000), Holly Fest ($4,000) & Fairgrounds Fall Festival (Harvest Hoedown) ($6,000).	12,000	12,000	E
22	Cut General Fund Transfer to CIP Fund for Vehicle Replacement Contingency from $100,000 to $75,000.	25,000	0	E
23	Cut Fire Vehicle Maintenance to reflect lower cost of using in house services.	25,000	25,000	E
24	Eliminate City Hall part time security service personnel	20,000	20,000	E
	Net Change Carried Forward	**$134,593**	**($60,507)**	
	Adjusted Surplus / (Deficit) Carried Forward	**$148,241**	**($10,507)**	
	Revenue - Increase / (Decrease)	**($435,000)**	**($360,000)**	R
	Expenditures - (Increase) / Decrease	**569,593**	**299,493**	E
	Net Change Carried Forward	**$134,593**	**($60,507)**	

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	LIGHT FUND Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	$109,104	($279,000)	
1				
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9				
10				
	Net Change Carried Forward	0	0	
	Adjusted Surplus / (Deficit)	$109,104	-$279,000	
	Revenue - Increase / (Decrease)			R
	Expenditures - (Increase) / Decrease	0	0	E
	Net Change Carried Forward	0	0	

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	WATER FUND Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	($602,010)	($1,288,000)	
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10				
	Net Change Carried Forward	0	0	
	Adjusted Surplus / (Deficit)	-$602,010	-$1,288,000	
	Revenue - Increase / (Decrease)			R
	Expenditures - (Increase) / Decrease	0	0	E
	Net Change Carried Forward	0	0	

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	WASTEWATER FUND Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	$46,523	$0	
1				
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10				
	Net Change Carried Forward	0	0	
	Adjusted Surplus / (Deficit)	$46,523	$0	
	Revenue - Increase / (Decrease)			R
	Expenditures - (Increase) / Decrease	0	0	E
	Net Change Carried Forward	0	0	

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PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	Economic Redevelopment Fund Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	($40,000)	$0	
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	Net Change Carried Forward	0	0	
	Adjusted Surplus / (Deficit)	(40,000)	0	
	Revenue - Increase / (Decrease)	0	0	R
	Expenditures - (Increase) / Decrease	0	0	E
	Net Change Carried Forward	0	0	

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	Parking Facilities Fund Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	**$1,509**	**$76,000**	
1	Increase Parking Meter rates from $0.25 per hour to $0.50 per hour for all meters that aren't already at a higher rate.	125,100	125,100	R
2	Eliminate General Fund Transfer (subsidy) to Parking Fund.	(100,000)	0	R
3	Transfer Downtown Parking Study cost from CIP Fund to the Parking Fund.	(35,000)	0	E
4	Transfer Chamber Downtown Study contribution balance to the Parking Fund.	9,900	0	R
5				
6				
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8				
9				
10				
	Net Change Carried Forward	**0**	**125,100**	
	Adjusted Surplus / (Deficit)	**1,509**	**201,100**	
	Revenue - Increase / (Decrease)	**35,000**	**125,100**	R
	Expenditures - (Increase) / Decrease	**(35,000)**	**0**	E
	Net Change Carried Forward	**0**	**125,100**	

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	Property Management Fund Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
1	City Administrator's Proposed Net Sources / (Uses) of Cash	($454)	$47,000	
2				
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10				
	Net Change Carried Forward	0	0	
	Adjusted Surplus / (Deficit)	(454)	47,000	
	Revenue - Increase / (Decrease)	0	0	R
	Expenditures - (Increase) / Decrease	0	0	E
	Net Change Carried Forward	0	0	

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	Golf Course Fund Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Net Sources / (Uses) of Cash	**$8,352**	**$1,000**	
1	Increase Golf Course revenues by increasing rates.	5,000	5,000	R
2	Reduce Golf Course seasonal wages and overtime.	15,000	15,000	E
3	Reduce General Fund Transfer to Golf Course from $195,000 to $175,000	(20,000)	(20,000)	R
4				
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	Net Change Carried Forward	**0**	**0**	
	Adjusted Surplus / (Deficit)	**8,352**	**1,000**	
	Revenue - Increase / (Decrease)	**(15,000)**	**(15,000)**	R
	Expenditures - (Increase) / Decrease	**15,000**	**15,000**	E
	Net Change Carried Forward	**0**	**0**	

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	COMMUNITY BLOCK GRANT FUND Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	**$0**	**$0**	
1	Additional CDBG Entitlement Funds expected in FY12 per notification 4/22/11 reflecting a 17% rather than 20% reduction	35,350	0	R
2	Single Family Rehabilitation Program (provide for additional loans)	(34,000)	0	E
3	Girl's Inc Supper Program (restore funding to current year level)	(1,275)	0	E
4	Children in Need (restore funding to current year level)	(750)	0	E
5	Food and Friends (restore funding to current year level)	(2,500)	0	E
6	Neighborhood Development	3,175	0	E
7				
8				
9				
10				
	Net Change Carried Forward	**0**	**0**	
	Adjusted Surplus / (Deficit)	**0**	**0**	
	Revenue - Increase / (Decrease)	**35,350**	**0**	R
	Expenditures - (Increase) / Decrease	**(35,350)**	**0**	E
	Net Change Carried Forward	**0**	**0**	

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	Excise Tax Fund Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
1	City Administrator's Proposed Surplus / (Deficit)	($76,000)	$0	
2				
3				
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7				
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9				
10				
	Net Change Carried Forward	0	0	
	Adjusted Surplus / (Deficit)	(76,000)	0	
	Revenue - Increase / (Decrease)			R
	Expenditures - (Increase) / Decrease	0	0	E
	Net Change Carried Forward	0	0	

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	GRANT SPECIAL REVENUE FUND Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	**$0**	**$0**	
1	Cut General Fund Transfer to Grant Fund from $55,000 to $44,000 for the C-Safe After School program to reflect the same funding level as the County ($44,000).	(11,000)	(11,000)	R
2	Reduce C-Safe After School program expenditures by $11,000.	11,000	11,000	E
3				
4				
5				
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9				
10				
	Net Change Carried Forward	**0**	**0**	
	Adjusted Surplus / (Deficit)	**0**	**0**	
	Revenue - Increase / (Decrease)	**(11,000)**	**(11,000)**	R
	Expenditures - (Increase) / Decrease	**11,000**	**11,000**	E
	Net Change Carried Forward	**0**	**0**	

0-11-07

PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2011-2012 BUDGET

	CAPITAL IMPROVEMENT PROJECTS FUND Sources/(Uses)	IMPACT CURRENT 2011/12 Sources/(Uses)	IMPACT FUTURE 2012/13 Sources/(Uses)	CODE
	City Administrator's Proposed Surplus / (Deficit)	$0	$0	
1	Add additional State Highway User Revenue to Street Resurfacing	390,000	0	R
2	Increase Expenditures for Street Resurfacing	(190,000)	0	E
3	Reprogram Funds from Prior Year Bond Proceeds from Street Resurfacing to N End Fire Station and reflect use to provide funds to Antietam Fire Co.for rehab of building for City fire station use.	(200,000)	0	E
4	Reduce General Fund Transfers to CIP Fund for various projects below:	(175,100)	(5,000)	R
5	Cut Stadium Improvement expenditures from $35,000 to $30,000.	5,000	5,000	E
6	Cut Traffic Calming improvements for one year	20,000	0	E
7	Cut Storm Water Management fee cost of service study.	100,000	0	E
8	Reduce Vehicle Rplacement Contingency from $100,000 to $75,000.	25,000	0	E
9	Transfer cost of Downtown Parking Study to Parking Fund.	35,000	0	E
10	Transfer Chamber Downtown Study prior year contributions to Parking Fund.	(9,900)	0	R
11				
12				
13				
14				
	Net Change Carried Forward	$0	$0	
	Adjusted Surplus / (Deficit)	$0	$0	
	Revenue - Increase / (Decrease)	205,000	(5,000)	R
	Expenditures - (Increase) / Decrease	(205,000)	5,000	E
	Net Change Carried Forward	0	0	

0-11-07

ORDINANCE No. O-11-06

ESTABLISHING THE TAX RATES
FISCAL YEAR JULY 1, 2011 TO JUNE 30, 2012
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, 2011 through June 30, 2012, is hereby established as follows:

A. All real property is hereby levied and chargeable on the basis of **$0.788** per $100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland.

B. All business personal property, except as otherwise provided for by Ordinance 98-04 entitled *ORDINANCE ESTABLISHING THE ASSESSMENT LEVY FOR THE PERSONAL PROPERTY CATEGORIES OF MANUFACTURING MACHINERY & EQUIPMENT, COMMERCIAL INVENTORY AND MANUFACTURING INVENTORY for the CITY OF HAGERSTOWN, MARYLAND for the FISCAL YEAR JULY 1, 1998 and Thereafter*, is hereby levied and chargeable on the basis of **$1.97** per $100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland.

C. Taxpayers who pay the taxes referred to herein, between the period of July 1, 2011 up to and including July 31, 2011, 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, 2011 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, 2011 and shall govern for the period set forth.

MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND

Robert E. Bruchey, II Mayor

Donna Spickler, City Clerk

Date of Introduction: *May 17, 2011*
Date of Passage: *May 24, 2011*
Effective Date: *July 1, 2011*

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Neighborhoods

City of Hagerstown

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OVERVIEW
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City of Hagerstown, Maryland

City Administrator's Department

March 31, 2011

To: Mayor and Council

The following Proposed FY 2011/12 Budget reflects the impact of the economic recession on Hagerstown's annual budget and the City's efforts to restructure our operations and reduce expenditures to live with sharply reduced revenue. Our projected General Fund revenue of $36,373,384 for next year is $8,513,240 less than the $44,886,624 that was included in our FY 2011/12 projections prepared two years ago. Our projected General Fund revenue for next year is now $1,478,655 less than the General Fund actual revenues in FY 2007/08. This has forced the City of Hagerstown to sharply reduce expenditures and staffing levels. We are not alone in facing this situation. State and local governments across the country are experiencing a loss of revenue and the associated financial constraints on operating and capital expenditures. Likewise this is not a short term problem for Hagerstown. The negative impact of the recession on our revenue base will be with us for several years.

There are several major themes reflected in this Proposed Budget and our response to the recession:

1) **Reinvention: City operations have been restructured through consolidation of departments and reductions in staff positions. A total of 43 General Fund positions and 13 positions in other City operations are not funded in FY 2011/12. This is an 11.5% reduction in staffing from the 485 positions included in the City Budget at the beginning of the current fiscal year. As part of the organizational restructuring the City has added 5 new positions.**

2) **Expenditure Reductions: Wage & Benefit costs in all areas of our operations have been sharply reduced. There are no cost of living adjustments or step increases included in this budget proposal for any of our employees. Capital outlay and vehicle purchases have been deferred. The 56 unfunded positions included in this proposed budget is projected to save the City $2.5 million in FY 2011/12.**

3) **No Property Tax Rate Increase: The City's property tax rate included in the FY 2011/12 Proposed Budget remains at the same tax rate of 78.8 cents per $100 of assessed value that has been in place since FY 2008/09.**

4) **Commitment to Core Services & Operations: There are no significant service reductions, elimination of City programs, or closure of City facilities proposed for the coming year.** The City is committed to reducing the cost of our operations and utilizing new organizational approaches. We recognize that our residents have been hurt by the recession. We also know that our commitment to the community requires us to reduce expenditures and restructure operations prior to considering revenue increases which impact our citizens. For that reason we restructured our employee wages and benefits in the current year and are now implementing position eliminations and reduced funding of staff positions for FY 2011/12. Hagerstown is also experiencing the impact of financial decisions of the State and County which have seriously eroded our revenues. All of this means we have a lot of work ahead of us and cannot ignore the realities of the financial challenges before us. This will require us to make sound financial and operating decisions and continue to look for opportunities to restructure our operations.

This is a talented and strong City government which will continue to prepare balanced budgets and provide crucial services to our community. We want to earn the confidence and trust of our citizens in our abilities to adjust to and work through the impact of the economic recession on Hagerstown.

In summary, the recession has led us to reinvention and reductions in expenditures. This in turn has directed our focus to the importance of our strategic plan for Hagerstown.

THE RECESSION'S IMPACT ON HAGERSTOWN AND OUR BUDGET

The National League of Cities annual report on cities' fiscal conditions was released in October, 2010 and indicated "87 percent of city finance officers report their cities are worse off financially than in 2009". USA Today reported on July 9, 2010 that Mark Zandi, the chief economist at Moody's Economy.com said, "Up to 400,000 workers could lose jobs in the

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next year as states, counties, and cities grapple with lower revenue and less federal funding." Hagerstown, along with nearly all cities across the country, is experiencing the damaging impact of the recession on the operating and financial condition of the city government.

States have also been especially hard hit by the recession. During the current legislative session the Maryland General Assembly has been wrestling with a $1.6 billion deficit for the coming year. As a result we are anticipating only $79,000 in Highway User revenue through the State's revenue sharing program for municipalities, a sharp reduction from the $2.2 million we once received. The State's funding of programs of importance to local governments, such as Program Open Space and Community Parks & Playgrounds remains uncertain.

In the current fiscal year Hagerstown experienced a $4,422,348 loss in State and County Shared Taxes as both Washington County and the State of Maryland eliminated financial support to local governments. The State and County revenue reductions exceeded the City's projected loss of property tax revenue from the 2010 Triennial Reassessment and are expected to continue beyond next year.

Recent discussions at the Federal level have focused on proposals to significantly reduce expenditures in an effort to reduce Washington's annual budget deficit. As a result we are anticipating a 20% reduction in our Community Development Block Grant funding for FY 2011/12.

Hagerstown has worked to prepare for the impact of the recession. We began discussing the potential ramifications of the recession and the uncertainty of City revenues with the City Council in December, 2007. By July, 2009 we implemented cost saving measures including a position vacancy management program and deferred capital projects and vehicle purchases. We began to eliminate occupied positions in June, 2010, implemented two employee retirement incentive programs, and eliminated a second round of occupied positions in January, 2011. We anticipated that property values effective July, 2011 would reflect a sharp decline from prior levels. We are now estimating based on currently available information that Hagerstown's property values will decline by 11.1% for the coming year.

In summary, the first phase of the recession's impact on Hagerstown's city budget was the loss of $4.4 million in State and County revenue in the current fiscal year. We are anticipating this revenue loss will remain for next year and the foreseeable future. The second phase of the recession's impact is the loss of a projected $3.1 million in property tax revenue in the coming year, as a result of the December, 2010 Triennial Reassessment. For FY 2011/12 we are projecting an 18.5% loss of General Fund revenue from the FY 2011/12 projections we prepared two years ago.

The General Fund is not the only area of our budget which has been negatively impacted by the recession. Projected revenues in our water and wastewater operations have weakened due to the drop in development activity across the community. The relocation of Washington County Hospital and possible closure of Good Humor-Breyers will remove City Light's two largest customers from our service territory. The City's Parking system has lost revenue due to the relocation of Susquehanna Bank and the hospital, and the closure of businesses in our City Center.

It is important to recognize the recession has clearly impacted our community. The unemployment rate in Hagerstown was 11.3% in January, 2011. Property foreclosures and declining real estate values are negatively impacting both our residential neighborhoods and commercial districts. We have experienced business closures in our City Center and other areas of Hagerstown. Residential development has decreased to a very limited level of new construction. Commercial development is much slower than five years ago.

THE RECESSION'S IMPACT ON CITY EMPLOYEES

We need to acknowledge and appreciate what our employees have contributed and accomplished. Hagerstown is served by a dedicated group of employees. Our operations are staffed by personnel who bring creativity, enthusiasm, and results to their work on behalf of the community. Yet, they have been directly impacted by the loss of revenue resulting from the recession.

The past few years have not been easy for our employees. Cost of living wage adjustments were eliminated two years ago and pay step increases were discontinued this year. Some staff have been impacted by the elimination of occupied positions while others are being asked to continue operations with reduced staffing levels. Others are working in restructured operations. In the current year our employees have experienced a reduction in pay due to the City implementing 10 unpaid furlough/work stop days.

All employee groups, union and non-union, operating, managers, and supervisors, have supported the City's efforts to adjust to the loss of operating revenue. Likewise, all of these employees have experienced uncertainty, concern, and additional work demands. As we restructure our operations and reinvent Hagerstown, our employees will continue to experience change and new expectations. Our employees, like so many state and local government personnel across the country, are feeling the impact of the recession.

One positive has been that as an employer we have avoided some of the negative consequences for our employees that are occurring in other state and local governments. We have not reduced either pension or health insurance benefits for our employees or retirees. The number of eliminated occupied positions has been limited to fourteen, which means we have maintained employment for almost all of our personnel. We have not lowered base pay, which is an expenditure reduction being used by some public sector employers. There is no doubt that some employers have taken action which negatively impacted their employees beyond the steps we have taken. Hopefully we can avoid such actions.

We are fortunate to have good employees at all levels of the organization. Hagerstown is well served by a strong group of department heads who have recognized the need to adjust to the financial challenges created by the recession. They have made necessary and sometimes painful reductions in their operating costs. Each of our department heads has contributed new approaches, made sound adjustments, and looked beyond their own departmental operations because of their commitment to the community and respect for the City Government.

REINVENTING HAGERSTOWN

The title of this year's State of the City was Reinventing Hagerstown. Beginning in 2009 the City began discussing the need to restructure our organization and operations. This theme reflects a major part of our response to the recession and has guided our budgetary decisions the past two years.

The earlier loss of significant State and County shared revenue, and next year's drop in City property tax revenue has required Hagerstown to re-think our operations and learn to function in new ways with lower costs. The positive result is that Hagerstown's City government is utilizing innovation, cost reductions, and organizational restructuring to sustain the City's commitment to delivering excellent community based services.

We intend to operate in FY 2011/12 with $1,478,655 less in General Fund revenue than was received in FY 2007/08. Instead of raising the property tax rate the City has chosen to make large reductions in personnel related costs. We are operating under a new Strategic Plan adopted by Mayor and Council in September which establishes new areas of focus and objectives for our departments. Through the work of all of our departments we will be operating with 56 fewer positions with new organizational structures in place for Community & Economic Development and Parks & Engineering.

With an eye on the future, Hagerstown is now operating with expanded capacity in our Wastewater Treatment Plant, installing new technologies in our police services, working toward the revitalization of the former CVS property on West Washington Street, and assisting business development projects along Eastern Boulevard. These and other initiatives will be undertaken by the City as it fulfills the mission of our strategic plan.

The recession has created major challenges for the City, but also given us an opportunity for positive changes in our organization and operations. The combination of financial constraints and need for reinvention is changing how we think and approach our work. Our departments are finding new approaches to addressing the community's needs while at the same time significantly lowering the cost of their operations.

CITY OF HAGERSTOWN STRATEGIC PLAN

A key element in our reinvention has been our work in 2010 to develop a new strategic plan for Hagerstown. **In September, 2010, the Mayor and Council adopted a strategic plan for Hagerstown which included the following mission statement: "To provide a proud and prosperous community." Our FY 2011/12 budget preparation is at the very heart of this statement.** We want our citizens to thrive as members of our community and to take pride in being part of Hagerstown.

To fulfill this mission, both the Mayor and Council and our staff recognize that the City cannot focus solely on the City's finances. We must also look for opportunities to enhance our services, improve our streets, parks, and neighborhoods, attract new residents and business to Hagerstown, and strengthen our operations now and into the future. We want to remain a strong community oriented city government with a commitment to improving the quality of life for our residents.

In recognition of this the **Mayor and Council's Strategic Plan included the vision of making Hagerstown the location of a choice for a diverse and dynamic citizenry**. The plan concentrated on these four focus areas and related goals:

Focus Area	***Goal***
A Prosperous Community	Create incentives and programs to attract higher paying jobs, increase private sector investment, and market Hagerstown as the premier community for residential and economic development.
A Vibrant, Active, and Livable Community	Focus on specific areas, buildings, and projects that create a rich, social, and culturally vibrant community.
A Safe and Healthy Community	Create and maintain a community that is safe, inviting, and environmentally healthy, with an emphasis on resource conservation.
An Innovative and Sustainable Government	Invigorate the organization, to identify techniques that allow services to be delivered in the most efficient and cost effective manner.

The objectives included in the Strategic Plan include the development of a Parking Master Plan for Downtown, examining the feasibility of revitalizing Municipal Stadium, enhancing the City's image and communications with the public, evaluating optimal fire station locations, establishment of a volunteer corps, and implementation of a paperless meeting system. A copy of the entire City of Hagerstown Strategic Plan appears immediately after this budget message.

COMBINED USES OF FUNDS
2011/12 BUDGET BY FUND

The Proposed FY 2011/12 Budget includes $106,542,246 in expenditures for all of the City's funds, including $36,359,736 in the General Fund and $3,569,000 for the Capital Improvement Projects Fund. The total for our utility operations include $26,486,388 for City Light, $13,758,277 for Water, and $12,613,686 for Wastewater. The Community Development Fund totals $1,371,034. Our Parking Fund's Proposed Budget is $850,820. These represent the major operating and capital funds. You will also find other Special Revenue Funds totaling $2,844,684 in addition to Service and Trust Funds totaling $7,136,455.

The decrease in Capital projects funding for FY 2011/12 is due to the completion of the Edgewood Drive and Dual Highway Intersection Improvement Project. Decreases in the water and wastewater funds were due primarily to completion of several large system capital improvement projects as well. The decrease in the Electric Fund is due to reductions in sales of electricity to two large customers.

COMBINED USES OF FUNDS
2011/2012 BUDGET BY FUND

	Original Budget 2010/2011	Proposed Budget 2011/2012	Increase / (Decrease)	Percent Change
General Fund	$ 37,672,644	$ 36,359,736	$ (1,312,908)	-3.5%
Community Dev Block Grant Fund	1,922,347	1,371,034	(551,313)	-28.7%
Other Special Revenue Funds	3,067,705	2,844,684	(223,021)	-7.3%
Capital Improvement Projects	15,045,029	3,569,000	(11,476,029)	-76.3%
Total Government-type Funds	57,707,725	44,144,454	(13,563,271)	-23.5%
Electric	31,764,359	26,486,388	(5,277,971)	-16.6%
Water	18,670,115	13,758,277	(4,911,838)	-26.3%
Waste Water	16,529,556	12,613,686	(3,915,688)	-23.7%
Parking	922,736	850,820	(71,916)	-7.8%
Golf	428,504	436,550	8,046	1.9%
Property Management	356,115	1,115,616	841,501	236.3%
Total Enterprise-type Funds	68,671,385	55,261,337	(13,410,048)	-19.5%
Service & Trust Funds	8,421,250	7,136,455	(1,284,795)	-15.3%
Total Combined Uses of Funds	$ 134,800,360	$ 106,542,246	$ (28,258,114)	-21.0%

BALANCING THE FY 2011/12 GENERAL FUND BUDGET

The General Fund is our largest operating fund and provides funding for public works, parks & engineering, police, fire, community & economic development, and general support operations. The General Fund is the only one to receive revenue from the property tax and is the Fund impacted by the loss of the State and County shared revenue.

The FY 2011/12 proposed General Fund expenditures total $36,359,736. This represents a $1,229,886 reduction, or 3.3% decrease, from the current year's approved budget. In terms of revenues, our FY 2011/12 General Fund projection is $1,478,655 less than the budgeted revenue from four years ago in FY 2007/08. Similar to the current year, when we lost large amounts of State and County revenue, we now face a second year of sharply reduced revenue in FY 2011/12 due to the drop in property tax revenue. We are working through a multi-year loss of revenue due to the recession.

We balanced the current year's budget entirely through reductions in General Fund expenditures. In balancing next year's General Fund the majority of our balancing efforts focuses again on expenditure reductions. There are no cost of living adjustments or pay step increases included in this budget proposal. Capital expenditures and vehicle purchases have again be reduced due to revenue constraints. We have reduced our General Fund staffing by 43 positions, resulting in an expenditure savings of $2.2 million. Unlike the current year, due to the continuing loss of $4.4 million in State & County shared revenue now combined with a projected drop of $3.1 million in City property tax revenue in FY 2011/12, we did utilize some revenue enhancements to help balance next year's budget. The primary adjustment on the revenue side is a$12.50 increase in our quarterly refuse fee from $37.50 to $50.00. This produced a revenue increase of $720,000.

Our budget preparation process began last fall when we developed FY 2011/12 General Fund projections that were presented to Mayor and Council in December, 2010. These projections reflected a $4,070,661 General Fund deficit when compared to the prior FY 2011/12 projections that were finalized in May, 2010. Balancing the FY 2011/12 Proposed Budget required us to make significant adjustments from these prior FY 2011/12 projections. To accomplish this we followed the preliminary budget plan that was presented to Mayor and Council in December, 2010 and relied primarily on expenditure reductions to finalize our Proposed Budget General Fund expenditures of $36,359,736.

SOURCES OF FY 2011/12 GENERAL FUND REVENUE

The Proposed General Fund revenue of $36,373,384 for FY 2011/12 represents a 3.5% reduction from the FY 2010/11. The primary cause of this sharp decline in General Fund revenue is the loss of $2.2 million in Property Taxes due to the effects of last Summer's triennial reassessment.

The following table illustrates the change in the sources of General Fund Revenues from FY 2010/11 to FY 2011/12.

Sources of General Fund Revenue Growth

FY 11/12 General Fund Budgeted Revenues	**$36,373,384**	**3.5% Decrease**
FY 10/11 General Fund Budgeted Revenues	**$37,676,770**	
Revenue Growth (Decrease)	**$ (1,303,386)**	
Sources		
Property Tax Revenue	$ (2,153,145)	
State & County Shared Taxes	$ 55,493	
Licenses & Permits	$ 12,175	
Intergovernmental Grants	$ 4,000	
Service Charges	$ 672,121	
Fine & Forfeitures	$ 65,025	
Unallocated Revenues	$ (159,055)	
Transfers From Other Funds	$ 200,000	
TOTAL	**$(1,303,386)**	

EXPENDITURES OF FY 2011/12 GENERAL FUND RESOURCES

The Proposed General Fund Budget for next year totals $36,359,736 representing a 3.3% drop in expenditures from the FY 2010/11 Budget of $37,589,622. The following table illustrates the changes in the use of General Fund resources by category of expenditure from FY 2010/11 to FY 2011/12.

Use of General Fund Revenue Growth

FY 11/12 General Budgeted Fund Expenditures	**$36,359,736**	**3.3% Decrease**
FY 10/11 General Fund Budgeted Expenditures	**$37,589,622**	
Expenditures Growth (Decrease)	**$ (1,229,886)**	
Uses		
Wages & Benefits	$ (2,169,328)	
Wage & Overhead Allocations	$ 441,361	
Materials & Supplies	$ 58,911	
Insurance	80,488	
Capital Expenditures	$ 36,112	
Debt Service	$ 95,853	
Transfers to Other Funds	$ 215,989	
Other Expenditures	$ 10,728	
TOTAL	**$(1,229,886)**	

ALLOCATION OF FY 2011/12 GENERAL FUND EXPENDITURES BY FUNCTION

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

General Fund	Allocation	Percent
Public Safety		
Police	$10,437,888	28.7%
Fire	5,545,211	15.2%
Streets, Alleys & Signals	3,205.971	8.8%
Engineering, Parks & Recreation	3,160,830	8.7%
Community & Economic Development	3,006,930	8.3%
Debt Service	2,539,853	7.0%
Waste Collection & Disposal	2,255,164	6.2%
Unallocated Expenses (1)	1,232,710	3.4%
Retiree Benefits	1,024,000	2.8%
Information Technology & Support Services	978,746	2.7%
Finance	715,020	2.0%
Capital Improvements Appropriation	502,800	1.4%
Human Resources	475,319	1.3%
City Hall	275,785	0.7%
Legal Counsel	243,700	0.7%
Contributions To Other Agencies	219,465	0.6%
City Administrator	203,709	0.6%
Mayor & Council	170,600	0.5%
City Clerk	166,035	0.4%
TOTAL	**$36,359,736**	**100%**

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

FY 2011/12 PROPOSED BUDGET MAJOR HIGHLIGHTS

This section of the budget message is intended to provide the Mayor and Council and others a comprehensive summary of the major adjustments and assumptions that were used in preparing this proposed budget. More detailed discussion and explanation of these highlights is included in the budget narrative included in the individual departmental and fund sections of the proposed budget.

1. There is **no General Fund supported bond issue** scheduled for FY 2011/12. A revenue bond issue for our Water and Wastewater Enterprise funds is scheduled in the amount $3,115,800 and $961,750 respectively.

2. In accordance with the previously approved **five year utility rate schedule**, water rates will increase by 5% July 1, 2011 for inside City customers and 6% for customers outside the City. For Wastewater the rate increases will be 5% for inside and 3.5% for outside customers.

3. There are a total of **13 unfunded utility positions** included in the proposed budget. These Include seven positions in City Light, five in Water, and one in Wastewater.

4. The Community Development Block Grant assumes a **20% reduction in the Federal Government's funding** of the annual entitlement received by the City of Hagerstown.

5. The Community Development Block Grant budget reflects a 35.7% **reduction in administrative expenses**.

6. Funding for the **Home Store** has been maintained at the current year level. $50,000 is included in the General Fund for this program. This funding appears in Section 3 Page 52.

7. City Funding for the **C-Safe Program** has also been maintained at the existing level with $55,000 included in the Police Department's budget for this program. The State's funding support for C-Safe has been reduced by 9.5%. This reduction in State funding amounts to $33,653 and is not offset with a City expenditure increase in FY 2011/12. A total of $285,074 in State funding is anticipated next year and appears in Section 5 Page 18.

8. The General Fund includes $79,493 in **Highway User Revenue**, leaving only an extremely small amount from the previous high revenue level of $2,177,798 received in FY 2007/08. In the event any portion of this State funding is restored at some point in the future it is important that these revenues be earmarked in the capital improvement fund for eligible street and right of way expenditures. This funding has been significantly reduced and then restored to higher levels a number of times in recent years by the State and should not be used to support general operating expenses of the City. This approach will lessen our dependence on this unpredictable State funding for annual operating costs and thereby avoid a negative impact on our employees should Maryland restore and then subsequently choose to again diminish this revenue in the future.

9. This is the first budget to reflect the **reorganization of the Community & Economic Development Department and Parks & Engineering Department** that occurred in the current year.

10. There are a total of **43 unfunded General Fund positions** in the proposed budget. Some reflect position eliminations. Others are vacancies which are frozen until revenues are sufficient to restore funding for these positions. Our financial projections appearing in Section 10 Page 10 indicate there will be some level of revenue growth by FY 2014/15 to begin restoring funding for a portion of these positions. A complete listing of all unfunded positions is included after this message in the budget overview section.

11. There are **five new positions** reflected in this proposed budget. These positions have been previously authorized by Mayor and Council and were made possible by the restructuring of operations and elimination of previously funded positions. These five positions include: 1) Downtown Business Recruitment & Retention Manager; 2) Communications Manager; 3) *Development Funding Specialist (Grant Writer);* 4) Engineering Tech II; and 5) Mail/Stockroom Clerk.

12. There is **no Cost of Living Adjustment included in the proposed budget**. This applies to all operations and all employees and represents the third consecutive year that our employees have received no COLA. Our projections appearing in Section 10 Page 10 indicate there are insufficient revenues based on current assumptions to fund a COLA over the next five years.

13. There is **no pay step increase included in the proposed budget**. This applies to all operations and all employees and represents the second consecutive year that our employees have received no step increase. Our projections appearing in Section 10 Page 10 indicate there are insufficient revenues based on current assumptions to fund employee step increases over the next five years.

14. The proposed budget **eliminates the 10 unpaid furlough/work stop days in FY 2011/12. This restores 3.8% in base pay to our employees.** This also results in a 3.8% increase in base pay expenditures for all of our operations staffed with full-time personnel. For that reason there will be increased expenditures reflected in the individual departmental and operating budgets that will partially offset the savings generated by those departments which have fewer budgeted positions next year. For departments with no reduction in staffing, the restoration of funding to eliminate the 10 unpaid/work stop days will result in higher levels of personnel costs.

15. **Termination and Retirement Incentive Expenditures** appear throughout those operating budgets impacted by employee retirements. During the current fiscal year Mayor and Council approved two rounds of a retirement incentive that offered $20,000 to those choosing to retire. A total of 19 employees chose to accept the incentive and have announced their retirement. Some participants in this incentive program retired in the current fiscal year, others will retire in the first part of FY 2011/12. In addition to the incentive, these retirements will generate expenditures to fund the cost of retiree termination payouts for unused vacation and sick days. These costs also appear in both the current and next fiscal year depending on a person's retirement date. Both the retirement incentives and the cost of the termination payouts will appear as one-time increases in expenditures within those operating budgets experiencing retirements under this program.

16. There will be **no rate increase in our employee and retiree health insurance program** next year. In fact our expenditures for this program will decrease due to the 56 unfunded positions. This means the premium tables will not increase and that employees' and retirees' share of the program's cost will not change unless they choose a different level of coverage. Our program will be administered in accordance with Federal health care reform.

17. Employee contributions for participation in the **Maryland State 30 Year Retirement Program** are scheduled to increase from 5% to 7%. For our employees this will partially offset the increased base pay of 3.8% from the elimination of the 10 unpaid furlough/work stop days. The employer's cost share for the Maryland State Retirement Program is 10.94%.

18. Employee contributions for participation in the **City's sworn police & fire employee 25 Year Retirement Program** will remain at 7%. The employer's cost share for this retirement program is 11.48%.

19. **A $12.50 per quarter increase in our Refuse Service Fee** is included in the proposed budget. This raises our annual fee for all of our curbside refuse and recycling collection service from $150 to $200. This rate increase is projected to raise $720,000 in new revenue for General Fund operations. It should be noted that we are currently working on enhancements to our refuse service, but do not have sufficient information at this time to include adjustments in expenditures for single stream recycling or other improvements to our refuse services. The $720,000 generated by this service fee increase is not intended to fund future service enhancements, but is rather needed to balance the General Fund budget.

20. **No Storm Water Management Fee is included in our proposed budget for FY 2011/12.** However FY 2012/13 budget projections reflect $750,000 in General Fund revenue from this fee for a partial year of revenue. Higher revenue performance is projected from a full year storm water fee in subsequent years. This revenue assumption appears in our five year General Fund Financial Projections in Section 10 Page 3.

21. The **Economic Redevelopment** Fund appears on Page 10 of Section 5. Expenditures in this Fund have been increased to provide support for the City's Partners in Economic Progress Program and downtown revitalization projects.

22. The **Special Revenue Grant Fund** appears on Page 18 in Section 5. This Fund includes revenues and expenditures related to the City's Safer Grant, COPS Technology Program, and C-Safe.

23. The **Parking Fund reflects a $100,000 transfer from the General Fund** to support parking system operations in FY 2011/12 and in the following year. This General Fund subsidy was required to offset the loss of parking revenue from the relocation of Washington County Hospital and the loss of parking permit revenue downtown. This is the first time in over 25 years that it has been necessary for the General Fund to subsidize the operations of the parking system. It is hoped that this General Fund subsidy can be eliminated after two years when debt service payments end on the North Potomac Parking Deck

24. **Hourly parking meter rates** remain unchanged at 25 cents per hour in FY 2011/12. This rate was last increased in 1986.

25. **General Fund Supported Debt Service Expenditures** are projected to decline by nearly $500,000 beginning in FY 2012/13 as older bonds mature. This decline in expenditures is reflected in Section 10 Page 4.

26. **General Fund supported wages and benefits for employees and retirees** total $23,725,693 in the FY 2011/12 Proposed Budget, a $1,957,686 expenditure reduction from FY 2007/08. This decline in expenditures is reflected in Section 10 Page 4.

27. **Property Tax revenue** is projected to total $24,883,333 in FY 2011/12, a revenue drop of $2,364,245 from the estimated actual for FY 2010/11. This 8.7% drop in General Fund revenue is primarily due to the decline in property values in the December, 2010 Triennial Reassessment, which reflected a 25% reduction in residential values and a 15% reduction in commercial property values. Property tax revenue represents 68.4% of total General Fund revenue. We are projecting further declines of 1.5% in property tax revenue in both FY 2012/13 and FY 2013/14, as the full impact of the 2010 triennial reassessment impacts us. We are projecting a 2.5% increase in property tax revenue in FY 2014/15, resulting from slightly improved property values in the next triennial reassessment. These revenue projections are reflected in Section 10 Page 3.

28. Section 10 page 6 illustrates the impact of the most recent triennial reassessment on our **assessable tax base.** The table on this page reflects a history of fluctuating growth in our assessable base for Hagerstown dating back to 1979/80. This table reveals that at least over the past 30 years, there has never been an annual decline in assessable base until 2011/12. We have projected a 10.6% reduction in assessable base for next year based on currently available data. This reduction in tax base reflects the previously discussed impact of the economic recession on our budget.

29. **General Fund Surplus** remains healthy. Throughout the struggle of dealing with the loss of State and County revenue and the pending loss of property tax revenue, the City has not turned to the use of surplus to support annual operating expenses. With the ongoing uncertainty of future annual revenue performance, to do so would be especially short sighted.

30. The City's General Fund **Contributions to Other Agencies** appear in Section *3 Page 84* and reflect a 10% drop. This funding decrease does not impact either C-Safe or the Home Store.

31. The proposed budget does not eliminate any of the **Public Events and Functions** supported by the General Fund. These expenditures appear in Section 3 Page 88.

32. The proposed budget does provide a $195,000 **General Fund Transfer to the Golf Course Fund.**

33. The **Property Tax Rate** remains unchanged at the present rate of 78.8 cents per $100 of assessed property value. This rate was established in FY 2008/09. The City's last increase in the property tax rate occurred in FY 2004/05. A history of the City's property tax rate appears in Section 10 Page 6.

34. **General Fund Capital Improvement Program Expenditures** are budgeted with a funding level of $502,800 in the proposed budget. This reflects our continued deferral of capital expenditures due to the loss of General Fund revenue. Our preferred level of funding for General Fund capital expenditures is $1.2 million, so we are far below this target in our proposed budget. Our recent history shows we expended $397,563 in FY 2009/10 and an estimated $642,000 in FY 2010/11. Our projections show increased future expenditure levels ranging from $878,483 to $978,395 over the four fiscal years following FY 2011/12. This is an important issue for us and one we need to continue to monitor in terms of the condition of our streets, infrastructure, and vehicle equipment.

35. **CDBG supported public services** are funded at $159,725 in the FY 2011/12 proposed budget. This funding is constrained by the anticipated 20% reduction in Federal funding and the cap on these expenditures placed on the program by the Federal Department of Housing and Urban Development.

36. The presentation of Hagerstown's **Capital Improvement Program** appears in Section 4. This summary presents recommended projects and funding levels for FY 2011/12 and the following four years. The CIP information is summarized by Fund and Department, with funding sources identified for each project.

37. **Storm Water Management Planning and Improvements** will be a major focus of the City in the coming year as new requirements and guidelines are established by the State of Maryland for local governments. In anticipation of these requirements and our interest in implementing a storm water fee in FY 2012/13 we have included $100,000 for a storm water fee study in the coming year.

PROPERTY TAX

REAL PROPERTY TAX RATE
PER $100 OF ASSESSED VALUE

	1981/1982 Rate *	2011/2012 Rate	Change $	Change %
City	$ 0.700	$ 0.788	$ 0.088	12.6 %
County **	0.703**	0.823**	0.120	17.1 %
State	0.084	0.112	0.028	33.3 %

* Re-stated per new property tax rate model.

** Assumes County rate remains stable from current year and reflects the 0.125 cent rate reduction for County residents living in the City due to tax differential that began in FY 2010/11. Prior to FY 2010/11, the tax differential was given to the City in the form of a tax rebate. The FY 1981/82 County rate has been lowered by the 0.125 rate reduction for comparability purposes.

As mentioned earlier in the message, the real estate tax rate is proposed to remain unchanged from FY 2010/11 at $0.788 per $100 of assessed value. The table above compares City, County, and State tax rates since the City adopted its current City Charter. In this period City property tax rates have increased less than the County or State rates.

GENERAL FUND CAPITAL INVESTMENT

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

Fiscal Year	Capital Outlay	Appropriation To CIP Fund	Total
1995/1996	188,084	1,063,338	1,251,422
1996/1997	151,139	1,349,610	1,500,749
1997/1998	167,683	836,500	1,004,183
1998/1999	84,894	428,001	512,895
1999/2000	371,221	1,146,484	1,517,705
2000/2001	117,839	754,070	871,909
2001/2002	112,988	597,301	710,289
2002/2003	211,417	888,160	1,099,577
2003/2004	187,480	614,800	802,280
2004/2005	202,262	1,061,767	1,264,029
2005/2006	161,135	1,090,294	1,251,429
2006/2007	186,154	985,262	1,171,416
2007/2008	201,312	1,267,000	1,468,312
2008/2009	164,018	1,179,314	1,343,332
2009/2010	45,781	397,563	443,344
Estimated Actual			
2010/2011	82,789	642,000	724,789
Recommended Budget:			
2011/2012	94,370	502,800	597,170
Projected:			
2012/2013	200,000	908,200	1,108,200
2013/2014	200,000	878,483	1,078,483
2014/2015	200,000	978,395	1,178,395
2015/2016	200,000	948,755	1,148,755

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

BONDED DEBT OUTSTANDING

In FY 2010/11 we project borrowing $7,216,670 in Water Fund debt and $3,115,800 in Waste Water fund debt and in FY 2011/12 we propose to issue $2,714,984 of Water Fund debt and $961,750 of Waste Water Fund debt. These proposed capital expenditures are described in detail in the Capital Improvement Program (Section 4) and in the Enterprise Funds (Section 6).

The following table illustrates the balance of bonded debt outstanding at the end of each fiscal year since FY 1997/98. It is separated into tax supported general bonded debt and self-supporting enterprise fund debt for the City's Light, Water, Sewer, Parking, and Property Management funds.

Fiscal Year	Total Bonded Debt	General Tax Supported	Self-Supporting Enterprise
1997/1998	26,591,741	9,167,683	17,424,058
1998/1999	30,244,397	10,121,215	20,123,078
1999/2000	31,033,591	9,420,333	21,613,258
2000/2001	31,287,614	8,673,737	22,613,877
2001/2002	31,813,068	7,918,021	22,895,047
2002/2003	28,343,504	7,203,628	21,139,876
2003/2004	28,429,079	7,741,852	20,687,227
2004/2005	31,011,741	11,642,712	19,369,029
2005/2006	31,842,647	9,836,534	22,006,113
2006/2007	40,078,392	16,120,194	23,958,198
2007/2008	39,691,668	14,835,434	24,856,234
2008/2009	39,436,600	13,442,607	25,993,993
2009/2010	62,314,151	20,457,426	41,856,725
2010/2011 Estimated Actual	67,313,996	18,708,724	48,605,272
2011/2012 Proposed Budget	65,869,326	16,896,317	48,973,009
12 Year Increase in Outstanding Debt	**$ 35,722,410**	**$ 11,289,743**	**$ 24,432,667**

DEBT LEVELS AND AFFORDABILITY

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

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

TAX SUPPORTED GENERAL OBLIGATION DEBT RATIOS

Fiscal Year	Percent of Assessed Value	Debt Per Capita	General Fund Debt Service as % of General Fund Operating Revenue
1996/1997	0.61 %	$ 214	4.30 %
1997/1998	0.73 %	259	4.40 %
1998/1999	0.79 %	286	5.40 %
1999/2000	0.71 %	257	4.90 %
2000/2001	0.63 %	237	4.70 %
2001/2002	0.54 %	215	4.60 %
2002/2003	0.48 %	194	4.30 %
2003/2004	0.51 %	206	3.60 %
2004/2005	0.71 %	310	3.70 %
2005/2006	0.54 %	257	4.77 %
2006/2007	0.77 %	413	4.73 %
2007/2008	0.64 %	371	5.42 %
2008/2009	0.53 %	333	5.16 %
2009/2010	0.74 %	511	5.25%
2010/11 Estimated	0.65 %	468	6.73 %
2011/12 Projected	0.65 %	422	6.98 %
City Debt Policy	**10.0 %**	**$1,000**	**10.0 %**

GENERAL FUND

REVENUES

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

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12	Percent Change
Property Taxes	$27,036,478	$27,247,578	$24,883,333	-8.0%
Charges for Current Services	2,945,861	3,003,021	3,757,607	27.6%
State and County Shared Taxes	3,189,714	3,159,356	3,245,207	1.7%
Interdepartmental Charges	2,246,625	2,230,116	2,107,000	-6.2%
Licenses & Permits	1,563,400	1,543,810	1,575,575	0.8%
Transfers from Other Funds	11,000	11,000	211,000	1,818.2%
Intergovernmental Revenue	170,000	180,200	174,000	2.4%
Fines & Forfeitures	102,500	110,705	167,525	63.4%
Contributions & Donations	119,692	129,459	123,417	3.1%
Interest Income	275,000	50,000	55,000	-80.0%
Other General Revenue	16,500	75,721	73,720	346.8%
Total Current Revenue	**$37,676,770**	**$37,740,966**	**$36,373,384**	**-3.5%**

The major revenue changes between budgets are as follows:

- Property assessments are expected to decrease from $2.900 billion in FY 2010/11 to $2.592 billion for FY 2011/12, or a 10.6% decrease in the assessable base. The current tax rate of $0.788 per $100 in assessed value is recommended to be maintained for FY 2011/12. Real estate taxes are estimated at $19,350,000 and business personal property taxes at $2,742,500.

- The State and County Shared Taxes 1.7% increase from the 2010/11 budget is primarily due to the $60,000 increase in the Enterprise Zone Tax which represents a 50% reimbursement from the State to the City for the Incentive Tax Program. The continued reduction in State Shared Highway User Revenues is expected to be offset by relatively small increases in income taxes, police protection and County room tax revenues.

- Overall charges for current services are proposed to increase by 27.6% ($811,746) primarily due to an increase in Refuse Collection Fees ($720,000). We are proposing to increase the quarterly rate for trash removal from $37.50 to $50.00 which is still far lower than comparable private trash collection service rates.

- The 80.0% ($220,000) decrease in Interest Income is due to a projection that interest rates will remain at their current low levels.

- The 346.8% ($57,220) increase in Other General Revenue is primarily due to the planned resumption of the fire incident response fees and a new auto accident response fee ($37,500).

- Transfers from Other Funds is higher by $200,000 because FY 2011/12 includes a $200,000 transfer from the City's Workers Compensation Internal Service Fund which will help to offset the Injured Workers Insurance Fund's decision to begin to breakout Fire and Police employees separately from other field personnel and charge a higher rate to insure these employees.

- The 63.4% ($65,025) increase in Fines and Forfeitures reflects the new fine for parking violations on private lots for fire and handicapped parking zone infractions ($54,000).

COST BY FUNCTION

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

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12	Percent Change
Police	$10,817,096	$10,385,166	$10,437,888	-3.5%
Fire	6,131,397	5,760,755	5,545,211	-9.6%
Total Public Safety	16,948,493	16,145,921	15,983,099	-5.7%
Street, Alleys & Signal	3,296,578	3,216,048	3,205,971	-2.7%
Engineering, Parks & Recreation	3,465,027	3,403,600	3,160,830	-8.8%
Community & Economic Dev	3,072,833	3,074,001	3,006,930	-2.1%
Debt Service	2,444,000	2,541,715	2,539,853	3.9%
Waste Collection & Disposal	2,078,785	2,039,215	2,255,164	8.5%
Unallocated Expenses/Transfers	898,110	1,908,469	1,232,710	-37.3%
Retiree Benefits	1,175,800	1,023,400	1,024,000	-12.9%
Technology & Support Services	1.103,735	1,075,756	978,746	-10.6%
Finance	935,278	900,650	715,020	-23.6%
CIP Appropriations	492,000	642,000	502,800	2.2%
Human Resources	447,355	468,976	475,319	6.3%
City Hall.	259,785	282,686	275,785	6.2%
Legal Counsel	208,700	203,700	243,700	16.8%
Contributions to Other Agencies	244,000	258,000	219,465	-10.1%
City Administrator	208,171	200,745	203,709	-2.1%
Mayor & Council	179,271	162,482	170,600	-4.8%
City Clerk	131,701	144,931	166,035	26.1%
Total Cost by Function	**$37,589,622**	**$37,692,295**	**$36,359,736**	**-3.3%**

The General Fund expenditures by function reflect the following:

- The general reason for decreases in most of the department budgets for 2011/12 is the City's recent restructuring of operations and reduction in 43 funded positions for 2011/12. These reductions resulted in overall wage and benefit reductions for the General Fund of almost $2.2 million.

- Contributions to Other Agencies reflect an overall decrease of 10.1% from the prior year.

- The $95,853 (3.9%) increase in debt service reflects a full year of debt service from the September 2009 debt issue of $8,481,817.

- Waste Collection & Disposal reflects an expected increase in the contract price for existing trash services. No enhanced trash or recycling services are included in the proposed budget.

- Legal Counsel includes additional funds for specialized consulting services to assist with the renewal of the City's Cable TV Franchise Agreement.

- The City Clerk budget includes additional funds for updating the City Code.

EXPENDITURES BY TYPE

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

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12	Percent Change
Expenditures				
Base Wages	$16,551,979	$14,939,972	$15,071,448	-8.9%
Additional Wages	1,873,800	2,792,495	1,888,485	0.8%
Total Wages	18,425,779	17,732,467	16,959,933	-8.0%
Employee Benefits	7,469,242	6,826,181	6,765,760	-9.4%
Total Wages & Benefits	25,895,021	24,558,648	23,725,693	-8.4%
Materials, Supplies & Utilities	2,124,620	2,256,041	2,183,531	2.8%
Trash Collection	2,125,947	2,100,854	2,144,656	0.9%
Debt Service	2,444,000	2,541,715	2,539,853	3.9%
Contracted Services	1,380,259	1,411,007	1,370,747	-0.7%
Transfers to Other Funds	757,922	1,553,469	973,911	28.5%
Vehicle Operating Expenses	846,595	817,193	846,905	0.0%
Maintenance & Repairs	587,790	617,347	631,797	7.5%
Other Expenses	628,674	583,048	646,395	2.8%
Unallocated General Expenses	578,900	592,700	554,365	-4.2%
Communications Expenses	267,343	172,917	166,046	-37.9%
Advertising & Printing	248,476	248,958	315,028	26.8%
Insurance	229,076	308,567	309,564	35.1%
Rentals	83,230	80,865	85,157	2.3%
Capital Expenditures	561,058	724,789	597,170	6.4%
Professional Development	64,214	62,730	61,060	-4.9%
Reimbursements/Allocations	-1,233,503	-938,553	-792,142	35.8%
Total Expenditures	**$37,589,622**	**$37,692,295**	**$36,359,736**	**-3.3%**

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

- The $2,169,328 (-8.4%) decrease in Total Wages & Benefits is a result of a major restructuring of City operations and reduction in staffing of 43 General Fund positions. Step increases for employees and a cost of living adjustment were not included for employees again for the FY 2011/12 budget. Reimbursements/Allocations are also down because of the reduction in wages and benefits. Funding was restored in FY 2011/12 to eliminate the 10 unpaid furlough work stop days that took place in FY 2010/11.

- The $215,989 (28.5%) increase in Transfers to Other Funds is due to a $100,000 transfer to the Parking Fund to help support its operations until 2013/14 when its debt service will be reduced by over $200,000. An additional $125,000 to transfer the Economic Redevelopment Fund to help support economic revitalization efforts downtown is also included.

- The $66,552 (26.8%) increase in Advertising & Printing is primarily the result of funds for a new community promotion and image campaign and a rebuild of the City's website.

- The $80,488 (35.1%) increase in Insurance reflects the higher actual cost of the City's property, casualty and liability insurance and claims expense.

- The $101,297 (37.9%) decrease in Communications Expenses reflects recent actual costs.

ENTERPRISE FUNDS

ELECTRIC **FUND**

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12
Operating Revenues	$31,751,750	$30,889,419	$26,418,061
Operating Expenses	32,395,440	31,328,849	26,958,353
Operating Income (Loss)	(643,690)	(439,430)	(540,292)
Non-Operating Revs (Exps)	183,653	179,208	167,071
Capital Contributions & Grants	150,000	101,582	100,000
Transfers out	(55,000)	(55,000)	(55,000)
Change in Net Assets	(365,037)	(213,640)	(328,221)
Add Back Net Depreciation	1,146,458	1,015,300	1,032,200
Capital Outlay	(913,000)	(115,818)	(449,000)
Repayment of Debt Principal	(44,740)	(44,742)	(45,875)
Deduct Non-Cash Capital Contrib.	(120,000)	(72,000)	(100,000)
Net Surplus (Deficit)	$ 182,681	$ 569,100	$ 109,104

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

- No electric rate increases have been projected for FY 2011/12. The proposed budget reflects the fourth year of a power supply contract with Allegheny Power.
- Sales of electric revenues are decreasing due to the decline in economic activity. Also the FY 2011/12 revenues reflect the relocation of the Washington County Hospital outside of the City Electric Fund territory in December 2010 and the expected loss of Good Humor-Breyers half way through FY 2011/12.

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

- The $449,000 Capital Outlay Program includes $106,000 for the library project, $142,000 for various new development projects and $50,000 in Building & Site Improvements.
- The move of Washington County Hospital and expected move of Good Humor-Breyers will reduce purchased power costs for FY 2011/12.

WATER FUND

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12
Operating Revenues	$9,212,560	$9,323,510	$9,733,360
Operating Expenses	8,968,391	9,105,314	9,370,880
Operating Income (Loss)	244,169	218,196	362,480
Non-Operating Revs (Exps)	(300,040)	(388,802)	(442,617)
Capital Contributions	500,000	600,000	650,000
Gain on Fixed Asset Disposals	--	152	--
Transfers out	(55,000)	(55,000)	(55,000)
Change in Net Assets	389,129	274,546	514,863
Add Back Net Depreciation	1,658,240	1,716,600	1,804,600
Capital Outlay	(9,863,206)	(7,539,170)	(4,131,606)
Repayment of Debt Principal	(1,121,719)	(1,121,720)	(1,546,187)
Deduct Non-Cash Capital Contrib.	(500,000)	(500,000)	(500,000)
Long Term Loan-Wastewater Fd	--	--	(1,000,000)
Bond Proceeds	9,139,330	7,216,670	3,115,800
Benefit Charge Funds	895,880	989,082	1,140,520
Net Surplus (Deficit)	$ 597,654	$1,036,008	$ (602,010)

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

- Annual rate increases have been approved for FY 2011/12 through 2013/14. The increase effective July 1, 2011 is 5% for inside customers and 6% for outside customers. The increase is part of a multi-year plan insure the fund continues to be self-supporting and to fund necessary infrastructure improvements.

- The City is anticipating borrowing about $3.1 million for various Water Fund projects. Approximately $1.4 million is anticipated from MDE for completion of the West End Reservoir Phase II ($200,000), Willson Transmission Main ($100,000), R.C. Willson Plant – Phase IV ($500,000), and R.C. Willson Plant – Phase V ($575,500). Approximately $1.7 million is anticipated from City Bonds for Distribution Services ($1 million), Distribution Equipment ($602,550) and R.C. Willson Plant Improvements ($112,500).

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

- The FY 2011/12 budget includes $1.1 million for other capital and system improvements.

- A $1 million dollar loan is anticipated from the Water Fund to the Wastewater Fund to help support higher operating and debt service costs resulting from the new enhanced wastewater treatment processes.

- Operating Expenses include increases in chemical, material, and utility costs. No additional staffing is projected and no cost increases in wages is included.

WASTEWATER FUND

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12
Operating Revenues	$ 9,513,300	$ 9,499,321	$ 9,808,165
Operating Expenses	11,595,566	11,231,926	11,618,541
Operating Income (Loss)	(2,082,266)	(1,732,605)	(1,810,376)
Nonoperating Revs (Exps)	(365,477)	(377,810)	(449,105)
Capital Contributions	2,177,560	3,722,560	--
Transfers out	(55,000)	(55,000)	(55,000)
Change in Net Assets	(325,183)	1,557,145	(2,314,481)
Add Back Net Depreciation	2,451,757	2,259,200	2,355,400
Capital Outlay	(5,757,000)	(7,591,677)	(1,123,000)
Repayment of Debt Principal	(1,234,970)	(1,629,959)	(1,713,146)
Bond & Loan Proceeds	2,799,440	3,714,984	1,961,750
Benefit Charge Funds	2,081,000	1,102,179	880,000
Net Surplus (Deficit)	$ 15,044	$ (588,128)	$ 46,523

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

- Annual rate increases have been approved for FY 2011/12 through 2013/14. The increase effective July 1, 2011 is 5% for inside customers and 3.5% for outside customers. The increase is part of a multi-year plan to insure the fund continues to be self-supporting and to fun necessary infrastructure improvements.

- The City is anticipating borrowing $1,961,750 for Wastewater Fund projects. A City bond issue is planned for $961,750 for various capital improvement needs. In addition, an interfund loan of $1 million is planned from the Water Fund to the Wastewater Fund to provide adequate cash flow for wastewater system operations and debt service on the recent major treatment process and plant capacity improvements.

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

- Capital Outlay includes continuation of a multi-year collection system improvement plan to reduce infiltration and inflow into the wastewater system ($400,000), vehicle replacements ($115,000), various plant equipment replacement needs ($325,000) and other system improvements.

- Operation Expenses reflect higher anticipated chemical and utility costs related to the new enhanced nutrient removal process.

PARKING FUND

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12
Operating Revenues	$ 932,650	$ 795,840	$ 751,330
Operating Expenses	590,159	602,305	596,771
Operating Income (Loss)	342,491	193,535	154,559
Nonoperating Revs (Exps)	(134,213)	(104,874)	(93,602)
Transfers from General Fund	--	100,000	100,000
Change in Net Assets	208,278	188,661	160,957
Add Back Net Depreciation	187,188	206,100	203,000
Capital Outlay	(25,000)	(25,000)	--
Repayment of Debt Principal	(359,551)	(359,563)	(362,448)
Net Surplus (Deficit)	$ 10,915	$ 10,198	$ 1,509

The major revenue changes are as follows:

- Operating Revenues reflect the effects of the sluggish economy on the downtown area, as well as the loss of monthly parkers from the relocation of Susquehanna Bank's main office from the downtown area and the impact of the hospital relocation.

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

- Operating Expenses include a continuation of operations and implementation of several new programs.
- The sluggish economy and loss of the Susquehanna Bank and Washington County Hospital customers requires the General Fund to provide a $100,000 transfer in both FY 2011 and FY 2012 to partially cover debt service payments. The maturity of the North Potomac Street Parking Deck bond borrowing in FY 2013 will eliminate the need for future transfers from the General Fund.

GOLF COURSE FUND

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12
Operating Revenues	$ 175,922	$ 175,178	$ 209,902
Operating Expenses	461,554	394,531	407,610
Operating Income (Loss)	(285,632)	(219,353)	(197,708)
Transfers in	255,000	225,000	195,000
Change in Net Assets	(30,632)	5,647	(2,708)
Add Back Net Depreciation	33,000	21,060	21,060
Prior Year Bond Proceeds	_	--	40,000
Capital Outlay	--	--	(50,000)
Net Surplus (Deficit)	$ 2,368	$ 26,707	$ 8,352

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

- Revenues reflect an anticipated increase in play due to a concentrated effort to offer tournaments in FY 12. The City also proposes to eliminate the Season Pass Program which is believed to cannibalize its revenue from greens fees.

- FY 12 operating expenses are expected to be lower than the FY 11 budget due to improved utilization of assigned personnel across other parks and recreation departments when seasonal slowdowns occur at the Golf Course. The FY 12 budget also dramatically decreases the labor allocations from other parks departments into the Golf Course Fund. This is possible because of prior years efforts to catch up on maintenance to the Golf Course have now been completed.

- The proposed budget reflects $20,000 in Club House facility improvements, $20,000 for improvements to the Golf Pro Shop and landscaping the plaza area, and $10,000 for a dual purpose building to be used for golf cart storage and tournament award ceremonies.

PROPERTY MANAGEMENT FUND

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12
Operating Revenues	$ 359,541	$ 347,108	$ 332,162
Operating Expenses	345,981	381,481	349,965
Operating Income (Loss)	13,560	(34,373)	(17,803)
Nonoperating Revs (Exps)	1,000	50,286	782,234
Change in Net Assets	14,560	15,913	764,431
Add Back Net Depreciation	78,500	81,276	82,000
Transfer from CIP Fund	--	170,000	--
Capital Outlay	(45,000)	(260,000)	(810,000)
Repayment of Principal	(40,150)	(36,500)	(36,885)
Net Surplus (Deficit)	$ 7,910	$ (29,311)	$ (454)

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

- Operating Revenues reflect nine leases from the Elizabeth Hager Center, three leases from the Roslyn Building, and a shared-use agreement for the stair tower adjacent to the Clock Tower Building in Public Square. The Government Services Administration (Telework) and the Potomac Classical Ballet leases ended in FY 11. We conservatively projected that we may lose $26,600 in FY 12 before we find replacement tenants.

- Operating Expenses include sufficient funds to operate and maintain the Elizabeth Hager Center, Roslyn Building, Fire Police Headquarters and the Alms House.

- Capital expenditures include $780,000 renovation costs for the CVS building which was purchased in FY 11. It is the City's intent to use this property as a small business incubator for its downtown core. We've also included $30,000 for the Elizabeth Hager Center for replacement of the HVAC units and other necessary facility expenditures, such as roof, carpet replacement, and other equipment replacements as needed.

SPECIAL REVENUE FUNDS

C.D.B.G. FUND

	Revised Budget 2010/11	Estimated Actual 2010/11	Proposed Budget 2011/12
Revenues			
CDBG Grant Revenues	$1,509,984	$1,274,153	$1,133,534
Program Income - Principal	200,000	200,000	185,000
Interest & Penalty on Loans	68,544	68,544	50,000
Interest on Investments	3,425	219	-
Sale - Properties Held to Resale	80,000	-	-
Other Revenues	15,000	4,000	2,500
Total Revenues	1,876,953	1,546,916	1,371,034
Expenditures			
Acquisition	100	220,000	100
Commercial/Industrial Improvements	2,500	307,000	2,500
Clearance & Demolition	100	--	100
Public Facilities & Improvements	577,511	281,977	242,682
Public Services	204,250	197,450	159,725
Housing	830,231	323,342	635,500
Administration	307,655	217,147	197,927
Total Expenses	1,922,347	1,546,916	1,371,034
Net Change in Fund Balance	$ (45,394)	$ -	$ -

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

- The new entitlement grant for FY 2011/12 is $803,836, down an anticipated 20% from the current year due to expected cuts in Federal funding. This new grant money, along with remaining grant funds that have not been drawn down as of June 30, 2011, as well as program income will be used to fund FY 2011/12 projects.

- The FY 2011/12 program income of $237,500 is primarily CDBG loan repayments.

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

- Public Services, which are still close to the maximum 15% of C.D.B.G .new entitlement revenue and the prior year program income, are proposed to be maintained at the current levels, except for the Neighborhood First services. These costs are now all included in the General Fund.

- Housing expenditures of $635,500 include funds for increased loan and housing improvement activities including $110,000 for the Home Ownership Program and $262,500 for the Single Family and Residential Rental Loan programs.

- Public Facilities & Improvements include funds for handicap ramps ($40,000), neighborhood development ($81,682) and neighborhood parks ($121,000).

- Administration costs are considerably lower to stay within a 20% cap through a restructuring of CDBG and elimination of positions.

ECONOMIC REDEVELOPMENT FUND. This fund was established to promote the revitalization of the City's downtown and older neighborhood areas. Currently the fund is being used to promote home and business ownership in targeted areas of the City. Revenues in this fund for FY 2011/12 consist of interest revenue from investments, past loan repayments, a transfer from the General Fund to continue funding the PEP Program and a proposal to reprogram unspent bond proceeds to assist in strategic downtown property acquisition costs, incentives for the Upper Floor Rent Assistance program. Expenditures consist of costs for the PEP Upper Floors Rent Assistance program, Downtown Residency Initiative, House Keys 4 Employees, and potential future downtown property acquisitions for redevelopment purposes.

BUSINESS REVOLVING LOAN FUND. These funds are designed to assist in the recruitment, retention and expansion of businesses within the City of Hagerstown. The Business Revolving Loan Fund was initially funded through a grant from the MD Department of Business & Economic Development and City Community Betterment Funds. This program provides financing for new and expanding businesses for working capital, equipment and rehabilitation. For 2011/12 it is anticipated that program income will allow $100,000 in new loans to be made.

UPPER FLOORS REDEVELOPMENT FUND. This program provides assistance to install elevators and other equipment necessary to make the upper floors of existing downtown buildings attractive for residential or business use. In FY 2011/12, ARC Grant funds of $200,000 have been applied for and $200,000 in matching local funds from the Economic Redevelopment Fund are proposed to be transferred to provide up to $400,000 in new loan funds.

TELEWORK CENTER FUND. The Telecommunications Center Fund was established to account for activities related to the City's participation in the federal government's telecommunication work center pilot program. The activities were primarily funded by a federal operating grant and user fees and were self supporting. After March 31, 2011, the federal General Services Administration (GSA) has advised it would stop paying the cost of operating and leasing the center. The City has therefore decided to not absorb the cost or assume management of the Center. The Center will terminate or significantly reduce operations by July 1, 2011.

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 for offsite forestation activities. During 2011/12 the proposed budget anticipates $25,000 being available for transfer to the CIP Fund for street trees and other forestation activities.

EMPLOYEE FLEXIBLE SPENDING FUND. The Employee Flexible Spending Fund was established to account for the employee contributions into a pre-tax unreimbursed medical and dependent care fund. Funds are transferred into this fund on a pre-tax basis for employees who participate in the FSA Program for reimbursed medical and dependent care costs. The City savings in social security and Medicare cost from this pre-tax funding are used to pay for the program's administrative costs. For 2011/12, $6,000 is proposed for transfer to the General Fund for employee activities.

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

For FY 2011/12 an estimated $124,000 in new excise tax revenue is expected to be received and $200,000 is proposed to be transferred to the CIP for the bridge repair program ($80,000), Northwest Connector road ($20,000) and Frederick Street Culvert widening ($100,000).

SPECIAL REVENUE GRANT FUND. The Special Revenue Grant Fund was established to account for operating grants from various federal, state, and local agencies. The fund allows the grant revenues and expenditures to be tracked separately by grant project or program. Local matches, if required are shown as transfers in from other funds. For 2011/12, $882,893 in grant revenues are expected to be received, requiring a transfer of $428,911 from the General Fund as local matching funds for the grants.

SERVICE AND TRUST FUNDS

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

WORKERS COMPENSATION FUND. The fund was created in 1995 to help smooth potential large fluctuations in the City worker's compensation cost that might occur under a large deductible insurance program the City used from September 1, 1995 through 1998. Since September 1, 1998, the City has been using a traditional 100% coverage insurance program. The fund serves as a conduit to collect premium charges based on the payroll of each department. The actual medical claims, processing fees, and premium to the insurance carrier are then paid from this fund. The City experienced a large increase in the expected premium rates for its police and fire employees for 2011/12. It is hoped that this increase can be mitigated through negotiation or bidding the insurance. A one time operating transfer to the General Fund in 2011/12 of $200,000 has been proposed to offset the impact of the higher proposed rates.

HEALTH CARE FUND. The fund was created in 2000 to manage the City's self-insurance program for health care. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and accepts claim risk up to a specific stop loss for each individual covered. In addition, there is a second level of insurance called the aggregate stop loss which assures that the City does not pay more than the maximum projected expenses. For FY 2011/12 City departments, employees and retirees are expected to pay $5,563,000 in premium billings and other revenues which will be used to pay expected program costs of $5,581,480 for claims, insurance and other administrative costs. Expenses.

The Health Care Fund also includes continued funding for Other Post-Employment Benefits (OPEB) future liabilities. The 2011/12 proposed budget reflects $650,000 to continue funding the City's estimated Annual Required Contribution (ARC) that is needed to fund future liabilities associated with retiree health care benefits. The City has continued to fund its annual required contribution towards its OPEB liabilities unlike many other state and local governments.

DENTAL CARE FUND. The fund was created in 2006 to manage a self-insurance program for dental care. Under the self-funded plan, the City pays a standard monthly administrative fee for each covered member and process claims up to a $2,000 limit for each individual covered. Administratively, all City departments are billed pre-established internal "insurance" rates for their department employees, retirees, and dependents. These billings represent the funding source for the Dental Care Fund from which all dental care related administrative and medical reimbursement costs are paid. The 2011/12 proposed budget includes $377,000 in expected claim and administrative costs.

BLOOM-CARLILE TRUST FUND. The fund was established to segregate funds received from the estates of S. Martin Bloom, Annie Gill Carlile and others from the general accounts of the City. The income earned on investment of the fund is being used to provide assistance to the poor and needy of Hagerstown. The proposed Bloom-Carlile Fund budget for FY 2011/12 includes interest revenues of $500 and expenditures administered through the Community Action Council totaling $4,800.

THE BUDGET SCHEDULE

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

The budget schedule for this year is as follows:

November 29-30, 2010	Review of Department CIP requests with Department Managers
November 29, 2010	First Public Hearing on Community Development funding needs.
December 14, 2010	Mayor and Council Budget Work Session and review of budget projections and FY 2011/12 Preliminary Budget Plan
January 31-February 3, 2011	Department budget requests and start of review meetings between Department Managers and Budget Committee.
February 14, 2011	Began prioritizing department requests and developing City Administrator adjustments.
March 3, 2011	Began meeting with departments to review proposed adjustments, obtain their further input and agreement on adjustments.
March 31, 2011	City Administrator's Proposed Budget submitted to Mayor and City Council.
April 5 – May 24, 2011	Mayor and City Council review of Proposed Budget and Capital Improvement Program.
May 10, 2011	Public Hearing on Budget and Capital Improvement Program; property tax rates; and second public hearing on Community Development funding needs.
May 24, 2011	Adoption of budgets and CIP for all funds; set tax rate.

DISTINGUISHED BUDGET PRESENTATION AWARD

This was the seventh consecutive year that the Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Hagerstown, Maryland for its annual budget for the fiscal year beginning July 1, 2010. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

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

ACKNOWLEDGEMENTS

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

Preparation of the budget always draws heavily on City staff throughout the organization. I wish to especially acknowledge Al Martin, Michelle Burker, Angie Ludeman and Ray Foltz for guiding the budget preparation process. Christina Cushwa, Jason Miller, Kristine Cline and Barbara Karn assisted in researching and preparing the budget. They deserve much credit for the many hours they spent in coordinating and preparing the document. Nelia Tidler assisted in the preparation of utility revenue projections as well as reviewing and analyzing all of the Utility fund budgets. Donna Frazier provided oversight on personnel and fringe benefit budget issues. Credit should be given to Dani Frye for assisting with preparation of the budget message. The entire Finance staff deserves special acknowledgment for the extra hours they worked in assisting with and coordinating the production of this year's budget. These contributions have resulted in this comprehensive presentation of next year's budget.

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

Respectfully submitted,

Bruce Zimmerman

Bruce Zimmerman
City Administrator

CITY OF HAGERSTOWN – STRATEGIC PLAN

Through a mix of financial management policies, land use, and forecasting, the City will ensure stability by maximizing its current use of resources. To assist the City, a five year forecast of the City's General and Enterprise Funds is included in the City's budget document to show them the financial impact of their decisions. The Mayor and City Council began working on a new Strategic Plan in FY10 and formally adopted that Plan in September, 2010.

Vision Statement: Be the location of choice for a diverse and dynamic citizenry.
Mission Statement: To provide a proud and prosperous community.

A Prosperous Community

Goal Statement – Create incentives and programs to attract higher paying jobs, increase private sector investment, and market Hagerstown as the premier community for residential and economic development.

Objectives –

- Participate in a community partnership to develop a Parking Master Plan for Downtown by Fall, 2011 with the goal of identifying site and capacities for future parking facilities.
- Complete the Comprehensive Rezoning Plan by October, 2010.
- Examine the feasibility for revitalization of Municipal Stadium, or the construction of a new mulit-functional stadium. October, 2010 – March, 2013.
- Begin a collaborative review with the County and State of the feasibility of a bridge over Antietam Creek at Professional Court and its relationship to future annexation and development. November 2010.
- Extend technology assets by January, 2012 to attract future business development in the City Center.
- Develop concept and feasibility plan for retail commercial business, and recreational use along Antietam Creek utilizing public/private partnerships. April, 2011.
- Identify innovative means of providing non-monetary support to local non-profit agencies through discussions with M&C.

A Vibrant, Active and Livable Community

Goal Statement – Focus on specific areas, buildings and projects that create a rich, social and culturally vibrant community

Objectives –

- Completion of the N. Potomac St. Sidewalk Project by September, 2010.
- Enhance the image of Hagerstown through the use of social networking and current media outlets by Fall, 2011.
- Development concept plan for adaptive Fairgrounds Park grandstand use. January, 2011.
- Identify development priorities and strategies for the East End in coordination with City's Planning Commission.
- Assist and support Washington County in the redevelopment of remaining lands of the Massey property to compliment the expansion of the Washington County Public Library.
- Development of "pocket parks" program as part of a Parks Strategic Plan Initiative. July, 2011.
- Complete commercial/residential redevelopment projects in City Center.
- Evaluate opportunities for establishment of a trolley service from outer edge destinations to City Center.
- Explore expansion of "trails" system to promote biking and walking throughout the City.

A Safe and Healthy Community

Goal Statement – Create and maintain a community that is safe, inviting, and environmentally healthy, with an emphasis on resource conservation.

Objectives –

- Implement approved recommendations from the Green Task Force by June, 2011.
- Completion of the West End Water Tank by December, 2010.
- Completion of Wastewater Treatment Plant ENR upgrade by December, 2010.
- Implement approved recommendations of the Trash and Recycling Task Force by December, 2011.
- Complete the engineering and bidding requirements for the R.C. Willson Transmission Water Main Replacement – Year 2013.
- Continue to create new governmental and community partnerships to improve Police and Fire services and reduce costs.
- Study benefit of red light and speed cameras for presentation to M&C by January, 2011.
- Planning and implementation of the public safety technology initiatives provided by the DOJ Technology Grant – November, 2011.
- Evaluation of optimal fire station locations and related operating requirements to enhance fire services and operating costs in collaboration with WaCo Fire & EMS. 2011-2012.
- Explore the establishment of a commission to study the revitalization of City/County waterways in collaboration with County/State agencies.

An Innovative and Sustainable Government

Goal Statement – Invigorate the organization, to identify techniques that allow services to be delivered in the most efficient and cost effective manner.

Objectives –

- Begin the process of developing recommendations by January, 2011 to realign our resources and personnel to deliver services more efficiently and timely.
- Explore alternative retirement plans for non-safety personnel by September, 2011.
- Implement the phases of employee/retiree healthcare reform beginning in July, 2010-2018.
- Implement a paperless meeting system by Spring, 2011.
- Develop a preliminary budget plan for FY11/12 by December, 2010.
- Completion of MUNIS Municipal Operations project by Summer, 2011.
- Propose initiatives to better service our lobby/phone/online customers. July, 2011.
- Establishment of a Volunteer Corps as means of enhancing services.
- Explore opportunities for City/County partnerships to address mutually shared goals (ongoing).
- Implement approved revisions to the City's Ethics Code. June, 2011.

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	GOVERNMENTAL FUND TYPES	ENTERPRISE FUND TYPES	SERVICE AND TRUST FUNDS	COMBINED TOTALS
REVENUES				
General Property Taxes	$ 24,888,333	$ -	$ -	$ 24,888,333
State and County Shared Taxes	3,513,207	-	-	3,513,207
Licenses and Permits	1,575,575	-	-	1,575,575
Fines and Forteitures	167,525	-	-	167,525
Admissions, Fees and Rentals	3,794,677	47,252,980	6,613,756	57,661,413
Interdepartmental Charges	2,107,000	-	-	2,107,000
Federal, State and County Grants	3,374,727	-	-	3,374,727
Interest Earned on Investments	137,000	181,429	38,450	356,879
Miscellaneous	503,867	15,300	102,500	621,667
TOTAL REVENUES	**$ 40,061,911**	**$ 47,449,709**	**$ 6,754,706**	**$ 94,266,326**
EXPENDITURES				
General Government	5,497,390	-	-	5,497,390
Public Safety	17,629,811	-	-	17,629,811
Streets and Alleys	2,686,989	-	-	2,686,989
Sanitation, Health and Welfare	2,255,164	-	-	2,255,164
Parks and Recreation	2,323,881	-	-	2,323,881
Economic and Community Development	451,469	-	-	451,469
Unallocated General Expense	1,498,465	-	-	1,498,465
Debt Service - Principal and Interest	2,539,856	4,717,289	-	7,257,145
Operating Expenses	7,353,718	49,302,120	6,936,455	63,592,293
TOTAL EXPENDITURES	**42,236,743**	**54,019,409**	**6,936,455**	**103,192,607**
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	**(2,174,832)**	**(6,569,700)**	**(181,749)**	**(8,926,281)**
OTHER FINANCING SOURCES(USES)				
Add Back Net Depreciation	-	5,498,260	-	5,498,260
Bond and Lease Proceeds	891,000	4,117,550	-	5,008,550
Change in Restricted Cash	-	820,520	-	820,520
Capital Contributions	-	2,580,000	-	2,580,000
Operating Transfers In	2,862,611	295,000	-	3,157,611
Contributions by Others	246,000	150,000	-	396,000
Prior Years Unexpended Fund Balance	25,000	-	4,300	29,300
Deduct Non-Cash Contributions	-	(600,000)	-	(600,000)
Capital Transfers (Out)	(927,800)	-	-	(927,800)
Operating Transfers (Out)	(979,911)	(165,000)	(200,000)	(1,344,911)
Capital Outlay	-	(6,563,606)	-	(6,563,606)
TOTAL OTHER FINANCING SOURCES(USES)	**2,116,900**	**6,132,724**	**(195,700)**	**8,053,924**
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	**$ (57,932)**	**$ (436,976)**	**$ (377,449)**	**$ (872,357)**

(Cash Basis)

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE (ALL FUNDS)
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 ADOPTED	2011/12 % CHANGE
REVENUES BY TYPE					
Taxes	$ 31,622,378	$ 30,286,192	$ 30,520,491	$ 28,636,540	-5.4%
Charges for Services	62,303,890	60,805,464	64,738,343	57,330,861	-5.7%
Licenses and Permits	1,585,992	1,578,400	1,514,042	1,578,075	0.0%
Fines and Forfeitures	107,727	103,500	59,519	244,125	135.9%
Other Governmental	(1,729,034)	15,806,831	2,913,572	4,760,077	-69.9%
Other / Transfers In	27,348,537	13,653,005	13,179,408	12,813,290	-6.2%
Appropriated Fund Balance / Net Assets	8,427,749	7,470,029	292,141	859,036	-88.5%
Total Current Revenues	**$ 129,667,238**	**$ 129,703,421**	**$ 113,217,516**	**$ 106,222,003**	**-18.1%**
EXPENDITURES BY TYPE					
Personnel	27,587,176	26,621,433	23,835,553	25,115,427	-5.7%
Operating	64,355,968	70,424,386	60,167,096	57,215,149	-18.8%
Capital Outlay	452,664	641,585	364,222	574,870	-10.4%
Administrative	13,201,517	12,673,038	11,799,751	11,641,619	-8.1%
Other / Transfers Out	783,763	1,728,922	1,596,244	1,748,911	1.2%
Transfer to CIP	1,453,453	2,089,000	1,205,485	717,700	-65.6%
Capital Improvement Program	24,045,055	22,378,797	10,524,180	10,132,606	-54.7%
Appropriated Fund Balance / Net Assets	(7,912,079)	(13,057,309)	(2,703,149)	(8,701,252)	-33.4%
Debt Service	5,699,721	6,203,570	6,428,133	7,776,973	25.4%
Total Expenditures & Transfers	**$ 129,667,238**	**$ 129,703,421**	**$ 113,217,516**	**$ 106,222,003**	**-18.1%**

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

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE (ALL FUNDS)
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 ADOPTED	2011/12 % CHANGE
REVENUES BY TYPE					
Taxes	$ 31,622,378	$ 30,286,192	$ 30,520,491	$ 28,636,540	-5.4%
Charges for Services	62,303,890	60,805,464	64,738,343	57,330,861	-5.7%
Licenses and Permits	1,585,992	1,578,400	1,514,042	1,578,075	0.0%
Fines and Forfeitures	107,727	103,500	59,519	244,125	135.9%
Other Governmental	(1,729,034)	15,806,831	2,913,572	4,760,077	-69.9%
Other / Transfers In	27,348,537	13,653,005	13,179,408	12,813,290	-6.2%
Appropriated Fund Balance / Net Assets	8,427,749	7,470,029	292,141	859,036	-88.5%
Total Current Revenues	**$ 129,667,238**	**$ 129,703,421**	**$ 113,217,516**	**$ 106,222,003**	**-18.1%**
EXPENDITURES BY DEPARTMENT					
Mayor and City Council	$ 307,487	$ 310,972	$ 307,413	$ 340,434	9.5%
City Administrator	1,197,852	1,310,752	1,213,070	1,376,119	5.0%
Finance	972,674	935,278	900,650	715,020	-23.6%
Information and Tech.	1,056,243	1,104,283	1,075,756	978,746	-11.4%
Human Resources	437,848	447,355	468,976	475,319	6.3%
Community Planning and Development Services	929,208	935,322	985,795	874,596	-6.5%
Public Works	3,186,573	3,007,062	2,975,128	2,962,773	-1.5%
Community Development Block Grant	1,710,793	1,922,347	1,546,916	1,371,034	-28.7%
Public Safety	19,575,213	18,698,471	17,859,130	17,629,811	-5.7%
Culture and Recreation	2,353,747	2,315,647	2,297,442	2,323,881	0.4%
Engineering and Construction	3,343,693	3,353,592	3,235,354	3,168,005	-5.5%
Enterprise Funds	54,060,763	54,357,091	53,044,406	49,302,120	-9.3%
Other Special Revenue Funds	9,703,914	11,083,562	8,878,125	9,550,139	-13.8%
Capital Improvement Projects	24,045,055	22,378,797	10,524,180	10,132,606	-54.7%
Non-Departmental	6,786,175	7,542,890	7,905,175	5,021,400	-33.4%
Total Expenditures	**$ 129,667,238**	**$ 129,703,421**	**$ 113,217,516**	**$ 106,222,003**	**-18.1%**

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Hagerstown

Maryland

For the Fiscal Year Beginning

July 1, 2010

President Executive Director

ROBERT E. BRUCHEY, II
MAYOR

MARTIN E. BRUBAKER
COUNCILMEMBER

FORREST W. EASTON
COUNCILMEMBER

LEWIS C. METZNER
COUNCILMEMBER

ASHLEY C. HAYWOOD
COUNCILMEMBER

WILLIAM M. BREICHNER
COUNCILMEMBER

CITY OFFICIALS

CITY ADMINISTRATOR
BRUCE ZIMMERMAN

CITY CLERK
DONNA SPICKLER

FINANCE
MICHELLE BURKER

PUBLIC WORKS
ERIC DEIKE

COMMUNITY & ECONOMIC DEVELOPMENT
JOHN LESTITIAN

FIRE
KYD DIETERICH

POLICE
ARTHUR SMITH

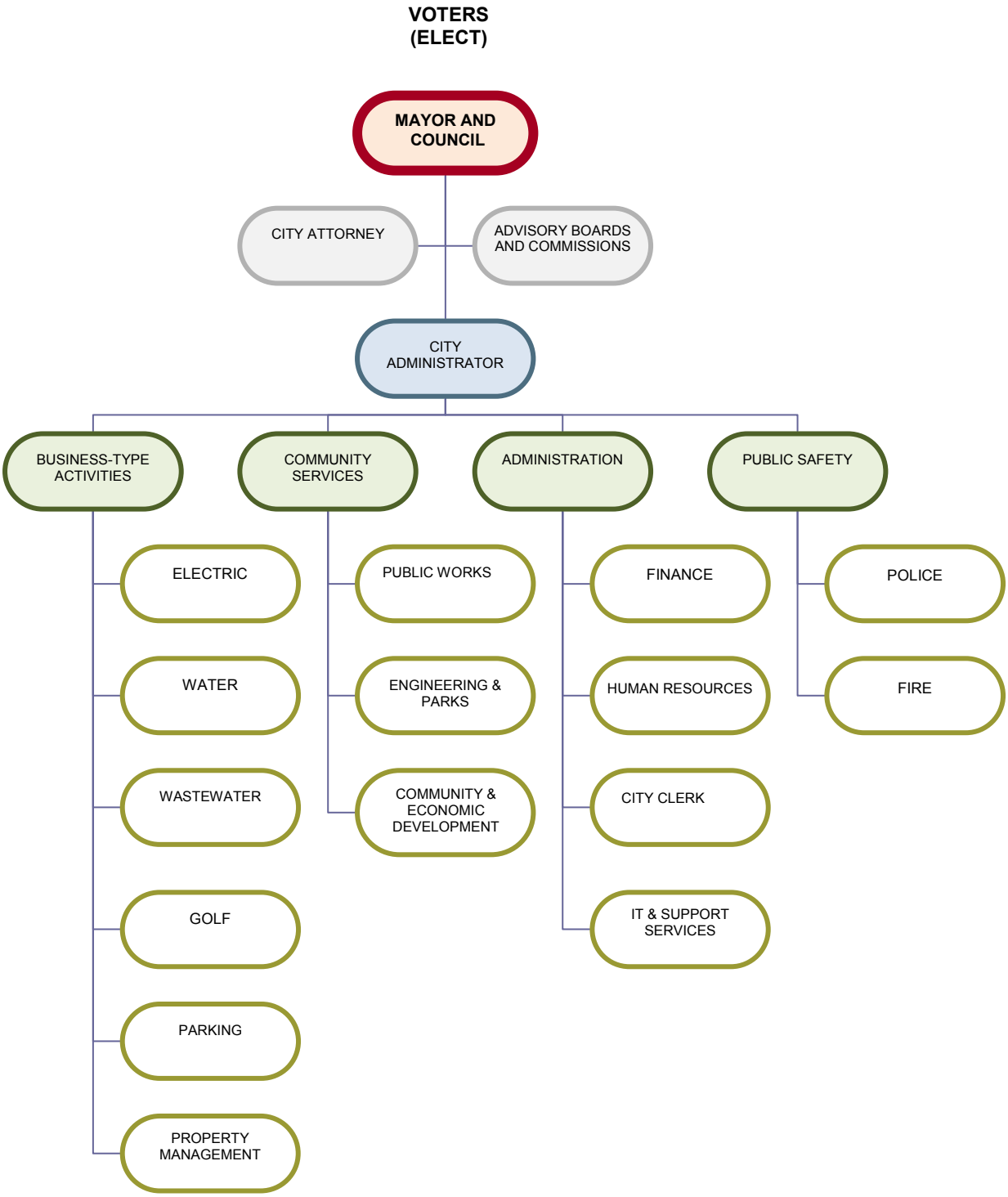
ENGINEERING & PARKS
RODNEY TISSUE

HUMAN RESOURCES
DONNA FRAZIER

UTILITIES
MIKE SPIKER

IT & SUPPORT SERVICES
SCOTT NICEWARNER

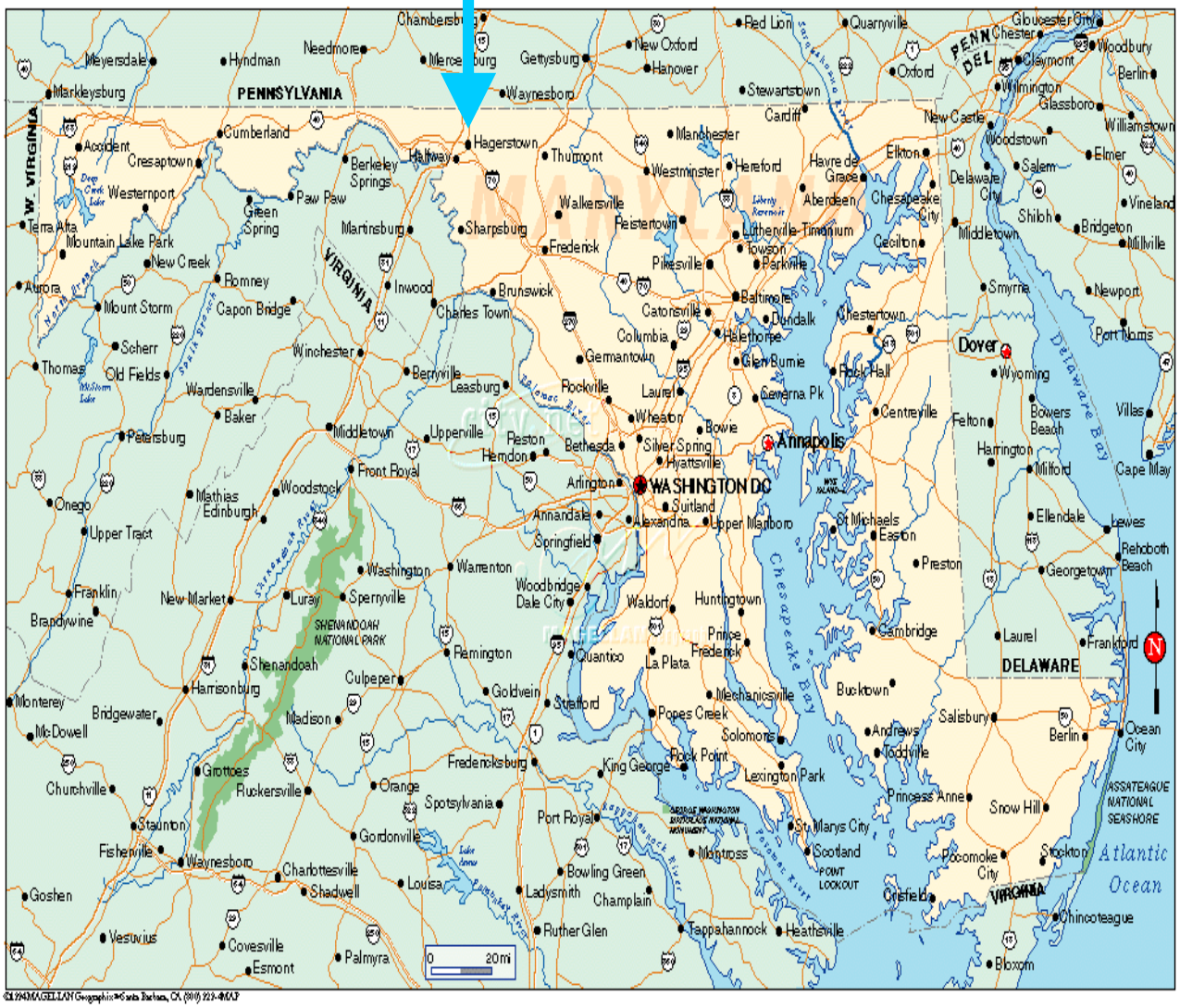
CITY ORGANIZATION CHART
(By Department)



HAGERSTOWN

A GREAT PLACE TO...

LIVE, WORK & VISIT !!



OPERATING BUDGET POLICY

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

REVENUE POLICY

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

PURCHASING POLICY

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

3. Every attempt will be made to secure the maximum feasible amount of competition.
4. All purchases and contracts shall be made by the City Administrator. The City Administrator may delegate the responsibility for all major construction contracts to the City Engineer and the responsibility for all other city purchases to the Purchasing Manager.

5. All budgeted purchase requisitions are subject to the following approvals:
   - Purchase requisitions up to $1,000 are to be approved by the Department Manager.
   - Purchase requisitions from $1,000 up to $3,000 are to be approved by the Purchasing Manager.
   - Purchase requisitions from $3,000 up to $5,000 are to be approved by the Finance Director.
   - Purchase requisitions from $5,000 up to $10,000 are to be approved by the City Administrator.
   - Purchase requisitions over $10,000 and professional service contracts over $5,000 are to be approved by the Mayor and Council.

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

INVESTMENT POLICY

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

DEBT POLICY

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

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

CAPITAL IMPROVEMENTS PROGRAM

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

WATER AND ELECTRIC FUND DIVIDEND POLICY

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

- Capital expenditures on average during the six year projection period must be at a level at least equal to the average depreciation expense during the projection period. (This control is intended to prevent under funding replacement capital expenditures to allow for dividend transfers).
- Payment will be made after reviewing the prior year's audited financial statements, and preparation of an updated financial projection analysis for the Water and Electric Fund.
- Mayor and Council act on staff recommendation and declare dividend if appropriate and in compliance with this policy.

4. These needs must be anticipated and adequately provided for in the Water and Electric Fund in determining what level of dividend can be sustained from year to year without depleting necessary Water and Electric Fund reserves or service delivery capabilities.

COMMUNITY BETTERMENT SPECIAL REVENUE FUND USE POLICY

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

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

WORKERS COMPENSATION RISK MANAGEMENT REPLENSIHMENT POLICY

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

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

GENERAL FUND BALANCE/RETAINED EARNINGS POLICY

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

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 $1,500.00
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.

The City is the county seat of Washington County, Maryland. It is located approximately 70 miles northwest of Washington, D. C. and Baltimore, Maryland. Founded in 1762 and incorporated in 1813, the City's area is 11.89 square miles; its population is 39,996 according to the most recent 2010 census.

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

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

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

FUND ACCOUNTING

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

GOVERNMENTAL FUNDS

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

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

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

PROPRIETARY FUNDS

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

FIDUCIARY FUNDS

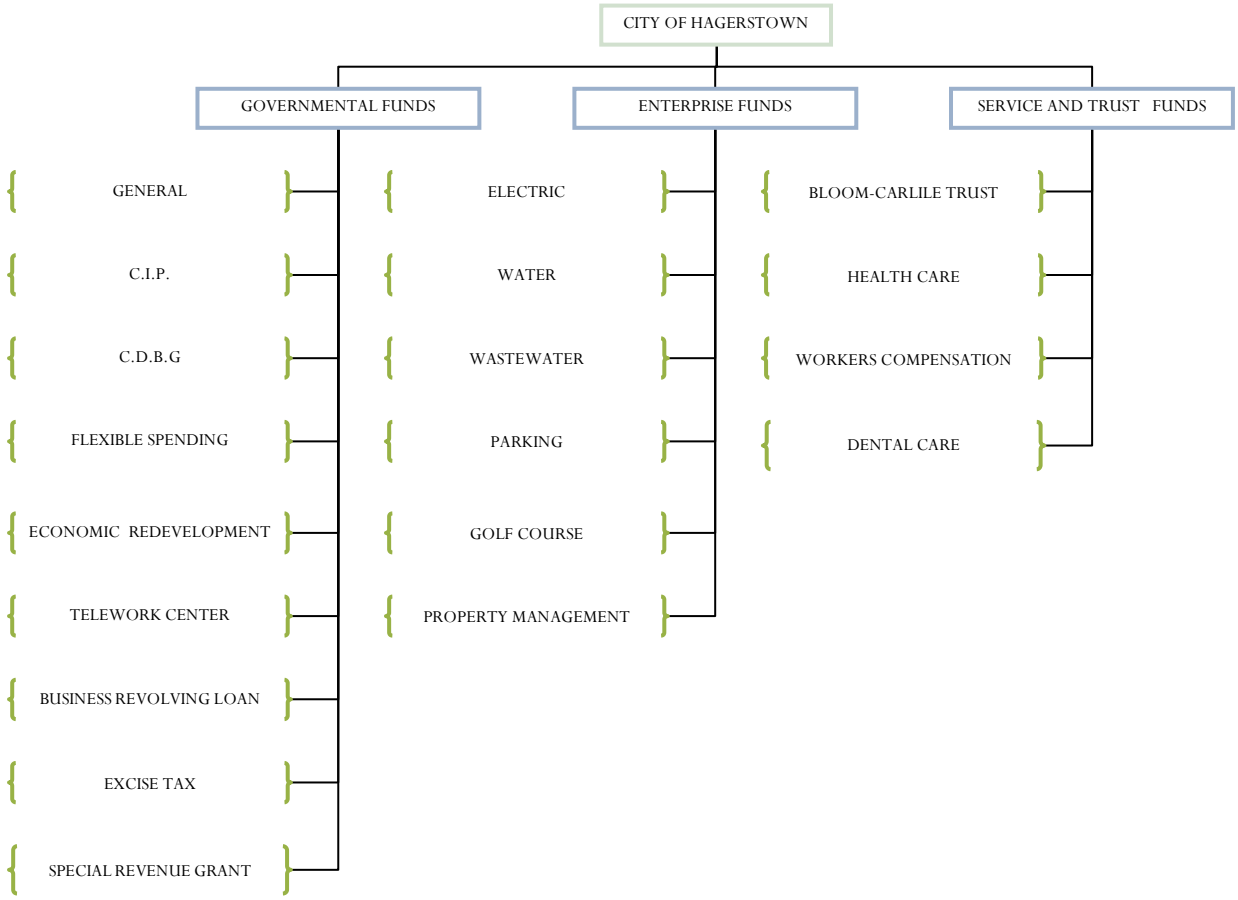
Trust Funds - These funds are used to account for assets held by the City in a trustee capacity. The Bloom-Carlile Trust Fund operates as a Trust Fund.

INTERNAL SERVICE FUNDS

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

BASIS OF ACCOUNTING AND BUDGETING

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



Explanation of Funds:

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

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

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

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

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

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

Explanation of Funds (continued):

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

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

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

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.

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

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

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

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

Date founded		1762
Date of incorporation		1813
Date of adoption of present City Charter		1983
Form of Government		Mayor, Council, and Administrator
Area – square miles		11.97
Population – per United States Census		
	1900	13,591
	1910	16,507
	1920	28,064
	1930	30,861
	1940	32,491
	1950	36,260
	1960	36,660
	1970	35,852
	1980	34,132
	1990	35,445
	2000	36,687
	2009	40,065
	2010 (estimate)	39,996
Fire Department		
Number of Stations (4 volunteer, 2 City owned)		6
Number of Fire Hydrants (within City limits)		811
Responses to Fire alarms		2,275
Average response time (in minutes)		4:31
False alarms (included in above number)		27
Public fire education programs		655
Persons in attendance at public education Programs		14,875
Police Department		
Parking ticket violations issued		11,660
Net parking fines	$	172,865
Calls for service		51,625
Alarm calls (included in above number)		1,563
Parks and Recreation		
Parks and Playgrounds (288.877 acres)		18
Outdoor Swimming Pools		1
Claude M. Potterfield Pool		
Total attendance at swimming pool		23,764
Average daily attendance at pool		321
Municipal Golf Courses		1
The Greens at Hamilton Run		
Total attendance at golf course		10,191
Average daily attendance at golf course		39
Public Works		
Miles of paved streets and alleys		145.6

Number of traffic signals maintained		133
Electric Department		
Number of active accounts		16,821
Number of meters (in use)		17,898
Kilowatt hours purchased		350,706,567
Kilowatt hours sold		337,724,526
System peak demand-kilowatts		67,389
Number of substations – 34.5KV to 13.8KV		7
Water Department		
Number of active accounts-City		12,996
Number of active accounts-County		15,288
Total number of active accounts		28,284
Daily average productions in million gallons		
R.C. Willson Plant (365 days)		11.346
Wm. M. Breichner Plant (365 days)		0.000
Greatest consumption for a single day		13.530
Plant pumping capacity per day		20.000
Average daily metered consumption		8.233
Miles of water mains (estimate)		425
Wastewater Department		
Number of active accounts-City		12,745
Number of active accounts-County		2,916
Number of active accounts-District (JSA)		3,434
Number of active accounts-Total		19,095
Daily average of sewage treated (million gallons)(including inflow and infiltration)		7.170
Daily average plant capacity (rated optimum efficiency)(million gallons)		8.000
Number of City owned pumping stations		26
Miles of collection system – City owned		153
Parking Facilities Department		
Number of lots		7
Number of Parking Spaces (metered or rented)		
Lots		678
Streets		519
Parking Deck:		
Number of Parking Spaces		629
Number of Permit Parkers		868
Operating Revenue:		
Meter Fees	$	226,740
Permit Fees	$	183,619
Deck	$	311,211

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

	2010			2001		
Employer	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Washington County Health System	3,053	1	4.85%	3,000	1	4.75%
Washington County Public Schools	2,921	2	4.64%	2,563	3	4.06%
State of Maryland	2,592	3	4.12%	2,591	2	4.10%
Citicorp Credit Services, Inc.	2,244	4	3.56%	2,500	4	3.96%
First Data Merchant Services	2,059	5	3.27%	2,081	5	3.29%
Washington County Government	1,259	6	2.00%	830	8	1.31%
Volvo Powertrain NA (Mack Trucks, Inc.)	1,115	7	1.77%	1,133	7	1.79%
Fedex Ground	700	8	1.11%			
Federal Government	642	9	1.02%	655	10	1.04%
Hagerstown Community College	620	10	.98%			
Pheonix Color Corporation				725	9	1.15%
Garden State Tanning				1,140	6	1.80%
Total	17,205		27.32%	17,218		27.25%

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

Note: Total County employment for 2010 was 62,975 and 2001 was 63,194, supplied by Bureau of Labor Statistics.

FIVE YEAR COMPARISON - STAFFING SCHEDULE

DEPARTMENT	FISCAL YEARS 2007/08 FULL-TIME	2007/08 PART-TIME	2008/09 FULL-TIME	2008/09 PART-TIME	2009/10 FULL-TIME	2009/10 PART-TIME	2010/11 FULL-TIME	2010/11 PART-TIME	2010/11 FT POS. ELIMN'D	2010/11 FT POS. ADDED	2011/12 FULL-TIME	2011/12 PART-TIME
Office of The Mayor	0.34	-	0.34	-	0.34	-	0.34	-	-	-	0.34	-
City Administrator	1.33	-	1.33	-	1.33	-	1.33	-	-	-	1.33	-
City Clerk	1.50	-	1.50	-	1.50	-	1.33	-	-	0.17	1.50	-
Community & Economic Development	27.83	4.00	25.83	7.00	25.83	7.00	26.17	7.00	(6.17)	3.00	23.00	7.00
Unfunded Positions	-	-	-	-	-	-	-	-			-	-
Total Funded Positions	27.83	4.00	25.83	7.00	25.83	7.00	26.17	7.00	(6.17)	3.00	23.00	7.00
Finance	13.00	1.00	13.00	2.00	13.00	2.00	10.00	-	(3.00)	1.75	8.75	-
Unfunded Positions	-	-	-	-	-	-	-	-			-	-
Total Funded Positions	13.00	1.00	13.00	2.00	13.00	2.00	10.00	-	(3.00)	1.75	8.75	-
It & Support Services	10.00	-	10.00	-	10.00	-	13.60	-	(2.60)	1.00	12.00	-
Unfunded Positions	-	-	-	-	-	-	-	-			(1.00)	-
Total Funded Positions	10.00	-	10.00	-	10.00	-	13.60	-	(2.60)	1.00	11.00	-
Human Resources	4.00	4.00	4.00	4.00	4.00	4.00	4.00	5.00	-	-	4.00	3.00
Engineering & Parks	34.00	2.00	34.00	4.00	34.00	4.00	34.33	-	(6.33)	1.00	29.00	-
Unfunded Positions	-	-	-	-	-	-	(3.00)	-			(3.00)	-
Total Funded Positions	34.00	2.00	34.00	4.00	34.00	4.00	31.33	-	(6.33)	1.00	26.00	-
Police Sworn	105.00	-	107.00	-	105.00	-	105.00	-	(1.00)	1.00	105.00	-
Police Administrative/Civilian	24.00	6.00	24.00	6.00	13.00	6.00	13.00	6.00	(1.00)	1.00	13.00	6.00
Unfunded Positions	-	-	-	-	-	-	-	-			(8.00)	-
Total Funded Positions	129.00	6.00	131.00	6.00	118.00	6.00	118.00	6.00	(2.00)	2.00	110.00	6.00
Fire	83.60	-	83.60	-	83.60	-	83.60	-	(0.60)	-	83.00	-
Unfunded Positions	-	-	-	-	-	-	-	-			(8.00)	-
Total Funded Positions	83.60	-	83.60	-	83.60	-	83.60	-	(0.60)	-	75.00	-
Public Works	34.00	3.00	34.00	3.00	34.00	3.00	34.00	3.00	-	-	34.00	8.00
Unfunded Positions	-	-	-	-	-	-	-	-			(4.00)	-
Total Funded Positions	34.00	3.00	34.00	3.00	34.00	3.00	34.00	3.00	-	-	30.00	8.00
Total General Fund	**338.60**	**20.00**	**338.60**	**26.00**	**325.60**	**26.00**	**326.70**	**21.00**	**(20.70)**	**8.92**	**314.92**	**24.00**
Unfunded Total - General Fund	**-**	**-**	**-**	**-**	**-**	**-**	**(3.00)**	**-**			**(24.00)**	**-**
Total Funded Positions-General Fund	**338.60**	**20.00**	**338.60**	**26.00**	**325.60**	**26.00**	**323.70**	**21.00**	**(20.70)**	**8.92**	**290.92**	**24.00**
Electric	40.00	-	40.00	-	38.00	-	40.00	-	-	-	40.00	-
Unfunded Positions	-	-	-	-	(5.00)	-	(7.00)	-			(7.00)	-
Total Funded Positions	40.00	-	40.00	-	33.00	-	33.00	-	-	-	33.00	-
Water	56.00	-	56.00	-	54.50	-	55.00	-	(1.00)	0.25	54.25	-
Unfunded Positions	-	-	-	-	-	-	(1.00)	-			(5.00)	-
Total Funded Positions	56.00	-	56.00	-	54.50	-	54.00	-	(1.00)	0.25	49.25	-
Wastewater	48.00	-	48.00	-	47.50	-	48.00	-	-	-	48.00	-
Unfunded Positions	-	-	-	-	-	-	-	-			(1.00)	-
Total Funded Positions	48.00	-	48.00	-	47.50	-	48.00	-	-	-	47.00	-
Golf Course	3.00	2.00	3.00	2.00	3.00	4.00	3.00	4.00	-	-	3.00	4.00
Parking	2.00	6.00	2.00	6.00	2.00	9.00	2.00	9.00	-	0.40	2.40	9.00
Community Dev Block Grant	6.40	-	6.40	-	5.80	-	5.80	-	(2.87)	0.50	3.43	3.43
Telework Center	1.00	-	1.00	-	1.00	-	1.00	-	(1.00)	-	-	-
City-wide Staffing Levels	**495.00**	**28.00**	**495.00**	**34.00**	**477.40**	**39.00**	**481.50**	**34.00**	**(25.57)**	**10.07**	**466.00**	**40.43**
Unfunded Total - City-wide	**-**	**-**	**-**	**-**	**(5.00)**	**-**	**(11.00)**	**-**			**(37.00)**	**-**
Total Funded Positions - City-wide	**495.00**	**28.00**	**495.00**	**34.00**	**472.40**	**39.00**	**470.50**	**34.00**	**(25.57)**	**10.07**	**429.00**	**40.43**
General Operations	**133.40**	**14.00**	**131.40**	**20.00**	**130.80**	**20.00**	**131.90**	**15.00**	**(21.97)**	**7.42**	**117.35**	**21.43**
Public Safety	**212.60**	**6.00**	**214.60**	**6.00**	**201.60**	**6.00**	**201.60**	**6.00**	**(2.60)**	**2.00**	**201.00**	**6.00**
Enterprise Funds	**149.00**	**8.00**	**149.00**	**8.00**	**145.00**	**13.00**	**148.00**	**13.00**	**(1.00)**	**0.65**	**147.65**	**13.00**

Detail of Positions Eliminated or Unfunded for FY12:

Department / Description	Eliminated	Unfunded	Total
Dept of Community and Economic Development			
Building Inspector	1.00		1.00
Special Events Specialist	1.00		1.00
Community Development Coordinator	1.00		1.00
Administrative Secretary II	1.00		1.00
Code Compliance Inspector II	1.00		1.00
Comprehensive Planner	1.00		1.00
Planning Inspector	1.00		1.00
Department Total	**7.00**	**-**	**7.00**
Engineering & Parks			
Construction Inspection Supervisor	1.00		1.00
Contract Specialist	1.00		1.00
Chief of Surveys	1.00		1.00
Survey Technician	1.00		1.00
Parks Maintenance Worker I-III	1.00	3.00	4.00
Recreation Coordinator	1.00		1.00
Department Total	**6.00**	**3.00**	**9.00**
Fire Department			
Firefighter		4.00	4.00
Fire Deputy Chief		1.00	1.00
Fire Battalion Chief		2.00	2.00
Fire Public Safety Educator		1.00	1.00
Community Resource Coordinator	1.00		1.00
Department Total	**1.00**	**8.00**	**9.00**
Finance Department			
Purchasing Specialist	1.00		1.00
Purchasing Clerk	1.00		1.00
Department Total	**2.00**	**-**	**2.00**
IT & Support Services			
Customer Service Coordinator	1.00		1.00
Service Support Specialist	1.00		1.00
Customer Support Specialist		1.00	1.00
Department Total	**2.00**	**1.00**	**3.00**
Police Department			
Police Officer		4.00	4.00
Bookkeeping Clerk Typist		1.00	1.00
Lieutenant		2.00	2.00
Detective		1.00	1.00
Department Total	**-**	**8.00**	**8.00**
Public Works			
Equipment Operator II		1.00	1.00
PW Maintenance Worker I-IV		2.00	2.00
Truck Driver		1.00	1.00
Department Total	**-**	**4.00**	**4.00**
TOTAL GENERAL FUND	**18.00**	**24.00**	**42.00**
Water Department			
Maintenance Technician I		1.00	1.00
Engineering Technician I		1.00	1.00
Field Operations Technician III		2.00	2.00
Water Meter Reader I		1.00	1.00
Department Total	**-**	**5.00**	**5.00**
Wastewater Department			
Collection System Operator IV		1.00	1.00
Department Total	**-**	**1.00**	**1.00**
Electric Department			
Electrical Engineer		1.00	1.00
Drafting Technician III		1.00	1.00
Clerk Operator		1.00	1.00
Meter Reader		1.00	1.00
Lineworker		3.00	3.00
Department Total	**-**	**7.00**	**7.00**
Teleworks Center			
Director of Teleworks	1.00		1.00
Department Total	**1.00**	**-**	**1.00**
TOTAL OTHER FUNDS	**1.00**	**13.00**	**14.00**
TOTAL ALL FUNDS	**19.00**	**37.00**	**56.00**

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

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

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

The population of the City of Hagerstown and its surrounding suburbs grew by approximately 3.5% between 2005 and 2010. The 2010 population estimate for the City of Hagerstown was 39,996 with our suburban fringe containing approximately another 57,327. In the City of Hagerstown, there are 1,547 housing units in various stages of development. It is anticipated that the population of the City of Hagerstown will continue increase at a slower rate of 1.3% within the next 5-7 years. In June 2004, Money magazine identified Hagerstown as an "up and coming city" experiencing factors that in ten years will attract the "creative class" - which they identified as an indicator of a thriving urban area.

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.

FY2012 Operating Budget Process

In November 2010, departmental management and staff conducted a review of the Capital Improvement Program (CIP) projects for each department. Meetings were held with Department Managers to review the compiled CIP projects for prioritization of timing and funding within department goals. The City Administrator obtained requests from departments, neighborhoods, and homeowners for CIP projects. To assist the City Administrator in determining and recommending projects for funding, priorities were placed on capital projects that impact the City's facilities and infrastructure, safety and environment, legal provisions, and budget. During the same time, department managers met with Budget staff for a review of department CIP requests. Also in November 2010, the first public hearings on CDBG funding needs were held.

During December 2010, the City Administrator and Budget staff sought and obtained general direction and guidance from Mayor and Council for preparation of the FY2012 budget.

Review meetings began in January 2011 between Department Managers and the Budget Committee to consider departmental operating budget requests. From January 2011 through March 2011, 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 presented back to the departments for further input and agreement on these changes and adjustments. Lastly, the Budget staff compiled the FY2012 Proposed Operating Budget and the Capital Improvements Program for FY2012-2016 for presentation to Mayor and Council.

On March 31, 2011, the City Administrator and Budget staff in conjunction with City Management presented the Mayor and Council with the FY2012 proposed budget for review. The Mayor and Council and the City's senior management worked together to review and discuss the proposed budget and CIP projects. A public hearing was held on May 10, 2011 where citizen input was solicited in response to the proposed budget. On May 10, 2011, Mayor and Council introduced the budget and CIP projects for approval. Approval was made on May 24, 2011 to adopt the ordinances to approve the budget as revised by Mayor and Council with the water, sewer, light, and other service charge fees, and to establish the property tax rate.

To conclude the Budget Development Process, Budget staff prepared and implemented the FY2012 Adopted Budget and FY2012-2016 approved CIP during June and July 2011. The FY2012 adopted budget became effective on July 1, 2011. The adopted operating budget and CIP are available on the City's website at www.hagerstownmd.org

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City of Hagerstown

GOVERNMENTAL FUNDS
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Governmental Funds
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C.D.B.G.
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Telework Center
Business Revolving
Employee Flexible
Excise Tax Fund
Special Revenue
General Government
Public Safety
Streets and Alleys
Waste Collection
Parks & Recreation
Municipal Buildings
Economic & Community
Unallocated General
Debt Service
Transfer To

GOVERNMENTAL FUNDS - COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2011/2012

	GENERAL	SPECIAL REVENUE	CAPITAL IMPROVEMENT FUNDS	TOTAL
REVENUES				
General Property Taxes	$ 24,888,333	$ -	$ -	$ 24,888,333
State and County Shared Taxes	3,395,207	118,000	-	3,513,207
Licenses and Permits	1,575,575	-	-	1,575,575
Fines and Forfeitures	167,525	-	-	167,525
Admissions, Fees and Rentals	3,794,677	-	-	3,794,677
Interdepartmental Charges	2,107,000	-	-	2,107,000
Federal, State and County Grants	24,000	2,216,427	1,134,300	3,374,727
Interest Earned on investments	55,000	82,000	-	137,000
Miscellaneous	155,067	348,800	-	503,867
TOTAL REVENUES	**36,162,384**	**2,765,227**	**1,134,300**	**40,061,911**
EXPENDITURES				
General Government	5,497,390	-	-	5,497,390
Public Safety	17,629,811	-	-	17,629,811
Streets and Alleys	2,686,989	-	-	2,686,989
Sanitation, Health and Welfare	2,255,164	-	-	2,255,164
Parks and Recreation	2,323,881	-	-	2,323,881
Economic and Community Development	451,469	-	-	451,469
Unallocated General Expense	1,498,465	-	-	1,498,465
Debt Service - Principal and Interest	2,539,856	-	-	2,539,856
Operating Expenses	-	3,784,718	3,569,000	7,353,718
TOTAL EXPENDITURES	**34,883,025**	**3,784,718**	**3,569,000**	**42,236,743**
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,279,359	(1,019,491)	(2,434,700)	(2,174,832)
OTHER FINANCING SOURCES(USES)				
Operating Transfers In	211,000	1,378,911	1,272,700	2,862,611
Reprogramed Bond Proceeds	-	-	891,000	891,000
Contributions by Others	-	-	246,000	246,000
Budgeted Use of Fund Balance	-	9,500	25,000	34,500
Capital Transfers (Out)	(502,800)	(425,000)	-	(927,800)
Operating Transfers (Out)	(973,911)	(6,000)	-	(979,911)
TOTAL OTHER FINANCING SOURCES (USES)	**(1,265,711)**	**957,411**	**2,434,700**	**2,126,400**
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	13,648	(62,080)	-	(48,432)
Beginning Fund Balance	**8,607,154**	**6,108,654**	**4,492,242**	**19,208,050**
Ending Fund Balance	**8,620,802**	**6,046,574**	**4,492,242**	**19,159,618**
DETAIL OF ENDING FUND BALANCES:				
Reserved - Encumbrances	100,000	-	-	100,000
- Inventories	120,000	1,448,471	-	1,568,471
- Prepaid Items	250,000	-	-	250,000
- Loans Receivable	10,000	3,406,533	-	3,416,533
Unreserved, Designated - Capital Projects	-	-	4,492,242	4,492,242
Unreserved, Undesignated	8,140,802	1,191,570	-	9,332,372
Ending Fund Equity	**$ 8,620,802**	**$ 6,046,574**	**$ 4,492,242**	**$ 19,159,618**

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Facilities

City of Hagerstown

GENERAL FUND
SECTION 3

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STATEMENT OF REVENUE,EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES BY TYPE					
Property Taxes	$26,460,939	$ 27,036,478	$27,247,578	$ 24,883,333	-8.0%
State and County Shared Taxes	5,102,272	3,339,714	3,309,356	3,395,207	1.7%
Licenses and Permits	1,580,041	1,563,400	1,543,810	1,575,575	0.8%
Intergovernmental Revenues	181,775	20,000	30,200	24,000	20.0%
Charges for Current Services	2,984,253	2,946,361	3,033,391	3,794,677	28.8%
Fines and Forfeitures	105,322	102,500	110,705	167,525	63.4%
Unallocated General Revenues	2,367,131	2,657,317	2,454,926	2,322,067	-12.6%
Transfers from Other Funds	21,700	11,000	11,000	211,000	1818.2%
Total Current Revenues	**38,803,433**	**37,676,770**	**37,740,966**	**36,373,384**	**-3.5%**
EXPENDITURES BY DEPARTMENT					
0101001-Council	110,864	115,089	103,512	107,968	-6.2%
0101002-Mayor	62,094	64,182	58,970	62,631	-2.4%
0103001-City Administrator	189,262	208,171	200,746	203,709	-2.1%
0103002-City Clerk	134,521	131,701	144,931	166,035	26.1%
0103003-Community Affairs	292,374	333,342	368,986	496,397	48.9%
0103004-Legal Counsel	236,059	208,700	203,700	243,700	16.8%
0103005-Public Functions	480,157	560,539	439,638	432,313	-22.9%
0105001-Registration & Elections	8	-	-	3,800	100.0%
0107001-Finance & Accounting	674,669	526,154	515,806	715,020	35.9%
0107002-Treasurer & Tax Collector	101,719	211,256	221,876	-	-100.0%
0107003-Purchasing & Stores	196,286	197,868	162,968	-	-100.0%
0107200-Information Technology	824,346	881,697	830,004	744,780	-15.5%
0107206-Cashiering	231,897	222,586	245,752	233,966	5.1%
0109001-Planning	522,365	561,463	467,350	413,427	-26.4%
0109002-Annexation	2,610	10,200	65,846	9,700	-4.9%
0109003-City Hall	207,509	260,572	282,686	275,784	5.8%
0109004-Engineering & Construction	1,320,537	1,272,562	1,196,139	912,841	-28.3%
0109005-Human Resources	437,848	447,355	468,976	475,319	6.3%
Total General Government	6,025,125	6,213,437	5,977,886	5,497,390	-11.5%
0110XXX-Police Department	11,212,071	10,851,197	10,385,166	10,437,888	-3.8%
0112001-Fire Department	6,627,820	6,133,797	5,760,755	5,545,212	-9.6%
0114001-Code Administration	1,297,996	1,149,569	1,189,602	1,127,732	-1.9%
0116XXX-Signal Department	437,326	563,908	523,607	518,979	-8.0%
Total Public Safety	19,575,213	18,698,471	17,859,130	17,629,811	-5.7%
0120001-Street Lighting	751,278	755,000	773,000	775,000	2.6%
0121001-Snow Removal	850,475	407,700	423,800	422,700	3.7%
0122001-Street Cleaning	428,341	569,121	497,454	510,435	-10.3%
0123XXX-Gas Station & Gas Station	155,488	193,816	211,962	210,183	8.4%
0124001-7-PW & Street Operations	681,001	692,367	673,018	663,226	-4.2%
0124008-Central Equipment Building	112,481	128,486	113,208	105,445	-17.9%
Total Highways & Streets	2,979,064	2,746,490	2,692,442	2,686,989	-2.2%
0130001-Waste Collection & Disposal	2,023,156	2,081,030	2,039,215	2,255,164	8.4%

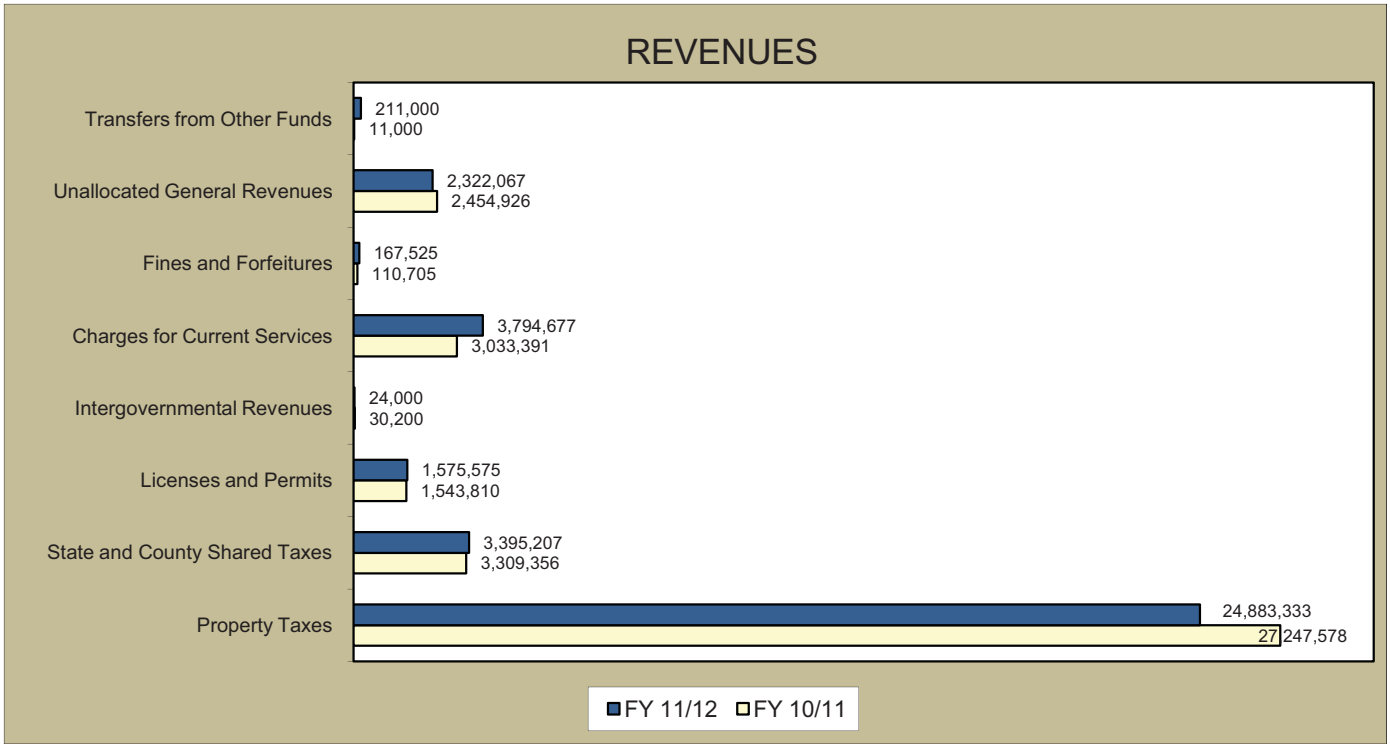
STATEMENT OF REVENUE,EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2011/2012

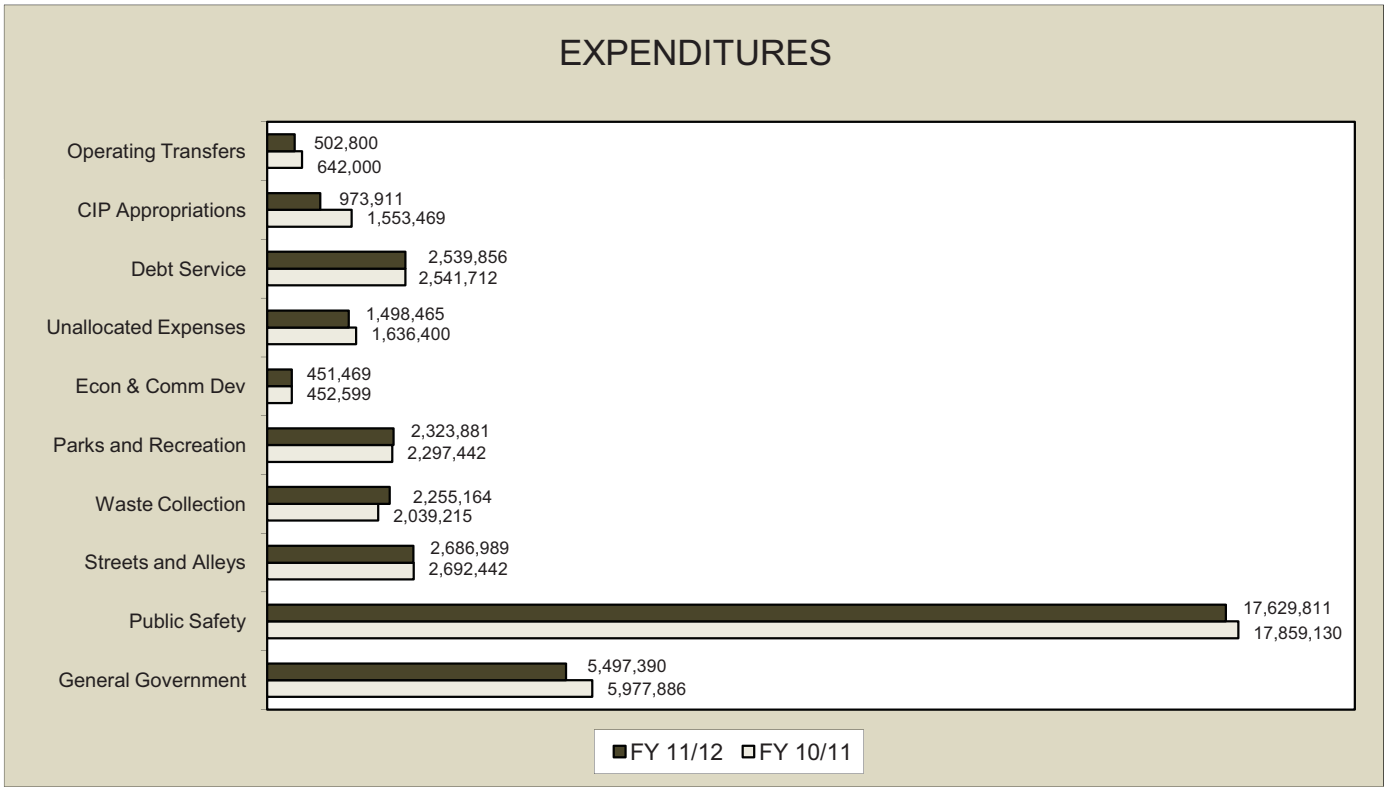
ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
0140001-Department of Recreation	264,422	247,721	221,995	213,029	-14.0%
0140201-Skateboard Park	1,678	-	-	-	0.0%
0140202-Swimming Pools	145,141	147,049	174,147	176,029	19.7%
0140204-Farmers Market	75,586	96,127	89,979	75,892	-21.1%
0140401-Municipal Stadium	180,634	197,413	195,510	194,037	-1.7%
0140402-Hager House	109,696	116,101	92,760	45,589	-60.7%
0140403-Train Museum	10,055	10,723	14,807	20,716	93.2%
0145XXX-City Parks	1,566,535	1,500,513	1,508,244	1,598,589	6.5%
Total Culture & Recreation	2,353,747	2,315,647	2,297,442	2,323,881	0.4%
0150001-Economic Development	251,280	261,677	317,905	293,420	12.1%
0150002-Neighborhoods First	52,669	51,982	83,694	108,049	107.9%
0150004-Housing & Community Dev.	100,284	50,000	51,000	50,000	0.0%
Total Economic & Community Dev	404,233	363,659	452,599	451,469	24.1%
0160001-Retiree Benefits	1,367,197	1,175,800	1,023,400	1,024,000	-12.9%
0164001-Termination Pay	-	425,000	250,000	250,000	-41.2%
0166001-Contributions-Other Agencies	346,032	244,000	258,000	219,465	-10.1%
0162001-Inventory Adjustments	(3,712)	5,000	5,000	5,000	0.0%
0190001-Contingency	-	(289,812)	100,000	-	-100.0%
Total Unallocated General Expenses	1,709,517	1,559,988	1,636,400	1,498,465	-3.9%
0190001-Debt Service-Prin	1,457,502	1,748,737	1,748,702	1,812,407	3.6%
0191001-Debt Service- Interest	579,294	695,264	793,010	727,449	4.6%
Total Debt Service	2,036,796	2,444,001	2,541,712	2,539,856	3.9%
0195001-Operating Transfers to Other Funds	637,063	757,922	1,553,469	973,911	28.5%
0195002-Appropriation to CIP Fund	397,563	492,000	642,000	502,800	2.2%
Total Expenditures & Transfers	**38,141,477**	**37,672,645**	**37,692,295**	**36,359,736**	**-3.5%**
Excess (Deficiency) of Revenues over Expenditures	**$ 661,356**	**$ 4,125**	**$ 48,671**	**$ 13,648**	
Beginning Fund Balance	**$ 7,897,127**	**$ 8,558,483**	**$ 8,558,483**	**$ 8,607,154**	
Ending Fund Balance	**$ 8,558,483**	**$ 8,562,608**	**$ 8,607,154**	**$ 8,620,802**	

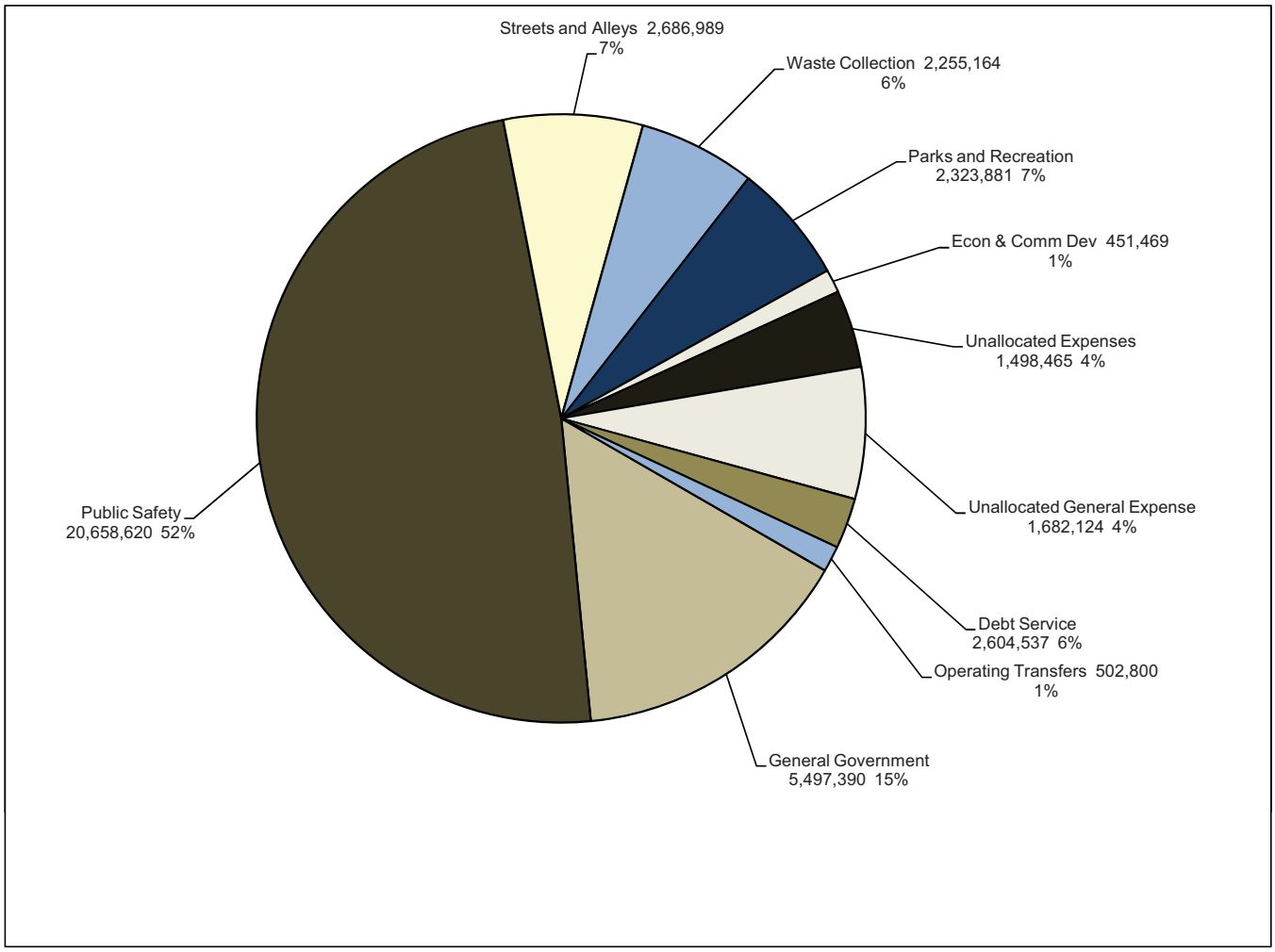
STATEMENT OF REVENUE,EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED
Detail of Ending Fund Balance:				
Reserve for Encumbrances	$ 82,220	$ 90,000	$ 90,000	$ 100,000
Reserve for Inventory	183,325	140,000	140,000	120,000
Reserve for Prepaid Expenses	266,290	250,000	250,000	250,000
Reserve for Long-term Receivables	4,190	7,000	7,000	10,000
Total Reserves	536,025	487,000	487,000	480,000
Undesignated	8,022,458	8,075,608	8,120,154	8,140,802
Ending Fund Balance	$ 8,558,483	$ 8,562,608	$ 8,607,154	$ 8,620,802
Undesignated Balances as:				
% of Operating Budget Less Appropriation to CIP Fund	21.4%	21.9%	22.5%	23.0%
Number of Months Expenditures	2.6	2.6	2.7	2.8

COMPARISON OF REVENUES AND EXPENDITURES - PROPOSED 11/12 VS. EST. ACTUAL 10/11
FISCAL YEAR 2011/2012







TOTAL ESTIMATED EXPENDITURES $36,359,736

REVENUES AND OTHER FINANCING SOURCES
FISCAL YEAR 2011/2012

REVENUE SUMMARY

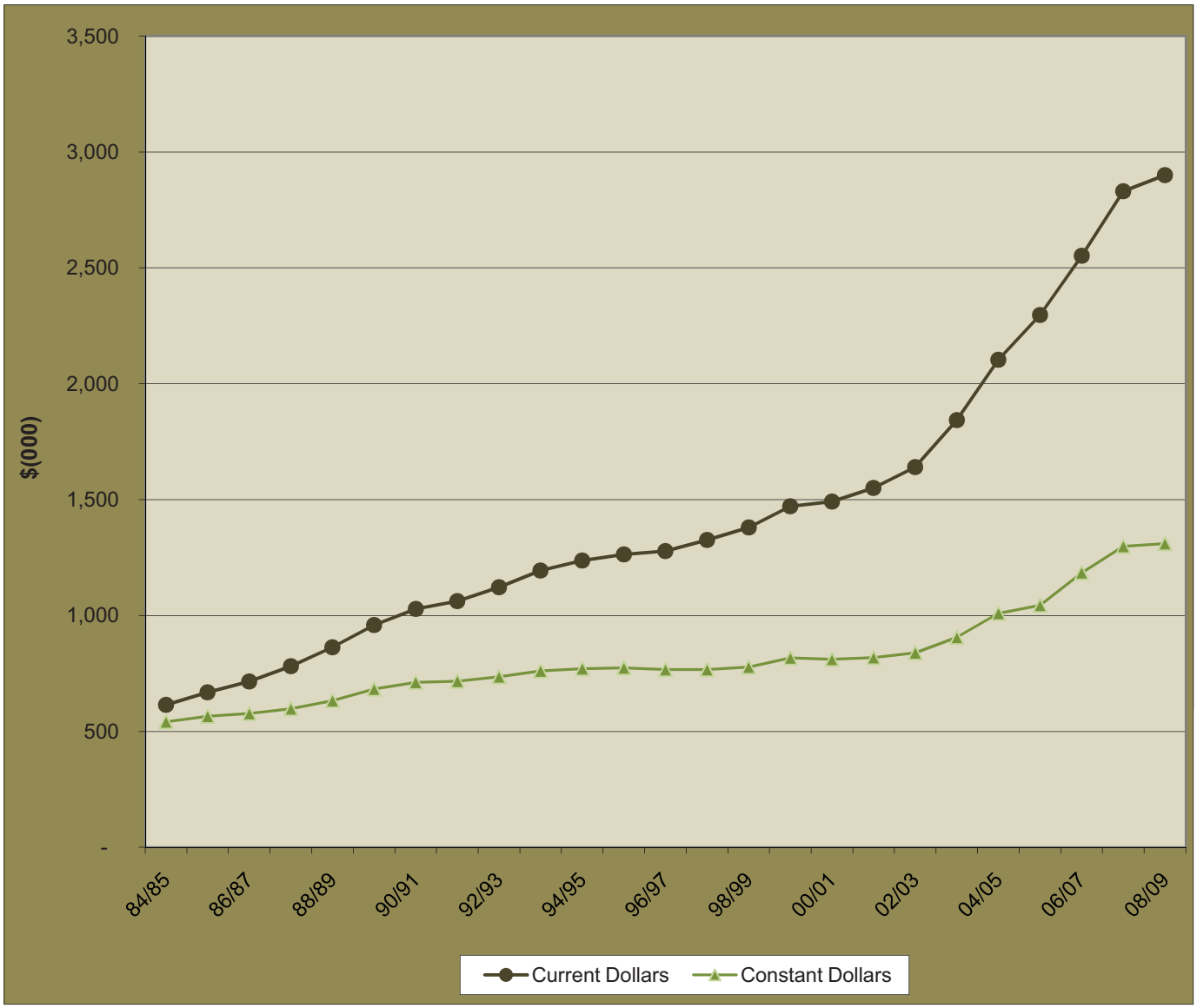
	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
CURRENT REVENUES					
Property Taxes	$26,460,940	$ 27,036,478	$27,247,578	$ 24,883,333	-8%
State and County Shared Taxes	5,102,272	3,339,714	3,309,356	3,395,207	2%
Licenses and Permits	1,580,041	1,563,400	1,543,810	1,575,575	1%
Intergovernmental Revenues	181,775	20,000	30,200	24,000	20%
Charges for Current Services	2,984,253	2,946,361	3,033,391	3,794,677	29%
Fines and Forfeitures	105,323	102,500	110,705	167,525	63%
Unallocated General Revenues	2,367,131	2,657,317	2,454,926	2,322,067	-13%
Total Current Revenues	**$38,781,735**	**$ 37,665,770**	**$37,729,966**	**$ 36,162,384**	**-4%**
OTHER FINANCING SOURCES					
Transfers from Other Funds	21,700	11,000	11,000	211,000	1818%
Budgeted Use of Fund Balance	-	-	-	-	0%
Total Other Financing Sources	**$ 21,700**	**$ 11,000**	**$ 11,000**	**$ 211,000**	**1818%**
Total Ending Revenues and Other Financing Sources	**$38,803,435**	**$ 37,676,770**	**$37,740,966**	**$ 36,373,384**	**-3%**

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

	Assessable Base* (in millions)	Assessable Base - % Change from Prior Year	Real Estate Tax Rate*	Property Tax Revenues (in thousands)	Property Taxes - % Change from Prior Year
Actual 1985/1986	$ 591	-99.9%	$ 0.656	$ 4,808	8.3%
Actual 1986/1987	615	4.1%	0.656	5,170	7.5%
Actual 1987/1988	669	8.7%	0.656	5,567	7.7%
Actual 1988/1989	716	7.0%	0.672	5,914	6.2%
Actual 1989/1990	782	9.2%	0.684	6,478	9.5%
Actual 1990/1991	862	10.3%	0.684	6,982	7.8%
Actual 1991/1992	959	11.2%	0.684	7,672	9.9%
Actual 1992/1993	1,028	7.3%	0.684	8,194	6.8%
Actual 1993/1994	1,063	3.3%	0.684	8,397	2.5%
Actual 1994/1995	1,122	5.6%	0.684	8,810	4.9%
Actual 1995/1996	1,195	6.5%	0.680	9,156	3.9%
Actual 1996/1997	1,237	3.6%	0.680	9,742	6.4%
Actual 1997/1998	1,264	2.2%	0.684	9,821	0.8%
Actual 1998/1999	1,278	1.1%	0.696	10,210	4.0%
Actual 1999/2000	1,326	3.8%	0.692	10,388	1.7%
Actual 2000/2001	1,380	4.0%	0.692	10,756	5.8%
Actual 2001/2002	1,471	6.6%	0.732	11,708	8.4%
Actual 2002/2003	1,491	1.4%	0.768	12,873	8.0%
Actual 2003/2004	1,550	3.9%	0.783	13,555	5.3%
Actual 2004/2005	1,640	5.8%	0.798	14,597	7.7%
Actual 2005/2006	1,843	12.4%	0.798	16,123	10.5%
Actual 2006/2007	2,103	14.1%	0.798	18,200	12.9%
Actual 2007/2008	2,297	9.2%	0.798	19,742	8.5%
Actual 2008/2009	2,552	11.1%	0.788	21,677	9.8%
Actual 2009/2010	2,831	10.9%	0.788	23,960	10.5%
Estimated 2010/2011	2,900	2.5%	0.788	24,495	2.2%
Projection 2011/2012	2,592	-10.6%	0.788	22,073	-9.9%

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

ASSESSABLE BASE IN CURRENT AND
CONSTANT DOLLARS (ADJUSTED FOR INFLATION - USING U.S. Dept. of Labor CPI-U)
FISCAL YEAR 2011/2012



PROPERTY TAX - PROPOSED REVENUES
FISCAL YEAR 2011/2012

DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Current Year Levy	$23,959,635	$24,340,028	$24,494,822	$22,092,500	-9.2%
Interest on Delinquent Taxes	182,136	144,200	225,000	225,000	56.0%
Prior Years' Levy-Net	(151,392)	(20,800)	(100,000)	(100,000)	380.8%
Payment in Lieu of Taxes	2,529,878	2,673,900	2,688,256	2,695,833	0.8%
Tax Discounts & Credits Allowed	(59,317)	(100,850)	(60,500)	(30,000)	-70.3%
Total Property Taxes	**$26,460,940**	**$27,036,478**	**$27,247,578**	**$24,883,333**	**-8.0%**

Revenues from property taxes are based on assessments established by the State Department of Assessment and Taxation. The real property tax rate for FY11 was $0.788 per $100 dollars of assessed value and for business personal property it was $1.970 per $100 of assessed value. The proposed budget for FY12 does not include a tax rate increase for either assessable base.

The real property constant yield rate certified by the State for 2011/2012 which would generate the same dollar amount of gross real tax revenues, (before local property tax credits) is $0.9036 per $100 of assessed value which is $0.1156 more than the proposed tax rate. A twenty-five year history of the change in the City's assessable tax base and property tax revenues is available on Page 7. Lastly, the Mayor and City Council took action along with Washington County to limit the maximum annual growth in assessments on owner occupied real estate to 5%. The cap had been 10%, which is still the maximum cap for State tax purposes.

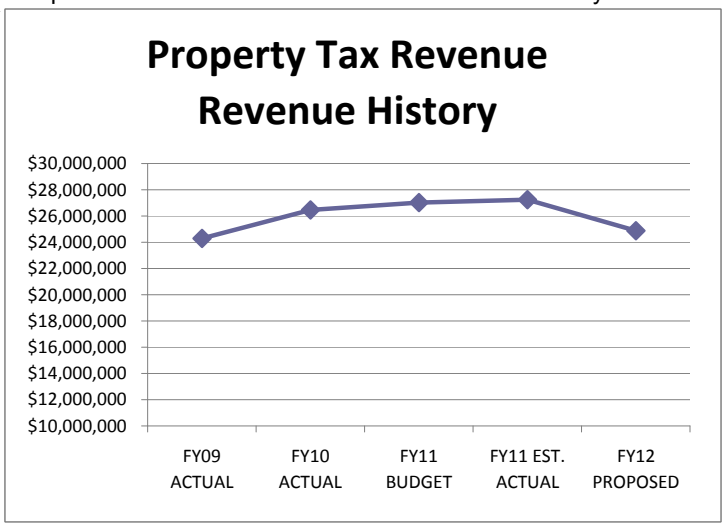
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

The estimated actual for FY11 when compared with the FY11 budget is expected to remain fairly flat. The City has experienced an increase in the amount of delinquent accounts due to the downturn in the economy. Therefore, interest on delinquent taxes increased by $81,000 over the budget for FY11.

FY11 to Proposed FY12

Overall, the proposed budget for FY12 is expected to decrease by 8.0% or $2.1 million when compared with the FY11 budget. Properties in the City were re-assessed in the Summer 2010. As a result of that re-assessment, the City expects to realize an 11.1% decrease in the real property assessable base in FY12, or from $2.8 billion to $2.5 billion. (see also Section 10 - General Fund Financial Projections). As mentioned previously, the City has experienced an increase in the amount of delinquent accounts due to the downturn in the economy. Therefore, interest on delinquent taxes is budgeted to increase by



STATE SHARED TAXES - PROPOSED REVENUES
FISCAL YEAR 2011/2012

DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Income Tax	$ 2,289,966	$ 2,100,000	$ 2,100,000	$ 2,150,000	2.4%
Admissions	75,391	133,500	100,000	133,500	0.0%
Financial Corporations	34,214	34,214	34,214	34,214	0.0%
County Tax Differential	1,598,512	-	-	-	0.0%
Enterprise Zone Tax Credits	132,924	75,000	135,000	135,000	80.0%
School Resource Officer	56,251	150,000	150,000	150,000	0.0%
Room Tax - Tourism Promotions	127,279	120,000	140,000	140,000	16.7%
Police Protection	516,752	499,000	520,000	520,000	4.2%
State Aid For Fire Service	53,361	53,000	53,000	53,000	0.0%
Highway User Revenues	217,622	175,000	77,142	79,493	-54.6%
Total State Shared Taxes	**$ 5,102,272**	**$ 3,339,714**	**$ 3,309,356**	**$ 3,395,207**	**1.7%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

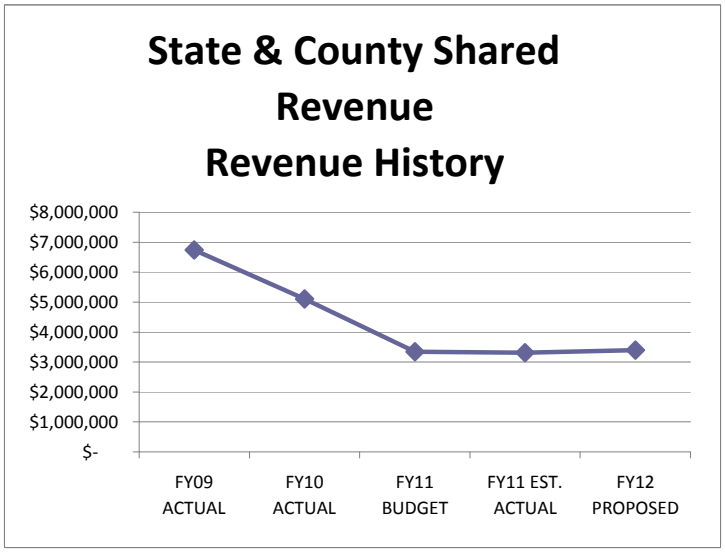
The estimated actual for FY11 when compared with the FY11 budget is expected to decrease by 0.9% as a result of the continued decline in Highway User Revenues.

FY11 to Proposed FY12

Overall, the proposed budget for FY12 is expected to remain flat when compared with the FY11 budget. On an individual revenue basis, the following changes of significance were noted:

Highway User Revenues - The estimate for FY12 is $96,000 or 54.6% lower than FY11 and is based on the current distribution formula supplied by the State.

Enterprise Zone Credits - The estimate for FY12 was increased by 80% or $60,000 over FY11's budget to reflect actual historical revenue trending for this revenue source.



The 49.6% decrease from the FY09 actual revenue to the FY12 budget is primarily due to the decline in Highway User Revenues and the elimination of the County Tax Differential revenue sharing from the County in October 2009. FY11 and FY12 reflect a permanent decrease of $1.8 million in Highway User Revenue approved by the Senate Budget and Taxation Committee for the City in response to the 2009-2010 state budget problems. FY11 and FY12 also reflect a permanent decrease of $1.6 million in County Tax Differential revenues. Lastly, Income Tax revenues decreased by $400,000 from FY09 to FY12. This decrease is a result of the downturn in the local economy.

LICENSES AND PERMITS - PROPOSED REVENUES
FISCAL YEAR 2011/2012

DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Traders Licenses	$ 101,897	$ 104,000	$ 104,000	$ 104,000	0.0%
Distilled Spirits	8,200	8,200	7,600	7,600	-7.3%
Utility License Fee	-	14,000	14,000	14,000	0.0%
Vendor Permits from City Clerk	18,815	4,200	4,200	4,200	0.0%
Election Filing Fees	-	-	-	375	100.0%
Cable TV Franchise Fee	359,997	389,300	372,000	380,000	-2.4%
General Construction Permits	300	2,000	-	2,000	0.0%
Street Digging Permits	85,995	50,000	50,000	50,000	0.0%
Curbs, Sidewalks, & Driveways	7,420	3,000	7,000	3,000	0.0%
Storm Water Management Permits	173	4,000	3,000	4,000	0.0%
Grading Permits	6,237	8,000	15,000	10,000	25.0%
Right of Way Permits	1,260	6,000	3,500	5,000	-16.7%
Building Permits (Fire)	31,036	30,000	31,000	31,000	3.3%
Fireworks Permits	2,750	3,500	2,750	2,750	-21.4%
Blasting Permits	440	500	500	500	0.0%
Plumbing Dept-Licenses	6,000	8,000	15,000	1,900	-76.3%
Contractor's Licenses	13,485	1,500	1,500	11,500	666.7%
Electrical Licenses	5,080	9,000	26,000	2,550	-71.7%
Residential Rental Licenses	456,147	425,000	405,000	415,000	-2.4%
Building Permits	173,190	125,000	120,000	125,000	0.0%
Plumbing Permits	42,994	66,000	66,000	70,000	6.1%
Electrical Permits	71,052	100,000	100,000	110,000	10.0%
Mechanical Permits	19,130	27,000	30,000	30,000	11.1%
Sewer Connection Inspection Fees	-	9,000	3,000	3,000	-66.7%
Pre-Sale Code Inspection	280	200	200	200	0.0%
Re-Inspection Fee	50	500	500	500	0.0%
Property Abatement Billings -Engineering	12,199	-	5,060	5,000	100.0%
Property Abatement Billings -Code	94,224	85,000	85,000	85,000	0.0%
Vacant Residential Structure Fee	1,600	8,500	7,000	10,000	17.6%
Vacant Commercial Structure Fee	-	5,500	5,300	7,500	36.4%
Admin Fee for Excise Tax	7,190	-	3,500	3,500	100.0%
Secure Vacant Structure Fee	-	1,500	1,200	1,500	0.0%
Technology Fee	52,900	65,000	55,000	75,000	15.4%
Total Licenses and Permits	**$ 1,580,041**	**$ 1,563,400**	**$ 1,543,810**	**$ 1,575,575**	**0.8%**

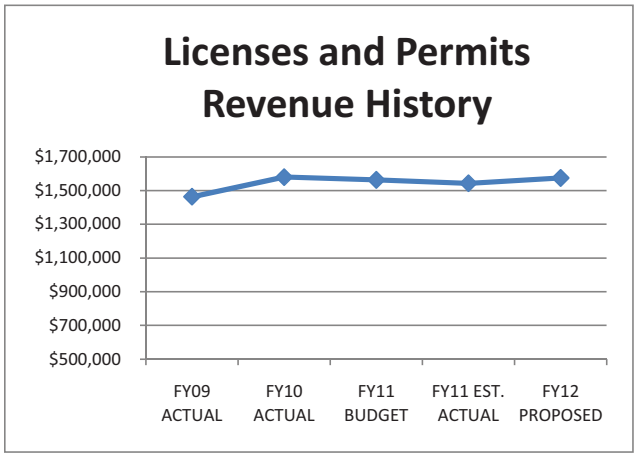
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

The 1.3% decrease from the FY11 budget to the FY11 estimated actual is due to a slow down in development as reflected in building, plumbing, and electrical permits.

FY11 to Proposed FY12

Overall, the proposed budget for FY12 is expected to remain flat when compared with the FY11 budget. Residential development has slowed significantly due to the down turn in the housing markets, but non-residential development in the City, while down, is proceeding with several new projects planned for the upcoming year. Lastly, Electrical Licenses reflects the effect of issuing electrical licenses every other year rather than annually.



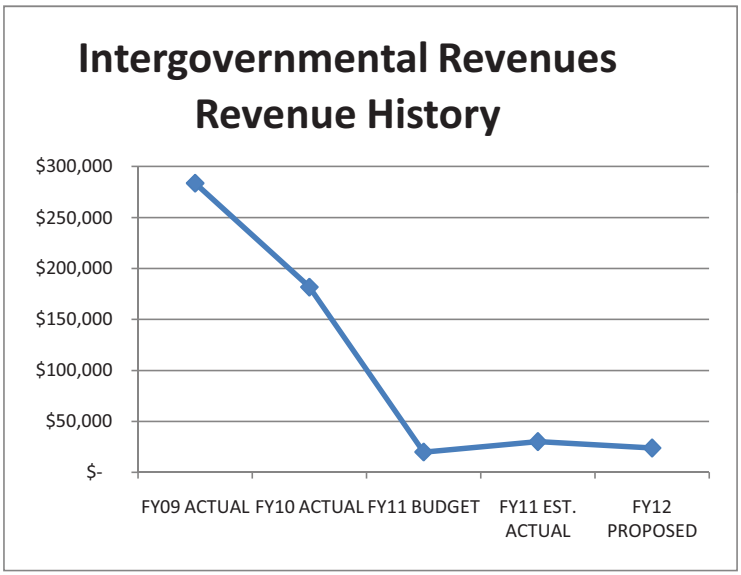
INTERGOVERNMENTAL REVENUES - PROPOSED REVENUES
FISCAL YEAR 2011/2012

DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Heritage Area Planning Grant	6,750	-	6,200	-	0.0%
Police Department	71,836	20,000	24,000	24,000	20.0%
FEMA Grant for Snow Emergency	103,189	-	-	-	0.0%
Total Intergovernmental	**$ 181,775**	**$ 20,000**	**$ 30,200**	**$ 24,000**	**20.0%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11
The estimated actual for FY11 when compared with the FY11 budget is expected to increase by 51% as a result of the award of the Heritage Area Planning Grant for $6,200.

FY11 to Proposed FY12
Overall, the proposed budget for FY12 is expected to remain flat when compared with the FY11 budget.



The graph to the left depicting the Intergovernmental Revenues, revenue history shows a drop in revenue of approximately $250,000 from FY09 actual revenues to FY11's estimated actual revenues. The decrease in revenue is a result of operational grant funds being moved to the Special Revenue Grant Fund as recommended by our independent auditors. The Special Revenue Grant Fund is located in Section 5 of the budget document.

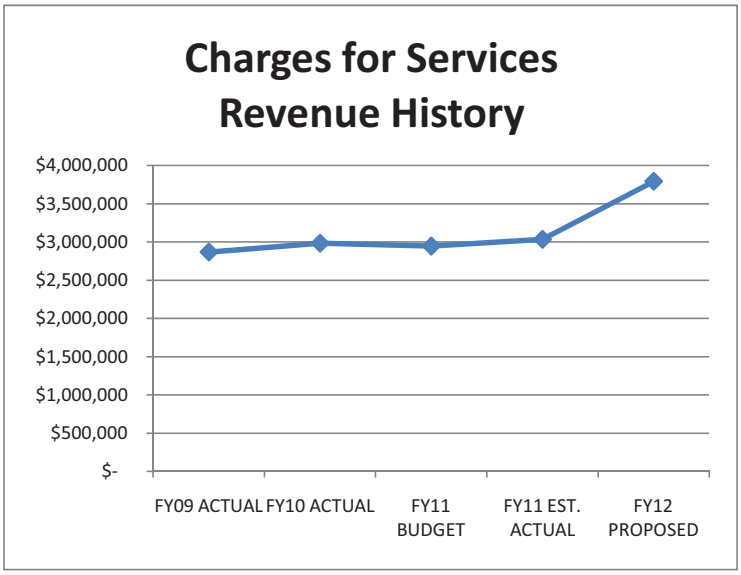
CHARGES FOR CURRENT SERVICES - PROPOSED REVENUES
FISCAL YEAR 2011/2012

DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Refuse Collection Fees	$ 2,153,209	$ 2,067,000	$ 2,161,300	$ 2,881,300	39.4%
Other Service Charges	657,214	671,161	633,657	729,802	8.7%
Public Function Revenues	119,741	138,000	177,507	119,200	-13.6%
Municipal Stadium	250	-	325	300	100.0%
Swimming Pool	53,839	70,200	60,602	64,075	-8.7%
Total Charges for Current Services	**$ 2,984,253**	**$ 2,946,361**	**$ 3,033,391**	**$ 3,794,677**	**28.8%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11
Overall, estimated actual revenue for FY11 is expected to remain flat when compared with the FY11 budget.

FY11 to Proposed FY12
For FY12, charges for current services reflect an overall increase of 28.8% or $848,000. The increase is primarily a result of a 39.4% increase or $814,000 in refuse collection fees resulting from a proposed increase in the quarterly fee charged to customers from $37.50 to $50.00 in response to increased landfill tipping fees and other refuse collection expenditures.



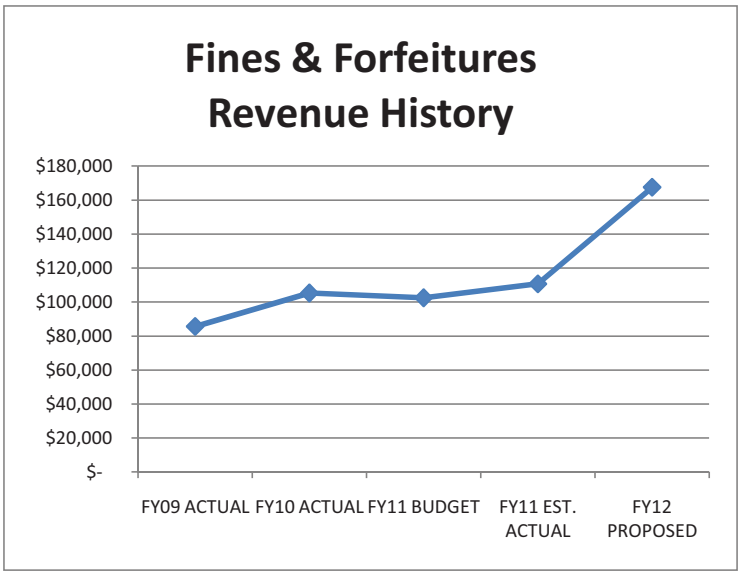
FINES & FORFEITURES - PROPOSED REVENUES
FISCAL YEAR 2011/2012

DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Permits & Fines - Alarm System	$ 20	$ -	$ -	$ -	0.0%
Confiscated Revenue	40,922	22,500	20,730	23,500	4.4%
Municipal Infractions-Police Dept	25	-	225	225	100.0%
Red Curb & Handicap Parking Fines	-	-	-	54,000	100.0%
Fire Code Violations	3,400	4,000	4,000	4,000	0.0%
Abatement Admin Fees	30,883	20,000	30,000	30,000	50.0%
Mun Infraction-Code Enforcement	29,518	55,000	55,000	55,000	0.0%
Tech Appeals Board Filing Fees	355	300	150	300	0.0%
Municipal Infractions-City Engineer	200	400	600	200	-50.0%
Municipal Infractions-Planning	-	300	-	300	0.0%
Total Fines and Forfeitures	**$ 105,323**	**$ 102,500**	**$ 110,705**	**$ 167,525**	**63.4%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11
Overall, estimated actual revenue for FY11 is expected to remain flat when compared with the FY11 budget.

FY11 to Proposed FY12
For FY12, fines and forfeitures revenues reflect an increase of 63.4%. The increase is primarily a result of a proposed new fine for parking in red curb zones and parking in handicapped spaces in public and private parking lots or areas. The red curb & handicap parking fine is expected to generate $54,000 in additional revenues.



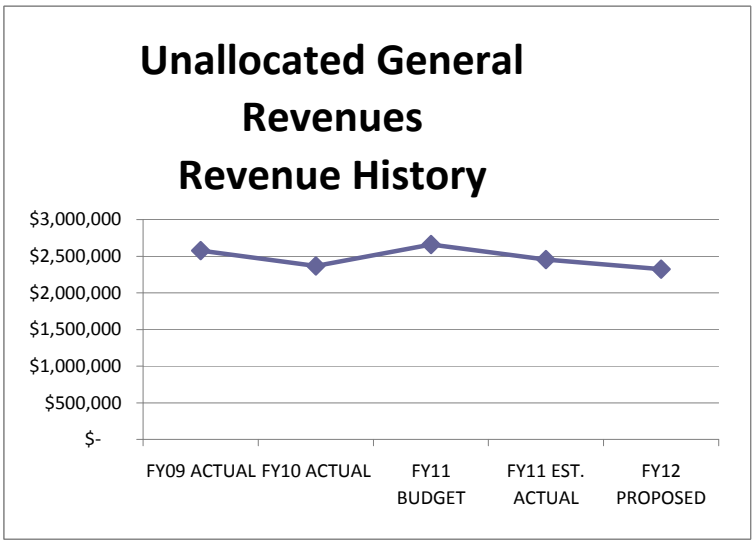
UNALLOCATED GENERAL REVENUES - PROPOSED REVENUES
FISCAL YEAR 2011/2012

DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Administrative Allocation Revenues	$ 2,173,500	$ 2,246,625	$ 2,230,116	$ 2,107,000	-6.2%
Interest on Investments	54,664	277,000	50,000	55,000	-80.1%
Sale of Land & Other Property	1,977	-	3,500	1,000	100.0%
Contributions & Donations	119,669	119,692	129,459	123,847	3.5%
Other General Revenue	17,321	14,000	41,851	35,220	151.6%
Total Unallocated General Revenues	**$ 2,367,131**	**$ 2,657,317**	**$ 2,454,926**	**$ 2,322,067**	**-12.6%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11
The FY11 originally included investment interest income of $277,000; however, investments are currently earning less than 0.5% return. The FY11 estimated actual was adjusted to reflect market rates and decreased to $50,000.

FY11 to Proposed FY12
As mentioned previously, investments are currently earning less than 0.5% return. The FY12 proposed budget was also adjusted to reflect market rates and has been decreased by $222,000 to $55,000.



TRANSFERS FROM OTHER FUNDS - PROPOSED REVENUES
FISCAL YEAR 2011/2012

DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Transfer from Flexible Spending	$ 6,000	$ 6,000	$ 6,000	$ 6,000	0.0%
Transfer from Workers Comp Fund	-	-	-	200,000	100.0%
Transfer from Economic Develop Fund	15,700				0.0%
Transfer from CDBG Fund	-	5,000	5,000	5,000	0.0%
Total Transfers from Other Funds	**$ 21,700**	**$ 11,000**	**$ 11,000**	**$ 211,000**	**1818.2%**

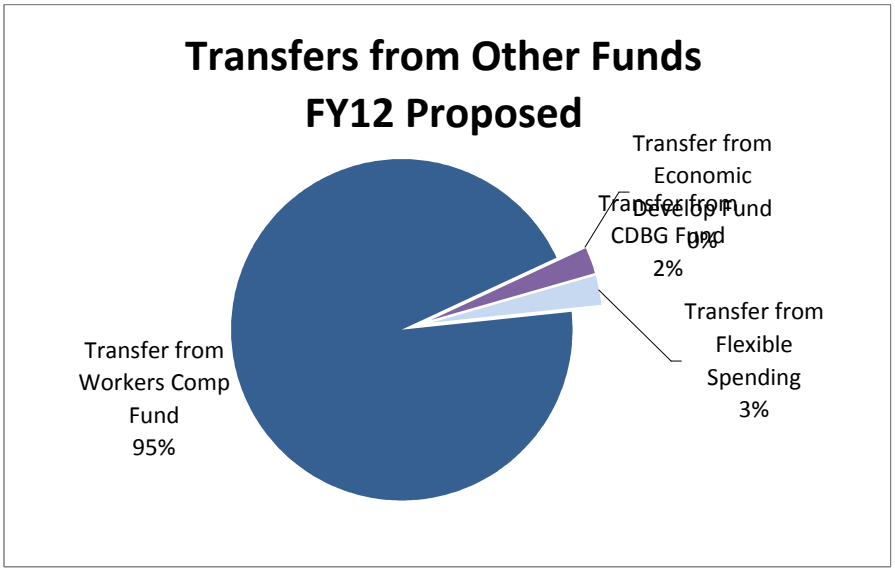
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Overall, estimated actual revenue for FY11 is expected to remain flat when compared with the FY11 budget.

FY11 to Proposed FY12

Workers Compensation rates for the Police Department class employees increased by 50% in FY12, and all other classes increased by approximately 30%. The transfer into the General Fund of $200,000 from the Workers Compensation Fund represents a transfer of surplus fund balance accumulated in the Workers Compensation Fund to offset the increased expenditures associated with the Police Department rate increase.



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 that the Mayor shall be the chief elected executive officer of the City and shall see that the Ordinances of the City, provisions of the Charter and City Council policies and resolutions are faithfully executed. Additionally, the Mayor shall 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

- To serve as the community spokesperson for the City of Hagerstown and represent the City at public events and functions.

- To provide leadership for and participation with community organizations and citizens, Maryland Municipal League, Tri-County Council, County, State and Federal officials to advance City goals and priorities.

- To support the City Council in their efforts to develop and approve policies, programs and projects which focus on the approved Strategic Plan with the following Focus Areas:
  A Prosperous Community
  A Vibrant, Active and Livable Community
  A Safe and Healthy Community
  An Innovative and Sustainable Government

- To present an annual State of the City reporting Hagerstown's goals and accomplishments to the community.

- To interact with citizens, businesses, and community organizations on issues of importance to Hagerstown.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of Mayor and Council meetings	**50**	**50**	**50**
Average number of meetings representing City (e.g. board/commission)	**24**	**24**	**35**
Average number of community functions	**25**	**25**	**25**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 54,781	$ 46,327	$ 41,780	$ 46,882	1.2%
Benefits	3,603	11,145	10,710	9,339	-16.2%
Personnel Subtotal	**58,384**	**57,472**	**52,490**	**56,221**	**-2.2%**
Operating Expenditures	3,400	6,710	6,480	6,410	-4.5%
Capital Outlay	310	-	-	-	0.0%
Operating Subtotal	**3,710**	**6,710**	**6,480**	**6,410**	**-4.5%**
Total Expenditures	**$ 62,094**	**$ 64,182**	**$ 58,970**	**$ 62,631**	**-2.4%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 62,094**	**$ 64,182**	**$ 58,970**	**$ 62,631**	**-2.4%**

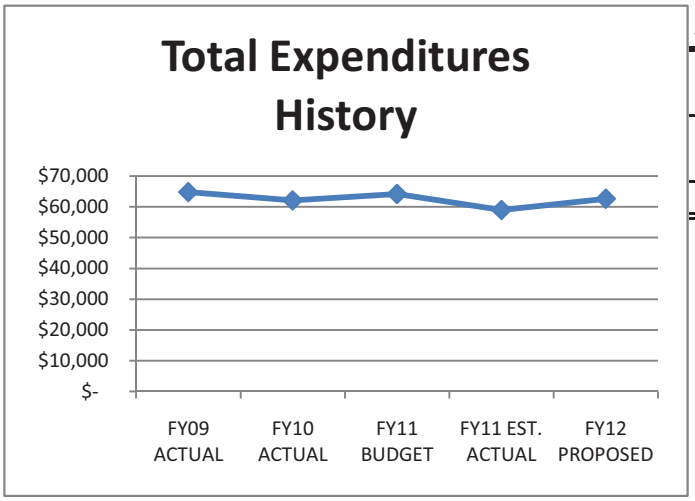
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

No significant changes were noted.

FY11 to Proposed FY12

No significant changes were noted.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	0.34	0.34	0.34	0.34
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	0.34	0.34	0.34	0.34

Elected Officials are counted separate from staffing levels for City departments and operations.

DEPARTMENT / PROGRAM OVERVIEW

In conjunction with the Mayor and the City Administrator, the Council serves on behalf of the citizens of Hagerstown as the legislative and policy making body of Hagerstown City. The City Council has responsibilities for enacting city ordinances, appropriating funds to conduct city business, establishing City priorities, and providing policy direction to City staff.

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

DEPARTMENT / PROGRAM OBJECTIVES

- To develop and approve policies, programs and projects which focus on the approved Strategic Plan with the following Focus Areas:
  - A Prosperous Community
  - A Vibrant, Active and Livable Community
  - A Safe and Healthy Community
  - An Innovative and Sustainable Government

- To strengthen the City's financial position both internally as a government operation and externally as a partner with others or community based projects by developing and implementing new sources of revenue that are aligned with the City's Strategic Plan and long-term goals and visions.

- To provide the citizenry with amenities and facilities which are well-maintained, aesthetically pleasing and complimentary to the City's infrastructure and landscape. These community assets should also provide a vehicle in which to market the City to new residents, businesses, and visitors as well as to retain existing members of the community.

- To interact with citizens, businesses, and community organizations on issues of importance to Hagerstown.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of Mayor and Council meetings	**50**	**50**	**50**
Average number of meetings representing City (e.g. board/commission)	**24**	**24**	**35**
Average number of community functions attended representing the City	**25**	**25**	**25**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 40,174	$ 40,000	$ 40,001	$ 40,000	0.0%
Benefits	32,698	36,379	31,601	33,018	-9.2%
Personnel Subtotal	**72,872**	**76,379**	**71,602**	**73,018**	**-4.4%**
Contractual Services	37,992	38,710	31,910	34,950	-9.7%
Operating Subtotal	**37,992**	**38,710**	**31,910**	**34,950**	**-9.7%**
Total Expenditures	**$ 110,864**	**$ 115,089**	**$ 103,512**	**$ 107,968**	**-6.2%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 110,864**	**$ 115,089**	**$ 103,512**	**$ 107,968**	**-6.2%**

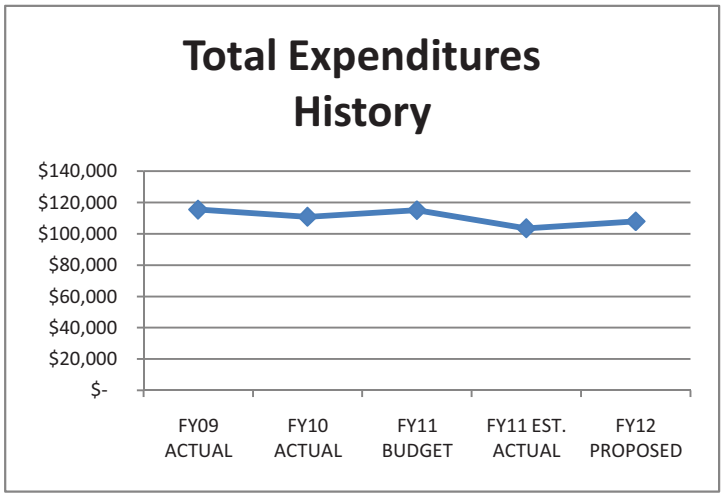
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

No significant changes were noted.

FY11 to Proposed FY12

No significant changes were noted.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	0.00	0.00	0.00	0.00
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	0.00	0.00	0.00	0.00

Elected Officials are counted separate from staffing levels for City departments and operations.

DEPARTMENT / PROGRAM OVERVIEW

The City Charter requires a primary and general election every four years for the Mayor and five City Councilmembers. In accordance with provisions of the State of Maryland and the City of Hagerstown, provisions are made for all aspects of conducting these elections.

In May 2009, the Mayor and City Council amended the City Charter to align the City election with the Presidential election schedule. The next election cycle will be in 2012, with the General Election being held on November 6, 2012. The primary election will be held in the Spring of 2012.

PERFORMANCE INDICATORS

	2005	2009	2012
Number of Candidates Filing	**19**	**25**	**TBD**
Number of Registered Voters at General Election	**18,906**	**20,969**	**TBD**
Number of Registered Voters at Primary Election	**15,543**	**16,814**	**TBD**
Number Voting in General Election	**4,440**	**3,173**	**TBD**
Number Voting in Primary Election	**2,365**	**1,988**	**TBD**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ -	$ -	$ -	$ -	0.0%
Personnel Subtotal	**-**	**-**	**-**	**-**	**0.0%**
Contractual Services	-	-	-	1,400	100.0%
Operating Expenditures	-	-	-	2,400	100.0%
Operating Subtotal	**-**	**-**	**-**	**3,800**	**100.0%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ 3,800**	**100.0%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ -**	**$ -**	**$ -**	**$ 3,800**	**100.0%**

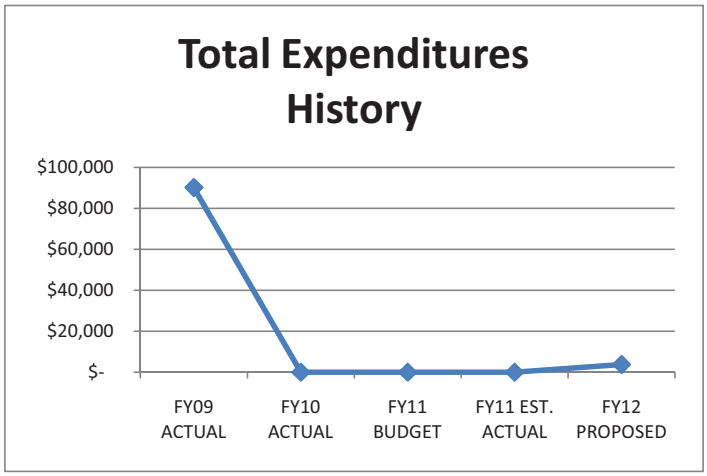
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

No changes were noted.

FY11 to Proposed FY12

The expected costs associated with the 2012 Primary are $3,800. The Primary election will be held during the FY12 Budget and the General election will be held in the FY13 budget. The expected costs associated with the 2012 Primary are $3,800. By realigning the City's election schedule, Washington County will now conduct the City's elections eliminating costs previously incurred by Hagerstown. The anticipated savings for the Primary election are $ 41,000.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	0.00	0.00	0.00	0.00
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	0.00	0.00	0.00	0.00

Elections are conducted by the Washington County Election Board; therefore, no staff are assigned to this department.

DEPARTMENT / PROGRAM OVERVIEW

The City Administrator serves as the Chief Administrative Officer for the City of Hagerstown and is appointed by the Mayor and City Council. The City Administrator is responsible for the day-to-day management of City operations and providing leadership and guidance for City Departments to achieve City goals for the community. The City Administrator communicates and interacts with elected officials and citizens on issues of importance to Hagerstown and is responsible for supporting the Mayor and City Council in successfully achieving their goals for the community.

DEPARTMENT / PROGRAM OBJECTIVES

Objectives and initiatives include:

● To develop financial strategies, organizational plans and adjustments to operations in response to the on-going impact of the economic recession on Hagerstown's finances.

● To assist and guide City staff in the implementation of the goals and objectives of the Mayor and City Council's Strategic Plan.

● To communicate to Mayor City Council status and information related to government operations, finances, and the community.

● To interact with the public, both individuals and organizations, on issues and projects of importance to the citizens of Hagerstown.

● To develop programs and recommendations which support the Mayor and City Council's goals for Center City and community revitalization, economic growth and development, utility services, public safety, and strengthening fiscal resources.

● To provide leadership which produces strong core City services, ethical and professional operations, and City services which meet the current and future needs of Hagerstown, especially in light of the present economic downturn.

● To further strengthen the City finances and present a balanced budget addressing Mayor and City Council's priorities by March 31, 2012

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
The City Administrator prepares and presents:			
● The Annual Report by late February			
● 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			
The City Administrator also supports:			
● The completion of goals and objectives in the Mayor and City Council's Strategic Plan			

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 137,499	$ 163,648	$ 160,277	$ 162,308	-0.8%
Benefits	42,885	31,533	29,989	31,321	-0.7%
Personnel Subtotal	**180,384**	**195,181**	**190,266**	**193,629**	**-0.8%**
Operating Expenditures	8,878	12,990	10,480	10,080	-22.4%
Operating Subtotal	**8,878**	**12,990**	**10,480**	**10,080**	**-22.4%**
Total Expenditures	**$ 189,262**	**$ 208,171**	**$ 200,746**	**$ 203,709**	**-2.1%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 189,262**	**$ 208,171**	**$ 200,746**	**$ 203,709**	**-2.1%**

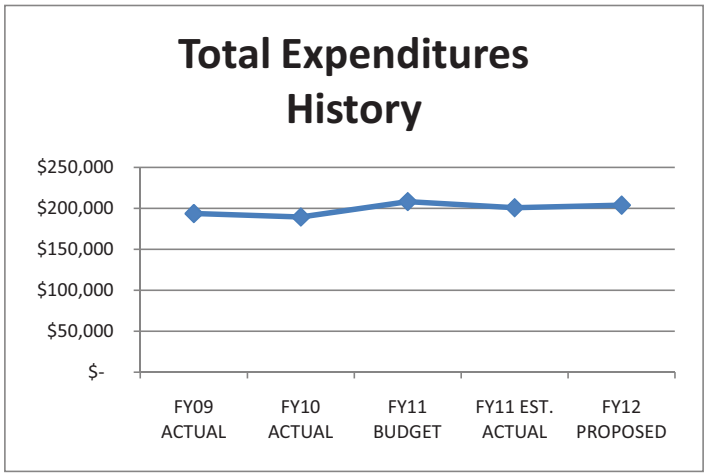
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

No significant changes were noted.

FY11 to Proposed FY12

Total personnel expenditures from FY11 estimated actual to the FY12 proposed budget reflect an increase of 1.8% or $3,000. Although not material, it is a result of the elimination of 10 furlough days that were budgeted in FY11. Operating expenditures are expected to decrease by 22.4% or $2,900 as staff made concerted efforts to reduce departmental expenses, i.e. staff streamlined services by moving to a paperless environment where possible to reduce photocopying expenditures.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	1.33	1.33	1.33	1.33
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	1.33	1.33	1.33	1.33

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 attends all meetings and prepares minute, weekly agendas and meeting .

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

DEPARTMENT / PROGRAM OBJECTIVES

- To support the Mayor and Council's Strategic Plan, Focus Area, Innovative and Sustainable Government, the weekly meeting packet was made available to all Mayor and Council members, staff members, and reporters by using Google Docs. This allows users to download the documents, eliminating the need for a paper packet. In addition to these changes, a meeting management system is being considered. This system would reduce even further the necessity of paper packets and would streamline the process for the weekly meeting preparation.

- The City Clerk's Office will provide support for the new election schedule, which will coincide with the Presidential Election. This election schedule will significantly reduce the costs associated with the City election.

- The City Clerk's Office intends to update the 1999 Record Retention Plan, which will include electronic communications. Document imaging of documents will provide greater access to official City records. An archival plan for records will also eliminate the need for large amounts of storage space.

- A significant objective for FY11/12 is the update of the City Code to include legislation adopted since the last update. A component of this objective will be to enhance the public's access to the updated Code.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of Ordinances Processed	**18**	**30**	**31**
Number of Resolutions Processed	**54**	**55**	**48**
Number of Licenses and Permits Issued	**110**	**177**	**104**
Number of Mayor and Council meetings processed	**50**	**50**	**50**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 91,812	$ 88,299	$ 97,689	$ 98,936	12.0%
Benefits	20,583	26,852	26,472	31,005	15.5%
Personnel Subtotal	**112,395**	**115,151**	**124,161**	**129,941**	**12.8%**
Contractual Services	1,195	1,000	3,612	20,000	1900.0%
Operating Expenditures	19,453	15,550	17,158	16,094	3.5%
Capital Outlay	1,478	-	-	-	0.0%
Operating Subtotal	**22,126**	**16,550**	**20,770**	**36,094**	**118.1%**
Total Expenditures	**$ 134,521**	**$ 131,701**	**$ 144,931**	**$ 166,035**	**26.1%**
REVENUES BY TYPE					
Departmental Revenue	$ 129,037	$ 130,400	$ 129,800	$ 129,800	-0.5%
Total Revenues	**$ 129,037**	**$ 130,400**	**$ 129,800**	**$ 129,800**	**-0.5%**
Expenditures, net of Revenues	**$ 5,484**	**$ 1,301**	**$ 15,131**	**$ 36,235**	**2685.2%**

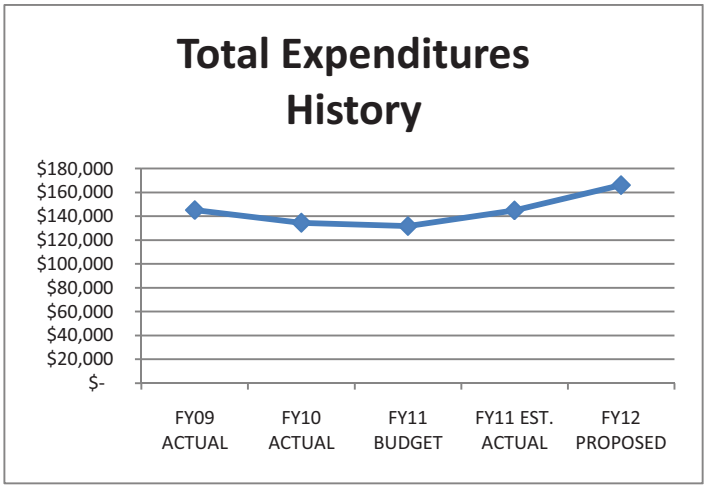
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Personnel expenditures reflect an increase of $9,000 due to a change in the budget allocation for the Administrative Assistant. This position was originally budgeted 33% to this department, 33% to the Recreation Department, and 34% to the Department of Community and Economic Development (DCED). In June 2010, a reorganization took place and the Recreation Department was combined with Engineering and Parks Departments ending the need for an allocation to the Recreation Department. At that time, the Administrative Assistant's allocation was changed to 50% for both the City Clerk's office and the DCED Office.

FY11 to Proposed FY12

From the FY11 budget to the FY12 proposed budget, personnel expenditures reflect an increase of $15,000 primarily due to the elimination of 10 Furlough Days that were implemented in FY11 by Mayor and Council in response to the shortfall in State and County shared revenues and the allocation changes mentioned above for the Administrative Assistant. Operating expenditures reflect a $20,000 increase to allow for the review, update and printing of the Code of the City of Hagerstown. This increase will allow the City Clerk to fulfill the final program objective listed for the City Clerk's office.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	1.33	1.33	1.50	1.50
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	1.33	1.33	1.50	1.50

Staffing levels for the Clerk's office were adjusted in June 2010 due to the restructuring of the Engineering, Parks and Recreation Departments. The Administrative Assistant's allocation was changed from equal allocations to 3 departments to just allocating between 2 departments.

DEPARTMENT / PROGRAM OVERVIEW

The Legal Department assists City staff with the interpretation of City, State, and Federal laws as they pertain to City services, draft contracts, deeds, leases, ordinances and resolutions. Additionally, they are responsible for defending the City in litigation matters.

DEPARTMENT / PROGRAM OBJECTIVES

- Provide specialized services for the Human Resources Department for handling personnel matters.
- Provide advice on law enforcement issues to the Police Department, representation at internal hearings and other litigation.
- Provide the Utility Departments with advice regarding the purchase of property, general representation and other litigation.
- Provide the Property Management Department with advice on leases and facilities management.
- Provide the Community Development Block Grant department with representation for loan settlements.
- Provide all City departments with assistance in the collection of delinquent accounts b y processing legal claims for nonpayment.
- In FY12, a significant objective will be to work with the City Clerk, City Administrator, Mayor and City Council to update the City Code to include legislation adopted since the last update. A component of this objective will be to enhance the public's access to the updated Code.
- The current franchise agreement with a local cable television company expires November 1, 2013. As a result, negotiations for the renewal of that agreement will begin in FY12. Legal assistance will be required to ensure that the City's current needs are taken into consideration.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of Ordinances Processed	**18**	**30**	**31**
Number of Resolutions Processed	**54**	**55**	**48**
Number of Approved Contracts and Agreements	**46**	**120**	**100**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ -	$ -	$ -	$ -	0.0%
Personnel Subtotal	**-**	**-**	**-**	**-**	**0.0%**
Contractual Services	232,856	205,000	200,000	240,000	17.1%
Operating Expenditures	3,203	3,700	3,700	3,700	0.0%
Operating Subtotal	**236,059**	**208,700**	**203,700**	**243,700**	**16.8%**
Total Expenditures	**$ 236,059**	**$ 208,700**	**$ 203,700**	**$ 243,700**	**16.8%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 236,059**	**$ 208,700**	**$ 203,700**	**$ 243,700**	**16.8%**

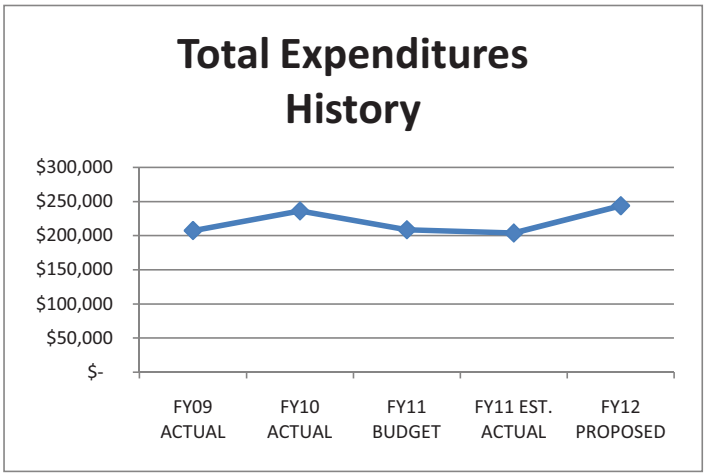
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

No significant changes were noted.

FY11 to Proposed FY12

Operating expenditures reflect a 16.8% increase or $35,000. The increase was budgeted in FY12 to accomodate added departmental needs associated with FY12 Department / Program Objectives: City Code Updates, and Franchise Agreement Renewal.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	0.00	0.00	0.00	0.00
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	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 management, the Finance Department provides professional customer service for citizens, employees and vendors. The Finance Department provides assistance to City departments in meeting their service objectives. Assistance is provided by acquiring goods and services, processing the City's financial transactions, providing decision making information and fiscal analysis, resource allocation, and forecasting.

The Finance Department bills revenue, secures financing for capital construction, develops financial management policies, processes accounts payable, payroll, accounting services, annual financial reporting, and annual operating and capital improvements program budgeting.

DEPARTMENT / PROGRAM OBJECTIVES

- Finance has strived to maintain and support the Mayor and Council's Strategic Plan. As part of the City's approved Strategic Plan, Focus Area "An Innovative and Sustainable Government", Finance will continue to assist with the implementation of the new financial management software to fulfill objective F Completion of the MUNIS Municipal Operations Project by Summer, 2011.

- Finance will work with IT to develop financial reports. The new Munis software has created the need to develop new financial reports to adequately monitor the City's financial condition at all levels of the organization: departmentally by function, by type of expense, by fund and entity wide. Develop a more formalized monthly financial reporting and review process to better monitor our year to date fiscal status.

- Finance works closely with Department Managers to determine financing needs for planned capital improvement projects, such as the development of pocket parks, expansion of the biking and walking trails, Wastewater Treatment Plant ENR upgrades, and much more. To enable City staff to create a safe, inviting, environmentally healthy, and culturally vibrant community, Finance must prepare cash flow projections to assess future bonded debt issuance needs. Finance will work with City's financial advisor and bond counsel to issue bonds as needed for our previously committed public improvements project needs as well as other planned improvements requiring bond financing in fiscal year 2012.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Performance Measures			
Maintain the City's bond rating at Standard and Poors AA-/ Moodys Investors Service A2 or higher	AA- A2	AA- A2	AA- A2
Receive GFOA distinguished Budget Presentation award	Yes/ 5 yrs	Yes/ 6 yrs	Yes/ 7 yrs
Receive GFOA Comprehensive Annual Financial Reporting award	Yes/ 15 yrs	Yes/ 16 yrs	Yes/ 17 yrs
Receive GFOA Popular Annual Financial Reporting award	Yes/ 3 yrs	Yes/ 4 yrs	Yes/ 5 yrs
Workload Measures			
Bond sales executed	6	1	2
Number of individual employee payrolls processed	38,477	25,600	25,500
Number of vendor invoices processed	15,000	10,600	10,200

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 629,901	$ 638,274	$ 528,457	$ 447,244	-29.9%
Benefits	217,400	197,358	277,779	187,089	-5.2%
Overtime	303	-	-	300	100.0%
Personnel Subtotal	**847,604**	**835,632**	**806,236**	**634,633**	**-24.1%**
Contractual Services	48,392	44,250	45,165	44,755	1.1%
Operating Expenditures	72,740	55,196	47,731	35,632	-35.4%
Capital Outlay	3,938	200	1,518	-	-100.0%
Operating Subtotal	**125,070**	**99,646**	**94,414**	**80,387**	**-19.3%**
Total Expenditures	**$ 972,674**	**$ 935,278**	**$ 900,650**	**$ 715,020**	**-23.6%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 972,674**	**$ 935,278**	**$ 900,650**	**$ 715,020**	**-23.6%**

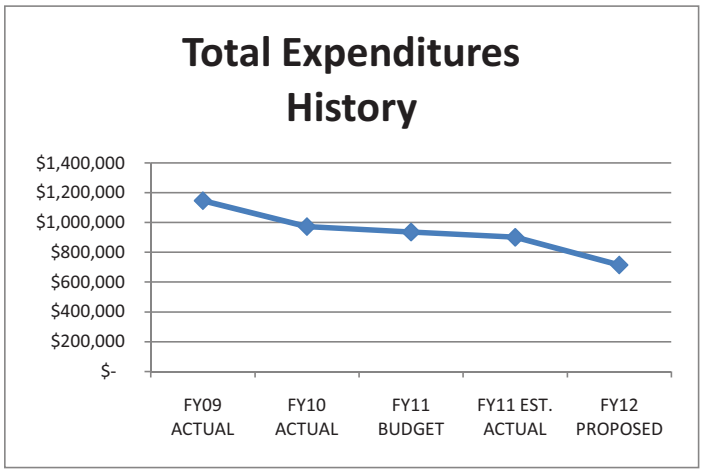
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

In response to the shortfall in State and County shared revenues, salary and wages reflect a decrease of 17.2% or $110,000 due to the elimination of 1.25 full time positions in January 2011 and downgrading a vacant Treasurer's position in August 2010. However, benefits increased by $80,000 or 40.7% as a result of severance and leave payouts for the eliminated positions in January 2011 creating a net decrease of 3.5% or $29,000. Operating expenditures did not experience any significant changes.

FY11 to Proposed FY12

From the FY11 budget to the FY12 proposed budget, overall personnel expenditures decreased by 24.1% or $186,000 and operating expenditures decreased by 29.8% or $34,000. The decreases are the result of the position eliminations and adjustments mentioned earlier and additional proposed position downgrades to realign the duties being performed with the positions performing them. Additionally, the Human Resources Department absorbed the Risk Insurance functions previously performed by the Purchasing Specialist. The expenditure for general liability insurance for the General Fund totaling approximately $14,000 was transferred to Human Resources.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	10.00	10.00	8.75	8.75
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	10.00	10.00	8.75	8.75

In response to the shortfall in State and County shared revenues, Finance eliminated 1.25 full time positions during FY11 and downgraded a vacant Treasurer position to create salary and wages savings and departmental efficiencies.

DEPARTMENT / PROGRAM OVERVIEW

Technology has become the backbone of operations for all municipalities throughout the county, and the City Information Technology Department provides our City with information services to achieve our shared goals and objectives. We support all levels of technology, including internal network and Internet services, landline and cell phone services, software application support and 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 utilizing technology.

DEPARTMENT / PROGRAM OBJECTIVES

- Implementation of the final keystone module of the MUNIS system - Utility Billing. This implementation will complete the full upgrade of our municipal enterprise system, decommissioning a system that had been in place for over 25 years.

- Implementation of a full-featured Citizen Self Service portal accessible through the City website. This new feature will provide our citizens and customers access to account payments, inquiry, Geographic Information System information, and 311 services.

- Implementation of a re-designed Geographic Information System geodatabase providing all City departments and citizens the ability to access mapping and demographic information from our internal network and the Internet.

- Integration of the Keystone Crime Management System with the XMobile police cruiser technology for full information access between central dispatch and the officer in the field. Hagerstown is on the fore-front of this technology using these systems and will be a model for continued field connectivity for public safety.

- Study and implementation of an Information Technology Strategic Plan that will utilize the tenets of our City Strategic Plan to move our operations into the new technology age.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of City-wide personal computers	**242**	**241**	**225**
Number of PC Software programs supported	**28**	**22**	**22**
Number of Help Desk tickets responded to	**1,212**	**1,515**	**1,550**
Number of SPAM e-mails blocked daily	**37,100**	**52,000**	**47,000**
Amount of Credit Card transactions processed (in Dollars)	**$ 4,696,491**	**$ 5,466,000**	**$ 6,587,000**
Amount of Internet Utility payment transactions processed (in Dollars)	**$ 2,199,757**	**$ 3,154,825**	**$ 5,000,000**
Phone calls managed through our central switchboard	**1,271,000**	**1,384,000**	**1,250,000**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 425,687	$ 464,604	$ 386,807	$ 364,191	-21.6%
Benefits	110,849	136,350	162,531	105,686	-22.5%
Personnel Subtotal	**536,536**	**600,954**	**549,338**	**469,877**	**-21.8%**
Contractual Services	2,161	1,500	1,620	1,500	0.0%
Operating Expenditures	283,133	276,243	276,046	270,403	-2.1%
Capital Outlay	2,516	3,000	3,000	3,000	0.0%
Operating Subtotal	**287,810**	**280,743**	**280,666**	**274,903**	**-2.1%**
Total Expenditures	**$ 824,346**	**$ 881,697**	**$ 830,004**	**$ 744,780**	**-15.5%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 824,346**	**$ 881,697**	**$ 830,004**	**$ 744,780**	**-15.5%**

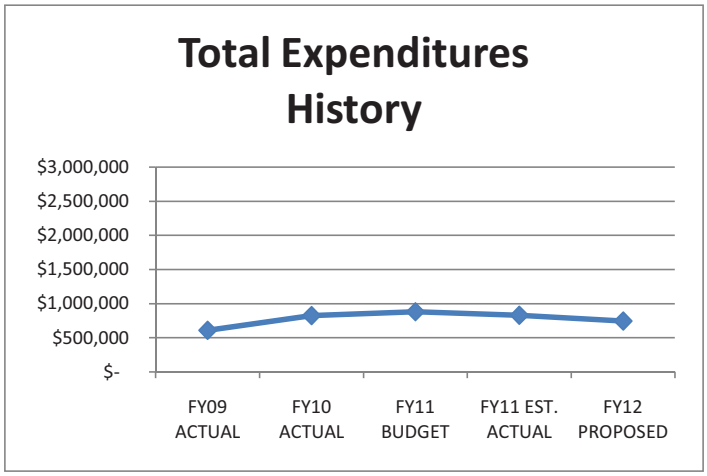
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

For personnel expenditures, there was a $52,000 decrease from FY11 budget to FY11 estimated actual. The decrease is the net effect of the allocation of 67% of the Director of IT and Support Services salary and benefits to the Support Services Department decreasing personnel by $92,000, the increase of $20,000 for the retirement/severance incentive for one employee and leave payouts for that retiring employee. There are no significant changes expected for operating expenditures.

FY11 to Proposed FY12

Operating expenditures reflect a 2.1% decrease that is associated with a negotiated 2% decrease in the MUNIS software maintenance agreement. From the FY11 budget to the FY12 proposed budget, personnel expenditures reflect a decrease of $131,000 or 21.8%. That decrease is directly related to the elimination of the Service Support Specialist vacant position and allocation of 67% of the Director of IT and Support Services salary to the Support Services Department.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	6.00	6.00	6.34	5.34
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	6.00	6.00	6.34	5.34

In FY11, the Computer Resource and Development Specialist was transferred from the Police Department to the IT Department. The FY11 budget was revised to account for this transfer. During FY11, 67% of the Director of IT and Support Services position was allocated to Support Services to ensure that expenditures were accurately accounted for. Lastly, the decision was made to eliminate the vacant Service Support Specialist position in FY12 after that employee retires on June 30, 2011.

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 & 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 the our customers; promote trust in the Support Services operation, and establish collaborative working relationships with our internal and external customers.

DEPARTMENT / PROGRAM OBJECTIVES

Implementation of a Utility Payment lockbox system to allow for the outsourcing of mail processing. A goal is to cut down the average time to process a mail payment from 5 business days to 2 business days, thereby increasing the cash flow for the City and to create efficiencies by allowing support staff to assume other duties.

Utilization of advanced features of our phone system to provide more automated opportunities for citizens to make general inquiries of the City. This includes automated pay-by-phone, as well as an online FAQ for general utility questions.

Increased use of online opportunities for Utility / Tax account management utilizing the MUNIS Citizen Self-Service portal.

Familiarization with the MUNIS Utility Billing module. The added functionality and basic change in process that will occur will be perhaps the most time-consuming project of the year for us.

Process evaluation and efficiency increases in the tax collection process utilizing the MUNIS Tax module. The end result of this effort is the decreased reliance on external systems, including Excel, to record and report tax data as well as the ability to automate the importing / exporting of data from the County and State.

Establishment of a customer service quality survey for performance and process enhancement.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of calls offered into Support Services queue	**Not Reported**	**60,300**	**69,100**
Number of calls serviced in Support Services	**Not Reported**	**40,500**	**53,700**
Average hold time (in Seconds)	**Not Reported**	**300**	**150**
Number of counter transactions handled in City Hall	**Not Reported**	**55,000**	**60,000**
Average pieces of mail processed per day	**Not Reported**	**2,750**	**2,750**
Average number of customer's services handled per Customer Service representative per day	**Not Reported**	**190**	**190**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 364,467	$ 388,302	$ 364,019	$ 338,790	-12.8%
Benefits	109,932	115,811	168,001	97,032	-16.2%
Overtime	9,569	4,500	6,500	5,500	22.2%
Personnel Subtotal	**483,968**	**508,613**	**538,520**	**441,322**	**-13.2%**
Contractual Services	48,952	36,950	32,050	9,450	-74.4%
Operating Expenditures	(302,096)	(324,977)	(327,718)	(219,706)	-32.4%
Capital Outlay	1,073	2,000	2,900	2,900	45.0%
Operating Subtotal	**(252,071)**	**(286,027)**	**(292,768)**	**(207,356)**	**-27.5%**
Total Expenditures	**$ 231,897**	**$ 222,586**	**$ 245,752**	**$ 233,966**	**5.1%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 231,897**	**$ 222,586**	**$ 245,752**	**$ 233,966**	**5.1%**

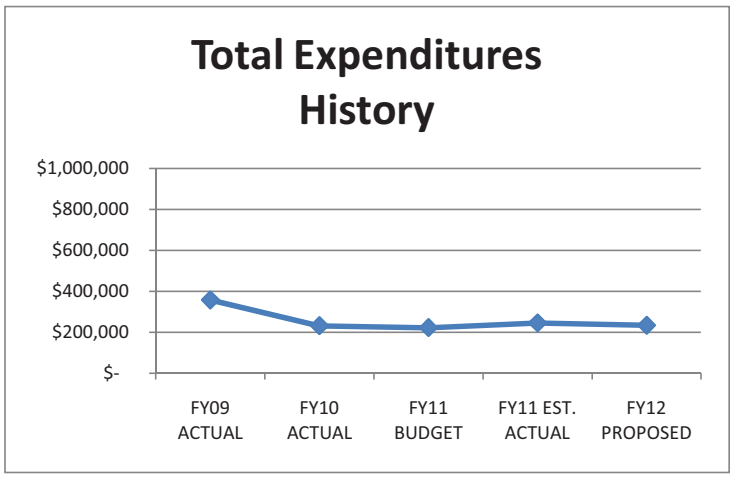
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

For personnel expenditures, there is an overall $30,000 increase from FY11 budget to FY11 estimated actual. The increase is the net effect of the allocation of 67% of the Director of IT and Support Services salary and benefits to the Support Services Department increasing personnel expenditures offset by savings from keeping vacant positions frozen for six months and the elimination of one occupied position in January 2011. There are no significant changes expected for operating expenditures.

FY11 to Proposed FY12

In FY12, we are anticipating that decrease in contractual services of about $28,000 will be realized with the implementation of Lockbox payment services outlined in the Program Objectives. The elimination of 1 full time position in FY11, unfunding one additional vacant position, and allocating 67% of the Director of IT and Support Services salary and benefits from the Information Technology Department to the Support Services Department created a net savings of $67,000 for FY12's proposed budget.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	7.00	7.00	6.67	6.67
Less: Unfunded	0.00	0.00	0.00	-1.00
Staffing Total	7.00	7.00	6.67	5.67

The Customer Service Collections Coordinator was eliminated in January 2011 and the decision was made to allocate 67% of the Director of IT and Support Services position to Support Services to match expenditures with the work being performed. Lastly, the retirement of a Customer Service Specialist created one vacancy that will be unfunded in FY12.

DEPARTMENT / PROGRAM OVERVIEW

Our focus will change for 2011/12, in an effort to support the City's goal to continue services in the most cost effective manner. That effort will include consolidations, and reorganizations, to use staff efficiently and to share between departments, as necessary. The Department is responsible for training and developing staff, labor relations, including negotiating and administering four Collective Bargaining Contract, policies, health related benefits, safety and liability insurance, as well as administering two retirement Plans and assisting with the Deferred Compensation Program. HR works with Department Managers in recruiting and the hiring process to ensure that the process is fair and consistent, resulting in hiring the most qualified candidate for positions. The Department continually monitors changes to all employment related laws to ensure compliance.

DEPARTMENT / PROGRAM OBJECTIVES

- Continue to reorganize departments, adjusting staffing as needed to provide services with fewer staff members.
- Implement required changes to healthcare programs, to comply with healthcare reform enacted by Federal State or Local laws.
- Restructure liability insurance coverages to reduce overlapping coverages.
- Broaden employee training programs to expand the skill levels for broader responsibilities and increase morale.
- Resolve contract negotiations in a manner that addresses the reduced available revenue.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
City-wide Retention Rate	**98%**	**95%**	**95%**
New Hire Retention Rate	**76%**	**75%**	**92%**
Hiring Trends			
Number of external positions recruited	**12**	**8**	**9**
Average number of applications received per position	**58**	**132**	**84**
Collective bargaining contracts successfully negotiated	**4**	**4**	**4**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 306,352	$ 297,357	$ 291,466	$ 306,365	3.0%
Benefits	92,993	92,425	123,048	93,101	0.7%
Overtime	903	1,000	-	-	-100.0%
Personnel Subtotal	**400,248**	**390,782**	**414,514**	**399,466**	**2.2%**
Contractual Services	14,976	27,150	22,150	27,751	2.2%
Operating Expenditures	22,534	29,223	31,862	45,902	57.1%
Capital Outlay	90	200	450	2,200	1000.0%
Operating Subtotal	**37,600**	**56,573**	**54,462**	**75,853**	**34.1%**
Total Expenditures	**$ 437,848**	**$ 447,355**	**$ 468,976**	**$ 475,319**	**6.3%**
REVENUES BY TYPE					
Departmental Revenue	$ 668	$ -	$ -	$ -	0.0%
Total Revenues	**$ 668**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 437,180**	**$ 447,355**	**$ 468,976**	**$ 475,319**	**6.3%**

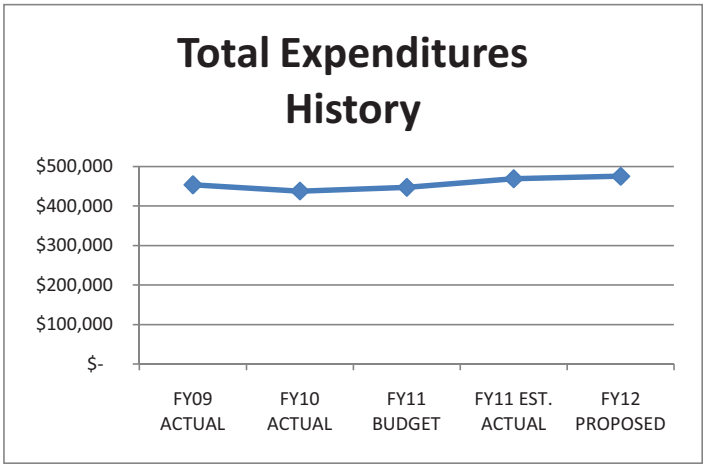
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Personnel expenditures show an increase of approximately $24,000 due to the retirement of one employee taking advantage of the retirement incentive offered in FY11. Additional costs were incurred for leave payouts for that retiring employee. The Department also realized a decrease in salary costs and increase in health insurance costs associated with the replacement Human Resource Administrative Specialist. No significant changes were noted for operating expenditures.

FY11 to Proposed FY12

Personnel expenditures show an increase of 2.2% or approximately $9,000 from the FY11 budget to the FY12 budget. The increase is primarily the result of the elimination of 10 Furlough Days that were implemented in FY11 by Mayor and Council in response to the shortfall in State and County shared revenues. The elimination of the Purchasing Specialist in the Finance Department necessitated the need to realign and restructure duties within the City. The risk insurance responsibilities were absorbed in the Human Resource Department by the Safety & Liability Insurance Coordinator. General Liability Insurance of approximately $14,000 for the General Fund now budgeted in Human Resources was previously reported as an expenditure in the Finance Department in FY11.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	4.00	4.00	4.00	4.00
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	4.00	4.00	4.00	4.00

There were no changes to full time staffing numbers for the Human Resource Department. However, an additional part-time floater position was added in FY11 for a total of 3. The floaters fill in City-wide coverage for vacation/sick periods and for special department needs. Human Resources also staffs the information/security desk at City Hall.

DEPARTMENT / PROGRAM OVERVIEW

The Department of Community and Economic Development (DCED) is comprised of two divisions, the Planning and Code Administration Division (PCAD) and the Business and Community Relations Division (BCRD).

PCAD provides for the development 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 designed to protect residents and neighborhoods.

BCRD administers business recruitment and retention programs, image campaigns (new in FY12), community outreach initiatives, Community Development Block Grant (CDBG) functions (See Special Revenue Section 5), public information programs, community events, the arts and entertainment functions, and volunteer programs (new in FY12).

DEPARTMENT / PROGRAM OBJECTIVES

Planning and Code Administration Division (PCAD)

Recognizing that time is money for the development community, PCAD is committed to streamlining processes and providing exceptional service while planning the future of the City through forward thinking regulations, programs and processes. Further efficiencies will be achieved through the currently scheduled combination of both office and field operations from what historically has been three separate operations. The Planning function of the division acts as the architect of the City. To this end, a comprehensive review of the Land Management Code will be completed in FY12.

Business and Community Relations Division (BCRD)

The primary objective of this work group is to invite, involve and assist residents, future residents, businesses and future businesses through a variety of community based programs, business and community development programs, and events to invest in Hagerstown (investments measured in time, commitment, and money spent). In FY12, this division will lead a new City-wide image campaign, volunteer office, business recruitment effort and community development projects designed to have both visible and impactful results for the community.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Value of commercial investment (in thousands)*	32,032	13,055	35,000
Value of residential investment (in thousands)*	4,358	7,318	5,000
Assessed value of newly annexed land	35,050	317,250	500,000
Number of new home starts	104	40	45
Percent of HDC applicant affirmed cases	98%	97%	97%
Number of Site Plans Reviewed	12	12	10
Volume of Inspections Performed	21,386	23,392	24,000
Number of Inspections Appealed	6	4	4
Number of Zoning Certificates issued of new businesses***	39	37	35
ROI from major events**			
Bluesfest	75,000	63,000	65,000
Augustoctoberfest	2,824,000	2,497,000	3,076,000
Number of event attendees	44,700	42,400	45,250
Number of volunteer hours	1,490	1,550	1,670

* Measured in calendar year by permitted work

** City contribution v. impact on local economy

*** Limited to retail related businesses that collect sales tax

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,544,567	$ 1,494,023	$ 1,424,974	$ 1,435,600	-3.9%
Benefits	478,503	485,797	581,570	554,783	14.2%
Overtime	1,521	1,705	1,705	1,704	-0.1%
Personnel Subtotal	**2,024,591**	**1,981,525**	**2,008,249**	**1,992,087**	**0.5%**
Contractual Services	275,630	258,320	265,700	202,250	-21.7%
Operating Expenditures	771,228	834,754	798,851	811,593	-2.8%
Capital Outlay	3,872	300	1,200	1,000	233.3%
Operating Subtotal	**1,050,730**	**1,093,374**	**1,065,751**	**1,014,843**	**-7.2%**
Total Expenditures	**$ 3,075,321**	**$ 3,074,899**	**$ 3,074,000**	**$ 3,006,930**	**-2.2%**
REVENUES BY TYPE					
Departmental Revenue	$ 1,612,747	$ 1,600,695	$ 1,700,204	$ 1,657,410	3.5%
Total Revenues	**$ 1,612,747**	**$ 1,600,695**	**$ 1,700,204**	**$ 1,657,410**	**3.5%**
Expenditures, net of Revenues	**$ 1,462,574**	**$ 1,474,204**	**$ 1,373,796**	**$ 1,349,520**	**-8.5%**

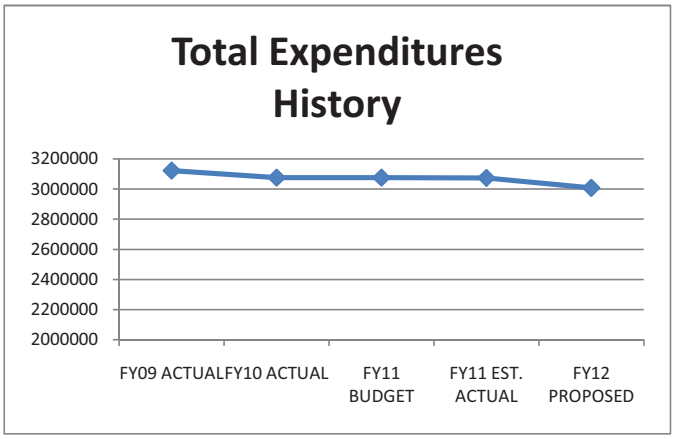
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Personnel expenditures reflect an increase of $27,000 or 1.3%. The increase was the net effect of leave payouts offset by vacancy savings associated with a major restructure of the DCED involving the elimination of both full-time and part-time positions and the creation of two (2) new positions, the Downtown Business Recruitment & Retention Manager and the Communications Manager for a net decrease of approximately 3 full time positions. The new positions will allow DCED to concentrate efforts in business recruitment and image building for the City of Hagerstown. See Special Revenue Section 5 for additional position eliminations in BCRD.

FY11 to Proposed FY12

Benefits are expected to increase by 14.2% or $69,000. This is primarily the result of an anticipated increase in workers compensation rates of 30% for office staff and 50% for field staff. Salary and wages are expected to decrease by 3.9% or $58,000 as a result of the staffing adjustment mentioned above that were made in FY11. Overall, personnel expenditures in the FY12 budget are expected to increase by only 0.5% over the FY11 budget. The increase is primarily the result of the workers compensation rate increases, the elimination of 10 Furlough Days that were implemented in FY11 by Mayor and Council in response to the shortfall in State and County shared revenues. FY12 will bring new programs and initiatives. A new website design which will enhance the City's presence online is estimated to cost $45,000. Additionally, a marketing budget has been established for the Communications Manager. This will add an additional $25,000 to BCRD expenses. Cuts for other operational expenditures offset by increases for those new initiatives allowed the DCED to decrease overall operational expenditures by 7.2% or $79,000 from the FY11 budget to the FY12 proposed budget.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	26.33	26.17	23.67	23.00
Less: Unfunded	-	-	-	-
Staffing Total	26.33	26.17	23.67	23.00

In response to the shortfall in State and County shared revenues and a retracting assessable base, DCED strategically restructured and realigned departmental focus by eliminating approximately 3 full time positions during FY11.

EXPENDITURES BY PROGRAM

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES					
Community Affairs	$ 292,374	$ 333,342	$ 368,986	$ 496,397	48.9%
Public Functions	480,157	560,539	439,638	432,313	-22.9%
Planning	522,365	561,463	467,350	413,427	-26.4%
Annexation	2,610	10,200	65,846	9,700	-4.9%
Code Administration	1,297,996	1,149,569	1,189,602	1,127,732	-1.9%
Farmers Market	75,586	96,127	89,979	75,892	-21.1%
Economic Redevelopment	251,280	261,677	317,905	293,420	12.1%
Neighborhoods First	52,669	51,982	83,694	108,049	107.9%
Housing & Community Dev	100,284	50,000	51,000	50,000	0.0%
Total Expenditures	**$ 3,075,321**	**$ 3,074,899**	**$ 3,074,000**	**$ 3,006,930**	**-2.2%**
REVENUES					
Departmental Revenue	$ 1,612,747	$ 1,600,695	$ 1,700,204	$ 1,657,410	3.5%
Total Revenues	**$ 1,612,747**	**$ 1,600,695**	**$ 1,700,204**	**$ 1,657,410**	**3.5%**
Expenditures, net of Revenues	**$ 1,462,574**	**$ 1,474,204**	**$ 1,373,796**	**$ 1,349,520**	**-8.5%**

DEPARTMENT / PROGRAM OVERVIEW

The Department of Parks and Engineering has the unique opportunity to improve the livability and recreations opportunities for the citizens of Hagerstown. Through the construction of Capital Improvement Projects, providing excellent Park and Recreational activities, and the implementation of residential recycling and trash collection programs, our Department affects every resident of Hagerstown on a daily basis. We take this responsibility very seriously and see 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, traffic flow, and stormwater management (SWM). We are also responsible for preparing construction documents for various capital improvement projects identified in Section 4 of the City budget. This includes our annual Pavement Preservation Program, construction of parking facilities, upgrades to storm drains and repairs to other public facilities. Engineering Division staff prepare contract documents, bids for the projects, administers contracts, and inspects the work performed. Engineering Division staff are also involved in land development reviews, tri-annual inspections of SWM structures, maintenance and creation of numerous databases, and development of the City's Geographical Information System (GIS) database.

Parks and Recreation Division

The Parks and Recreation Division understands that quality of life is important to the residents of Hagerstown. The numerous parks, facilities, and recreation programs we provide contribute directly to the health and well being of the entire Hagerstown community. Our goal is to provide all Hagerstown citizens high quality recreational and leisure opportunities in safe, modern, and well maintained parks and facilities. We are constantly responding to change, developing new programs, adding and upgrading facilities, all so you can have an exceptional leisure experience.

Waste Collection and Disposal

The residential recycling and trash collection program is provided by a private contractor, administrated by the Engineering Division. In addition to collecting residential trash at curbside twice each week, the City's contractor also collects yard waste, mixed paper, and comingled glass, plastic, and aluminum recycling.

DEPARTMENT / PROGRAM OBJECTIVES

The Mayor and City Council adopted a Strategic Plan for the future of Hagerstown in September 2010 (located in Section 1). Our department will support the Strategic Plan and provide other strategic initiatives as follows:

Engineering Division

- Staff will continue to work with the City Council on the feasibility of implementing a stormwater utility fee. Staff will also monitor the EPA requirements for pollution reduction from runoff and will develop strategies needed to address these issues.
- Transportation initiatives in 2011 include the extension of Professional Court, which will be done in conjunction with the County and State. This project involves the construction of a bridge over Antietam Creek at Professional Court and must be tied to annexation development. We also anticipate the rehabilitation of three bridges on Burhans Boulevard utilizing Federal Aid funding. The design will occur in 2011 with construction commencing in 2012, and it is anticipated the total project will be over $1,000,000.
- Other miscellaneous objectives would be the completion of a downtown parking master plan and installation of "Safe Routes to School" sidewalks on Manor Drive and at various other locations in the City.

Parks and Recreation Division

- Examine the feasibility of the revitalization of Municipal Stadium.
- Complete an overall strategic plan for all the City parks. Develop possible new parks including "Memorial Park" on Memorial Boulevard, County-owned property on Baltimore Street, and other pocket parks.
- Numerous smaller goals for 2011 include the creation of more recreational programs; negotiating with the YMCA to manage the Potterfield Pool; use of volunteers at the Hager House; improvements to the Digby Lot and the access road in Fairgrounds Park.

DEPARTMENT / PROGRAM OBJECTIVES (continued)

Waste Collection and Disposal

- Implement the Mayor and City Council approved recommendations of the "Trash and Recycling Task Force" Initiatives may include single-stream recycling, once per week trash collection, providing collection services to downtown businesses, issuing recycling containers, and implementing a recycle bank program.

PERFORMANCE INDICATORS - ENGINEERING

	2009/10	2010/11	2011/12
Number of Contracts and RFP's	23	16	13
Curb and Sidewalk Permits Issued	191	180	180
Traffic Complaints Resolved	145	190	200
Work Orders issued to Public Works	113	160	170

PERFORMANCE INDICATORS - PARKS

	2009/10	2010/11	2011/12
Number of Pavilion Reservations	379	357	360
City Park Bandshell Reservations	54	58	60
Wheaton Park Bandshell	8	3	5
Municipal Stadium: Number of Baseball Games	70	70	70
Municipal Stadium: Number of Amateur Games	5	1	25
Municipal Stadium: Number of Spectators (in 000s)	127	145	180
Hager House Visitors	12,177	9,501	10,000
Hager House Promotions/Events	31	22	28
Hagerstown Railroad Museum Promotions/Events	6	6	8
202 Locomotive Visitors	5,583	5,327	5,500

PERFORMANCE INDICATORS - POTTERFIELD POOL

	2009/10	2010/11	2011/12
Number of Days in Full Operation	82	62	65
Number of Private Rentals	30	39	40
Private Rental Attendance	1,670	2,108	2,300
Number of Season Passes	68	76	100
Daily Paid Attendance	13,861	12,032	13,000
Total Attendance	24,878	23,764	25,000

PERFORMANCE INDICATORS - WASTE COLLECTION

	2009/10	2010/11	2011/12
Tons of Garbage Collected Curbside	12,051	11,507	11,000
Tons of Yard Waste Collected	1,393	1,074	1,200
Tons of Mixed Paper Collected	641	649	670
Tons of Glass, Plastic, and Aluminum	305	345	380

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 2,024,472	$ 2,029,901	$ 1,778,178	$ 1,712,788	-15.6%
Benefits	712,817	659,657	641,989	577,118	-12.5%
Overtime	33,235	37,500	24,811	37,500	0.0%
Personnel Subtotal	**2,770,524**	**2,727,058**	**2,444,978**	**2,327,406**	**-14.7%**
Contractual Services	2,255,258	2,268,411	2,257,665	2,290,423	1.0%
Operating Expenditures	591,338	574,695	736,072	794,265	38.2%
Capital Outlay	4,734	2,950	4,100	3,900	32.2%
Operating Subtotal	**2,851,330**	**2,846,056**	**2,997,837**	**3,088,588**	**8.5%**
Total Expenditures	**$ 5,621,854**	**$ 5,573,114**	**$ 5,442,815**	**$ 5,415,994**	**-2.8%**
REVENUES BY TYPE					
Departmental Revenue	$ 2,484,538	$ 2,361,700	$ 2,471,353	$ 3,179,170	34.6%
Total Revenues	**$ 2,484,538**	**$ 2,361,700**	**$ 2,471,353**	**$ 3,179,170**	**34.6%**
Expenditures, net of Revenues	**$ 3,137,316**	**$ 3,211,414**	**$ 2,971,462**	**$ 2,236,824**	**-30.3%**

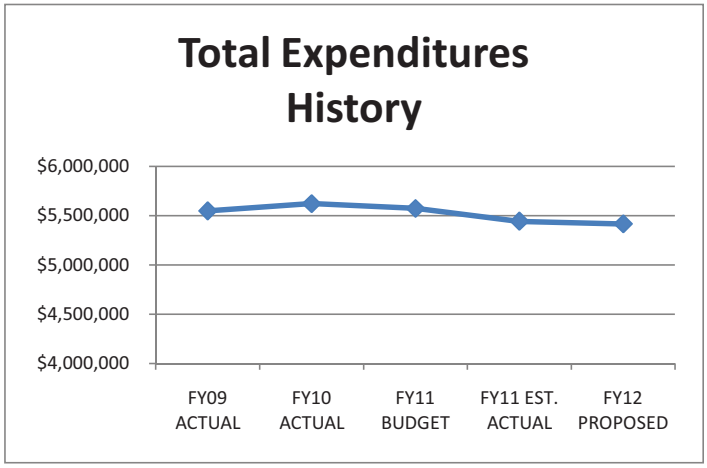
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Personnel expenditures reflect an overall decrease of $282,000 from the amount budgeted for in FY11 to the estimated actual for FY11. During FY11, 6 positions were eliminated, including 5 occupied positions that were paid severance packages and leave payouts for unused leave. One new position, an Engineering Technician, was created.

FY11 to Proposed FY12

Due to position eliminations in FY11 and the continuation of 3 unfunding positions, personnel expenditures proposed for FY12 reflect an overall decrease from the FY11 budget of 14.7% or $400,000. The only increase in personnel expenditures is a result of the elimination of 10 Furlough Days that were implemented in FY11 and the cost associated with filling the new Engineering Technician position created in FY11. Revenues reflect a 34.6% increase or approximately $817,000. The increase is a result of a proposed rate increase from $37.50 to $50.00 quarterly for refuse collection.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	34.00	34.33	29.00	29.00
Less: Unfunded	0.00	0.00	-3.00	-3.00
Staffing Total	34.00	34.33	26.00	26.00
Part time seasonal	51.00	51.00	51.00	51.00

In response to the shortfall in revenues, 6 positions were eliminated and 1 new position was created in FY11. An additional 3 vacant positions, Parks Maintenance Worker positions will remain vacant and are unfunded in FY12. All other positions were eliminated. The Department has 15 part-time seasonal employees for grounds maintenance, park attendants and the train museum, and an additional 36 part-time seasonal employees were utilized as guards and cashiers at the Potterfield Pool.

EXPENDITURES BY PROGRAM

	2009/10	2010/11		2011/12	2011/12
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
EXPENDITURES					
Engineering	$ 1,320,537	$ 1,272,562	$ 1,196,139	$ 912,841	-28.3%
Waste Collection and Disposal	2,023,156	2,081,030	2,039,215	2,255,164	8.4%
Recreation	264,422	247,721	221,995	213,029	-14.0%
Skateboard Park	1,678	-	-	-	0.0%
Swimming Pool	145,141	147,049	174,147	176,029	19.7%
Municipal Stadium	180,634	197,413	195,510	194,037	-1.7%
Hager House	109,696	116,101	92,760	45,589	-60.7%
Train Museum	10,055	10,723	14,807	20,716	93.2%
Parks Supervision	83,160	34,659	121,422	250,558	622.9%
City Park	521,107	443,702	447,273	436,657	-1.6%
Hager Park	66,903	26,849	32,724	25,087	-6.6%
Pangborn Park	150,959	146,701	152,896	136,825	-6.7%
Wheaton Park	119,983	78,272	62,333	61,423	-21.5%
Hellane Park	61,639	87,567	72,665	62,445	-28.7%
Funkhouser Park	38,228	23,529	27,104	27,104	15.2%
Staley Park	41,472	56,764	22,857	21,837	-61.5%
Hager House Park	4,481	7,115	4,100	4,100	-42.4%
Mills Park	8,068	5,392	7,581	7,523	39.5%
Fairgrounds Park	823,815	398,114	364,023	369,334	-7.2%
University Plaza	11,897	15,061	6,964	6,864	-54.4%
Playgrounds	107,861	134,572	143,755	145,997	8.5%
Park Equipment	26,962	42,218	42,545	42,835	1.5%
Total Expenditures	**$ 6,121,854**	**$ 5,573,114**	**$ 5,442,815**	**$ 5,415,994**	**-2.8%**
REVENUES					
Departmental Revenue	$ 2,484,538	$ 2,361,700	$ 2,471,353	$ 3,179,170	34.6%
Total Revenues	**$ 2,484,538**	**$ 2,361,700**	**$ 2,471,353**	**$ 3,179,170**	**34.6%**
Expenditures, net of Revenues	**$ 3,637,316**	**$ 3,211,414**	**$ 2,971,462**	**$ 2,236,824**	**-30.3%**

DEPARTMENT / PROGRAM OVERVIEW

The Hagerstown Police Department (HPD) is a full service, nationally accredited law enforcement agency which provides first response to crime, disorder, and service requests, post-incident investigation, and proactive, data-driven initiatives and deployment. The police mission is accomplished using a variety of programs, strategies and tactics. For example, the Police Department has a Criminal Investigation Division, a fully accredited crime laboratory and a downtown squad. Additionally, the Police Department partners with the County Sheriff's Office by assigning personnel to the Narcotics Task Force, Special Response Team, and Warrant Task Force.

DEPARTMENT / PROGRAM OBJECTIVES

- ADMINISTRATION: Directs and manages the overall operation of the department.
- 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.
- 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.
- 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.
- PROFESSIONAL STANDARDS: Conducts internal affairs investigations and background checks.
- VEHICLE/BUILDING MAINTENANCE: Maintains all vehicles and facilities for departmental use.
- FIRE POLICE: Provides volunteer traffic support during special events and fire incidents.
- NARCOTICS TASK FORCE: A joint task force with HPD, Washington County Sheriff's Office, Maryland State Police, Washington County State's Attorney, and the Drug Enforcement Administration; conducts regional in-depth investigations of drug offenses.
- WESTERN MARYLAND REGIONAL CRIME LABORATORY: Analyzes and processes crime scene evidence according to international accreditation standards; provides expert testimony in prosecution of cases.

HPD has traditionally participated in numerous joint efforts with the Washington County Sheriff’s Office. These efforts leverage resources in a manner which provides the citizens of Hagerstown, as well as other residents of the County, with greater service levels than would otherwise be possible. Some of these partnerships are the Narcotics Task Force, Gang Task Force, Warrant Task Force, Western MD Crime Lab, Special Response Team, 911 Center, Central Booking, Records Management Systems and the County-wide Radio system. We will continue exploring opportunities for additional partnerships in FY12.

The COPS Technology Grant, (See Section 5 - Special Revenue Grant Fund) awarded in FY11, provides funding for a number of projects. These projects will make our current technology more effective while adding new capabilities to provide public safety and information. The most significant single component of this system will be the approximate doubling of the number of street cameras (currently on track to be installed and operational in FY11). The new system will include both fixed and mobile cameras, and the current ability to view cameras at the new 911 Center will apply to the additional cameras. The expanded system will also have monitoring station located in the HPD lobby. Funding is included in the grant for part-time employees to monitor the system much of the time, including peak activity periods. FY12 budget includes various hardware and software improvements, continued funding for the Crime Analyst, and a portion of the evaluation of the impact of the camera system.

In FY12, we expect further cost savings by reorganizing our patrol supervisory structure. This will permit a continued focus on our mission with reduced salary costs, at the same time enabling the development of future supervisors. The plan will require some changes in the collective bargaining agreement.

In 2010 we made significant progress in the consolidation of our records management system with that of the Washington County Sheriff’s Office. This has brought us a step closer to a “virtual” County-wide police department. In FY12 we will continue to focus on obtaining the maximum efficiencies from the system.. The main labor/cost savings will be realized through automated data entry (estimated 10 to 20 hours savings per week), automated transmittal of prosecution reports to the State's Attorney's Office (estimated 5 hours savings per week), automated case management (more efficient follow-up and reduction in supervisory reviews), and paperless reporting (significant reduction, if not elimination, of filing and retrieving paper reports).

DEPARTMENT / PROGRAM OBJECTIVES (continued)

HPD has run the Western Maryland Police Academy for decades, however due to the current fiscal situation no class was held in 2010. We are in the process of partnering with the Hagerstown Community College to host the next police academy. This would be the next step toward a county-wide Public Safety Training Center. Our hope is that this partnership will allow students to achieve both an associates degree and the required entry level training for police officers. The benefits to HPD include cost savings, more efficient hiring, and a wider pool of local applicants who already have the required entry level training. An additional benefit to the City is the elimination of the Police Academy as a budgetary cost center. The date for the first such class will depend on economic factors and our ability to resume hiring.

Mandated annual police officer training is a significant use of our resources in time away from the street and in overtime for certain instructors. In FY11 we reorganized our training to minimize overtime through partnering with the Sheriff's Department for a portion of our training and through internal changes. We hope pooling resources will enable us to improve the quality of training beyond state mandates. In the longer term HCC will play an increasing role in our annual training as well. They are currently procuring a sophisticated firearms/use of force training system which will be available to both HPD and the Sheriff's Office. They intend to fully pay for the program and ask only that HPD and the sheriff's Office split the cost of a maintenance agreement.

Much as the 911 Center consolidation has benefitted our citizens, numerous examples exist demonstrating that locating investigative units in a common facility improves the exchange of information among investigators, and thus the efficiency of criminal investigations. Since criminals have no regard for jurisdictional lines, information often exists, which, if shared, moves each agency's investigations forward. In FY12, HPD will be looking for potential low-cost space for such a collaborative investigative unit.

The Western Maryland Regional Crime Laboratory was awarded accreditation through the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD/LAB) in FY11. It is the first forensic laboratory accredited under International Standards Organization (ISO) criteria. Funding is included in the budget to ensure continued compliance with all applicable standards.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Total calls for service	**51,625**	**55,578**	**55,000**
Warrants served	**523**	**934**	**1,000**
K-9 calls	**261**	**324**	**300**
Parking tickets issued	**11,660**	**9,000**	**9,000**
Criminal arrests	**2,976**	**3,106**	**3,100**
CDS arrests	**370**	**266**	**250**
Volunteer response hours (estimated)	**2,280**	**2,320**	**2,400**
Funded Full-time Sworn Personnel[1]	**105**	**97**	**97**
Funded Full-time Civilian Personnel[1]	**13**	**13**	**13**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 6,351,479	$ 6,230,808	$ 5,643,055	$ 5,801,584	-6.9%
Benefits	2,691,170	2,319,964	2,517,931	2,195,068	-5.4%
Overtime	541,486	611,660	466,511	601,680	-1.6%
Personnel Subtotal	**9,584,135**	**9,162,432**	**8,627,497**	**8,598,332**	**-6.2%**
Contractual Services	457,506	459,950	450,001	438,950	-4.6%
Operating Expenditures	1,150,238	1,172,945	1,252,313	1,335,701	13.9%
Capital Outlay	20,192	55,870	55,355	64,905	16.2%
Operating Subtotal	**1,627,936**	**1,688,765**	**1,757,669**	**1,839,556**	**8.9%**
Total Expenditures	**$ 11,212,071**	**$ 10,851,197**	**$ 10,385,166**	**$ 10,437,888**	**-3.8%**
REVENUES BY TYPE					
Departmental Revenue	$ 944,785	$ 921,298	$ 947,059	$ 1,023,489	11.1%
Total Revenues	**$ 944,785**	**$ 921,298**	**$ 947,059**	**$ 1,023,489**	**11.1%**
Expenditures, net of Revenues	**$ 10,267,286**	**$ 9,929,899**	**$ 9,438,107**	**$ 9,414,399**	**-5.2%**

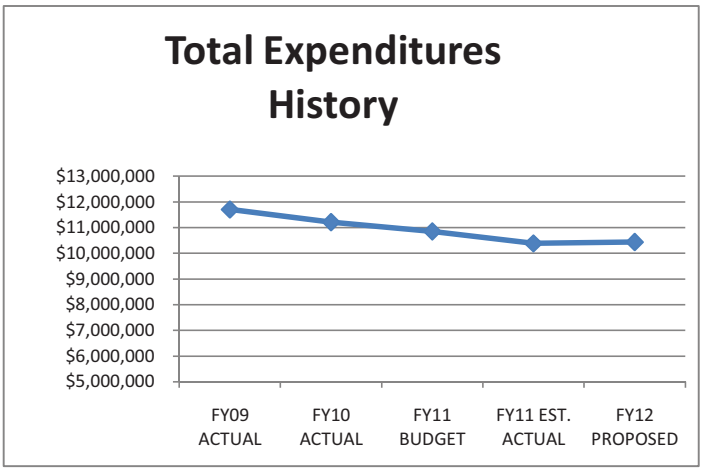
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Personnel expenditures reflect a decrease of $535,000 or 6.2%. The decrease was the net effect of leave payouts for employees taking advantage of the retirement incentive offered in FY11 offset by vacancy savings associated with the hiring freeze implemented by Mayor and City Council in FY11. Five (5) HPD employees took advantage of the retirement incentive offered in FY11; subsequently, two (2) of those positions were refilled. At the end of FY11, there were eight (8) vacant positions. Overall operating expenditures are expected to be about 4.4% higher than originally budgeted for; therefore, no significant changes were noted.

FY11 to Proposed FY12

HPD currently has 8 vacant positions that are scheduled to remain unfunded for FY12. Those vacant, unfunded positions are as follows: four (4) Police Officers, two (2) Lieutenants, one (1) Detective, and one (1) Bookkeeping / Clerk Typist . This savings is offset slightly by the increase 50% increase workers compensation rate for public safety personnel and the elimination of 10 Furlough Days that were implemented in FY11 by Mayor and Council in response to the shortfall in State and County shared revenues. Overall personnel expenditures are budgeted to decrease by 6.2% or $564,000 in FY12. Operating expenditures are budgeted to increase by 9.3% or $156,000 over FY11's budget. Of the increase budgeted, $50,000 is due to increased repairs & maintenance for vehicles and equipment. HPD has cut back on purchasing new vehicles and equipment to replace it's aging equipment. This has created in increase in the need for repairs to keep those capital items operational and safe. Lastly, insurance and budgeting for out of pocket costs associated with injuries & damages of $60,000. The remaining increase was spread among multiple accounts and is not material.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	118.00	118.00	118.00	118.00
Less: Unfunded	0.00	0.00	-8.00	-8.00
Staffing Total	118.00	118.00	110.00	110.00

HPD currently has 8 vacant positions that are scheduled to remain unfunded for FY12. Those vacant, unfunded positions are as follows: four (4) Police Officers, two (2) Lieutenants, one (1) Detective, and one (1) Bookkeeping / Clerk Typist .

EXPENDITURES BY PROGRAM

	2009/10	2010/11		2011/12	2011/12
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
EXPENDITURES					
Police Administration	$ 622,993	$ 601,351	$ 627,424	$ 556,179	-7.5%
HPD Information Technology	141,879	101,021	101,421	148,791	47.3%
Police Records	215,961	221,942	220,237	223,429	0.7%
Communication / Dispatch	536,851	482,790	512,012	509,384	5.5%
Professional Services	175,403	174,933	179,853	181,886	4.0%
HPD Building	170,678	183,254	166,415	180,362	-1.6%
Western Maryland Laboratory	362,376	385,594	366,747	395,039	2.4%
Police K-9	18,181	21,975	19,750	8,650	-60.6%
Police Academy	168,634	93,597	99,259	-	-100.0%
Patrol	6,899,744	6,779,892	6,208,563	6,327,049	-6.7%
Criminal Investigation Division	903,848	853,950	935,670	911,948	6.8%
Patrol Vehicles	388,792	392,040	419,498	440,072	12.3%
Narcotics Task Force	587,731	539,758	511,699	538,699	-0.2%
Substation	2,034	1,400	3,800	3,800	171.4%
Fire Police	16,966	17,700	12,818	12,600	-28.8%
Total Expenditures	**$ 11,212,071**	**$ 10,851,197**	**$ 10,385,166**	**$ 10,437,888**	**-3.8%**
REVENUES					
Departmental Revenue	$ 944,785	$ 921,298	$ 947,059	$ 1,023,489	11.1%
Total Revenues	**$ 944,785**	**$ 921,298**	**$ 947,059**	**$ 1,023,489**	**11.1%**
Expenditures, net of Revenues	**$ 10,267,286**	**$ 9,929,899**	**$ 9,438,107**	**$ 9,414,399**	**-5.2%**

DEPARTMENT / PROGRAM OVERVIEW

Conduct research, planning, record keeping, personnel and general management functions of the Fire Department. Improve the quality of life through fire prevention, fire safety education, fire suppression, rescue and other special services to all the people that live, visit, work and invest in the City of Hagerstown.

DEPARTMENT / PROGRAM OBJECTIVES

Fire Suppression - Control and bring to a rapid and safe termination all emergency incidents with sufficient well trained and equipped personnel. Maintain the apparatus, facilities, equipment and personnel necessary to provide fire suppression and First Responder emergency medical service.

Fire Marshall - Provide education to the general public and develop fire safety programs. Conduct 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. 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.

Training - Operate and maintain the Training Center on Bowman Ave. This includes a burn building, training tower, classroom building, test pit and numerous props. Include all training related expenses for both career and volunteer personnel. Maintain certification level of all personnel, including but not limited to Hazardous Materials, Blood Borne Pathogens, CPR and NIMS. Insure that training classes are available for volunteer personnel during off hours; i.e. nights and weekends.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of emergency incidents	2,249	2,399	2,550
Average response time to emergencies in minutes	3.1	3.5	3.3
Percent of structure fire causes identified	96.0%	82.0%	85.0%
Ratio of arrests to convictions by Fire Marshall Office	8 7	26 24	20 18
Number of Inspections	1,082	1,359	2,500
Number of free smoke detectors installed	1,126	1,223	1,200
Number of educational programs presented	453	471	470
Number of people attending educational programs	13,950	10,735	12,000
Average number of firefighters responding per incident	7	6	8
Number of active volunteer firefighters that received benefits	13	9	12
Number of active volunteers that responded to 25 or more incidents but didn't qualify for incentive benefit	9	3	10

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 4,198,468	$ 4,065,699	$ 3,451,528	$ 3,547,893	-12.7%
Benefits	1,886,699	1,567,184	1,750,044	1,404,850	-10.4%
Overtime	122,342	105,000	160,000	160,000	52.4%
Personnel Subtotal	**6,207,509**	**5,737,883**	**5,361,572**	**5,112,743**	**-10.9%**
Contractual Services	59,753	41,668	46,293	53,200	27.7%
Operating Expenditures	355,865	351,446	350,090	374,269	6.5%
Capital Outlay	4,693	2,800	2,800	5,000	78.6%
Operating Subtotal	**420,311**	**395,914**	**399,183**	**432,469**	**9.2%**
Total Expenditures	**$ 6,627,820**	**$ 6,133,797**	**$ 5,760,755**	**$ 5,545,212**	**-9.6%**
REVENUES BY TYPE					
Departmental Revenue	$ (125,969)	$ (118,000)	$ (113,300)	$ (193,300)	63.8%
Total Revenues	**$ (125,969)**	**$ (118,000)**	**$ (113,300)**	**$ (193,300)**	**63.8%**
Expenditures, Net of Revenues	**$ 6,753,789**	**$ 6,251,797**	**$ 5,874,055**	**$ 5,738,512**	**-8.2%**

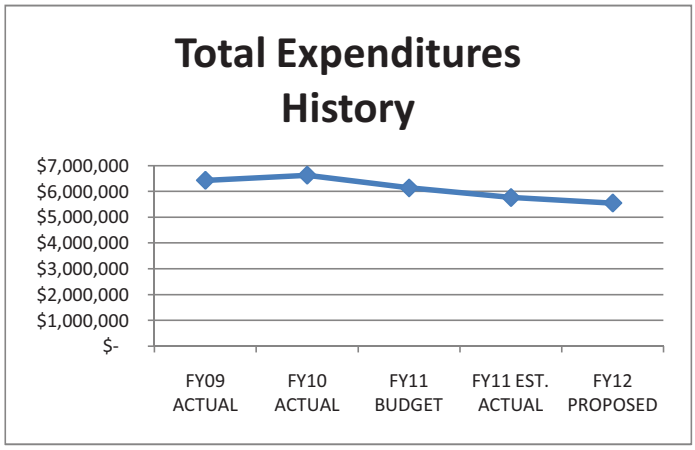
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

The original budget for FY11 included funding for 83.6 full time positions. Due to the shortfall in State and County shared revenues, eight (8) vacant positions were no longer funded for FY11 and a vacant position that was funded 60% in the Fire Department was eliminated. The City offered retirement incentives in FY11. Two (2) eligible employees took advantage of this incentive. The combination of vacancy management offset by retiring employees created a net savings of approximately $376,000 in FY11. The Fire Department is required to maintain minimum staffing levels mandated by union contract language and because there are 8 vacant positions, overtime increased by $55,000 in FY11. In FY11, estimated actual operating expenditures are expected to remain flat when compared to the FY11 budget.

FY11 to Proposed FY12

FY12 personnel expenditures are budgeted to decrease by $625,000 from the FY11 budget to the FY12 proposed budget. This decrease is the full realization of maintaining eight (8) vacant unfunded positions for the Fire Department. The Fire Department is required to maintain minimum staffing levels mandated by union contract language and because there are eight (8) vacant positions, overtime is expected to remain at $160,000 in FY12, which is an increase of 31% from FY10. In operating expenditures, the Department has budgeted an additional $18,000 in FY12 to restore funding to Volunteer Fire Companies that had been cut in FY11 and an additional $7,000 to train one staff member at the Police Academy.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	83.60	83.60	83.00	83.00
Less: Unfunded	0.00	0.00	-8.00	-8.00
Staffing Total	83.60	83.60	75.00	75.00

In response to the shortfall in State and County shared revenues, the Fire Department has eight (8) vacant full time positions, which were unfunded during FY11 and will continue to remain unfunded in FY12. Additionally, one position that was 60% funded in the Fire Department was eliminated in FY11.

DEPARTMENT / PROGRAM OVERVIEW

The Public Works Department provides for the maintenance of streets, traffic control devices, building maintenance and the City's fleet of vehicles and equipment. Street maintenance includes repairs for potholes and storm drains, street cleaning and snow removal of the 110 lane miles within the City. Traffic control works closely with the Engineering Department to maintain and coordinate the 132 signaled intersections. The thousands of traffic signs erected in the City also fall under this division. Only a select set of buildings fall under building maintenance. Those include City Hall, the Elizabeth Hager Center and the Market House to name a few. Finally, fleet maintenance repairs the vehicles and equipment for all departments within the City including utilities, fire and police.

DEPARTMENT / PROGRAM OBJECTIVES

Public Works has strived to maintain and support the Mayor and City Council's Strategic Plan adopted in September 2010 (See Section 1 for the complete Plan). As part of the City's approved Strategic Plan, Focus Area "A Prosperous Community", Public Works will continue to assist with the identification of innovative means for providing non-monetary support to local non-profit agencies through discussions with the Mayor and City Council to fulfill objective G.

To continue to work with the IT Department on integrating the Gasboy fuel system, Dossier vehicle fleet management system and MUNIS financial management system.

Coordinate our efforts with the Engineering and Planning Departments, and the Department of Natural Resources to manage the City's street tree population and meet the City's tree canopy goals.

Reconstruct the front steps to the Central Equipment Building, complete the re-caulking of the construction joints in the North Potomac Parking Deck, rebuild the slide mechanisms in the windows at City Hall to ensure proper operation, and reconstruct several interior walls in the City Ballet.

Review our snow plowing operations by evaluating the plow routes, manpower, equipment and products used to create cost savings and improve efficiencies.

Continue to find ways to cut costs while maintaining City services and/or improving those services

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of lane miles swept	13500	13,500	13500
Snow storm costs	$ 271,217	$ 850,475	$ -
Tons of Salt Used	2000	3,030	2150
Bulk Trash Collections	150	162	128
Traffic Islands Maintained	168	168	168
Public Trash Cans Maintained	118	118	131
Signaled Intersections	131	134	132
Sign Work Orders	83	104	160

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,517,251	$ 1,613,704	$ 1,428,699	$ 1,529,941	-5.2%
Benefits	597,051	612,987	583,668	585,076	-4.6%
Overtime	86,984	73,000	50,000	58,000	-20.5%
Personnel Subtotal	**2,201,286**	**2,299,691**	**2,062,367**	**2,173,017**	**-5.5%**
Contractual Services	137,528	183,505	187,605	185,725	1.2%
Operating Expenditures	1,282,200	1,076,809	1,237,298	1,111,549	3.2%
Capital Outlay	2,885	10,965	11,465	11,465	4.6%
Operating Subtotal	**1,422,613**	**1,271,279**	**1,436,368**	**1,308,739**	**2.9%**
Total Expenditures	**$ 3,623,899**	**$ 3,570,970**	**$ 3,498,735**	**$ 3,481,756**	**-2.5%**
REVENUES BY TYPE					
Departmental Revenue	$ 432,815	$ 302,500	$ 203,342	$ 200,793	-33.6%
Total Revenues	**$ 432,815**	**$ 302,500**	**$ 203,342**	**$ 200,793**	**-33.6%**
Expenditures, net of Revenues	**$ 3,191,084**	**$ 3,268,470**	**$ 3,295,393**	**$ 3,280,963**	**0.4%**

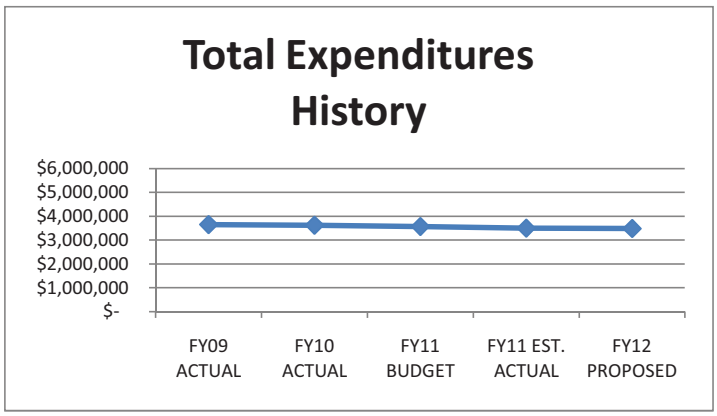
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Personnel expenditures reflect a decrease of $237,000 primarily due to the hiring and vacancy freeze implemented in FY10 by Mayor and City Council in response to the shortfall in State and County shared revenues. The Public Works Department has five (5) vacant full time positions, which were unfunded during FY11. The Public Works Department allocated wages, overhead and materials to various other City departments for maintenance and other repair work being performed. The increase in operating expenditures is a result of fewer City departments needing Public Works to complete repairs. The amount budgeted for this allocation in FY11 is $155,000 less than the FY11 estimated actual. The decrease in revenue of 32.8% is attributed to the decrease in Highway User Revenues of $98,000 from the FY11 budget to the FY11 estimated actual .

FY11 to Proposed FY12

Personnel expenditures reflect a decrease of $127,000 due to a combination of the elimination of 10 Furlough Days that were implemented in FY11 by Mayor and Council in response to the shortfall in State and County shared revenues and five (5) vacant, unfunded positions The Public Works Department has five (5) vacant full time positions, which were unfunded during FY11 and will continue to remain unfunded for FY12. Overall operating expenditures are anticipated to remain flat for FY12 when compared with the FY11 budget. The decrease in revenue of 33.6% is attributed to the decrease in Highway User Revenues of $96,000 from the FY11 budget to the FY12 proposed budget.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	34.00	34.00	34.00	34.00
Less: Unfunded	-4.00	-4.00	-5.00	-5.00
Staffing Total	30.00	30.00	29.00	29.00
Part time seasonal	8.00	8.00	8.00	8.00

In response to the shortfall in State and County shared revenues, the Public Works Department has five (5) vacant full time positions, which were unfunded during FY11 and will continue to remain unfunded in FY12.

EXPENDITURES BY PROGRAM

	2009/10	2010/11		2011/12	2011/12
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
EXPENDITURES					
City Hall	$ 207,509	$ 260,572	$ 282,686	$ 275,784	5.8%
Signal Supervision	437,326	563,908	523,607	518,979	-8.0%
Street Lighting	751,278	755,000	773,000	775,000	2.6%
Snow Removal	850,475	407,700	423,800	422,700	3.7%
Street Cleaning	428,341	569,121	497,454	510,435	-10.3%
Gas Station	155,488	193,816	211,962	210,183	8.4%
Public Works & Streets Maint	681,001	692,367	673,018	663,226	-4.2%
Central Equipment Building	112,481	128,486	113,208	105,445	-17.9%
Total Expenditures	**$ 3,623,899**	**$ 3,570,970**	**$ 3,498,735**	**$ 3,481,752**	**-2.5%**
REVENUES					
Departmental Revenue	$ 432,815	$ 302,500	$ 203,342	$ 200,793	-33.6%
Total Revenues	**$ 432,815**	**$ 302,500**	**$ 203,342**	**$ 200,793**	**-33.6%**
Expenditures, net of Revenues	**$ 3,191,084**	**$ 3,268,470**	**$ 3,295,393**	**$ 3,280,959**	**0.4%**

DEBT SERVICE - PRINCIPAL AND INTEREST

Debt Service is used to account for the principal and interest payment expense on the City's loans, bonds and lease financings. Remaining outstanding loans include the 1996,1997,1998, 2004, 2005(Refunding), 2005, 2006, and 2009 public improvement bond issues.

RETIREE HEALTH COSTS

This budget includes health and dental insurance benefit costs for General Fund retirees and dependents. The cost of providing hospitalization and dental insurance to the City's retirees is financed on a pay-as-you-go basis. The health insurance is a contributory plan, with retirees sharing the cost of dependence coverage and the City paying 80% of the retirees' cost in full. The dental is also a contributory plan with retirees paying the full cost of dependency coverage and the City paying the retiree's cost in full. The City pays 80% of the costs of providing these health and dental insurance benefits to its retirees and their dependents.

In Fiscal Year 2009/10, the City began to record the annual required contributions to record the cost of these benefits as they are earned over the course of their career with the City. This change in accounting procedure will increase the cost of retiree benefits over the out-of-pocket method we currently use. This increase in cost for "Other Post Employment Benefits" is reflected in the Health Care Fund, an Internal Service Fund.

INVENTORY ADJUSTMENTS

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

CAPITAL IMPROVEMENTS PROGRAM APPROPRIATIONS

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

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

OPERATING TRANSFERS TO OTHER FUNDS

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

The FY 12 budget includes $250,000 for the Mayor and City Council to utilize for community based initiatives that support their vision for the City. Additional transfers out include $428,911 to the Special Revenue Grant Fund, $502,800 to the CIP Fund, $100,000 to the Parking Fund and $195,000 to the Golf Fund.

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

CONTINGENCY RESERVES

This account group includes funds that are expected to be required during the coming year for a number of General Fund activities. The funds will not be transferred into the appropriate accounts until they are required. A reserve of $150,000 has been provided for emergencies which is offset by a $150,000 negative "savings" reserve to account for the management of future vacancies in various departments in FY12.

TERMINATION PAY

City policies allow for the payout at retirement or termination, employees accumulated unused vacation and sick time. In the governmental funds these costs are not reflected as expenses until paid in accordance with generally accepted accounting principles. The budget reflects the expected payout of $250,000 for FY12.

CONTRIBUTIONS TO OTHER AGENCIES

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

1 The organization provides a service which could be considered to be a significant value to the objectives of a City function, and/or

2 The organization makes a reasonable contribution to the social and cultural environment of Hagerstown.

3 The significance of the City contribution on the organization's budget and their ability to enlist financial support from other sources and from revenue for services needed.

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
DEBT SERVICE-PRINCIPAL AND INTEREST					
1996 General Obligation Bonds	$ 125,488	$ 126,935	$ 126,935	$ 124,685	-1.8%
1997 General Obligation Bonds	224,435	205,970	205,970	205,351	-0.3%
1998 General Obligation Bonds	155,537	149,718	149,934	154,223	3.0%
2004 General Obligation Bonds	120,423	122,863	122,863	124,995	1.7%
2004 Refunding G. O. Bonds	296,766	263,509	263,509	257,756	-2.2%
2005 Public Facilities Bonds	328,028	329,908	329,908	326,678	-1.0%
2006 Public Facilities Bonds	647,797	647,565	647,565	650,474	0.4%
2007 HTC-WCSF Ice Rink Loan	34,838	34,838	34,838	34,838	0.0%
2009-A Public Facilities Bonds	28,943	381,512	381,477	382,137	0.2%
2009-B Public Facilities Bonds	74,541	181,182	278,716	278,716	53.8%
Total Expenses	$ 2,036,796	$ 2,444,000	$ 2,541,715	$ 2,539,853	3.9%
RETIREE HEALTH COSTS					
Health Insurance	$ 1,331,890	$ 1,138,400	$ 986,800	$ 987,000	-13.3%
Dental Insurance	35,307	37,400	36,600	37,000	-1.1%
Total Expenses	$ 1,367,197	$ 1,175,800	$ 1,023,400	$ 1,024,000	-12.9%
INVENTORY ADJUSTMENTS					
Physical Inventory Adjustments	$ 3,941	$ 5,000	$ 5,000	$ 5,000	0.0%
E&O Inventory Write-offs	(7,662)	-	-	-	0.0%
Total Expenses	$ (3,721)	$ 5,000	$ 5,000	$ 5,000	0.0%
CIP APPROPRIATIONS AND OTHER TRANSFERS					
Capital Transfers Out-CIP Fund	$ 397,563	$ 492,000	$ 642,000	$ 502,800	2.2%
Total Expenses	$ 397,563	$ 492,000	$ 642,000	$ 502,800	2.2%
OPERATING TRANSFERS TO OTHER FUNDS					
Golf Course Fund	$ 281,000	$ 255,000	$ 225,000	$ 195,000	-23.5%
Economic Redevelopment Fund					
Community Based Initiatives	125,000	125,000	250,000	250,000	100.0%
Special Revenue Grant Fund	231,063	377,922	978,469	428,911	13.5%
Parking Fund	-	-	100,000	100,000	100.0%
Total Expenses	$ 637,063	$ 757,922	$ 1,553,469	$ 973,911	28.5%
CONTINGENCY RESERVES					
Vacancy Savings	$ -	$ -	$ -	$ (150,000)	-100.0%
Furlough Day Savings	-	(429,906)	-	-	-100.0%
Reserve for Emergencies	-	140,093	100,000	150,000	7.1%
Total Expenses	$ -	$ (289,813)	$ 100,000	$ -	-100.0%
TERMINATION PAY					
Termination Pay	$ -	$ 425,000	$ 250,000	$ 250,000	-41.2%
Total Expenses	$ -	$ 425,000	$ 250,000	$ 250,000	-41.2%

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/121 PROPOSED	2011/12 % CHANGE
CONTRIBUTIONS TO OTHER AGENCIES					
Children's Village	$ 250	$ 250	$ 250	$ 225	-10.0%
Art Museum	59,084	45,000	45,000	40,500	-10.0%
Washington County Free Library	38,000	35,000	35,000	31,500	-10.0%
Maryland Theatre	10,500	10,000	10,000	9,000	-10.0%
Maryland Symphony Orchestra	21,500	19,500	19,500	17,550	-10.0%
CASA	33,265	30,000	30,000	27,000	-10.0%
Hagerstown Municipal Band	20,000	20,000	20,000	18,000	-10.0%
Community Rescue Service	75,000	50,000	50,000	45,000	-10.0%
Washington County Historical Society	3,000	2,700	2,700	2,430	-10.0%
CAC Summer Food Program	9,933	-	-	-	-100.0%
Potomac Classical Youth Ballet	2,000	1,500	-	-	-100.0%
Choral Arts Society	1,000	900	900	810	-10.0%
Community Free Clinic	20,000	-	9,000	-	0.0%
Character Counts Program	-	-	5,000	-	0.0%
Educator of the Year Award-Chamber	-	250	250	250	0.0%
BOE Celebration of Excellence	-	200	400	200	0.0%
North High/Mike Callas Stadium	20,000	-	-	-	0.0%
Discovery Station	17,500	16,000	16,000	14,400	-10.0%
USM-Hagerstown-Scholarship	5,000	4,500	4,500	4,050	-10.0%
Contemporary School of the Arts	5,000	4,500	4,500	4,050	-10.0%
Unspecified Agency Contributions	5,000	3,700	5,000	4,500	21.6%
Total Expenses	$ 346,032	$ 244,000	$ 258,000	$ 219,465	-10.1%

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
COMMUNITY AFFAIRS			
0103003-5867 Portable Tools & Equipment-Mail Cart	Used by Purchasing Clerk to Deliver Mail	Replace as Needed	1,000
INFORMATION TECHNOLOGY			
0107200-5865 Computer Equipment-Emergency PC	Replace current equipment	Replace as Needed	3,000
SUPPORT SERVICES			
0107201-5865 Computer Equipment-Emergency PC	Replace current equipment	Replace as Needed	2,600
0107201-5867 Communication Equipment-Phone Parts	Phone Parts not under maintenance	Replace as needed	300
TOTAL SUPPORT SERVICES			**2,900**
HUMAN RESOURCES			
0109005-5832 Photography Equipment-Video Surveillance Camera	Security Officers	Replace as Needed	200
0109005-5861 Desks, Chairs, & Tables-Office File Cabinets, Desks	Replace broken desk and/or add file cabinet	Additional file space needed	500
0109005-5865 Computer Equipment-Laptop Computer	Training/Presentations/Badges	Current laptop is not working properly	1,500
TOTAL HUMAN RESOURCES			**2,200**
CITY ENGINEER			
0109004-5861 Desks, Chairs, & Tables-Office Chair	City Engineer & Inspectors	Replace as Needed	200
0109004-5865 Computer Equipment-(2) Personal Computers or Scanners	Engineering Dept.	Replace as Needed	2,000
0109004-5867 Communication Equipment-Fax or Phone Machine	Engineering Dept.	Replace Phone or Fax Machine	200
TOTAL CITY ENGINEER			**2,400**
POLICE PATROL			
0110401-5832 Photography Equipment-(1) Digital Camera for patrol	Police Officer Use	Enhance Investigative Documentation Capabilities	500
0110401-5834 Firearms, Body Armor-Ballistic Vests	Police Officer Use/Safety Equipment	Replacement of Expired Vests & Acquisition of New Vests	16,800
0110401-5839 Portable Tools & Other Equip-LIDAR speed measuring device	Speed enforcement	Replace old, aging equipment	2,975
0110401-5848 Bicycles-Repair and Maintenance of Police Bikes	Police Officer Use	Repair and Maintenance	1,000
TOTAL POLICE PATROL			**21,275**
POLICE DEPARTMENT INFORMATION TECHNOLOGY			
0110003-5865 Computer Equipment-10 desktops, 2 laptops, 4 servers	It and Support Personnel Use	Replace aging and outdated computers; transition to Windows2008 server	30,000
POLICE DEPARTMENT PROFESSIONAL SERVICES			
0110203-5861 Desks, Chairs, & Tables-Office Chair	Support Staff Use	Replace chair (broken parts and torn fabric)	230

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
POLICE BUILDING			
0110204-5820 Buildings & Structures-Expand interview rooms in Criminal Investigation Division	Criminal Investigation Division	Wall construction, door installation, carpet, and panic buttons and alarm panel	5,500
0110204-5839 Portable Tools & Other Equip-2 steel hose reels; 2 100' heavy duty hoses	Maintenance of police building grounds	Replace old hoses; currently have no reels	250
TOTAL POLICE BUILDING			**5,750**
WESTERN MARYLAND LAB			
0110205-5832 Photography Equipment-Photographic documentation equipment	Forensic crime lab personnel use	Needed for crime scene and evidence documentation	1,000
0110205-5833 Laboratory Equipment-Centrifuge	Forensic crime lab personnel use	Replace aging, outdated equipment	1,500
0110205-5862 Cabinets	Lab	To store chemicals	1,000
0110205-5861 Desks, Chairs, & Tables-Office Furniture	Forensic crime lab personnel use	Moving lab offices to current HPD 2nd floor conference room; replace old furniture	2,500
TOTAL WESTERN MARYLAND LAB			**6,000**
POLICE K9			
0110206-5839 Portable Tools & Other Equip-Bite sleeve; paint for K9 training facility	Required for K9 training	Replace worn equipment	1,650
FIRE DEPARTMENT			
0112001-5861 Desks, Chairs, & Tables	Training/EOC	New & Replace as Needed	1,000
0112001-5865 Computer Equipment-1 Personal Computer	HFD Staff	Per Replacement Schedule	2,500
0112001-5867 Communication Equipment-Portable Radios	Firefighters	Replace as Needed	1,500
TOTAL FIRE DEPARTMENT			**5,000**
CITY HALL			
0109003-5821 Office Buildings-A/C units	Used to place A/C Units	Replace as Needed	1,800
TRAFFIC CONTROL			
0116003-5839 Portable Tools & Other Equip-Power Tools	Traffic Control	Replace as Needed	1,500
TRAFFIC SIGNS/LINES			
0116004-5839 Portable Tools & Other Equip-Power Tools	Replacement	Replace as Needed	500
PAVED STREETS			
0124002-5839 Portable Tools & Other Equip-Sidewalk and Curb Forms	Street Department	Replace as Needed	850
CENTRAL EQUIPMENT BUILDING			
0124008-5821 Office Buildings-A/C units	Replacement	Replace as Needed	500

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
CENTRAL MAINTENANCE GARAGE			
0123003-5839			5,000
Portable Tools & Other Equip-Multiple Tools & Equipment	Central Maintenance Garage	Replace or Purchase as Needed	
STREET GROUND MAINTENANCE			
0124007-5839			650
Portable Tools & Other Equip-Weed Whips & Blowers	Grounds Maintenance	Replace as Needed	
0124007-5856			665
Lawn Mowers	Grounds Maintenance	Replace as Needed	
TOTAL STREET GROUND MAINTENANCE			**1,315**
SWIMMING POOL			
0140202-5839			1,500
Portable Tools & Other Equip-Power Washer, Lawn Mower, & Weed Eater	Potterfield Pool	Replace as Needed	
TOTAL CAPITAL OUTLAY			**94,370**

SCHEDULE OF PUBLIC FUNCTIONS
FISCAL YEAR 2011/2012

FUNCTION DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Mummers Parade	$ 26,900	$ 27,000	$ 23,500	$ 24,000	-11.1%
Christmas Decorating	18,863	18,000	23,000	22,300	23.9%
Miss Maryland Pageant	(1,587)	14,000	14,000	14,000	0.0%
Wesel Official's Visit to Hagerstown	-	-	-	2,000	0.0%
Hollyfest/Tree Lighting	4,210	4,500	4,000	4,000	-11.1%
Miscellaneous Downtown Events	2,014	3,500	3,000	3,000	-14.3%
Elks Parades	-	-	-	2,500	0.0%
Christmas In The Park	10,761	11,000	8,900	9,000	-18.2%
Velo Club Bike Race	3,061	1,300	1,300	1,300	0.0%
YMCA Run	-	500	500	500	0.0%
Blues Festival (City Services)	11,428	57,000	(50,212)	7,600	-86.7%
Augustoberfest (City Services)	20,728	21,000	21,000	22,000	4.8%
Downtown Events	(395)	-	-	-	0.0%
Maryland Theatre 95th Anniversary	-	800	614	-	0.0%
Fairgrounds Fireworks	32,950	35,000	33,000	33,000	-5.7%
Fairgrounds Fall Festival	8,047	9,000	6,000	6,000	-33.3%
Park Concerts	7,776	5,000	5,422	8,000	60.0%
Fishing Tournament-Pangborn	2,171	2,000	2,000	2,000	0.0%
University Plaza Events	11,857	13,213	13,218	13,000	-1.6%
North/South Games	3,406	-	-	-	0.0%
Utility Benefit Concert	(1,727)	-	-	-	0.0%
Total Public Function Expenses	**$ 160,463**	**$ 222,813**	**$ 109,242**	**$ 174,200**	**-93.4%**

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Public Safety

City of Hagerstown

SAFE COMMUNITY COALITION
HAGERSTOWN

CAPITAL IMPROVEMENT PROGRAM
SECTION 4

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Acknowledgements

The Capital Improvement Programs 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.

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All Departments – Consolidated

PROGRAM OVERVIEW

The City 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 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 comprehensively reviewing all capital needs once a year; obtaining citizens' opinions about needs and proposed expenditures; setting criteria policy-makers can use to choose among competing projects.

The proposed Capital Improvements Program (CIP) for FY 2011/12 is summarized below:

GENERAL/CIP FUND	$ 3,569,000
ELECTRIC FUND	449,000
WATER FUND	4,131,606
WASTEWATER FUND	1,123,000
PARKING FUND	-
GOLF FUND	50,000
PROPERTY MANAGMENT FUND	810,000
TOTAL	$10,132,606

MAJOR 2011/12 PROGRAM OBJECTIVES

- Further the City's goals and objectives as outlined in the City's Comprehensive and Strategic Plans.
- Maximize opportunities for community development and infrastructure replacement while staying within debt affordability guidelines, available resources and complying with the City's debt policies.
- 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.
- Improve the City's bond rating through effective financial planning and management.

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

For detailed definitions on other terms, please refer to the Glossary in Section 8.

OVERVIEW OF THE PROJECTS IN THE CIP

The CIP section presents comprehensive descriptions of major project needs for FY2012 through FY2016. Pages 3 through 37 provide summary schedules by fund outlining funding sources and project expenditures and are organized by Fund and department. Pages 41 through 197 contain detailed descriptions pertaining to individual CIP projects and are organized by Fund and project number. These pages describe each project and its justification, including how it supports the City's Comprehensive and Strategic Plan's.

The City's Capital Improvement Program for FY 2011/12 at $10.1 million is down from $31.2 million in FY 2010/11. Total CIP is much lower than it has been in previous year and has two main contributing factors:

- Several major projects in the Water, Wastewater and General Funds have recently been completed. These include: Renovations to the Wastewater Treatment Plant to provide for enhanced nutrient removal and capacity expansion; Replacement of the City's 100 year old water reservoir with two, covered, treated water storage tanks; and Several major street and road improvement projects were completed in the General fund, such as the widening of Eastern Boulevard to four lanes, Jonathan Street utility and street reconstruction and improvements to the intersection of Dual Highway and Edgewood Drive.

- The economic downturn and resulting reduction in available revenues has caused the City to re-examine its priorities, defer capital projects, and work within its available fiscal resources.

THE CITY'S STRATEGIC PLAN

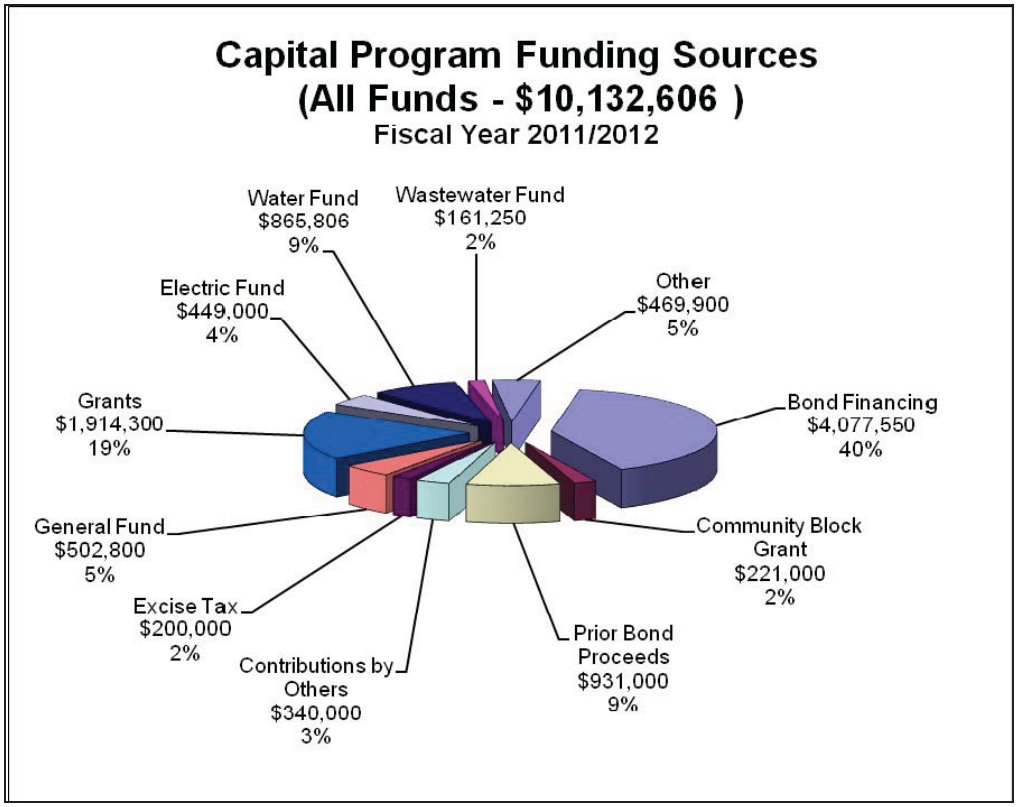
In September 2010, the Mayor and City Council approved a formal Strategic Plan for the City's future. Through a mix of financial management policies, land use, and forecasting, the City will ensure stability by maximizing its current use of resources. To assist policy makers, the CIP's five year forecast included in this section will show them the financial impact of their decisions. The Strategic Plan outlines the City's desire to be the location of choice for a diverse and dynamic citizenry, and to provide a proud and prosperous community. In spite of the economic downturn, the City has been able to focus resources to continue to move forward with the City's goals as outlined in its comprehensive and strategic plans.

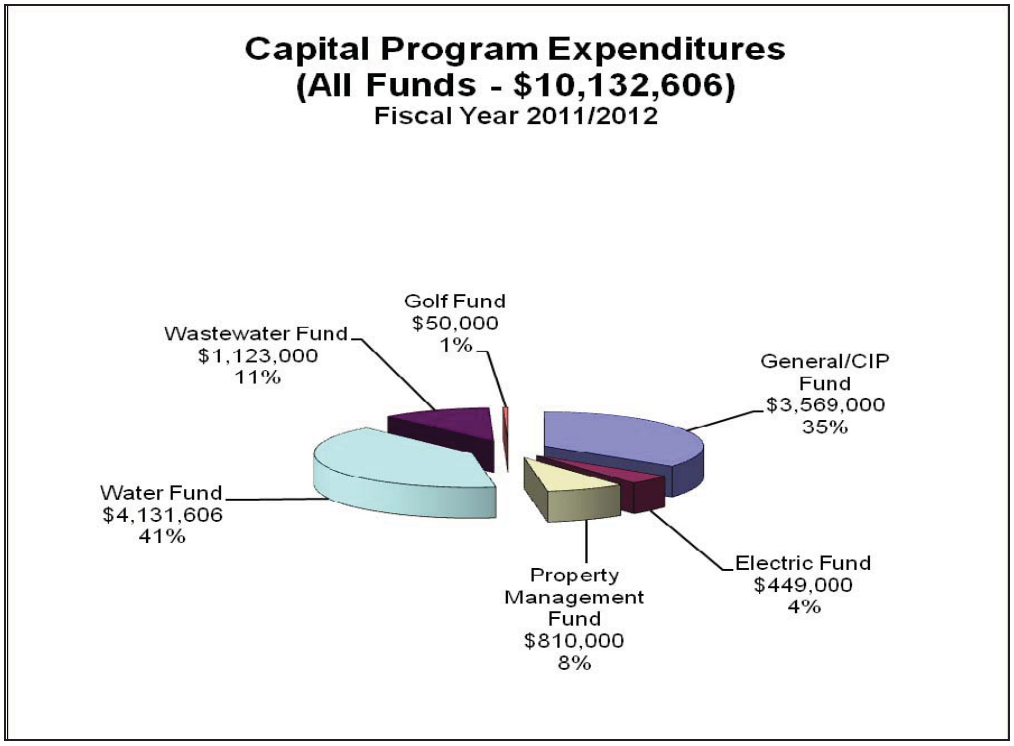
A Prosperous Community
To create incentives and programs that attract higher paying jobs, increase private sector investment and market Hagerstown as the premier community for residential and economic development, $1.0 million has been planned for new projects or improvements to existing facilities. Those projects include: Parks, hiking and biking trails along Antietam Creek; and renovation of the old CVS building in City Center to create a business incubator.

A Vibrant, Active and Livable Community
To help policy makers focus on specific areas, buildings and projects that create a rich, social and culturally vibrant community, more than $500,000 has been planned for pocket parks, the library expansion, and other miscellaneous community initiatives.

A Safe and Healthy Community
To create and maintain a community that is safe, inviting, and environmentally healthy, with an emphasis on resource conservation, more than $2.9 million has been planned for bridge repairs, recycling containers, City Hall "green" renovations, street crime cameras, signal controller upgrades, culvert repairs, water main replacements, improvements to water treatment plants to improve safe drinking water standards and collection system rehabilitations.

An Innovative and Sustainable Government
To invigorate the organization and identify techniques that allow services to be delivered in the most efficient and cost effective manner, more than $600,000 has been planned for MUNIS financial system upgrades, Geographic Information System (GIS) upgrades, Cable PEG and Internet upgrades, and Supervisory Control and Data Acquisition (SCADA) Systems.


Capital Program Funding Sources
(All Funds - $10,132,606)
Fiscal Year 2011/2012
Water Fund $865,806 9%
Wastewater Fund $161,250 2%
Electric Fund $449,000 4%
Other $469,900 5%
Grants $1,914,300 19%
Bond Financing $4,077,550 40%
General Fund $502,800 5%
Community Block Grant $221,000 2%
Excise Tax $200,000 2%
Prior Bond Proceeds $931,000 9%
Contributions by Others $340,000 3%


Capital Program Expenditures
(All Funds - $10,132,606)
Fiscal Year 2011/2012
Golf Fund $50,000 1%
Wastewater Fund $1,123,000 11%
General/CIP Fund $3,569,000 35%
Water Fund $4,131,606 41%
Electric Fund $449,000 4%
Property Management Fund $810,000 8%

Capital Improvement Program
ALL FUNDS

SUMMARY BY FUND (EXPENDITURES)

Fiscal Years FY '12 thru FY '16

	Page Number	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Community Development	17	60,000	114,000	115,000	195,000	31,000	515,000
Engineering	17	1,840,000	2,621,000	5,830,000	2,471,000	6,975,000	19,737,000
Finance	18	100,000	-	-	-	-	100,000
Fire	18	-	1,000,000	900,000	950,000	235,000	3,085,000
Information Technology	19	246,000	201,000	213,000	195,000	300,000	1,155,000
Parks	19	1,015,500	372,000	1,346,000	5,676,000	5,495,000	13,904,500
Police	21	96,500	182,000	180,000	180,000	460,000	1,098,500
Public Works	21	211,000	488,000	433,000	567,000	695,000	2,394,000
General/CIP Fund Total		**$ 3,569,000**	**$ 4,978,000**	**$ 9,017,000**	**$ 10,234,000**	**$ 14,191,000**	**$ 41,989,000**
Electric Fund	24	449,000	659,000	1,039,000	1,161,000	846,000	4,154,000
Water Fund	27	4,131,606	7,603,837	8,248,614	6,463,387	7,408,665	33,856,109
Wastewater Fund	29	1,123,000	1,746,000	3,542,000	1,095,000	1,005,000	8,511,000
Parking Fund	31	-	167,000	30,000	50,000	9,030,000	9,277,000
Golf Fund	33	50,000	40,000	40,000	50,000	43,000	223,000
Property Management Fund	35	810,000	30,000	25,000	20,000	20,000	905,000
GRAND TOTAL - All Tables		**$ 10,132,606**	**$ 15,223,837**	**$ 21,941,614**	**$ 19,073,387**	**$ 32,543,665**	**$ 98,915,109**

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '12 thru FY '16

FUNDING SOURCE SUMMARY

Source	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund)		675,000	1,185,000	2,420,000	3,705,000	*7,985,000*
Contribution by Others	190,000	705,000	5,575,000	4,855,000	6,905,000	*18,230,000*
Excise Tax Fund	200,000	200,000	280,000	50,000	150,000	*880,000*
Fund Balance	183,900					*183,900*
Grants-County		60,000				*60,000*
Grants-Federal	542,500	1,467,000			910,000	*2,919,500*
Grants-State	400,000	285,000	100,000	100,000	275,000	*1,160,000*
Grants-State Aid in Lieu of Urban Funds	100,000					*100,000*
Grants-State Program Open Space	91,800	184,500	447,000	1,260,000	901,500	*2,884,800*
PEG Fee	56,000	56,000	18,000			*130,000*
Prior Bond Proceeds	891,000					*891,000*
Reforestation Funds	25,000	25,000	25,000	25,000	25,000	*125,000*
State Highway User Revenue		81,480	83,517	85,605	87,745	*338,347*
Transfers to CIP-CDBG Fund	221,000	211,000	260,000	295,000	208,000	*1,195,000*
Transfers to CIP-Electric Fund	55,000	40,000	55,000	55,000	25,000	*230,000*
Transfers to CIP-General Fund	502,800	908,020	878,483	978,395	948,755	*4,216,453*
Transfers to CIP-Wastewater Fund	55,000	40,000	55,000	55,000	25,000	*230,000*
Transfers to CIP-Water Fund	55,000	40,000	55,000	55,000	25,000	*230,000*
GRAND TOTAL	3,569,000	4,978,000	9,017,000	10,234,000	14,191,000	*41,989,000*

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '12 thru FY '16

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund)								
Fire Department Vehicle Replacement	*45-C0010*	5		200,000	700,000	750,000		*1,650,000*
City Park Lake Improvements	*45-C0047*	6				50,000		*50,000*
Public Works Vehicles	*45-C0065*	5		180,000	180,000	120,000	75,000	*555,000*
Market House Improvements	*45-C0099*	5		100,000				*100,000*
Police Radios	*45-C0128*	1					170,000	*170,000*
City Park Benches	*45-C0332*	5		50,000				*50,000*
Park Circle Improvements	*45-C0373*	1			90,000			*90,000*
Stormdrain System Upgrades	*45-C0444*	5			75,000			*75,000*
Geographic Information System	*45-C0451*	5					200,000	*200,000*
Hagerstown Business Park II	*45-C0500*	6					400,000	*400,000*
City Park Parking Improvements	*45-C0522*	5					25,000	*25,000*
Entrance Building at Fairground Park	*45-C0548*	1					50,000	*50,000*
Parks Vehicles and Equipment	*45-C0570*	5			55,000	125,000		*180,000*
Rehabilitation of City Hall Elevators	*45-C0583*	5			85,000			*85,000*
Renovation - City Hall	*45-C0630*	5					309,000	*309,000*
Professional Court Extension - Phase I	*45-C0685*	5					500,000	*500,000*
Develop 50 West Memorial Boulevard	*45-C0718*	5				375,000	525,000	*900,000*
West End Fire and EMS (Relocation)	*45-C0730*	5					200,000	*200,000*
Northwest Connector	*45-C0735*	5				1,000,000	850,000	*1,850,000*
W Franklin ST/Burhans Blvd/Salem Ave	*45-C0782*	8					226,000	*226,000*
Pangborn Lake Reconstruction	*45-C0812*	3					175,000	*175,000*
W Washington Streetscape Improvements	*45-C0827*	5		145,000				*145,000*
Bond Financing (General Fund) Total				675,000	1,185,000	2,420,000	3,705,000	*7,985,000*
Contribution by Others								
Fire Department Vehicle Replacement	*45-C0010*	5		200,000	200,000	200,000		*600,000*
Wesel Boulevard Dualization	*45-C0194*	5				150,000		*150,000*
Steam Engine Museum	*45-C0439*	5	5,000	5,000	5,000	5,000	5,000	*25,000*
Fairground Grandstand Improvements	*45-C0624*	2			500,000	4,000,000	4,000,000	*8,500,000*
Professional Court Extension - Phase I	*45-C0685*	5					500,000	*500,000*
Reconstruction of Haven Road	*45-C0686*	5			200,000			*200,000*
Bicycle Trail	*45-C0717*	5	10,000					*10,000*
R. Paul Smith Boulevard	*45-C0733*	5	25,000	500,000	4,500,000			*5,025,000*
Northwest Connector	*45-C0735*	5				500,000	2,400,000	*2,900,000*
Kiwanis Park	*45-C0773*	2	150,000					*150,000*
Antietam Creek Greenway Trail	*45-C0774*	5			150,000			*150,000*
Ice Rink Improvements	*45-C0826*	4			20,000			*20,000*
Contribution by Others Total			190,000	705,000	5,575,000	4,855,000	6,905,000	*18,230,000*
Excise Tax Fund								
Bridge Repair Program	*45-C0400*	4	80,000	200,000				*280,000*

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Professional Court Extension - Phase I	*45-C0685*	5				50,000		*50,000*
Northwest Connector	*45-C0735*	5	20,000		280,000		150,000	*450,000*
Frederick Street Culvert	*45-C0811*	3	100,000					*100,000*
Excise Tax Fund Total			**200,000**	**200,000**	**280,000**	**50,000**	**150,000**	***880,000***
Fund Balance								
Pavement Preservation Program	*45-C0025*	5	174,000					*174,000*
Chamber Downtown Study	*45-C0461*	8	9,900					*9,900*
Fund Balance Total			**183,900**					***183,900***
Grants-County								
Fire Training Tower	*45-C0241*	5		60,000				*60,000*
Grants-County Total				**60,000**				***60,000***
Grants-Federal								
Pavement Markings	*45-C0093*	1	10,000					*10,000*
Police Crime Lab Equipment	*45-C0182*	5	35,000				110,000	*145,000*
Fire Training Tower	*45-C0241*	5		540,000				*540,000*
City Hall Improvements	*45-C0326*	5	125,000	125,000				*250,000*
Bridge Repair Program	*45-C0400*	4	320,000	800,000				*1,120,000*
Hagerstown Business Park II	*45-C0500*	6					800,000	*800,000*
Street Crime Cameras	*45-C0581*	1	52,500	2,000				*54,500*
Grants-Federal Total			**542,500**	**1,467,000**			**910,000**	***2,919,500***
Grants-State								
State Highway Retrofit Sidewalk Program	*45-C0527*	6	140,000	100,000	100,000	100,000	100,000	*540,000*
Downtown Gateway Signs	*45-C0579*	5		55,000				*55,000*
New Sidewalks	*45-C0595*	1	200,000	30,000				*230,000*
Mills Park Hiker/Biker Trail	*45-C0737*	5	30,000					*30,000*
Pangborn Lake Reconstruction	*45-C0812*	3	30,000				175,000	*205,000*
W Washington Streetscape Improvements	*45-C0827*	5		100,000				*100,000*
Grants-State Total			**400,000**	**285,000**	**100,000**	**100,000**	**275,000**	***1,160,000***
Grants-State Aid in Lieu of Urban Fun								
Frederick Street Culvert	*45-C0811*	3	100,000					*100,000*
Grants-State Aid in Lieu of Urban Funds Total			**100,000**					***100,000***
Grants-State Program Open Space								
City Park Lake Improvements	*45-C0047*	6				450,000		*450,000*
Jonathan Hager House and Museum	*45-C0061*	5		27,000				*27,000*
Hellane Park Improvements	*45-C0062*	5				135,000		*135,000*
Park Play Equipment	*45-C0237*	5			27,000			*27,000*
City Park Parking Improvements	*45-C0522*	5				180,000	225,000	*405,000*
Entrance Building at Fairground Park	*45-C0548*	1					450,000	*450,000*
Mills Park Hiker/Biker Trail	*45-C0737*	5			180,000			*180,000*

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Hamilton Park Trail	*45-C0752*	5					76,500	*76,500*
Hellane Park-Refurbish Walks/Driveway Entrance	*45-C0761*	6	36,000					*36,000*
Winter Street School-Neighborhood Park	*45-C0764*	6					150,000	*150,000*
Kiwanis Park	*45-C0773*	2			90,000			*90,000*
Antietam Creek Greenway Trail	*45-C0774*	5				432,000		*432,000*
Hager Park - Multipurpose Court	*45-C0789*	3		157,500				*157,500*
Staley Park - Minor League Field Expansion	*45-C0791*	5			150,000			*150,000*
Recycling Centers - Various Parks	*45-C0796*	8	6,300					*6,300*
University Plaza Amenities	*45-C0806*	2	19,800					*19,800*
Portable Metal Bleachers	*45-C0807*	2	7,200					*7,200*
Tennis Court Expansion	*45-C0809*	2				63,000		*63,000*
Pool Double Tube Slide	*45-C0821*	8	13,500					*13,500*
Pavilion for Pool Concession Area	*45-C0822*	8	9,000					*9,000*
Grants-State Program Open Space Total			**91,800**	**184,500**	**447,000**	**1,260,000**	**901,500**	***2,884,800***
PEG Fee								
Cable PEG/I-Net	*45-C0568*	2	56,000	56,000	18,000			*130,000*
PEG Fee Total			**56,000**	**56,000**	**18,000**			***130,000***
Prior Bond Proceeds								
Pavement Preservation Program	*45-C0025*	5	216,000					*216,000*
Curb and Sidewalk Replacement Program	*45-C0458*	5	200,000					*200,000*
City Park Parking Improvements	*45-C0522*	5	170,000					*170,000*
Fairgrounds Park Improvements	*45-C0626*	5	200,000					*200,000*
Memorial Park	*45-C0784*	8	105,000					*105,000*
Prior Bond Proceeds Total			**891,000**					***891,000***
Reforestation Funds								
Installation of Street Trees	*45-C0594*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Reforestation Funds Total			**25,000**	**25,000**	**25,000**	**25,000**	**25,000**	***125,000***
State Highway User Revenue								
Pavement Preservation Program	*45-C0025*	5		81,480	83,517	85,605	87,745	*338,347*
State Highway User Revenue Total				**81,480**	**83,517**	**85,605**	**87,745**	***338,347***
Transfers to CIP-CDBG Fund								
Handicapped Access	*45-C0217*	6	40,000	40,000	40,000	40,000	40,000	*200,000*
Major Signal Intersection Upgrades	*45-C0243*	5					118,000	*118,000*
City Hall Improvements	*45-C0326*	5			70,000			*70,000*
Park Circle Improvements	*45-C0373*	1		36,000				*36,000*
New Sidewalks	*45-C0595*	1		35,000				*35,000*
Wheaton Park Parking	*45-C0634*	5				75,000		*75,000*
North East Area Community Improvements	*45-C0664*	4	60,000	100,000	100,000			*260,000*
Neighborhood Parks	*45-C0751*	5	71,000		50,000		50,000	*171,000*
South Locust Street Streetscape	*45-C0772*	1				180,000		*180,000*
Memorial Park	*45-C0784*	8	50,000					*50,000*

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-CDBG Fund Total			221,000	211,000	260,000	295,000	208,000	*1,195,000*
Transfers to CIP-Electric Fund								
Computer Equipment and Software	*45-C0006*	5	25,000	20,000	25,000	25,000	25,000	*120,000*
Geographic Information System	*45-C0451*	5	30,000	20,000	30,000	30,000		*110,000*
Transfers to CIP-Electric Fund Total			55,000	40,000	55,000	55,000	25,000	*230,000*
Transfers to CIP-General Fund								
Computer Equipment and Software	*45-C0006*	5	20,000	20,000	25,000	25,000	25,000	*115,000*
Fire Department Vehicle Replacement	*45-C0010*	5					35,000	*35,000*
Pavement Preservation Program	*45-C0025*	5		368,520	281,483	314,395	312,255	*1,276,653*
Municipal Stadium Improvements	*45-C0040*	4	35,000	35,000	35,000	35,000	35,000	*175,000*
Jonathan Hager House and Museum	*45-C0061*	5		3,000				*3,000*
Hellane Park Improvements	*45-C0062*	5				15,000		*15,000*
Public Works Vehicles	*45-C0065*	5		10,000	25,000	51,000	49,000	*135,000*
Pavement Markings	*45-C0093*	1	10,000	10,000	10,000	10,000	10,000	*50,000*
Police Vehicles	*45-C0129*	1		150,000	150,000	150,000	150,000	*600,000*
Engineering Vehicles	*45-C0133*	4				16,000	17,000	*33,000*
Park Play Equipment	*45-C0237*	5			3,000			*3,000*
LED Signal Lights	*45-C0245*	4		17,000	17,000			*34,000*
Community & Economic Development Vehicles	*45-C0249*	4		14,000	15,000	15,000	31,000	*75,000*
Public Works Operations Center Improvement Program	*45-C0250*	5	6,000	6,000	6,000	6,000	6,000	*30,000*
Downtown Beautification Program	*45-C0280*	5	25,000	25,000	25,000		25,000	*100,000*
Police Building Renovation	*45-C0308*	5	9,000	30,000	30,000	30,000	30,000	*129,000*
Alley Reconstruction	*45-C0324*	5			70,000	75,000	25,000	*170,000*
Signal Controller Upgrades	*45-C0433*	5	20,000	15,000	15,000	15,000	15,000	*80,000*
Stormdrain System Upgrades	*45-C0444*	5				40,000	40,000	*80,000*
Geographic Information System	*45-C0451*	5	5,000	5,000	5,000	5,000		*20,000*
Curb and Sidewalk Replacement Program	*45-C0458*	5		25,000	25,000	25,000	25,000	*100,000*
Chamber Downtown Study	*45-C0461*	8	25,100					*25,100*
City Park Parking Improvements	*45-C0522*	5				20,000		*20,000*
Traffic Calming	*45-C0560*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Parks Vehicles and Equipment	*45-C0570*	5		61,000	25,000	30,000	70,000	*186,000*
New Sidewalks	*45-C0595*	1	40,000	20,000				*60,000*
Storm Water Management Planning and Improvements	*45-C0637*	2	100,000	10,000	10,000			*120,000*
Signal Timing Optimization	*45-C0640*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Bicycle Trail	*45-C0717*	5	10,000					*10,000*
Develop 50 West Memorial Boulevard	*45-C0718*	5		10,000	10,000			*20,000*
Mills Park Hiker/Biker Trail	*45-C0737*	5	7,500		20,000			*27,500*
Hamilton Park Trail	*45-C0752*	5		10,000			8,500	*18,500*
Hellane Park-Refurbish Walks/Driveway Entrance	*45-C0761*	6	4,000					*4,000*
Kiwanis Park	*45-C0773*	2			10,000			*10,000*
Antietam Creek Greenway Trail	*45-C0774*	5				48,000		*48,000*
Hager Park - Multipurpose Court	*45-C0789*	3		17,500				*17,500*
Oswald Park - Irrigation System	*45-C0792*	4		6,000				*6,000*
Bloom Park - Irrigation System	*45-C0793*	4			6,000			*6,000*
Rotary Park - Irrigation System	*45-C0794*	4				6,000		*6,000*
Recycling Centers - Various Parks	*45-C0796*	8	700					*700*
University Plaza Amenities	*45-C0806*	2	2,200					*2,200*
Portable Metal Bleachers	*45-C0807*	2	800					*800*
Tennis Court Expansion	*45-C0809*	2				7,000		*7,000*
Pangborn Lake Reconstruction	*45-C0812*	3	40,000					*40,000*

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
General Fund Vehicle Replacement Contingency	*45-C0816*	5	100,000					*100,000*
Pool Double Tube Slide	*45-C0821*	8	1,500					*1,500*
Pavilion for Pool Concession Area	*45-C0822*	8	1,000					*1,000*
Ice Rink Improvements	*45-C0826*	4			20,000			*20,000*
Transfers to CIP-General Fund Total			502,800	908,020	878,483	978,395	948,755	*4,216,453*
Transfers to CIP-Wastewater Fund								
Computer Equipment and Software	*45-C0006*	5	25,000	20,000	25,000	25,000	25,000	*120,000*
Geographic Information System	*45-C0451*	5	30,000	20,000	30,000	30,000		*110,000*
Transfers to CIP-Wastewater Fund Total			55,000	40,000	55,000	55,000	25,000	*230,000*
Transfers to CIP-Water Fund								
Computer Equipment and Software	*45-C0006*	5	25,000	20,000	25,000	25,000	25,000	*120,000*
Geographic Information System	*45-C0451*	5	30,000	20,000	30,000	30,000		*110,000*
Transfers to CIP-Water Fund Total			55,000	40,000	55,000	55,000	25,000	*230,000*
GRAND TOTAL			3,569,000	4,978,000	9,017,000	10,234,000	14,191,000	*41,989,000*

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '12 thru FY '16

DEPARTMENT SUMMARY

Department	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Community Development	60,000	114,000	115,000	195,000	31,000	*515,000*
Engineering	1,840,000	2,621,000	5,830,000	2,471,000	6,975,000	*19,737,000*
Finance	100,000					*100,000*
Fire		1,000,000	900,000	950,000	235,000	*3,085,000*
Information Technology	246,000	201,000	213,000	195,000	300,000	*1,155,000*
Parks	1,015,500	372,000	1,346,000	5,676,000	5,495,000	*13,904,500*
Police	96,500	182,000	180,000	180,000	460,000	*1,098,500*
Public Works	211,000	488,000	433,000	567,000	695,000	*2,394,000*
TOTAL	**3,569,000**	**4,978,000**	**9,017,000**	**10,234,000**	**14,191,000**	***41,989,000***

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '12 thru **FY '16**

CATEGORY SUMMARY

Category	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Amenities	45,000			70,000		*115,000*	
Automobiles and Trucks	100,000	815,000	1,350,000	1,457,000	427,000	*4,149,000*	
Buildings and Structures	580,000	1,466,000	1,146,000	4,851,000	6,010,000	*14,053,000*	2,600,000
Infrastructure-Alleys			70,000	75,000	25,000	*170,000*	100,000
Infrastructure-Bridges	400,000	1,000,000				*1,400,000*	
Infrastructure-Parking Lots	35,000					*35,000*	
Infrastructure-Parks	155,000					*155,000*	
Infrastructure-Sidewalks	620,000	250,000	165,000	165,000	165,000	*1,365,000*	
Infrastructure-Storm Drains	100,000	10,000	85,000	220,000	40,000	*455,000*	
Infrastructure-Streets	285,000	811,000	5,100,000	1,730,000	4,656,000	*12,582,000*	4,000,000
Infrastructure-Utilities					118,000	*118,000*	118,000
Land Acquisition			300,000	480,000	1,350,000	*2,130,000*	1,200,000
Land Improvements	598,500	221,000	506,000	956,000	435,000	*2,716,500*	
Machinery and Equipment	285,500	340,000	200,000	135,000	415,000	*1,375,500*	
Software	95,000	65,000	95,000	95,000	200,000	*550,000*	
Storm Drainage	200,000					*200,000*	
Storm Water	70,000				350,000	*420,000*	
TOTAL	**3,569,000**	**4,978,000**	**9,017,000**	**10,234,000**	**14,191,000**	***41,989,000***	**8,018,000**

City of Hagerstown, Maryland

GENERAL / CIP FUND

FY '12 thru FY '16

EXPENDITURE TYPE SUMMARY

Expenditure Type	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	760,000	625,000	680,000	130,000	249,000	*2,444,000*
Land Acquisition	281,000		550,000		1,640,000	*2,471,000*
Construction/Maintenance	2,057,500	3,278,000	6,222,000	8,497,000	11,480,000	*31,534,500*
Equip/Vehicles/Furnishings	390,500	1,030,000	1,510,000	1,552,000	767,000	*5,249,500*
Other	45,000	45,000	55,000	55,000	55,000	*255,000*
Street Lighting	35,000					*35,000*
GRAND TOTAL	**3,569,000**	**4,978,000**	**9,017,000**	**10,234,000**	**14,191,000**	***41,989,000***

PROJECTS BY DEPARTMENT

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Community Development								
Community & Economic Development Vehicles	*45-C0249*	4		14,000	15,000	15,000	31,000	*75,000*
North East Area Community Improvements	*45-C0664*	4	60,000	100,000	100,000			*260,000*
South Locust Street Streetscape	*45-C0772*	1				180,000		*180,000*
Community Development Total			**60,000**	**114,000**	**115,000**	**195,000**	**31,000**	***515,000***
Engineering								
Pavement Preservation Program	*45-C0025*	5	390,000	450,000	365,000	400,000	400,000	*2,005,000*
Pavement Markings	*45-C0093*	1	20,000	10,000	10,000	10,000	10,000	*60,000*
Engineering Vehicles	*45-C0133*	4				16,000	17,000	*33,000*
Wesel Boulevard Dualization	*45-C0194*	5				150,000		*150,000*
Handicapped Access	*45-C0217*	6	40,000	40,000	40,000	40,000	40,000	*200,000*
Major Signal Intersection Upgrades	*45-C0243*	5					118,000	*118,000*
Alley Reconstruction	*45-C0324*	5			70,000	75,000	25,000	*170,000*
Park Circle Improvements	*45-C0373*	1		36,000	90,000			*126,000*
Bridge Repair Program	*45-C0400*	4	400,000	1,000,000				*1,400,000*
Stormdrain System Upgrades	*45-C0444*	5			75,000	40,000	40,000	*155,000*
Curb and Sidewalk Replacement Program	*45-C0458*	5	200,000	25,000	25,000	25,000	25,000	*300,000*
Hagerstown Business Park II	*45-C0500*	6					1,200,000	*1,200,000*
State Highway Retrofit Sidewalk Program	*45-C0527*	6	140,000	100,000	100,000	100,000	100,000	*540,000*
Traffic Calming	*45-C0560*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Downtown Gateway Signs	*45-C0579*	5		55,000				*55,000*
Installation of Street Trees	*45-C0594*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
New Sidewalks	*45-C0595*	1	240,000	85,000				*325,000*
Renovation - City Hall	*45-C0630*	5					309,000	*309,000*
Storm Water Management Planning and Improvements	*45-C0637*	2	100,000	10,000	10,000			*120,000*
Signal Timing Optimization	*45-C0640*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Professional Court Extension - Phase I	*45-C0685*	5				50,000	1,000,000	*1,050,000*
Reconstruction of Haven Road	*45-C0686*	5			200,000			*200,000*
R. Paul Smith Boulevard	*45-C0733*	5	25,000	500,000	4,500,000			*5,025,000*
Northwest Connector	*45-C0735*	5	20,000		280,000	1,500,000	3,400,000	*5,200,000*
W Franklin ST/Burhans Blvd/Salem Ave	*45-C0782*	8					226,000	*226,000*
Frederick Street Culvert	*45-C0811*	3	200,000					*200,000*
W Washington Streetscape Improvements	*45-C0827*	5		245,000				*245,000*
Engineering Total			**1,840,000**	**2,621,000**	**5,830,000**	**2,471,000**	**6,975,000**	***19,737,000***
Finance								
General Fund Vehicle Replacement Contingency	*45-C0816*	5	100,000					*100,000*
Finance Total			**100,000**					***100,000***
Fire								
Fire Department Vehicle Replacement	*45-C0010*	5		400,000	900,000	950,000	35,000	*2,285,000*

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Fire Training Tower	*45-C0241*	5		600,000				*600,000*
West End Fire and EMS (Relocation)	*45-C0730*	5					200,000	*200,000*
Fire Total				**1,000,000**	**900,000**	**950,000**	**235,000**	***3,085,000***
Information Technology								
Computer Equipment and Software	*45-C0006*	5	95,000	80,000	100,000	100,000	100,000	*475,000*
Geographic Information System	*45-C0451*	5	95,000	65,000	95,000	95,000	200,000	*550,000*
Cable PEG/I-Net	*45-C0568*	2	56,000	56,000	18,000			*130,000*
Information Technology Total			**246,000**	**201,000**	**213,000**	**195,000**	**300,000**	***1,155,000***
Parks								
Municipal Stadium Improvements	*45-C0040*	4	35,000	35,000	35,000	35,000	35,000	*175,000*
City Park Lake Improvements	*45-C0047*	6				500,000		*500,000*
Jonathan Hager House and Museum	*45-C0061*	5		30,000				*30,000*
Hellane Park Improvements	*45-C0062*	5				150,000		*150,000*
Park Play Equipment	*45-C0237*	5			30,000			*30,000*
City Park Benches	*45-C0332*	5		50,000				*50,000*
Steam Engine Museum	*45-C0439*	5	5,000	5,000	5,000	5,000	5,000	*25,000*
City Park Parking Improvements	*45-C0522*	5	170,000			200,000	250,000	*620,000*
Entrance Building at Fairground Park	*45-C0548*	1					500,000	*500,000*
Parks Vehicles and Equipment	*45-C0570*	5		61,000	80,000	155,000	70,000	*366,000*
Fairground Grandstand Improvements	*45-C0624*	2			500,000	4,000,000	4,000,000	*8,500,000*
Fairgrounds Park Improvements	*45-C0626*	5	200,000					*200,000*
Wheaton Park Parking	*45-C0634*	5				75,000		*75,000*
Bicycle Trail	*45-C0717*	5	20,000					*20,000*
Mills Park Hiker/Biker Trail	*45-C0737*	5	37,500		200,000			*237,500*
Neighborhood Parks	*45-C0751*	5	71,000		50,000		50,000	*171,000*
Hamilton Park Trail	*45-C0752*	5		10,000			85,000	*95,000*
Hellane Park-Refurbish Walks/Driveway Entrance	*45-C0761*	6	40,000					*40,000*
Winter Street School-Neighborhood Park	*45-C0764*	6					150,000	*150,000*
Kiwanis Park	*45-C0773*	2	150,000		100,000			*250,000*
Antietam Creek Greenway Trail	*45-C0774*	5			150,000	480,000		*630,000*
Memorial Park	*45-C0784*	8	155,000					*155,000*
Hager Park - Multipurpose Court	*45-C0789*	3		175,000				*175,000*
Staley Park - Minor League Field Expansion	*45-C0791*	5			150,000			*150,000*
Oswald Park - Irrigation System	*45-C0792*	4		6,000				*6,000*
Bloom Park - Irrigation System	*45-C0793*	4			6,000			*6,000*
Rotary Park - Irrigation System	*45-C0794*	4				6,000		*6,000*
Recycling Centers - Various Parks	*45-C0796*	8	7,000					*7,000*
University Plaza Amenities	*45-C0806*	2	22,000					*22,000*
Portable Metal Bleachers	*45-C0807*	2	8,000					*8,000*
Tennis Court Expansion	*45-C0809*	2				70,000		*70,000*
Pangborn Lake Reconstruction	*45-C0812*	3	70,000				350,000	*420,000*
Pool Double Tube Slide	*45-C0821*	8	15,000					*15,000*
Pavilion for Pool Concession Area	*45-C0822*	8	10,000					*10,000*
Ice Rink Improvements	*45-C0826*	4			40,000			*40,000*
Parks Total			**1,015,500**	**372,000**	**1,346,000**	**5,676,000**	**5,495,000**	***13,904,500***
Police								
Police Radios	*45-C0128*	1					170,000	*170,000*
Police Vehicles	*45-C0129*	1		150,000	150,000	150,000	150,000	*600,000*
Police Crime Lab Equipment	*45-C0182*	5	35,000				110,000	*145,000*
Police Building Renovation	*45-C0308*	5	9,000	30,000	30,000	30,000	30,000	*129,000*

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Street Crime Cameras	*45-C0581*	1	52,500	2,000				*54,500*
Police Total			**96,500**	**182,000**	**180,000**	**180,000**	**460,000**	***1,098,500***
Public Works								
Public Works Vehicles	*45-C0065*	5		190,000	205,000	171,000	124,000	*690,000*
Market House Improvements	*45-C0099*	5		100,000				*100,000*
LED Signal Lights	*45-C0245*	4		17,000	17,000			*34,000*
Public Works Operations Center Improvement Program	*45-C0250*	5	6,000	6,000	6,000	6,000	6,000	*30,000*
Downtown Beautification Program	*45-C0280*	5	25,000	25,000	25,000		25,000	*100,000*
City Hall Improvements	*45-C0326*	5	125,000	125,000	70,000			*320,000*
Signal Controller Upgrades	*45-C0433*	5	20,000	15,000	15,000	15,000	15,000	*80,000*
Chamber Downtown Study	*45-C0461*	8	35,000					*35,000*
Rehabilitation of City Hall Elevators	*45-C0583*	5			85,000			*85,000*
Develop 50 West Memorial Boulevard	*45-C0718*	5		10,000	10,000	375,000	525,000	*920,000*
Public Works Total			**211,000**	**488,000**	**433,000**	**567,000**	**695,000**	***2,394,000***
GRAND TOTAL			**3,569,000**	**4,978,000**	**9,017,000**	**10,234,000**	**14,191,000**	***41,989,000***

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Community Development								
Community & Economic Development Vehicles	45-C0249	4		14,000	15,000	15,000	31,000	*75,000*
Transfers to CIP-General Fund				*14,000*	*15,000*	*15,000*	*31,000*	*75,000*
North East Area Community Improvements	45-C0664	4	60,000	100,000	100,000			*260,000*
Transfers to CIP-CDBG Fund			*60,000*	*100,000*	*100,000*			*260,000*
South Locust Street Streetscape	45-C0772	1				180,000		*180,000*
Transfers to CIP-CDBG Fund						*180,000*		*180,000*
Community Development Total			60,000	114,000	115,000	195,000	31,000	*515,000*
Engineering								
Pavement Preservation Program	45-C0025	5	390,000	450,000	365,000	400,000	400,000	*2,005,000*
Fund Balance			*174,000*					*174,000*
Prior Bond Proceeds			*216,000*					*216,000*
State Highway User Revenue				*81,480*	*83,517*	*85,605*	*87,745*	*338,347*
Transfers to CIP-General Fund				*368,520*	*281,483*	*314,395*	*312,255*	*1,276,653*
Pavement Markings	45-C0093	1	20,000	10,000	10,000	10,000	10,000	*60,000*
Grants-Federal			*10,000*					*10,000*
Transfers to CIP-General Fund			*10,000*	*10,000*	*10,000*	*10,000*	*10,000*	*50,000*
Engineering Vehicles	45-C0133	4				16,000	17,000	*33,000*
Transfers to CIP-General Fund						*16,000*	*17,000*	*33,000*
Wesel Boulevard Dualization	45-C0194	5				150,000		*150,000*
Contribution by Others						*150,000*		*150,000*
Handicapped Access	45-C0217	6	40,000	40,000	40,000	40,000	40,000	*200,000*
Transfers to CIP-CDBG Fund			*40,000*	*40,000*	*40,000*	*40,000*	*40,000*	*200,000*
Major Signal Intersection Upgrades	45-C0243	5					118,000	*118,000*
Transfers to CIP-CDBG Fund							*118,000*	*118,000*
Alley Reconstruction	45-C0324	5			70,000	75,000	25,000	*170,000*
Transfers to CIP-General Fund					*70,000*	*75,000*	*25,000*	*170,000*
Park Circle Improvements	45-C0373	1		36,000	90,000			*126,000*
Bond Financing (General Fund)					*90,000*			*90,000*
Transfers to CIP-CDBG Fund				*36,000*				*36,000*
Bridge Repair Program	45-C0400	4	400,000	1,000,000				*1,400,000*
Excise Tax Fund			*80,000*	*200,000*				*280,000*
Grants-Federal			*320,000*	*800,000*				*1,120,000*
Stormdrain System Upgrades	45-C0444	5			75,000	40,000	40,000	*155,000*
Bond Financing (General Fund)					*75,000*			*75,000*
Transfers to CIP-General Fund						*40,000*	*40,000*	*80,000*
Curb and Sidewalk Replacement Program	45-C0458	5	200,000	25,000	25,000	25,000	25,000	*300,000*
Prior Bond Proceeds			*200,000*					*200,000*
Transfers to CIP-General Fund				*25,000*	*25,000*	*25,000*	*25,000*	*100,000*
Hagerstown Business Park II	45-C0500	6					1,200,000	*1,200,000*
Bond Financing (General Fund)							*400,000*	*400,000*

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-Federal							*800,000*	*800,000*
State Highway Retrofit Sidewalk Program	45-C0527	6	140,000	100,000	100,000	100,000	100,000	*540,000*
Grants-State			*140,000*	*100,000*	*100,000*	*100,000*	*100,000*	*540,000*
Traffic Calming	45-C0560	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*
Downtown Gateway Signs	45-C0579	5		55,000				*55,000*
Grants-State				*55,000*				*55,000*
Installation of Street Trees	45-C0594	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Reforestation Funds			*25,000*	*25,000*	*25,000*	*25,000*	*25,000*	*125,000*
New Sidewalks	45-C0595	1	240,000	85,000				*325,000*
Grants-State			*200,000*	*30,000*				*230,000*
Transfers to CIP-CDBG Fund				*35,000*				*35,000*
Transfers to CIP-General Fund			*40,000*	*20,000*				*60,000*
Renovation - City Hall	45-C0630	5					309,000	*309,000*
Bond Financing (General Fund)							*309,000*	*309,000*
Storm Water Management Planning and Improvements	45-C0637	2	100,000	10,000	10,000			*120,000*
Transfers to CIP-General Fund			*100,000*	*10,000*	*10,000*			*120,000*
Signal Timing Optimization	45-C0640	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*
Professional Court Extension - Phase I	45-C0685	5				50,000	1,000,000	*1,050,000*
Bond Financing (General Fund)							*500,000*	*500,000*
Contribution by Others							*500,000*	*500,000*
Excise Tax Fund						*50,000*		*50,000*
Reconstruction of Haven Road	45-C0686	5			200,000			*200,000*
Contribution by Others					*200,000*			*200,000*
R. Paul Smith Boulevard	45-C0733	5	25,000	500,000	4,500,000			*5,025,000*
Contribution by Others			*25,000*	*500,000*	*4,500,000*			*5,025,000*
Northwest Connector	45-C0735	5	20,000		280,000	1,500,000	3,400,000	*5,200,000*
Bond Financing (General Fund)						*1,000,000*	*850,000*	*1,850,000*
Contribution by Others						*500,000*	*2,400,000*	*2,900,000*
Excise Tax Fund			*20,000*		*280,000*		*150,000*	*450,000*
W Franklin ST/Burhans Blvd/Salem Ave	45-C0782	8					226,000	*226,000*
Bond Financing (General Fund)							*226,000*	*226,000*
Frederick Street Culvert	45-C0811	3	200,000					*200,000*
Excise Tax Fund			*100,000*					*100,000*
Grants-State Aid in Lieu of Urban Funds			*100,000*					*100,000*
W Washington Streetscape Improvements	45-C0827	5		245,000				*245,000*
Bond Financing (General Fund)				*145,000*				*145,000*
Grants-State				*100,000*				*100,000*
Engineering Total			1,840,000	2,621,000	5,830,000	2,471,000	6,975,000	*19,737,000*
Finance								
General Fund Vehicle Replacement Contingency	45-C0816	5	100,000					*100,000*
Transfers to CIP-General Fund			*100,000*					*100,000*
Finance Total			100,000					*100,000*
Fire								
Fire Department Vehicle Replacement	45-C0010	5		400,000	900,000	950,000	35,000	*2,285,000*
Bond Financing (General Fund)				*200,000*	*700,000*	*750,000*		*1,650,000*
Contribution by Others				*200,000*	*200,000*	*200,000*		*600,000*
Transfers to CIP-General Fund							*35,000*	*35,000*
Fire Training Tower	45-C0241	5		600,000				*600,000*

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-County				*60,000*				*60,000*
Grants-Federal				*540,000*				*540,000*
West End Fire and EMS (Relocation)	45-C0730	5					200,000	*200,000*
Bond Financing (General Fund)							*200,000*	*200,000*
Fire Total				**1,000,000**	**900,000**	**950,000**	**235,000**	***3,085,000***
Information Technology								
Computer Equipment and Software	45-C0006	5	95,000	80,000	100,000	100,000	100,000	*475,000*
Transfers to CIP-Electric Fund			*25,000*	*20,000*	*25,000*	*25,000*	*25,000*	*120,000*
Transfers to CIP-General Fund			*20,000*	*20,000*	*25,000*	*25,000*	*25,000*	*115,000*
Transfers to CIP-Wastewater Fund			*25,000*	*20,000*	*25,000*	*25,000*	*25,000*	*120,000*
Transfers to CIP-Water Fund			*25,000*	*20,000*	*25,000*	*25,000*	*25,000*	*120,000*
Geographic Information System	45-C0451	5	95,000	65,000	95,000	95,000	200,000	*550,000*
Bond Financing (General Fund)							*200,000*	*200,000*
Transfers to CIP-Electric Fund			*30,000*	*20,000*	*30,000*	*30,000*		*110,000*
Transfers to CIP-General Fund			*5,000*	*5,000*	*5,000*	*5,000*		*20,000*
Transfers to CIP-Wastewater Fund			*30,000*	*20,000*	*30,000*	*30,000*		*110,000*
Transfers to CIP-Water Fund			*30,000*	*20,000*	*30,000*	*30,000*		*110,000*
Cable PEG/I-Net	45-C0568	2	56,000	56,000	18,000			*130,000*
PEG Fee			*56,000*	*56,000*	*18,000*			*130,000*
Information Technology Total			**246,000**	**201,000**	**213,000**	**195,000**	**300,000**	***1,155,000***
Parks								
Municipal Stadium Improvements	45-C0040	4	35,000	35,000	35,000	35,000	35,000	*175,000*
Transfers to CIP-General Fund			*35,000*	*35,000*	*35,000*	*35,000*	*35,000*	*175,000*
City Park Lake Improvements	45-C0047	6				500,000		*500,000*
Bond Financing (General Fund)						*50,000*		*50,000*
Grants-State Program Open Space						*450,000*		*450,000*
Jonathan Hager House and Museum	45-C0061	5		30,000				*30,000*
Grants-State Program Open Space				*27,000*				*27,000*
Transfers to CIP-General Fund				*3,000*				*3,000*
Hellane Park Improvements	45-C0062	5				150,000		*150,000*
Grants-State Program Open Space						*135,000*		*135,000*
Transfers to CIP-General Fund						*15,000*		*15,000*
Park Play Equipment	45-C0237	5			30,000			*30,000*
Grants-State Program Open Space					*27,000*			*27,000*
Transfers to CIP-General Fund					*3,000*			*3,000*
City Park Benches	45-C0332	5		50,000				*50,000*
Bond Financing (General Fund)				*50,000*				*50,000*
Steam Engine Museum	45-C0439	5	5,000	5,000	5,000	5,000	5,000	*25,000*
Contribution by Others			*5,000*	*5,000*	*5,000*	*5,000*	*5,000*	*25,000*
City Park Parking Improvements	45-C0522	5	170,000			200,000	250,000	*620,000*
Bond Financing (General Fund)							*25,000*	*25,000*
Grants-State Program Open Space						*180,000*	*225,000*	*405,000*
Prior Bond Proceeds			*170,000*					*170,000*
Transfers to CIP-General Fund						*20,000*		*20,000*
Entrance Building at Fairground Park	45-C0548	1					500,000	*500,000*
Bond Financing (General Fund)							*50,000*	*50,000*
Grants-State Program Open Space							*450,000*	*450,000*
Parks Vehicles and Equipment	45-C0570	5		61,000	80,000	155,000	70,000	*366,000*
Bond Financing (General Fund)					*55,000*	*125,000*		*180,000*
Transfers to CIP-General Fund				*61,000*	*25,000*	*30,000*	*70,000*	*186,000*
Fairground Grandstand Improvements	45-C0624	2			500,000	4,000,000	4,000,000	*8,500,000*
Contribution by Others					*500,000*	*4,000,000*	*4,000,000*	*8,500,000*

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Fairgrounds Park Improvements	45-C0626	5	200,000					200,000
Prior Bond Proceeds			*200,000*					*200,000*
Wheaton Park Parking	45-C0634	5				75,000		75,000
Transfers to CIP-CDBG Fund						*75,000*		*75,000*
Bicycle Trail	45-C0717	5	20,000					20,000
Contribution by Others			*10,000*					*10,000*
Transfers to CIP-General Fund			*10,000*					*10,000*
Mills Park Hiker/Biker Trail	45-C0737	5	37,500		200,000			237,500
Grants-State			*30,000*					*30,000*
Grants-State Program Open Space					*180,000*			*180,000*
Transfers to CIP-General Fund			*7,500*		*20,000*			*27,500*
Neighborhood Parks	45-C0751	5	71,000		50,000		50,000	171,000
Transfers to CIP-CDBG Fund			*71,000*		*50,000*		*50,000*	*171,000*
Hamilton Park Trail	45-C0752	5		10,000			85,000	95,000
Grants-State Program Open Space							*76,500*	*76,500*
Transfers to CIP-General Fund				*10,000*			*8,500*	*18,500*
Hellane Park-Refurbish Walks/Driveway Entrance	45-C0761	6	40,000					40,000
Grants-State Program Open Space			*36,000*					*36,000*
Transfers to CIP-General Fund			*4,000*					*4,000*
Winter Street School-Neighborhood Park	45-C0764	6					150,000	150,000
Grants-State Program Open Space							*150,000*	*150,000*
Kiwanis Park	45-C0773	2	150,000		100,000			250,000
Contribution by Others			*150,000*					*150,000*
Grants-State Program Open Space					*90,000*			*90,000*
Transfers to CIP-General Fund					*10,000*			*10,000*
Antietam Creek Greenway Trail	45-C0774	5			150,000	480,000		630,000
Contribution by Others					*150,000*			*150,000*
Grants-State Program Open Space						*432,000*		*432,000*
Transfers to CIP-General Fund						*48,000*		*48,000*
Memorial Park	45-C0784	8	155,000					155,000
Prior Bond Proceeds			*105,000*					*105,000*
Transfers to CIP-CDBG Fund			*50,000*					*50,000*
Hager Park - Multipurpose Court	45-C0789	3		175,000				175,000
Grants-State Program Open Space				*157,500*				*157,500*
Transfers to CIP-General Fund				*17,500*				*17,500*
Staley Park - Minor League Field Expansion	45-C0791	5			150,000			150,000
Grants-State Program Open Space					*150,000*			*150,000*
Oswald Park - Irrigation System	45-C0792	4		6,000				6,000
Transfers to CIP-General Fund				*6,000*				*6,000*
Bloom Park - Irrigation System	45-C0793	4			6,000			6,000
Transfers to CIP-General Fund					*6,000*			*6,000*
Rotary Park - Irrigation System	45-C0794	4				6,000		6,000
Transfers to CIP-General Fund						*6,000*		*6,000*
Recycling Centers - Various Parks	45-C0796	8	7,000					7,000
Grants-State Program Open Space			*6,300*					*6,300*
Transfers to CIP-General Fund			*700*					*700*
University Plaza Amenities	45-C0806	2	22,000					22,000
Grants-State Program Open Space			*19,800*					*19,800*
Transfers to CIP-General Fund			*2,200*					*2,200*
Portable Metal Bleachers	45-C0807	2	8,000					8,000
Grants-State Program Open Space			*7,200*					*7,200*
Transfers to CIP-General Fund			*800*					*800*
Tennis Court Expansion	45-C0809	2				70,000		70,000
Grants-State Program Open Space						*63,000*		*63,000*
Transfers to CIP-General Fund						*7,000*		*7,000*

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Pangborn Lake Reconstruction	45-C0812	3	70,000				350,000	420,000
Bond Financing (General Fund)							*175,000*	*175,000*
Grants-State			*30,000*				*175,000*	*205,000*
Transfers to CIP-General Fund			*40,000*					*40,000*
Pool Double Tube Slide	45-C0821	8	15,000					15,000
Grants-State Program Open Space			*13,500*					*13,500*
Transfers to CIP-General Fund			*1,500*					*1,500*
Pavilion for Pool Concession Area	45-C0822	8	10,000					10,000
Grants-State Program Open Space			*9,000*					*9,000*
Transfers to CIP-General Fund			*1,000*					*1,000*
Ice Rink Improvements	45-C0826	4			40,000			40,000
Contribution by Others					*20,000*			*20,000*
Transfers to CIP-General Fund					*20,000*			*20,000*
Parks Total			1,015,500	372,000	1,346,000	5,676,000	5,495,000	*13,904,500*
Police								
Police Radios	45-C0128	1					170,000	170,000
Bond Financing (General Fund)							*170,000*	*170,000*
Police Vehicles	45-C0129	1		150,000	150,000	150,000	150,000	600,000
Transfers to CIP-General Fund				*150,000*	*150,000*	*150,000*	*150,000*	*600,000*
Police Crime Lab Equipment	45-C0182	5	35,000				110,000	145,000
Grants-Federal			*35,000*				*110,000*	*145,000*
Police Building Renovation	45-C0308	5	9,000	30,000	30,000	30,000	30,000	129,000
Transfers to CIP-General Fund			*9,000*	*30,000*	*30,000*	*30,000*	*30,000*	*129,000*
Street Crime Cameras	45-C0581	1	52,500	2,000				54,500
Grants-Federal			*52,500*	*2,000*				*54,500*
Police Total			96,500	182,000	180,000	180,000	460,000	*1,098,500*
Public Works								
Public Works Vehicles	45-C0065	5		190,000	205,000	171,000	124,000	690,000
Bond Financing (General Fund)				*180,000*	*180,000*	*120,000*	*75,000*	*555,000*
Transfers to CIP-General Fund				*10,000*	*25,000*	*51,000*	*49,000*	*135,000*
Market House Improvements	45-C0099	5		100,000				100,000
Bond Financing (General Fund)				*100,000*				*100,000*
LED Signal Lights	45-C0245	4		17,000	17,000			34,000
Transfers to CIP-General Fund				*17,000*	*17,000*			*34,000*
Public Works Operations Center Improvement Program	45-C0250	5	6,000	6,000	6,000	6,000	6,000	30,000
Transfers to CIP-General Fund			*6,000*	*6,000*	*6,000*	*6,000*	*6,000*	*30,000*
Downtown Beautification Program	45-C0280	5	25,000	25,000	25,000		25,000	100,000
Transfers to CIP-General Fund			*25,000*	*25,000*	*25,000*		*25,000*	*100,000*
City Hall Improvements	45-C0326	5	125,000	125,000	70,000			320,000
Grants-Federal			*125,000*	*125,000*				*250,000*
Transfers to CIP-CDBG Fund					*70,000*			*70,000*
Signal Controller Upgrades	45-C0433	5	20,000	15,000	15,000	15,000	15,000	80,000
Transfers to CIP-General Fund			*20,000*	*15,000*	*15,000*	*15,000*	*15,000*	*80,000*
Chamber Downtown Study	45-C0461	8	35,000					35,000
Fund Balance			*9,900*					*9,900*
Transfers to CIP-General Fund			*25,100*					*25,100*
Rehabilitation of City Hall Elevators	45-C0583	5			85,000			85,000
Bond Financing (General Fund)					*85,000*			*85,000*
Develop 50 West Memorial Boulevard	45-C0718	5		10,000	10,000	375,000	525,000	920,000
Bond Financing (General Fund)						*375,000*	*525,000*	*900,000*

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund				*10,000*	*10,000*			*20,000*
Public Works Total			211,000	488,000	433,000	567,000	695,000	*2,394,000*
GRAND TOTAL			3,569,000	4,978,000	9,017,000	10,234,000	14,191,000	*41,989,000*

City of Hagerstown, Maryland

ELECTRIC FUND

FY '12 thru FY '16

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund								
Electric Vehicles	*50-C0090*	5		180,000	183,000	170,000	160,000	*693,000*
Circuit Upgrades	*50-C0110*	5			150,000	150,000	150,000	*450,000*
Telemetry Equipment	*50-C0111*	5	40,000	40,000	30,000			*110,000*
Central Substation	*50-C0118*	5			200,000	500,000	200,000	*900,000*
Wesel Boulevard Development	*50-C0220*	5	5,000	50,000	50,000	50,000	50,000	*205,000*
Hagerstown Business Park	*50-C0258*	5		10,000				*10,000*
System Reconductoring	*50-C0259*	5	21,000	21,000	21,000	21,000	21,000	*105,000*
Pedestrian Lighting	*50-C0388*	5	10,000	100,000	100,000	100,000	100,000	*410,000*
City Park Light Replacement	*50-C0514*	5	10,000					*10,000*
Building and Site Improvements	*50-C0542*	5	50,000	20,000	20,000	20,000	20,000	*130,000*
Test Equipment	*50-C0609*	5	15,000	15,000	15,000	15,000	15,000	*75,000*
City Park Bridge Light Replacement	*50-C0610*	4			25,000			*25,000*
Fairchild Heights	*50-C0613*	5		5,000				*5,000*
Work Management System	*50-C0618*	5		50,000	50,000	100,000	100,000	*300,000*
Old Trail Estates/Peachtree Suites	*50-C0673*	5	3,000	3,000				*6,000*
Potomac Manor	*50-C0674*	5		5,000	5,000	5,000		*15,000*
"Poplar Square" - former Linwood Hollow	*50-C0706*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Deerfield Knolls	*50-C0707*	5		10,000	10,000			*20,000*
Substation Breaker Replacement	*50-C0776*	5	10,000					*10,000*
GIS Facility Software	*50-C0777*	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Mitchell Substation Third Bay	*50-C0778*	5	10,000	60,000	100,000			*170,000*
Spare Regulators	*50-C0797*	8	10,000	50,000	50,000			*110,000*
Wildlife Protection	*50-C0802*	8	15,000	10,000				*25,000*
Library Expansion	*50-C0805*	5	106,000					*106,000*
Northern Avenue McDonalds	*50-C0817*	5	36,000					*36,000*
Noland Drive Boys & Girls Club	*50-C0818*	5	51,000					*51,000*
Hamilton Hotel	*50-C0819*	5	27,000					*27,000*
Electric Fund Total			449,000	659,000	1,039,000	1,161,000	846,000	*4,154,000*
GRAND TOTAL			449,000	659,000	1,039,000	1,161,000	846,000	*4,154,000*

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund								
Electric Vehicles	50-C0090	5		180,000	183,000	170,000	160,000	*693,000*
Electric Fund				*180,000*	*183,000*	*170,000*	*160,000*	*693,000*
Circuit Upgrades	50-C0110	5			150,000	150,000	150,000	*450,000*
Electric Fund					*150,000*	*150,000*	*150,000*	*450,000*
Telemetry Equipment	50-C0111	5	40,000	40,000	30,000			*110,000*
Electric Fund			*40,000*	*40,000*	*30,000*			*110,000*
Central Substation	50-C0118	5			200,000	500,000	200,000	*900,000*
Electric Fund					*200,000*	*500,000*	*200,000*	*900,000*
Wesel Boulevard Development	50-C0220	5	5,000	50,000	50,000	50,000	50,000	*205,000*
Electric Fund			*5,000*	*50,000*	*50,000*	*50,000*	*50,000*	*205,000*
Hagerstown Business Park	50-C0258	5		10,000				*10,000*
Electric Fund				*10,000*				*10,000*
System Reconductoring	50-C0259	5	21,000	21,000	21,000	21,000	21,000	*105,000*
Electric Fund			*21,000*	*21,000*	*21,000*	*21,000*	*21,000*	*105,000*
Pedestrian Lighting	50-C0388	5	10,000	100,000	100,000	100,000	100,000	*410,000*
Electric Fund			*10,000*	*100,000*	*100,000*	*100,000*	*100,000*	*410,000*
City Park Light Replacement	50-C0514	5	10,000					*10,000*
Electric Fund			*10,000*					*10,000*
Building and Site Improvements	50-C0542	5	50,000	20,000	20,000	20,000	20,000	*130,000*
Electric Fund			*50,000*	*20,000*	*20,000*	*20,000*	*20,000*	*130,000*
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*
City Park Bridge Light Replacement	50-C0610	4			25,000			*25,000*
Electric Fund					*25,000*			*25,000*
Fairchild Heights	50-C0613	5		5,000				*5,000*
Electric Fund				*5,000*				*5,000*
Work Management System	50-C0618	5		50,000	50,000	100,000	100,000	*300,000*
Electric Fund				*50,000*	*50,000*	*100,000*	*100,000*	*300,000*
Old Trail Estates/Peachtree Suites	50-C0673	5	3,000	3,000				*6,000*
Electric Fund			*3,000*	*3,000*				*6,000*
Potomac Manor	50-C0674	5		5,000	5,000	5,000		*15,000*
Electric Fund				*5,000*	*5,000*	*5,000*		*15,000*
"Poplar Square" - former Linwood Hollow	50-C0706	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Electric Fund			*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*100,000*
Deerfield Knolls	50-C0707	5		10,000	10,000			*20,000*
Electric Fund				*10,000*	*10,000*			*20,000*
Substation Breaker Replacement	50-C0776	5	10,000					*10,000*
Electric Fund			*10,000*					*10,000*
GIS Facility Software	50-C0777	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Electric Fund			*10,000*	*10,000*	*10,000*	*10,000*	*10,000*	*50,000*
Mitchell Substation Third Bay	50-C0778	5	10,000	60,000	100,000			*170,000*

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund			*10,000*	*60,000*	*100,000*			*170,000*
Spare Regulators	50-C0797	8	10,000	50,000	50,000			*110,000*
Electric Fund			*10,000*	*50,000*	*50,000*			*110,000*
Wildlife Protection	50-C0802	8	15,000	10,000				*25,000*
Electric Fund			*15,000*	*10,000*				*25,000*
Library Expansion	50-C0805	5	106,000					*106,000*
Electric Fund			*106,000*					*106,000*
Northern Avenue McDonalds	50-C0817	5	36,000					*36,000*
Electric Fund			*36,000*					*36,000*
Noland Drive Boys & Girls Club	50-C0818	5	51,000					*51,000*
Electric Fund			*51,000*					*51,000*
Hamilton Hotel	50-C0819	5	27,000					*27,000*
Electric Fund			*27,000*					*27,000*
Electric Fund Total			449,000	659,000	1,039,000	1,161,000	846,000	*4,154,000*
GRAND TOTAL			449,000	659,000	1,039,000	1,161,000	846,000	*4,154,000*

City of Hagerstown, Maryland

WATER FUND

FY '12 thru FY '16

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Water Fund)								
Willson Treatment Plant	*52-C0166*	5	112,500	112,500	112,500	112,500	112,500	*562,500*
Distribution Services - Meter Program	*52-C0653*	4	1,043,300	1,074,837	1,106,837	1,140,042	1,174,242	*5,539,258*
Distribution System Rehab - Main Replacement	*52-C0709*	5	585,000	602,550	620,627	639,245	658,423	*3,105,845*
Bond Financing (Water Fund) Total			1,740,800	1,789,887	1,839,964	1,891,787	1,945,165	*9,207,603*
Bond Financing-MDE (Water Fund)								
Willson Transmission Mains	*52-C0167*	5	100,000		500,000	3,815,000	4,615,000	*9,030,000*
Edgemont Reservoir Improvements	*52-C0168*	5		65,000	115,000	102,000		*282,000*
West End Tank - Phase II	*52-C0275*	5	200,000					*200,000*
Willson Plant Improvements Phase IV	*52-C0740*	5	500,000	4,320,000	4,320,000			*9,140,000*
R. C. Willson WTP Improvements Phase V	*52-C0741*	5	575,000					*575,000*
Bond Financing-MDE (Water Fund) Total			1,375,000	4,385,000	4,935,000	3,917,000	4,615,000	*19,227,000*
Contribution by Others								
Pump Station Improvements	*52-C0651*	5	150,000	762,500	637,500			*1,550,000*
Contribution by Others Total			150,000	762,500	637,500			*1,550,000*
Sierra Nevada Corp.								
Zone 3 Standpipe	*52-C0323*	5					100,000	*100,000*
Sierra Nevada Corp. Total							100,000	*100,000*
Water Fund								
Water Vehicles	*52-C0117*	5	203,306	244,000	288,600	207,100	301,000	*1,244,006*
Willson Treatment Plant	*52-C0166*	5	37,500	37,500	37,500	37,500	37,500	*187,500*
Willson Transmission Mains	*52-C0167*	5	10,000					*10,000*
Edgemont Reservoir Improvements	*52-C0168*	5	150,000	150,000	150,000	150,000	150,000	*750,000*
West End Tank - Phase II	*52-C0275*	5	5,000					*5,000*
Breichner WTP Improvements	*52-C0405*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Adm. & Engineering Equipment	*52-C0648*	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Pump Station Improvements	*52-C0651*	5	75,000	75,000	75,000	75,000	75,000	*375,000*
Water System SCADA Improvements	*52-C0820*	4	350,000	125,000	250,000	150,000	150,000	*1,025,000*
Water Fund Total			865,806	666,500	836,100	654,600	748,500	*3,771,506*
GRAND TOTAL			4,131,606	7,603,887	8,248,564	6,463,387	7,408,665	*33,856,109*

City of Hagerstown, Maryland

WATER FUND

FY '12 thru **FY '16**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Water Fund								
Water Vehicles	52-C0117	5	203,306	244,000	288,600	207,100	301,000	*1,244,006*
Water Fund			***203,306***	***244,000***	***288,600***	***207,100***	***301,000***	***1,244,006***
Willson Treatment Plant	52-C0166	5	150,000	150,000	150,000	150,000	150,000	*750,000*
Bond Financing (Water Fund)			***112,500***	***112,500***	***112,500***	***112,500***	***112,500***	***562,500***
Water Fund			***37,500***	***37,500***	***37,500***	***37,500***	***37,500***	***187,500***
Willson Transmission Mains	52-C0167	5	110,000		500,000	3,815,000	4,615,000	*9,040,000*
Bond Financing-MDE (Water Fund)			***100,000***		***500,000***	***3,815,000***	***4,615,000***	***9,030,000***
Water Fund			***10,000***					***10,000***
Edgemont Reservoir Improvements	52-C0168	5	150,000	215,000	265,000	252,000	150,000	*1,032,000*
Bond Financing-MDE (Water Fund)				***65,000***	***115,000***	***102,000***		***282,000***
Water Fund			***150,000***	***150,000***	***150,000***	***150,000***	***150,000***	***750,000***
West End Tank - Phase II	52-C0275	5	205,000					*205,000*
Bond Financing-MDE (Water Fund)			***200,000***					***200,000***
Water Fund			***5,000***					***5,000***
Zone 3 Standpipe	52-C0323	5					100,000	*100,000*
Sierra Nevada Corp.							***100,000***	***100,000***
Breichner WTP Improvements	52-C0405	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Water Fund			***25,000***	***25,000***	***25,000***	***25,000***	***25,000***	***125,000***
Adm. & Engineering Equipment	52-C0648	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Water Fund			***10,000***	***10,000***	***10,000***	***10,000***	***10,000***	***50,000***
Pump Station Improvements	52-C0651	5	225,000	837,500	712,500	75,000	75,000	*1,925,000*
Contribution by Others			***150,000***	***762,500***	***637,500***			***1,550,000***
Water Fund			***75,000***	***75,000***	***75,000***	***75,000***	***75,000***	***375,000***
Distribution Services - Meter Program	52-C0653	4	1,043,300	1,074,837	1,106,837	1,140,042	1,174,242	*5,539,258*
Bond Financing (Water Fund)			***1,043,300***	***1,074,837***	***1,106,837***	***1,140,042***	***1,174,242***	***5,539,258***
Distribution System Rehab - Main Replacement	52-C0709	5	585,000	602,550	620,627	639,245	658,423	*3,105,845*
Bond Financing (Water Fund)			***585,000***	***602,550***	***620,627***	***639,245***	***658,423***	***3,105,845***
Willson Plant Improvements Phase IV	52-C0740	5	500,000	4,320,000	4,320,000			*9,140,000*
Bond Financing-MDE (Water Fund)			***500,000***	***4,320,000***	***4,320,000***			***9,140,000***
R. C. Willson WTP Improvements Phase V	52-C0741	5	575,000					*575,000*
Bond Financing-MDE (Water Fund)			***575,000***					***575,000***
Water System SCADA Improvements	52-C0820	4	350,000	125,000	250,000	150,000	150,000	*1,025,000*
Water Fund			***350,000***	***125,000***	***250,000***	***150,000***	***150,000***	***1,025,000***
Water Fund Total			**4,131,606**	**7,603,887**	**8,248,564**	**6,463,387**	**7,408,665**	***33,856,109***
GRAND TOTAL			**4,131,606**	**7,603,887**	**8,248,564**	**6,463,387**	**7,408,665**	***33,856,109***

City of Hagerstown, Maryland

WASTEWATER FUND

FY '12 thru FY '16

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater Fund)								
Wastewater Vehicle Replacement	*54-C0004*	5	115,000	231,000	322,000	250,000	250,000	*1,168,000*
Pump Station Improvements	*54-C0299*	1	33,750	33,750	258,750	33,750	33,750	*393,750*
Collection System Rehabilitation	*54-C0327*	1	400,000	400,000	900,000	400,000	400,000	*2,500,000*
Plant Equipment	*54-C0584*	1	100,000	100,000	100,000	100,000	10,000	*410,000*
Buildings and Structures	*54-C0585*	5	50,000					*50,000*
Oxygen System Improvements	*54-C0657*	1	70,000	70,000				*140,000*
Solids Processing-Pelletizer and WWTP Improvements	*54-C0711*	2	35,000	385,000	175,000	35,000	35,000	*665,000*
Collection System Equipment	*54-C0713*	5	80,000	80,000	80,000	80,000	80,000	*400,000*
Laboratory Equipment	*54-C0745*	5		85,000				*85,000*
Grinder Pump Replacement Program	*54-C0767*	5	78,000	80,000	80,000	80,000	80,000	*398,000*
Bond Financing (Wastewater Fund) Total			961,750	1,464,750	1,915,750	978,750	888,750	*6,209,750*
Contribution by Others								
Collection System Rehabilitation	*54-C0327*	1			700,000			*700,000*
East End Pump Station	*54-C0565*	5			675,000			*675,000*
Contribution by Others Total					1,375,000			*1,375,000*
Wastewater Fund								
Trunk Lines and Laterals	*54-C0000*	2	15,000	15,000	15,000	15,000	15,000	*75,000*
Manhole Raising	*54-C0267*	1	25,000	25,000	25,000	25,000	25,000	*125,000*
Pump Station Improvements	*54-C0299*	1	11,250	11,250	86,250	11,250	11,250	*131,250*
Buildings and Structures	*54-C0585*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Oxygen System Improvements	*54-C0657*	1	30,000	30,000				*60,000*
Solids Processing-Pelletizer and WWTP Improvements	*54-C0711*	2	15,000	165,000	75,000	15,000	15,000	*285,000*
Wastewater GIS Support	*54-C0742*	5	25,000	10,000	10,000	10,000	10,000	*65,000*
Laboratory Equipment	*54-C0745*	5	15,000		15,000	15,000	15,000	*60,000*
Wastewater Fund Total			161,250	281,250	251,250	116,250	116,250	*926,250*
GRAND TOTAL			1,123,000	1,746,000	3,542,000	1,095,000	1,005,000	*8,511,000*

City of Hagerstown, Maryland

WASTEWATER FUND

FY '12 thru FY '16

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Wastewater Fund								
Trunk Lines and Laterals	54-C0000	2	15,000	15,000	15,000	15,000	15,000	*75,000*
Wastewater Fund			*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*75,000*
Wastewater Vehicle Replacement	54-C0004	5	115,000	231,000	322,000	250,000	250,000	*1,168,000*
Bond Financing (Wastewater Fund)			*115,000*	*231,000*	*322,000*	*250,000*	*250,000*	*1,168,000*
Manhole Raising	54-C0267	1	25,000	25,000	25,000	25,000	25,000	*125,000*
Wastewater Fund			*25,000*	*25,000*	*25,000*	*25,000*	*25,000*	*125,000*
Pump Station Improvements	54-C0299	1	45,000	45,000	345,000	45,000	45,000	*525,000*
Bond Financing (Wastewater Fund)			*33,750*	*33,750*	*258,750*	*33,750*	*33,750*	*393,750*
Wastewater Fund			*11,250*	*11,250*	*86,250*	*11,250*	*11,250*	*131,250*
Collection System Rehabilitation	54-C0327	1	400,000	400,000	1,600,000	400,000	400,000	*3,200,000*
Bond Financing (Wastewater Fund)			*400,000*	*400,000*	*900,000*	*400,000*	*400,000*	*2,500,000*
Contribution by Others					*700,000*			*700,000*
East End Pump Station	54-C0565	5			675,000			*675,000*
Contribution by Others					*675,000*			*675,000*
Plant Equipment	54-C0584	1	100,000	100,000	100,000	100,000	10,000	*410,000*
Bond Financing (Wastewater Fund)			*100,000*	*100,000*	*100,000*	*100,000*	*10,000*	*410,000*
Buildings and Structures	54-C0585	5	75,000	25,000	25,000	25,000	25,000	*175,000*
Bond Financing (Wastewater Fund)			*50,000*					*50,000*
Wastewater Fund			*25,000*	*25,000*	*25,000*	*25,000*	*25,000*	*125,000*
Oxygen System Improvements	54-C0657	1	100,000	100,000				*200,000*
Bond Financing (Wastewater Fund)			*70,000*	*70,000*				*140,000*
Wastewater Fund			*30,000*	*30,000*				*60,000*
Solids Processing-Pelletizer and WWTP Improvements	54-C0711	2	50,000	550,000	250,000	50,000	50,000	*950,000*
Bond Financing (Wastewater Fund)			*35,000*	*385,000*	*175,000*	*35,000*	*35,000*	*665,000*
Wastewater Fund			*15,000*	*165,000*	*75,000*	*15,000*	*15,000*	*285,000*
Collection System Equipment	54-C0713	5	80,000	80,000	80,000	80,000	80,000	*400,000*
Bond Financing (Wastewater Fund)			*80,000*	*80,000*	*80,000*	*80,000*	*80,000*	*400,000*
Wastewater GIS Support	54-C0742	5	25,000	10,000	10,000	10,000	10,000	*65,000*
Wastewater Fund			*25,000*	*10,000*	*10,000*	*10,000*	*10,000*	*65,000*
Laboratory Equipment	54-C0745	5	15,000	85,000	15,000	15,000	15,000	*145,000*
Bond Financing (Wastewater Fund)				*85,000*				*85,000*
Wastewater Fund			*15,000*		*15,000*	*15,000*	*15,000*	*60,000*
Grinder Pump Replacement Program	54-C0767	5	78,000	80,000	80,000	80,000	80,000	*398,000*
Bond Financing (Wastewater Fund)			*78,000*	*80,000*	*80,000*	*80,000*	*80,000*	*398,000*
Wastewater Fund Total			1,123,000	1,746,000	3,542,000	1,095,000	1,005,000	*8,511,000*
GRAND TOTAL			1,123,000	1,746,000	3,542,000	1,095,000	1,005,000	*8,511,000*

City of Hagerstown, Maryland

PARKING FUND

FY '12 thru FY '16

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Parking Fund)								
Offstreet Parking - City Center Area	*56-C0173*	5					4,500,000	*4,500,000*
North Potomac Street Parking Facilities	*56-C0749*	5		142,000				*142,000*
Bond Financing (Parking Fund) Total				142,000			4,500,000	*4,642,000*
Contribution by Others								
Offstreet Parking - City Center Area	*56-C0173*	5					4,500,000	*4,500,000*
Contribution by Others Total							4,500,000	*4,500,000*
Parking Fund								
North Potomac Street Parking Facilities	*56-C0749*	5			30,000	30,000	30,000	*90,000*
Parking Fund Vehicles	*56-C0829*	5		25,000		20,000		*45,000*
Parking Fund Total				25,000	30,000	50,000	30,000	*135,000*
GRAND TOTAL				167,000	30,000	50,000	9,030,000	*9,277,000*

City of Hagerstown, Maryland

PARKING FUND

FY '12 thru FY '16

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Parking Fund								
Offstreet Parking - City Center Area	56-C0173	5					9,000,000	*9,000,000*
Bond Financing (Parking Fund)							*4,500,000*	*4,500,000*
Contribution by Others							*4,500,000*	*4,500,000*
North Potomac Street Parking Facilities	56-C0749	5		142,000	30,000	30,000	30,000	*232,000*
Bond Financing (Parking Fund)				*142,000*				*142,000*
Parking Fund					*30,000*	*30,000*	*30,000*	*90,000*
Parking Fund Vehicles	56-C0829	5		25,000		20,000		*45,000*
Parking Fund				*25,000*		*20,000*		*45,000*
Parking Fund Total				167,000	30,000	50,000	9,030,000	*9,277,000*
GRAND TOTAL				167,000	30,000	50,000	9,030,000	*9,277,000*

City of Hagerstown, Maryland

GOLF FUND

FY '12 thru FY '16

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Golf Fund								
Golf Course - Vehicles/Equipment	*57-C0395*	4		25,000	40,000	50,000	43,000	*158,000*
Golf Course Netting	*57-C0766*	1		1,500				*1,500*
Golf Cart Storage	*57-C0825*	8	10,000					*10,000*
Golf Fund Total			10,000	26,500	40,000	50,000	43,000	*169,500*
Grants-State Program Open Space								
Golf Course Netting	*57-C0766*	1		13,500				*13,500*
Grants-State Program Open Space Total				13,500				*13,500*
Prior Bond Proceeds								
Golf Course Club House Improvements	*57-C0824*	8	40,000					*40,000*
Prior Bond Proceeds Total			40,000					*40,000*
GRAND TOTAL			50,000	40,000	40,000	50,000	43,000	*223,000*

City of Hagerstown, Maryland

GOLF FUND

FY '12 thru FY '16

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Golf Fund								
Golf Course - Vehicles/Equipment	57-C0395	4		25,000	40,000	50,000	43,000	*158,000*
Golf Fund				*25,000*	*40,000*	*50,000*	*43,000*	*158,000*
Golf Course Netting	57-C0766	1		15,000				*15,000*
Golf Fund				*1,500*				*1,500*
Grants-State Program Open Space				*13,500*				*13,500*
Golf Course Club House Improvements	57-C0824	8	40,000					*40,000*
Prior Bond Proceeds			*40,000*					*40,000*
Golf Cart Storage	57-C0825	8	10,000					*10,000*
Golf Fund			*10,000*					*10,000*
Golf Fund Total			50,000	40,000	40,000	50,000	43,000	*223,000*
GRAND TOTAL			50,000	40,000	40,000	50,000	43,000	*223,000*

City of Hagerstown, Maryland

PROPERTY MANAGEMENT FUND

FY '12 thru FY '16

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Prop Mgmt Fund)								
Renovation-Roslyn Building	*58-C0779*	5	0	0	0	0	0	*0*
Bond Financing (Prop Mgmt Fund) Total			**0**	**0**	**0**	**0**	**0**	***0***
Grants-Federal								
CVS Building	*58-C0828*	5	780,000					*780,000*
Grants-Federal Total			**780,000**					***780,000***
Property Management Fund								
Alms House Repairs	*58-C0755*	5			5,000			*5,000*
Elizabeth Hager Center	*58-C0803*	5	30,000	30,000	20,000	20,000	20,000	*120,000*
Property Management Fund Total			**30,000**	**30,000**	**25,000**	**20,000**	**20,000**	***125,000***
GRAND TOTAL			**810,000**	**30,000**	**25,000**	**20,000**	**20,000**	***905,000***

City of Hagerstown, Maryland

PROPERTY MANAGEMENT FUND

FY '12 thru FY '16

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Property Management Fund								
Alms House Repairs	58-C0755	5			5,000			*5,000*
Property Management Fund					*5,000*			*5,000*
Renovation-Roslyn Building	58-C0779	5	0	0	0	0	0	*0*
Bond Financing (Prop Mgmt Fund)			*0*	*0*	*0*	*0*	*0*	*0*
Elizabeth Hager Center	58-C0803	5	30,000	30,000	20,000	20,000	20,000	*120,000*
Property Management Fund			*30,000*	*30,000*	*20,000*	*20,000*	*20,000*	*120,000*
CVS Building	58-C0828	5	780,000					*780,000*
Grants-Federal			*780,000*					*780,000*
Property Management Fund Total			810,000	30,000	25,000	20,000	20,000	*905,000*
GRAND TOTAL			810,000	30,000	25,000	20,000	20,000	*905,000*

Capital Improvements Program
Deferred Projects

EXPENDITURES BY PROJECT

Fiscal Years FY '12 thru FY '16

Project	Project #	Amount Deferred	Category Total	Fund Total
General Fund - Engineering				
Wesel Boulevard Dualization	45-C0194	$ 4,000,000		
Major Signal Intersection Upgrades	45-C0243	118,000		
Alley Reconstruction	45-C0324	100,000		
Hagerstown Business Park II	45-C0500	1,200,000		
Sub-total General Fund - Engineering			5,418,000	
General Fund - Fire				
West End Fire & EMS (Relocation)	45-C0730	2,600,000		
Sub-total General Fund - Info Tech			2,600,000	
GENERAL FUND TOTAL				***$ 8,018,000***
Electric Fund				
Bulldog Substation Upgrade	50-C0544	100,000		
R. Paul Smith Boulevard Street Lighting	50-C0614	5,000		
Increase System Generation Capacity	50-C0708	10,100,000		
Sub-total Electric Fund			10,205,000	
ELECTRIC FUND TOTAL				***$ 10,205,000***
Property Managment Fund				
Renovation-Roslyn Building	58-C0779	1,011,000		
			1,011,000	
PROPERTY MANAGEMENT FUND TOTAL				***$ 1,011,000***
GRAND TOTAL				***$ 19,234,000***

Note: Projects listed above represent costs that are part of the City's Capital Improvement Plan that due to either timing or resource constrants are scheduled beyond fiscal year 2015/2016.

CAPITAL IMPROVEMENTS PROGRAM
Fiscal Years FY '12 thru FY '16

List of Projects by Project Name

Project Name	Project #	Project Priority
"Poplar Square" - former Linwood Hollow	50-C0706	Planned Improvement
Adm. & Engineering Equipment	52-C0648	Planned Improvement
Alley Reconstruction	45-C0324	Planned Improvement
Alms House Repairs	58-C0755	Planned Improvement
Antietam Creek Greenway Trail	45-C0774	Planned Improvement
Bicycle Trail	45-C0717	Planned Improvement
Bloom Park - Irrigation System	45-C0793	Cost Avoidance
Breichner WTP Improvements	52-C0405	Planned Improvement
Bridge Repair Program	45-C0400	Cost Avoidance
Building and Site Improvements	50-C0542	Planned Improvement
Buildings and Structures	54-C0585	Planned Improvement
Bulldog Substation Upgrade	50-C0544	Planned Improvement
Cable PEG/I-Net	45-C0568	Contract Obligation
Central Substation	50-C0118	Planned Improvement
Chamber Downtown Study	45-C0461	Improve Service
Circuit Upgrades	50-C0110	Planned Improvement
City Hall Improvements	45-C0326	Planned Improvement
City Park Benches	45-C0332	Planned Improvement
City Park Bridge Light Replacement	50-C0610	Cost Avoidance
City Park Lake Improvements	45-C0047	Probable Grant
City Park Light Replacement	50-C0514	Planned Improvement
City Park Parking Improvements	45-C0522	Planned Improvement
Collection System Equipment	54-C0713	Planned Improvement
Collection System Rehabilitation	54-C0327	Public Safety
Community & Economic Development Vehicles	45-C0249	Cost Avoidance
Computer Equipment and Software	45-C0006	Planned Improvement
Curb and Sidewalk Replacement Program	45-C0458	Planned Improvement
CVS Building	58-C0828	Planned Improvement
Deerfield Knolls	50-C0707	Planned Improvement
Develop 50 West Memorial Boulevard	45-C0718	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 Gateway Signs	45-C0579	Planned Improvement
East End Pump Station	54-C0565	Planned Improvement
Edgemont Reservoir Improvements	52-C0168	Planned Improvement
Electric Vehicles	50-C0090	Planned Improvement
Elizabeth Hager Center	58-C0803	Planned Improvement
Engineering Vehicles	45-C0133	Cost Avoidance
Entrance Building at Fairground Park	45-C0548	Public Safety
Fairchild Heights	50-C0613	Planned Improvement
Fairground Grandstand Improvements	45-C0624	Contract Obligation
Fairgrounds Park Improvements	45-C0626	Planned Improvement

CAPITAL IMPROVEMENTS PROGRAM
Fiscal Years FY '12 thru FY '16

List of Projects by Project Name

Project Name	Project #	Project Priority
Fire Department Vehicle Replacement	45-C0010	Planned Improvement
Fire Training Tower	45-C0241	Planned Improvement
Frederick Street Culvert	45-C0811	Documented Savings
General Fund Vehicle Replacement Contingency	45-C0816	Planned Improvement
Generation	50-C0708	Cost Avoidance
Geographic Information System	45-C0451	Planned Improvement
GIS Facility Software	50-C0777	Planned Improvement
Golf Cart Storage	57-C0825	Improve Service
Golf Course - Vehicles/Equipment	57-C0395	Cost Avoidance
Golf Course Club House Improvements	57-C0824	Improve Service
Golf Course Netting	57-C0766	Public Safety
Grinder Pump Replacement Program	54-C0767	Planned Improvement
Hager Park - Multipurpose Court	45-C0789	Documented Savings
Hagerstown Business Park	50-C0258	Planned Improvement
Hagerstown Business Park II	45-C0500	Probable Grant
Hamilton Hotel	50-C0819	Planned Improvement
Hamilton Park Trail	45-C0752	Planned Improvement
Handicapped Access	45-C0217	Probable Grant
Hellane Park Improvements	45-C0062	Planned Improvement
Hellane Park-Refurbish Walks/Driveway Entrance	45-C0761	Probable Grant
Ice Rink Improvements	45-C0826	Cost Avoidance
Installation of Street Trees	45-C0594	Planned Improvement
Jonathan Hager House and Museum	45-C0061	Planned Improvement
Kiwanis Park	45-C0773	Contract Obligation
Laboratory Equipment	54-C0745	Planned Improvement
LED Signal Lights	45-C0245	Cost Avoidance
Library Expansion	50-C0805	Planned Improvement
Major Signal Intersection Upgrades	45-C0243	Planned Improvement
Manhole Raising	54-C0267	Public Safety
Market House Improvements	45-C0099	Planned Improvement
Memorial Park	45-C0784	Improve Service
Mills Park Hiker/Biker Trail	45-C0737	Planned Improvement
Mitchell Substation Third Bay	50-C0778	Planned Improvement
Municipal Stadium Improvements	45-C0040	Cost Avoidance
Neighborhood Parks	45-C0751	Planned Improvement
New Sidewalks	45-C0595	Public Safety
Noland Drive Boys & Girls Club	50-C0818	Planned Improvement
North East Area Community Improvements	45-C0664	Cost Avoidance
North Potomac Street Parking Facilities	56-C0749	Planned Improvement
Northern Avenue McDonalds	50-C0817	Planned Improvement
Northwest Connector	45-C0735	Planned Improvement
Offstreet Parking - City Center Area	56-C0173	Planned Improvement
Old Trail Estates/Peachtree Suites	50-C0673	Planned Improvement

CAPITAL IMPROVEMENTS PROGRAM
Fiscal Years FY '12 thru FY '16

List of Projects by Project Name

Project Name	Project #	Project Priority
Oswald Park - Irrigation System	45-C0792	Cost Avoidance
Oxygen System Improvements	54-C0657	Public Safety
Pangborn Lake Reconstruction	45-C0812	Documented Savings
Park Circle Improvements	45-C0373	Public Safety
Park Play Equipment	45-C0237	Planned Improvement
Parking Fund Vehicles	56-C0829	Planned Improvement
Parks Vehicles and Equipment	45-C0570	Planned Improvement
Pavement Markings	45-C0093	Public Safety
Pavement Preservation Program	45-C0025	Planned Improvement
Pavilion for Pool Concession Area	45-C0822	Improve Service
Pedestrian Lighting	50-C0388	Planned Improvement
Plant Equipment	54-C0584	Public Safety
Police Building Renovation	45-C0308	Planned Improvement
Police Crime Lab Equipment	45-C0182	Planned Improvement
Police Radios	45-C0128	Public Safety
Police Vehicles	45-C0129	Public Safety
Pool Double Tube Slide	45-C0821	Improve Service
Portable Metal Bleachers	45-C0807	Contract Obligation
Potomac Manor	50-C0674	Planned Improvement
Professional Court Extension - Phase I	45-C0685	Planned Improvement
Public Works Operations Center Improvement Program	45-C0250	Planned Improvement
Public Works Vehicles	45-C0065	Planned Improvement
Pump Station Improvements	52-C0651	Planned Improvement
Pump Station Improvements	54-C0299	Public Safety
R. C. Willson WTP Improvements Phase V	52-C0741	Planned Improvement
R. Paul Smith Boulevard	45-C0733	Planned Improvement
R. Paul Smith Boulevard Street Lighting	50-C0614	Planned Improvement
Reconstruction of Haven Road	45-C0686	Planned Improvement
Recycling Centers - Various Parks	45-C0796	Improve Service
Rehabilitation of City Hall Elevators	45-C0583	Planned Improvement
Renovation - City Hall	45-C0630	Planned Improvement
Renovation - Roslyn Building	58-C0779	Planned Improvement
Rotary Park - Irrigation System	45-C0794	Cost Avoidance
Signal Controller Upgrades	45-C0433	Planned Improvement
Signal Timing Optimization	45-C0640	Planned Improvement
Solids Processing-Pelletizer and WWTP Improvements	54-C0711	Contract Obligation
South Locust Street Streetscape	45-C0772	Public Safety
Spare Regulators	50-C0797	Improve Service
Staley Park - Minor League Field Expansion	45-C0791	Planned Improvement
State Highway Retrofit Sidewalk Program	45-C0527	Probable Grant
Steam Engine Museum	45-C0439	Planned Improvement
Storm Water Management Planning and Improvements	45-C0637	Contract Obligation
Stormdrain System Upgrades	45-C0444	Planned Improvement

CAPITAL IMPROVEMENTS PROGRAM
Fiscal Years FY '12 thru FY '16

List of Projects by Project Name

Project Name	Project #	Project Priority
Street Crime Cameras	45-C0581	Public Safety
Substation Breaker Replacement	50-C0776	Planned Improvement
System Reconductoring	50-C0259	Planned Improvement
Telemetry Equipment	50-C0111	Planned Improvement
Tennis Court Expansion	45-C0809	Contract Obligation
Test Equipment	50-C0609	Planned Improvement
Traffic Calming	45-C0560	Planned Improvement
Trunk Lines and Laterals	54-C0000	Contract Obligation
University Plaza Amenities	45-C0806	Contract Obligation
W Franklin ST/Burhans Blvd/Salem Ave	45-C0782	Improve Service
W Washington Streetscape Improvements	45-C0827	Planned Improvement
Wastewater GIS Support	54-C0742	Planned Improvement
Wastewater Vehicle Replacement	54-C0004	Planned Improvement
Water System SCADA Improvements	52-C0820	Cost Avoidance
Water Vehicles	52-C0117	Planned Improvement
Wesel Boulevard Development	50-C0220	Planned Improvement
Wesel Boulevard Dualization	45-C0194	Planned Improvement
West End Fire and EMS (Relocation)	45-C0730	Planned Improvement
West End Tank - Phase II	52-C0275	Planned Improvement
Wheaton Park Parking	45-C0634	Planned Improvement
Wildlife Protection	50-C0802	Improve Service
Willson Plant Improvements Phase IV	52-C0740	Planned Improvement
Willson Transmission Mains	52-C0167	Planned Improvement
Willson Treatment Plant	52-C0166	Planned Improvement
Winter Street School-Neighborhood Park	45-C0764	Probable Grant
Work Management System	50-C0618	Planned Improvement
Zone 3 Standpipe	52-C0323	Planned Improvement

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0006

Project Name Computer Equipment and Software

Type	Replacement	**Department**	Information Technology
Useful Life	5 years	**Contact**	Nicewarner
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	City Hall		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$475,000**

Continue upgrades to hardware and software to accommodate IT infrastructure replacements and additions. Budget year includes consolidations of obsolete servers from the old Novell environment, upgrades to the Unified Messaging system (possible since our transition to Exchange), and enhanced document management capabilities.
FY 12 & 13 reflect reduced funding due to budget constraints.

Justification

The advent of new software will facilitate the need to provide integration from those systems to our general office automation systems. These include our word processors, spreadsheets, and e-mail systems.

Due to space constraints in our existing computer data room, a consolidation of our stand-up servers to rack-mount style servers will allow us to better make use of this limited amount of area. It will also provide more physical security to our systems.

Budget Impact/Other

There will be maintenance/support agreements impact on the general IT operating budget.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	50,000	35,000	45,000	45,000	45,000	220,000
Other	45,000	45,000	55,000	55,000	55,000	255,000
Total	**95,000**	**80,000**	**100,000**	**100,000**	**100,000**	**475,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-Electric Fund	25,000	20,000	25,000	25,000	25,000	120,000
Transfers to CIP-General Fund	20,000	20,000	25,000	25,000	25,000	115,000
Transfers to CIP-Wastewater F	25,000	20,000	25,000	25,000	25,000	120,000
Transfers to CIP-Water Fund	25,000	20,000	25,000	25,000	25,000	120,000
Total	**95,000**	**80,000**	**100,000**	**100,000**	**100,000**	**475,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0010

Project Name Fire Department Vehicle Replacement

Type	Replacement	**Department**	Fire
Useful Life	15 years	**Contact**	Dieterich
Category	Automobiles and Trucks	**Priority**	Planned Improvement
Location:	Administrative Office		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$2,285,000**

Per Vehicle Replacement Plan.

FY13: Engine 1 - 1994 KME Pumper ($400,000) - replacement of this unit has been deferred from FY10
FY14: Truck 1 - 1998 AI 105' Ladder
FY15: Truck 4 - 1998 AI 105' Ladder
FY16: Unit C4 - 2005 Chevy Blazer

Justification

Replace unsafe or deteriorated equipment.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		400,000	900,000	950,000	35,000	2,285,000
Total		**400,000**	**900,000**	**950,000**	**35,000**	**2,285,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund		200,000	700,000	750,000		1,650,000
Contribution by Others		200,000	200,000	200,000		600,000
Transfers to CIP-General Fund					35,000	35,000
Total		**400,000**	**900,000**	**950,000**	**35,000**	**2,285,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0025**

Project Name **Pavement Preservation Program**

Type	Maintenance	**Department**	Engineering
Useful Life	15 - 25 years	**Contact**	Tissue
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	City -wide		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$2,609,000**

Resurfacing of various streets and parking lots per pre-established plan. Includes overlay, crack-sealing, slurry-sealing, pavement markings and milling.

FY 12: Includes $370,000 for Summer 2011 paving portions of Forest Drive, Wayne Ave, Carroll Hgts Blvd, W. Irvin Ave, Prospect Ave, Thames, W. Antietam St and Potomac Hgts Blvd. Also includes $20,000 for crack sealing areas City-wide and pavement markings.

Justification

Preserve deteriorating facilities.

In 2010 we expanded the program to include slurry-seals and crack-sealing in addition to overlay. We were not able tocontinue the slurry sealing program due to budget constraints.

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 '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	390,000	450,000	365,000	400,000	400,000	2,005,000
Total	**390,000**	**450,000**	**365,000**	**400,000**	**400,000**	**2,005,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Fund Balance	174,000					174,000
Prior Bond Proceeds	216,000					216,000
State Highway User Revenue		81,480	83,517	85,605	87,745	338,347
Transfers to CIP-General Fund		368,520	281,483	314,395	312,255	1,276,653
Total	**390,000**	**450,000**	**365,000**	**400,000**	**400,000**	**2,005,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0040**

Project Name **Municipal Stadium Improvements**

Type	Maintenance	**Department**	Parks
Useful Life	10 years	**Contact**	Mason
Category	Buildings and Structures	**Priority**	Cost Avoidance
Location:	Municipal Stadium		
Year Submitted:	2008		

Description

Total Project Cost: **$210,000**

On going improvement program for 70+ year old stadium ($35,000 per year). Schedule improvements as necessary.

New minor baseball team owners are developing a plan for a major renovation of the existing stadium.

Justification

Provide adequate recreation facilities
Continue to keep the City's Single A minor league baseball stadium an attractive destination for City residents and visitors.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund	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**

Capital Improvement Program

FY '12 *thru* FY '16

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 Parks
Contact Mason
Priority Probable Grant

Description

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

Replacement of walls around perimeter of upper and middle lakes, associated sidewalk improvements, and landscape enhancements. This project is part of the City Park Master Plan.

Justification

Improve deteriorating facilities.

Budget Impact/Other

Less than $5,000 would be saved on maintenance costs as the wall needs to be fully replaced and is not worthy of patching or repairing.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance				500,000		500,000
Total				**500,000**		**500,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund				50,000		50,000
Grants-State Program Open S				450,000		450,000
Total				**500,000**		**500,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0061

Project Name Jonathan Hager House and Museum

Type	Improvement	**Department**	Parks
Useful Life	5 years	**Contact**	Mason
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	City Park		
Year Submitted:	2007		

Description

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

FY 13: Do a feasibility study of the Hager House to protect and preserve collection and to prevent future structural damage to the building.

Justification

Determine what needs to be done to assist in dealing with seasonal temperature fluctuations which have been determined to be the cause of some of the structural movement of the building. Review humidity control systems or other solutions to assist in preventing further structural damage and help preserve and protect the extensive collection of the 18th century artifacts and furnishings displayed in the building. Iimprovements are much needed and in keeping with proper museum and conservation practices.

Budget Impact/Other

$1,300 per year cost included in operating budget to monitor Hager House wall movement.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design		30,000				30,000
Total		**30,000**				**30,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S		27,000				27,000
Transfers to CIP-General Fund		3,000				3,000
Total		**30,000**				**30,000**

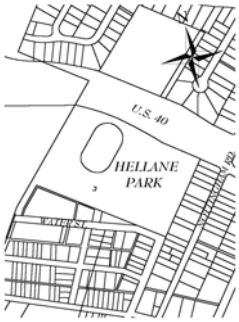
Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0062**

Project Name **Hellane Park Improvements**



Type	Improvement	**Department**	Parks
Useful Life	20 years	**Contact**	Mason
Category	Land Improvements	**Priority**	Planned Improvement
Location:	Hellane Park		
Year Submitted:	2008		

Description

Total Project Cost: **$150,000**

Improvements to Hellane Park.

FY 15: Install new 95-space parking lot west of Water Street.

Funding will be from Program Open Space and/or CDBG.

Justification

Existing parking lot is gravel and needs overlay, use of facility needs expanded and upgraded.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance				150,000		150,000
Total				**150,000**		**150,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S				135,000		135,000
Transfers to CIP-General Fund				15,000		15,000
Total				**150,000**		**150,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Finance Director
Priority Planned Improvement

Description

Total Project Cost: **$690,000**

Per Vehicle and Equipment schedule

FY12: All vehicle/equipment purchases have been halted and deferred to future years.

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 '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		190,000	205,000	171,000	124,000	690,000
Total		**190,000**	**205,000**	**171,000**	**124,000**	**690,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund		180,000	180,000	120,000	75,000	555,000
Transfers to CIP-General Fund		10,000	25,000	51,000	49,000	135,000
Total		**190,000**	**205,000**	**171,000**	**124,000**	**690,000**

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: **$60,000**

$10,000 annually for upgrading pavement markings around the City with emphasis on crosswalks, school zones, and public safety.
FY12 - Suggest additional $10K to be used as a match to possible grant for bike lane installation.

Justification

Improve safety.

Budget Impact/Other

Recommend contracting these services as they take special equipment. 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 '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	20,000	10,000	10,000	10,000	10,000	60,000
Total	**20,000**	**10,000**	**10,000**	**10,000**	**10,000**	**60,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-Federal	10,000					10,000
Transfers to CIP-General Fund	10,000	10,000	10,000	10,000	10,000	50,000
Total	**20,000**	**10,000**	**10,000**	**10,000**	**10,000**	**60,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0099

Project Name Market House Improvements

Type	Improvement	**Department**	Public Works
Useful Life	5 years	**Contact**	Thomas
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Market House		
Year Submitted:	1992		

Description

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

FY13: Replace the celestory roof in the middle of the building.

Justification

The celestory roof section is 25 to 30 years old and is starting to leak.
This section of roof is in the middle of the building and runs the entire length of the building.
Estimated replacement cost is $6 to 8 per square foot.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		100,000				100,000
Total		**100,000**				**100,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund		100,000				100,000
Total		**100,000**				**100,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0128

Project Name Police Radios

Type	Improvement	**Department**	Police
Useful Life	5 - 7 years	**Contact**	Smith
Category	Machinery and Equipment	**Priority**	Public Safety
Location:	Police Department		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$170,000**

* Issue Air Cards ($3,800) Police Officers ($1,600) Parking Attendant ($2,800) Fire Police
* The police department has joined a county-wide radio system in 2010 and has purchased the necessary radio equipment with FY 2010 funds
* Expenditures in outlying years represent replacement of radio equipment which would begin in 2015 at a rate of 25% per year (based on 5-7 year useful life).

Justification

* To ensure that the police staff members can communicate effectively with each other and other law enforcement agencies
* To protect the safety of the public and the safety of the officers

Budget Impact/Other

Due to their capabilities, radios will cost more to replace when broken which will increase the historical capital expense starting in FY 2012. For the first two years we should not need to purchase additional radios or batteries.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings					170,000	170,000
Total					**170,000**	**170,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund					170,000	170,000
Total					**170,000**	**170,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Smith
Priority Public Safety

Description

Total Project Cost: **$600,000**

FY12- All vehicle replacements are being dererred. Future years provides replacement vehicles are needed to help the main police fleet up-to-date.
FY 13- Five new patrol vehicles, plus all auxillary equipment (radios, prisoner transport cages, emergency lighting, etc.) @ $28,000 each ($140,000); 2 low-mileage pre-owned staff cars to be purchased from other agencies @ $5,000 each ($10,000)
FY 14-16 Same as above except on 5 patrol vehicles per year @ $28,000 ($140,000) and 2 low mileage preowned cars @$5,000 each ($10,000).

Justification

The posponement of vehicle replacements for two years will require some catch up purcahses.. Most patrol vehicles are operated around the clock with in-town driving and considerable idling. The overlapping 10 hour shifts also create the need for all cars to be operationally ready. Staff cars are needed to replace aging cars in other agency components such as the Criminal Investigation Division.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		150,000	150,000	150,000	150,000	600,000
Total		**150,000**	**150,000**	**150,000**	**150,000**	**600,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General 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 '12 *thru* FY '16

City of Hagerstown, Maryland

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

Description

Total Project Cost: $33,000

Replacement program for vehicles for department personnel, these are NOT additions to the fleet.

Replace units per the "Vehicle Replacement Schedule"

Future Years: Units 702 & 707

Justification

Replace deteriorated vehicles - low cost vehicles in the fleet have limited life and maintenance costs increase dramatically once vehicles get about eight to ten years old.

Budget Impact/Other

Replacement of six to ten-year-old vehicles saves about $1,500 annually in repairs and part replacement.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings				16,000	17,000	33,000
Total				**16,000**	**17,000**	**33,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund				16,000	17,000	33,000
Total				**16,000**	**17,000**	**33,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0182

Project Name Police Crime Lab Equipment

Type	Unassigned	**Department**	Police
Useful Life	5 - 7 years	**Contact**	Smith
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:			
Year Submitted:			

Description

Total Project Cost: **$145,000**

FY12 Replacement of Fourier Transforma Infrared Spectrometer (FTIR)

FY16 Replacement of the Gas Chromatograph/ Mass Spectrometer.

Justification

The Furier Transforma Infrared Spectrometer (FTIR) is used for confirmatory tests as well as identification of other substances requiring this specific instrument. In addition to forensic examinations, its use is required for the prosecution of criminal cases. The current FTIR was installed in 2001 and is beyond its expected useful life.
The Gas Chromatograph/ Mass Spectrometer is purcahsed in 2009 is expected to reach the end of its expected useful life in 2016.
HPD plans to pursue grants to fund both these expensive equipment replacements.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	35,000				110,000	145,000
Total	**35,000**				**110,000**	**145,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-Federal	35,000				110,000	145,000
Total	**35,000**				**110,000**	**145,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0194**

Project Name **Wesel Boulevard Dualization**

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

Description

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

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

FY15: Reconstruct major failing areas near Valley Commons (Lowes, Sams, etc)
Future: Widen roadway to 4 lanes

Justification

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

Budget Impact/Other

Long-term operational increase of roughly $20,000 annually for plowing, pavement maintenance, and pavement markings on additional lanes. Additional lighting costs about $2,000 per year.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Construction/Maintenance				150,000		150,000	4,000,000
Total				150,000		150,000	Total

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Contribution by Others				150,000		150,000	4,000,000
Total				150,000		150,000	Total

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0217

Project Name Handicapped Access

Type Improvement
Useful Life 20 years
Category Infrastructure-Sidewalks
Location: To be determined
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Probable Grant

Description

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

Reconstruct sidewalks at various intersections to provide handicapped accessibility.

Program now targeted to alley entrances.

Budget estimate = $700 per ramp

Justification

Improve facilities to comply with current Americans with Disabilities Act requirements.

Budget Impact/Other

None.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	40,000	40,000	40,000	40,000	40,000	200,000
Total	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**200,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-CDBG Fund	40,000	40,000	40,000	40,000	40,000	200,000
Total	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**200,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0237

Project Name Park Play Equipment

Type	Replacement	**Department**	Parks
Useful Life	15 years	**Contact**	Mason
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	To be determined		
Year Submitted:	2008		

Description

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

FY 14: Park benches & picnic tables for various parks ($30,000)

Justification

To improve park facilities for use by the general public.

Will apply for funding by Program Open Space and Community Parks & Playgrounds.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings			30,000			30,000
Total			**30,000**			**30,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S			27,000			27,000
Transfers to CIP-General Fund			3,000			3,000
Total			**30,000**			**30,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0241

Project Name Fire Training Tower

Type Improvement
Useful Life 25 years
Category Buildings and Structures
Location: City Fire Training Center
Year Submitted: 2009

Department Fire
Contact Dieterich
Priority Planned Improvement

Description

Total Project Cost: **$600,000**

Replace existing Fire Training Tower at the City Fire Training Center on Bowman Avenue near the wastewater treatment plant as part of development of county-wide fire training center.

Justification

This local fire training center has been used by the City and various other area fire departments for required firefighter skills training since the 1970's. This facility may not need to be replaced if a new Countywide facility is constructed.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		600,000				600,000
Total		**600,000**				**600,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-County		60,000				60,000
Grants-Federal		540,000				540,000
Total		**600,000**				**600,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0243

Project Name Major Signal Intersection Upgrades

Type	Improvement	**Department**	Engineering
Useful Life	5 - 10 years	**Contact**	Tissue
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	System-wide		
Year Submitted:	1997		

Description

Total Project Cost: **$236,000**

Construct mast arm pole and new 12" overhead signals and update ped lights.

FY16: Mulberry & Antietam - Last intersection on Mulberry Street without overhead signals
Future Year: Potomac & Howard

Justification

Current ADA standards.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Planning/Design					8,000	8,000	118,000
Construction/Maintenance					110,000	110,000	Total
Total					118,000	118,000	

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Transfers to CIP-CDBG Fund					118,000	118,000	118,000
Total					118,000	118,000	Total

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: **$34,000**

Initiative to replace older technology with new equipment in order to greatly reduce operating costs.
FY13 & 14: Replace remaining 8" signal heads with 12" heads

Justification

Upgrade traffic Signals to larger 12" signal head size. They are the current standard, provide better visability and a larger viewing surface. 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 10 years while incandescent bulbs burn for one to two years.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		17,000	17,000			34,000
Total		**17,000**	**17,000**			**34,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund		17,000	17,000			34,000
Total		**17,000**	**17,000**			**34,000**

Capital Improvement Program

FY '12 *thru* FY '16

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: 2011

Department Community Development
Contact Lestitian
Priority Cost Avoidance

Description

Total Project Cost: $75,000

See Vehicle and Equipment replacement schedule.

FY 12: Vehicle and Equipment replacements have been deferred to furture years.

Justification

Replace deteriorating equipment

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		14,000	15,000	15,000	31,000	75,000
Total		**14,000**	**15,000**	**15,000**	**31,000**	**75,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund		14,000	15,000	15,000	31,000	75,000
Total		**14,000**	**15,000**	**15,000**	**31,000**	**75,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

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

Description

Total Project Cost: $30,000

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

FY 12: Security system
FY 13: Central air for Public Works offices

Justification

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

Budget Impact/Other

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

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	6,000	6,000	6,000	6,000	6,000	30,000
Total	**6,000**	**6,000**	**6,000**	**6,000**	**6,000**	**30,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund	6,000	6,000	6,000	6,000	6,000	30,000
Total	**6,000**	**6,000**	**6,000**	**6,000**	**6,000**	**30,000**

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: **$155,000**

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

FY 12: Funds for streetscape improvements in the downtown area and interpretive plaques.

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; and improvement of public parking facilities.

Budget Impact/Other

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

Example: Additional lighting would add to electrical costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	25,000	25,000	25,000		25,000	100,000
Total	**25,000**	**25,000**	**25,000**		**25,000**	**100,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund	25,000	25,000	25,000		25,000	100,000
Total	**25,000**	**25,000**	**25,000**		**25,000**	**100,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Smith
Priority Planned Improvement

Description

Total Project Cost: **$181,000**

FY12- Allows for needed replacement of 2 small overhead air handlers or replacement of one larger unit ($9,000).
Future years begin replacement schedule for air handling units @ 1 per year ($10,000 each); and other projects for building rennovations/infrastructure to be determined in out years.

Justification

The 14 heat pumps in the police building are an integral part of the HVAC system in the police building. The first units that were replaced during the first replacement schedule are at the end of their recommended operating life.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	9,000	30,000	30,000	30,000	30,000	129,000
Total	**9,000**	**30,000**	**30,000**	**30,000**	**30,000**	**129,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund	9,000	30,000	30,000	30,000	30,000	129,000
Total	**9,000**	**30,000**	**30,000**	**30,000**	**30,000**	**129,000**

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: **$270,000**

Replace deteriorated concrete alleys and install new alleys per comprehensive evaluation of alley system.
FY14: Reconstruct Alley 5-10 (Hillcrest to Irvin ($70,000)
FY15: Alley 2-7 (Marion St to Virginia Ave ($75,000)
FY16: 2-83 Guilford to Alley 2-84 ($25,000),
Future Years:
FY17: 4-15 Locust to Cramer Alley ($60,000),
FY18: Alley 2-20 Buena Vista to Mont Valla ($40,000).

Justification

Replacement - useful life has been exhausted and surface is deteriorated.

Budget Impact/Other

Creating CIP to replace or build alleys will free DPW from doing work and can focus on other priorities. Operational impact is minimal (less than $1,000/year saved) since the City performs little maintenance on alleys. However, the Public demands better road conditions and this addresses that service request.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Construction/Maintenance			70,000	75,000	25,000	170,000	100,000
Total			70,000	75,000	25,000	170,000	Total

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Transfers to CIP-General Fund			70,000	75,000	25,000	170,000	100,000
Total			70,000	75,000	25,000	170,000	Total

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: **$320,000**

FY12 & 13: Energy Efficiency and Window replacement Improvements.

FY14: Replace Fire Alarm SystemExisting alarm system is no longer repairable. System is a mix of systems, also. System is no longer monitored.

Justification

To improve energy efficency of City Hall.
Will try to obtain grant funds for energy improvements, with back up plan being City bonded debt.

To meet ADA requirements. SAFETY

Budget Impact/Other

Reduce heating and cooling costs.

Alarm monitoring fees - $100 / month. Will nominally increase electrical costs and may incur additional yearly inspection fees.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	125,000	125,000	70,000			320,000
Total	**125,000**	**125,000**	**70,000**			**320,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-Federal	125,000	125,000				250,000
Transfers to CIP-CDBG Fund			70,000			70,000
Total	**125,000**	**125,000**	**70,000**			**320,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0332

Project Name City Park Benches

Type Replacement
Useful Life 6 years
Category Machinery and Equipment
Location: City-Wide
Year Submitted: 2008

Department Parks
Contact Mason
Priority Planned Improvement

Description

Total Project Cost: **$50,000**

Place permanent seating in front of band shell to seat approximately 200 people..

Justification

To improve park facilities for use by the general public.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		50,000				50,000
Total		**50,000**				**50,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund		50,000				50,000
Total		**50,000**				**50,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0373

Project Name Park Circle Improvements

Type Improvement
Useful Life 25 years
Category Infrastructure-Streets
Location: Park Circle
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Public Safety

Description

Total Project Cost: **$126,000**

Implement striping, signage improvements, and additional landscaped traffic islands per KCI design.

Phase I: Crosswalks & refuge islands requested by Neighborhoods 1st Group (FY13)
Phase II: Installation of large islands & implement balance of design (FY14)

Justification

Benefits large segment of population, improve safety and motorist awareness, enhances aesthetics of area.

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

Fountain and future landscaping of additional islands will add about $4,000 per year.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		36,000	90,000			126,000
Total		**36,000**	**90,000**			**126,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund			90,000			90,000
Transfers to CIP-CDBG Fund		36,000				36,000
Total		**36,000**	**90,000**			**126,000**

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: **$1,400,000**

Inspect, maintain, and repair 13 existing bridges (any structure longer than 20 ft.) per bi-annual inspection required by law. The program is funded by Federal funds passed to us from the State via the County. County cooperation is essential to ensure funding is committed.
Bridges WH-021, 022 & 051 on Burhans Blvd are all eligible for Federal Aid Fund to repair them (80/20 City match)

FY12: Design rehab of three bridges above
FY13: Construction of rehab of three bridges

Justification

Rehabilitates deteriorating facilities. County passes State/Federal funds 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 '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	400,000					400,000
Construction/Maintenance		1,000,000				1,000,000
Total	**400,000**	**1,000,000**				**1,400,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Excise Tax Fund	80,000	200,000				280,000
Grants-Federal	320,000	800,000				1,120,000
Total	**400,000**	**1,000,000**				**1,400,000**

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: **$80,000**

Upgrade signal controllers to current technology.

FY12: Replace ground loop detectors with new autoscope vehicle detection technology.
FY13: Install battery backup power for intersections near railroad tracks (Total of 2).
Fy 14-16: Replace older signal controllers with new models.

Justification

FY12: Install new vehicle dection technology to replace traffic detection loops prior to loss through street overlay.
FY13-16: To meet current Traffic Safety standards and upgrade equipment to maintain system reliability.

Budget Impact/Other

Future replacement cost for batteries in 7-10 years.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	20,000	15,000	15,000	15,000	15,000	80,000
Total	**20,000**	**15,000**	**15,000**	**15,000**	**15,000**	**80,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund	20,000	15,000	15,000	15,000	15,000	80,000
Total	**20,000**	**15,000**	**15,000**	**15,000**	**15,000**	**80,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Mason
Priority Planned Improvement

Description

Total Project Cost: $25,000

FY12: Install recognition plaque for museum donation by John Long and the Western Maryland Railroad. Also place a caboose and signage by Park Drive to identify the museum location.

Justification

By undertaking these improvements we would prevent foremost the deterioration of the nearly 100-year-old locomotive 202 and the cabooses in the collection. Their continued good condition and their accurate restoration will result in the opportunity to provide a wide array of interpretive programs to the visiting public. Additionally by completing the above mentioned building and site improvements we would foster much wider facility use by a larger and diverse range of people. The end result would be the creation of a must-see destination for the train enthusiast and the public at-large.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others	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 '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0444**

Project Name **Stormdrain System Upgrades**

Type	Maintenance	**Department**	Engineering
Useful Life	100 years	**Contact**	Tissue
Category	Infrastructure-Storm Drains	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$155,000**

FY14: Laurel Steet drainage upgrade = $75,000.
Future Years: Plan on unspecified work to deal with aging system. Reconstruct sub-standard and deteriorating storm drain inlets and pipes. This may be pipe replacement or a City-wide system inspection.

Justification

Replace deteriorating system as problems arise or install new storm drain based on complaints.

Budget Impact/Other

Decrease potential problems with drain as current system is over 100 years old. New stormdrain will cost less than $5,000 per mile/per year to maintain based on current spending.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			75,000	40,000	40,000	155,000
Total			**75,000**	**40,000**	**40,000**	**155,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund			75,000			75,000
Transfers to CIP-General Fund				40,000	40,000	80,000
Total			**75,000**	**40,000**	**40,000**	**155,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Nicewarner
Priority Planned Improvement

Description

Total Project Cost: $744,000

FY 12 - 15: Additional GIS hardware and software tools.

FY 16: Update of Aerial Photographs to show current development and to cover expanding corporate limits.

Justification

Provides for more widespread use of GIS database by more staff and decreases burden on City's computer network.

Budget Impact/Other

IT support must increase as well as Engineering Department support. IT will budget for maintenance costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	60,000	45,000	60,000	60,000	200,000	425,000
Equip/Vehicles/Furnishings	35,000	20,000	35,000	35,000		125,000
Total	**95,000**	**65,000**	**95,000**	**95,000**	**200,000**	**550,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund					200,000	200,000
Transfers to CIP-Electric Fund	30,000	20,000	30,000	30,000		110,000
Transfers to CIP-General Fund	5,000	5,000	5,000	5,000		20,000
Transfers to CIP-Wastewater F	30,000	20,000	30,000	30,000		110,000
Transfers to CIP-Water Fund	30,000	20,000	30,000	30,000		110,000
Total	**95,000**	**65,000**	**95,000**	**95,000**	**200,000**	**550,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0458

Project Name Curb and 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

Description

Total Project Cost: **$300,000**

Reconstruct deteriorated curb and sidewalk that are the City's responsibility.
FY12: Includes major project to repair damage by street trees on S. Prosect Street.

Future Years: Includes addressing damage caused by street trees and fixing random problem areas (where the City is responsible). This assists Public Works with street tree issues. This is a multi-million dollar problem city wide and this program addresses the problems on planned "overlay" streets and other areas as funds allow $25,000 per year temporarily due to budget constraints, Actual need is ($100,000+ per year).

FY 12: Address problems on South Prospect Street's brick sidewalks ($200,000.) that is damaged by street trees (tied to CIP #560)

Justification

Improvement of deteriorating facilities to benefit general population, remove tripping hazard at sidewalks damaged by street trees.

Budget Impact/Other

Assist Public Works Department in addressing wide-scale problem of sidewalks damaged by street trees.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	200,000	25,000	25,000	25,000	25,000	300,000
Total	**200,000**	**25,000**	**25,000**	**25,000**	**25,000**	**300,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Prior Bond Proceeds	200,000					200,000
Transfers to CIP-General Fund		25,000	25,000	25,000	25,000	100,000
Total	**200,000**	**25,000**	**25,000**	**25,000**	**25,000**	**300,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0461

Project Name Chamber Downtown Study

Type	Unassigned	**Department**	Public Works
Useful Life	Indefinite	**Contact**	Deike
Category	Infrastructure-Parking Lots	**Priority**	Improve Service
Location:	Downtown		
Year Submitted:	2011		

Description

Total Project Cost: **$35,000**

Contract with a professional firm to do a comprehensive downtown parking demand study, facility needs assessment and feasability analysis. Use carryover funds remaining from an earlier Chamber member financed downtown study.

Justification

Develop a master plan for adequate parking in the right locations to support redevelopment of the City center including residentila and commercial development of the upper floors of buildings.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	35,000					35,000
Total	**35,000**					**35,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Fund Balance	9,900					9,900
Transfers to CIP-General Fund	25,100					25,100
Total	**35,000**					**35,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0500

Project Name Hagerstown Business Park II

Type Improvement
Useful Life Indefinite
Category Land Acquisition
Location: To be determined
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Probable Grant

Description

Total Project Cost: $2,400,000

Design site and construct infrastructure for a second business park for the City. Site could be on "City Farm" property located behind the sewer plant off Frederick Street but actual location is to be determined. Explore the use of Federal funding for infrastructure construction.

Justification

Advance of need to benefit large segment of the population and promote jobs.

A recommended economic development action in the Comp Plan is to facilitate the creation of small-lot business parks to attract small businesses to the City.

Budget Impact/Other

Approximately $15,000 annually in additional road maintenance. Utility company costs increase to maintain additional utility. Additional lighting costs would be about $3,000 per year.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Land Acquisition					1,200,000	1,200,000	1,200,000
Total					1,200,000	1,200,000	Total

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Bond Financing (General Fund					400,000	400,000	1,200,000
Grants-Federal					800,000	800,000	Total
Total					1,200,000	1,200,000	

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0522

Project Name City Park Parking Improvements

Type Improvement
Useful Life 25 years
Category Land Improvements
Location: City Park
Year Submitted: Ongoing

Department Parks
Contact Mason
Priority Planned Improvement

Description

Total Project Cost: **$620,000**

Construct improvements to existing parking lots in City Park. Includes parking, landscaping, walkways and lighting (#514).

FY12: Includes the parking lot between Art Museum & Hager House (aka 'Digby Lot').
FY15: Includes the upper parking lot by Mansion House.
FY16: Includes the upper parking lot by tennis courts & pavilion.

Justification

Existing lots are gravel, full of potholes, and are poorly lit and landscaped. Improvements to the south lot in 2006 were widely affirmed by the public who visit City Park.

Budget Impact/Other

Decrease in maintenance costs of gravel lot less than $1,000 per year. Increase long term costs of $2,000 per year for curb and pavement maintenance and $500 annually in additional lighting costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design					15,000	15,000
Construction/Maintenance	160,000			200,000	235,000	595,000
Street Lighting	10,000					10,000
Total	**170,000**			**200,000**	**250,000**	**620,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund					25,000	25,000
Grants-State Program Open S				180,000	225,000	405,000
Prior Bond Proceeds	170,000					170,000
Transfers to CIP-General Fund				20,000		20,000
Total	**170,000**			**200,000**	**250,000**	**620,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0527**

Project Name **State Highway Retrofit Sidewalk Program**

Type Improvement
Useful Life 30 years
Category Infrastructure-Sidewalks
Location: State Routes
Year Submitted: 2005

Department Engineering
Contact Tissue
Priority Probable Grant

Description

Total Project Cost: **$540,000**

This is a 100% State Highway funded program for state routes in the City.
Priorities include:
Frederick Street (Alt 40) from Cleanwater Circle to City limits ($140,000)
Coordinate with CIP 811 Culvert Project.
W. Franklin Street (Rt 40) from Avon to Nottingham
Washington Ave (Rt 40) from Nothingham to Avon
Route 65 (East side)
Western Maryland Parkway

Work will be completed as State funds become available.

Justification

Part of the "Livable City Plan" to install and improve sidewalks. Part of priority area where residential neighborhoods interface with commercial areas. This encourages walking.

The 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

Enforcement of snow removal, but all maintenance costs transferred to adjoining property owner.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	10,000					10,000
Construction/Maintenance	130,000	100,000	100,000	100,000	100,000	530,000
Total	**140,000**	**100,000**	**100,000**	**100,000**	**100,000**	**540,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State	140,000	100,000	100,000	100,000	100,000	540,000
Total	**140,000**	**100,000**	**100,000**	**100,000**	**100,000**	**540,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0548

Project Name Entrance Building at Fairground Park

Type Improvement
Useful Life 10 years
Category Buildings and Structures
Location: Fairground Park
Year Submitted: 2001

Department Parks
Contact Mason
Priority Public Safety

Description

Total Project Cost: $500,000

Study reuse of the entrance building and continue to enhance and make improvements to the exterior of the building. Project is to design and renovate the entrance building.

FY 16: Major rehab.

Will apply for funding by Program Open Space.

Justification

Improve deteriorating facility as required by Historical Trust Preservation.

Basic upkeep is required until use of the buildings has been determined by Mayor and Council.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance					500,000	500,000
Total					**500,000**	**500,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund					50,000	50,000
Grants-State Program Open S					450,000	450,000
Total					**500,000**	**500,000**

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

Description

Total Project Cost: $100,000

Construct physical improvements to force traffic to slow down to be able to maneuver (i.e., pinch points, circles, offsets, etc.)
Engineering Department developed a policy that was approved by City Council in October 2010,

FY12: Summit Avenue or South Prospect Street
FY13: Belview Avenue: Installation of medians, miniround about 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. Funding will be from a state grant for the safe routes to school program.

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 '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	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 '12	FY '13	FY '14	FY '15	FY '16	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 '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0568

Project Name Cable PEG/I-Net

Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: City-Wide
Year Submitted: 2001

Department Information Technology
Contact Martin
Priority Contract Obligation

Description

Total Project Cost: **$242,000**

Public television and institutional network capital facilities and equipment. Improvement to I-Net connectivity and PEG Channel capabilities. Near term improvements include programing production enhancements for City Cable Channel 6.

FY 14 Reflects the expiration of the current 12 year franchise agreement on 11/1/2013.

Justification

There will be an increased need for the sharing of data between the major governmental agencies within the County due to consolidation opportunities especially within our Public Safety area. The use of these funds is contractually required for this type of project through Cable Franchise Agreement with Antietam Cable. This initiative also provides the opportunity for State agencies located in the downtown area to benefit from cost savings realized through the removal of ISDN access to the State network as championed by Senator Munson.

Budget Impact/Other

There will no monetary impacts upon IT's general operating budget as all costs related to the maintenance/support of any hardware will be achieved through PEG funding.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	56,000	56,000	18,000			130,000
Total	**56,000**	**56,000**	**18,000**			**130,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
PEG Fee	56,000	56,000	18,000			130,000
Total	**56,000**	**56,000**	**18,000**			**130,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0570**

Project Name **Parks Vehicles and Equipment**

Type	Replacement	**Department**	Parks
Useful Life	5 - 10 years	**Contact**	Mason
Category	Automobiles and Trucks	**Priority**	Planned Improvement
Location:	Fairground Park		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$366,000**

See Vehicle and Equipment replacement schedule.

FY 12: Vehicle and Equipment replacements have been deferred to furture years.

Justification

Improved Service.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		61,000	80,000	155,000	70,000	366,000
Total		**61,000**	**80,000**	**155,000**	**70,000**	**366,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund			55,000	125,000		180,000
Transfers to CIP-General Fund		61,000	25,000	30,000	70,000	186,000
Total		**61,000**	**80,000**	**155,000**	**70,000**	**366,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0579

Project Name Downtown Gateway Signs

Type	Improvement	**Department**	Engineering
Useful Life	30 years	**Contact**	Tissue
Category	Land Improvements	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$55,000**

Gateway signage on Route 40 to welcome visitors to the downtown consistent with the Comprehensive Plan. Incorporated as part of the National Highway (scenic byway) system. Includes irrigation system.

Staff plan to seek a grant from SHA "Scenic Byways" program.

Justification

Improve image of downtown and advises motorists they are entering the historical area.

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; and improvement of public parking facilities.

Budget Impact/Other

Maintenance of landscaping and beds will require 3 - 6 visits each year by DPW staff. This project adds landscaped areas that will cost roughly $8,000 annually to maintain. Additional annual lighting costs of $250.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design		10,000				10,000
Construction/Maintenance		25,000				25,000
Equip/Vehicles/Furnishings		20,000				20,000
Total		**55,000**				**55,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State		55,000				55,000
Total		**55,000**				**55,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0581

Project Name Street Crime Cameras

Type	Improvement	**Department**	Police
Useful Life	5 years	**Contact**	Smith
Category	Machinery and Equipment	**Priority**	Public Safety
Location:	Various locations		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$54,500**

Public surveillance cameras, monitoring and recording equipment, and computer software.

Justification

Public surveillance cameras enable a single officer or dispatcher to monitor multiple areas for criminal and disorderly activity. Since their installation cameras enabled officers and dispatchers to observe crimes in progress and direct patrol resources accordingly. Investigators have used the cameras to solve numerous serious crimes. An FY 11 Federal Technology Grant for Community Oriented Policing Services (COPS) is funding the expansion of at least 29 additional cameras to be placed according to crime statistics. Expenditures reflect the purchase of these new cameras as part of that $900,000 grant.

Budget Impact/Other

Recurring cost is the maintenance agreement with the vendor and is expected to increase as new cameras are added to the system.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	52,500	2,000				54,500
Total	**52,500**	**2,000**				**54,500**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-Federal	52,500	2,000				54,500
Total	**52,500**	**2,000**				**54,500**

Project # 45-C0583
Project Name Rehabilitation of City Hall Elevators

Type	Replacement	**Department**	Public Works
Useful Life	20 years	**Contact**	Deike
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	City Hall		
Year Submitted:	2004		

Description

Total Project Cost: **$85,000**

Replace motors, switches, and electrical systems that operate the secondary elevator at City Hall.

Rehabilitation on the primary elevator was completed in 2004.

The secondary elevator's motor was rebuilt in 2004, however, it is still in need of updating but can wait until FY 2014.

Justification

Much of the hardware for the secondary elevator is original. While it has worked well, the switches and mechanics of the system rely on old technology and replacement parts are more difficult to locate.

Budget Impact/Other

Repair costs should go down with the installation of updated equipment. Warranty would cover initial issues with new installation. Fewer repair costs associated with newer machinery.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			85,000			85,000
Total			**85,000**			**85,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund			85,000			85,000
Total			**85,000**			**85,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0594

Project Name Installation of Street Trees

Type	Improvement	**Department**	Engineering
Useful Life	100 years	**Contact**	Tissue
Category	Land Improvements	**Priority**	Planned Improvement
Location:	City-Wide		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$125,000**

Installation of street trees to improve aesthetics and livability. An initiative to improve our older neighborhoods. Estimate of funds is based on projected development that would pay into fund in lieu of planting trees on their site or offsite. Work toward achieving a goal of 30% tree cover in the city by 2050.

Staff will continue to seek gramnts from the Chesepeake Bay Trust.

Justification

Benefits the community, 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 has been minimized by selecting appropriate species).

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Reforestation Funds	25,000	25,000	25,000	25,000	25,000	125,000
Total	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**	**125,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

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

Description

Total Project Cost: **$325,000**

Install new sidewalks to complete the system on City-owned property. City will seek grant assistance wherever possible.

FY 12: Safe Routes to schools projects: Connecticut, Oak Hill, Division, Jackson ($200,000)and General Fund transfer funded Frederick Street @ Wilson (NW corner) ($40,000)
FY 13: Hood Street ($20,000), Oak Hill Avenue @ St. Maria Goretti ($30,000) and CDBG funded Carr Street ($35,000),

Justification

Benefits large segment of the population, encourages walking in lieu of using vehicles. Part of "livable-city" initiative. Projects are in areas of schools or interface between residential and commercial.

The 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

Enforcement of snow removal, but all maintenance costs transferred to adjoining property owner.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	240,000	85,000				325,000
Total	**240,000**	**85,000**				**325,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State	200,000	30,000				230,000
Transfers to CIP-CDBG Fund		35,000				35,000
Transfers to CIP-General Fund	40,000	20,000				60,000
Total	**240,000**	**85,000**				**325,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Mason
Priority Contract Obligation

Description

Total Project Cost: **$8,500,000**

Council reviewed concept plan in 2007 that converts grandstand into "Sport and Event Center." The building could house 2 full-size basketball courts and a walking/jogging trail. Alternate uses for the space would be a 1290-seat auditorium, 155-booth craft show or expo, or a 980-seat banquet facility. Staff is exploring federal funding.

Included in City's 2010 Strategic Plan.

Justification

Rehabs deteriorating facilities, adds to community and allows the park to be used all four seasons of the year.

The Comp 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 '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design			500,000			500,000
Construction/Maintenance				4,000,000	4,000,000	8,000,000
Total			**500,000**	**4,000,000**	**4,000,000**	**8,500,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others			500,000	4,000,000	4,000,000	8,500,000
Total			**500,000**	**4,000,000**	**4,000,000**	**8,500,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0626

Project Name Fairgrounds Park Improvements

Type	Improvement	**Department**	Parks
Useful Life	15 - 25 years	**Contact**	Mason
Category	Infrastructure-Streets	**Priority**	Planned Improvement
Location:	Fairground Park		
Year Submitted:	2004		

Description

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

Build South access road between upper and lower levels of Fairgrounds Park between Cannon and Cleveland Avenues.

Part of Fairgrounds master plan.

Justification

Planned improvement to improve public access to various areas of Fairgrounds Park.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	175,000					175,000
Street Lighting	25,000					25,000
Total	200,000					200,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Prior Bond Proceeds	200,000					200,000
Total	200,000					200,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0630

Project Name Renovation - City Hall

Type Improvement
Useful Life 25 - 50 years
Category Buildings and Structures
Location: Roslyn Bldg & City Hall
Year Submitted: 2005

Department Engineering
Contact Tissue
Priority Planned Improvement

Description

Total Project Cost: **$309,000**

As reviewed with City Council in November, 2007, project renovates the second and third floors of the Roslyn Building plus fourth floor of City Hall with minor other upgrades in City Hall. The project includes bridge from Roslyn Building to first floor of City Hall. IT staff and CD staff move to the second floor of the Rosalyn Building. Community Affairs moves to the third floor of the Rosalyn Building and develops a studio. Code Administration moves to the fourth floor of City Hall. Planning moves to the third floor of City Hall.

Justification

Current space is utilized to the maximum and will not allow for any additional expansion.

This is in conjunction with CIP #58-C0779.

Budget Impact/Other

None - utilizes existing space in City Hall and the Rosalyn.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance					309,000	309,000
Total					**309,000**	**309,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund					309,000	309,000
Total					**309,000**	**309,000**

Project # 45-C0634
Project Name Wheaton Park Parking

Type Improvement
Useful Life 25 years
Category Land Improvements
Location: Wheaton Park
Year Submitted: 2004

Department Parks
Contact Mason
Priority Planned Improvement

Description

Total Project Cost: **$75,000**

Construct additional parking and make other improvements to parking area at Wheaton Park. City obtained property in late 1990's along Charles Street (former fire-damaged property.)

Improvements include additional parking spaces, drainage, and sidewalk improvements.

Justification

Improved service.

Budget Impact/Other

Increased long-term costs of $1,000 per year for curb and pavement maintenance, and $200 annually in additional lighting costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance				75,000		75,000
Total				**75,000**		**75,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-CDBG Fund				75,000		75,000
Total				**75,000**		**75,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0637

Project Name Storm Water Management Planning and Improvements

Type	Improvement	**Department**	Engineering
Useful Life	Indefinite	**Contact**	Tissue
Category	Infrastructure-Storm Drains	**Priority**	Contract Obligation
Location:	City-Wide		
Year Submitted:	Ongoing		

Description

Total Project Cost: $170,000

Implement a comprehensive storm water management analysis and recommended strategies as part of the City's comprehensive plan.

Develop GIS maps of the City storm drain system as required by State and Federal regulations. This is a continuing program to develop a digital stormdrain mapping system.
FY12: Develop stormwater utility fee.
Future Years: Develop TMDL strategy.

Justification

State and Federal requirement.

Need to generate revenue stream to support City Storm water management costs without using general property tax revenues. Many other communities are financing these costs through user charges rather than genral tax revenues.

Budget Impact/Other

Operationally cost neutral, avoids "fines" from Federal and State agencies for non-compliance.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	100,000	10,000	10,000			120,000
Total	**100,000**	**10,000**	**10,000**			**120,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund	100,000	10,000	10,000			120,000
Total	**100,000**	**10,000**	**10,000**			**120,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0640

Project Name Signal Timing Optimization

Type Improvement
Useful Life 5 years
Category Machinery and Equipment
Location: City-Wide
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement

Description

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

Evaluate existing signals and re-time based on the ever changing traffic volume.

FY12: Cleveland Avenue, misc City center issues, etc.

* Staff is also seeking a $460,000 Congestion Mitigation Grant from the MPO for a closed loop traffic signal management system. We could receive this in FY13.

Justification

Most cost effective way to reduce delay and congestion.

Budget Impact/Other

Operational cost neutral. This process optimizes the signal timing decreasing motorist delay and frustration.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	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 '12	FY '13	FY '14	FY '15	FY '16	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 '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0664

Project Name North East Area Community Improvements

Type Improvement
Useful Life 25 - 50 years
Category Land Improvements
Location: 239 N. Locust Street
Year Submitted: 2005

Department Community Development
Contact Lestitian
Priority Cost Avoidance

Description

Total Project Cost: **$260,000**

Creation of a 20-space neighborhood parking facility. Reuse of vacant property, improved neighborhood services.

Justification

Lack of on-street parking in the neighborhood.

Comp Plan recommends continued support to plant street trees and promote additional neighborhood parking facilities.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Land Acquisition	60,000					60,000
Construction/Maintenance		100,000	100,000			200,000
Total	**60,000**	**100,000**	**100,000**			**260,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-CDBG Fund	60,000	100,000	100,000			260,000
Total	**60,000**	**100,000**	**100,000**			**260,000**

Project # 45-C0685
Project Name Professional Court Extension - Phase I

Type Increase Capacity
Useful Life 25 years
Category Infrastructure-Streets
Location: Professional Court
Year Submitted: 2005

Department Engineering
Contact Tissue
Priority Planned Improvement

Description

Total Project Cost: **$1,050,000**

The overall project is the creation of a new street network beyond the current eastern edge of the City. While Washington County government is already working on funding the initial phases of the street network, another portion of the project is the construction of a new multi-span bridge over Antietam Creek to the new street network for new development and as a means of providing a connection between the Eastern Boulevard corridor and Robinwood Drive. 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. Total project cost of just the new streets is estimated at $24.7 million for the entire connection improvements between Eastern Boulevard and Robinwood Drive. At this point, the City's only possible responsibility is the widening and reconstruction of the existing Professional Court to accommodate the construction of a new multi-span bridge over Antietam Creek

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

Budget Impact/Other

Long-term increase in maintenance costs of roughly $20,000 annually for plowing, pavement maintenance, bridge maintenance, and pavement markings on new road within City limits. Additional lighting costs of $3,000 annually.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design				50,000		50,000
Construction/Maintenance					1,000,000	1,000,000
Total				**50,000**	**1,000,000**	**1,050,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund					500,000	500,000
Contribution by Others					500,000	500,000
Excise Tax Fund				50,000		50,000
Total				**50,000**	**1,000,000**	**1,050,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0686**

Project Name **Reconstruction of Haven Road**

Type Improvement
Useful Life 25 years
Category Infrastructure-Streets
Location: Haven Road
Year Submitted: 2005

Department Engineering
Contact Tissue
Priority Planned Improvement

Description

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

Install curbs and sidewalks along Haven Road from Pennsylvania Avenue to City line.

Subject to progress of proposed development, developer funded

Justification

Provide safe walk route to schools

Budget Impact/Other

Estimated that $1,000 annually can be saved on patching and repairs to this street if improved by developer.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			200,000			200,000
Total			**200,000**			**200,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others			200,000			200,000
Total			**200,000**			**200,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0717

Project Name Bicycle Trail

Type Improvement
Useful Life 15 - 25 years
Category Land Improvements
Location: Memorial/Eastern Blvds
Year Submitted: 2011

Department Parks
Contact Mason
Priority Planned Improvement

Description

Total Project Cost: **$20,000**

Construct a new wider bicycle trail along Memorial Blvd on the North side of Marsh Run from S. Potomac Street to Frederick Street.

Justification

The Bicycle Advisory Coalition recommended that the City apply for a $10,000 matching grant to upgrade the trail along Marsh Run. This will need to be coordinated with planning for the new Bester Elementary School.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	20,000					20,000
Total	**20,000**					**20,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others	10,000					10,000
Transfers to CIP-General Fund	10,000					10,000
Total	**20,000**					**20,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0718**

Project Name **Develop 50 West Memorial Boulevard**

Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: 50 E. Memorial Blvd.
Year Submitted: 2006

Department Public Works
Contact Deike
Priority Planned Improvement

Description

Total Project Cost: **$920,000**

Develop the vacant lot across from the Department of Public Works and Bester Elementary School.

FY13-14: Site planning for new facility.
FY15-16: Construct a new Public Works vehicle and equipment storage building..

Justification

Master plan approved by the Mayor and Council.

Budget Impact/Other

Additional building maintenance costs and grounds costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design		10,000	10,000			20,000
Construction/Maintenance				375,000	525,000	900,000
Total		**10,000**	**10,000**	**375,000**	**525,000**	**920,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund				375,000	525,000	900,000
Transfers to CIP-General Fund		10,000	10,000			20,000
Total		**10,000**	**10,000**	**375,000**	**525,000**	**920,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0730

Project Name West End Fire and EMS (Relocation)

Type Increase Capacity
Useful Life 25 - 50 years
Category Buildings and Structures
Location: To be determined
Year Submitted: 2006

Department Fire
Contact Dieterich
Priority Planned Improvement

Description

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

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

FY 16: Land acquisition
FY 17: Design
FY 18: Construction

Justification

The City's Comprehensive Plan recommends relocating two downtown stations out to more geographically dispersed locations in the West End and the North End. These actions are intended to improve emergency response times to areas along the City's periphery.

Budget Impact/Other

Relocation should have no operational impact.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Land Acquisition					200,000	200,000	2,600,000
Total					200,000	200,000	Total

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Bond Financing (General Fund					200,000	200,000	2,600,000
Total					200,000	200,000	Total

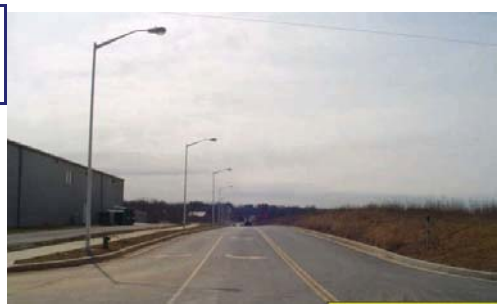
Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0733

Project Name R. Paul Smith Boulevard



Type Increase Capacity
Useful Life 25 years
Category Infrastructure-Streets
Location: Howell Road at US 40
Year Submitted: 2006

Department Engineering
Contact Tissue
Priority Planned Improvement

Description

Total Project Cost: $5,025,000

FY12: Develop a plan of ultimate access points.
FY13-14: Construct a new connector/access road to be fully developer funded. Alignment based on Metropolitan Planning Organization study of the area.

Justification

Required to develop Harrison's tract.

The long-range Transportation Plan of the Hagerstown/Eastern Panhandle region, as well as the Comprehensive Plan, recommend this project to improve the regional transportation system.

Budget Impact/Other

Long-term increase of roughly $30,000 annually for plowing, pavement maintenance, signal maintenance, and pavement markings on new road within City limits. Additional lighting costs of $4,000 annually.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	25,000	500,000				525,000
Construction/Maintenance			4,500,000			4,500,000
Total	**25,000**	**500,000**	**4,500,000**			**5,025,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others	25,000	500,000	4,500,000			5,025,000
Total	**25,000**	**500,000**	**4,500,000**			**5,025,000**

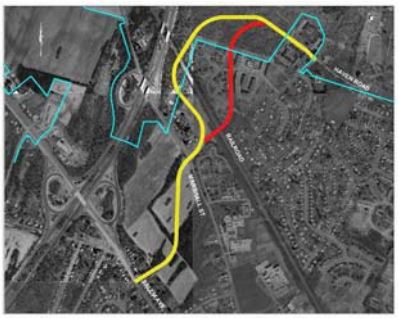
Capital Improvement Program

FY '12 *thru* FY '16

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

Description

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

In conjunction with development and consistent with a presentation to City Council in July, 2006, the City share would be 60' clear span bridge over railroad and a road from the bridge to Marshall Street (unless development proposed otherwise).

FY12: Update and finalize traffic study.

Justification

Traffic volumes on Salem Avenue have increased 90% since 1997 and 34% on Burhans and Pennsylvania Avenue. Salem cannot be widened and anything to decrease traffic on Salem would benefit long term congestion. This road is "missing link" in the transportation system.

The Comp Plan recommends working with other agencies to pursue the timely completion of selected projects that facilitate traffic movement around the City's periphery. This project was specifically identified.

Budget Impact/Other

Long-term increase in maintenance costs of roughly $20,000 annually for plowing, pavement maintenance, bridge maintenance, and pavement markings for road within City limits. Additional lighting costs of $3,000 annually.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	20,000		80,000			100,000
Land Acquisition			200,000			200,000
Construction/Maintenance				1,500,000	3,400,000	4,900,000
Total	**20,000**		**280,000**	**1,500,000**	**3,400,000**	**5,200,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund				1,000,000	850,000	1,850,000
Contribution by Others				500,000	2,400,000	2,900,000
Excise Tax Fund	20,000		280,000		150,000	450,000
Total	**20,000**		**280,000**	**1,500,000**	**3,400,000**	**5,200,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0737

Project Name Mills Park Hiker/Biker Trail

Type	Improvement	**Department**	Parks
Useful Life	25 years	**Contact**	Mason
Category	Land Improvements	**Priority**	Planned Improvement
Location:	Mills Park/Northern Avenue		
Year Submitted:	2007		

Description

Total Project Cost: **$237,500**

Construct 10' wide hiking and biking trail from Mills Park to Northern Avenue and then to Country Club Road. Based on master plan approved by Mayor & Council in July 2009 and discussed again in November 2010.

FY14: Phase II from Park over wetlands to Northern Ave..

Justification

1. Hope to increase use of Mills Park. Staff will seek SHA "Scenic By Way" funding assistance.

2. Provide recreational walking trail adjacent large residential area.

The Comp Plan recommends that the City investigate potential locations for linear parks along Antietam Creek and Hamilton Run.

Budget Impact/Other

$1,500 in annual lighting costs and $3,000 annually in pavement maintenance costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	37,500		200,000			237,500
Total	**37,500**		**200,000**			**237,500**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State	30,000					30,000
Grants-State Program Open S			180,000			180,000
Transfers to CIP-General Fund	7,500		20,000			27,500
Total	**37,500**		**200,000**			**237,500**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0751**

Project Name **Neighborhood Parks**

Type Improvement
Useful Life 25 years
Category Land Improvements
Location: Downtown & South End
Year Submitted: 2009

Department Parks
Contact Mason
Priority Planned Improvement

Description

Total Project Cost: **$171,000**

Create urban parks for active recreation in the City center and south end areas.
Project is consisten with Mayor & Council 2010 Strategic Plan.
Coordinate with neighborhood groups.
FY12: Anticipates working on a neighborhood park in the Jonathan Street area 100% CDBG funded.

Justification

The Comp Plan recommends developing new neighborhood parks and pocket parks in under-served portions of the City, specifically the West End, the South End, and City Center.

Budget Impact/Other

Additional operating costs will include mowing, tree trimming, etc.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Land Acquisition	71,000		50,000		50,000	171,000
Total	**71,000**		**50,000**		**50,000**	**171,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-CDBG Fund	71,000		50,000		50,000	171,000
Total	**71,000**		**50,000**		**50,000**	**171,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0752

Project Name Hamilton Park Trail

Type	Improvement	**Department**	Parks
Useful Life	25 years	**Contact**	Mason
Category	Land Improvements	**Priority**	Planned Improvement
Location:	Hamilton Park		
Year Submitted:	2009		

Description

Total Project Cost: **$95,000**

FY13: Construct a mini "frisbee golf" course at Hamilton Park.
FY16: Construct an 8 foot wide walking/hiking path around the perimeter of Hamilton Park, with connection to Haven Road, Green Lane, Fairview Road, and Carroll Heights Boulevard. Cost assumes the trail is paved, but the cost could be reduced if an alternative surface such as gravel is used.

Note: Hamilton Park is located on land owned by WJEJ radio station.

Justification

Increase use of Hamilton Park.

Provide recreational walking trail adjacent to large residential area.

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

Assume $1,500 in annual lighting costs, and $3,000 in annual pavement maintenance costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		10,000			85,000	95,000
Total		**10,000**			**85,000**	**95,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S					76,500	76,500
Transfers to CIP-General Fund		10,000			8,500	18,500
Total		**10,000**			**85,000**	**95,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0761

Project Name Hellane Park-Refurbish Walks/Driveway Entrance

Type	Improvement	**Department**	Parks
Useful Life	25 years	**Contact**	Mason
Category	Land Improvements	**Priority**	Probable Grant
Location:	Hellane Park		
Year Submitted:	2008		

Description

Total Project Cost: **$40,000**

Widen walkways; eliminate driveway entrance.

Pending State approval of Program Open Space funds.

Justification

Widening of walkways will make them barrier-free accessible. Elimination of driveway entrance is to improve the safety of the walks.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	40,000					40,000
Total	**40,000**					**40,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S	36,000					36,000
Transfers to CIP-General Fund	4,000					4,000
Total	**40,000**					**40,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0764**

Project Name **Winter Street School-Neighborhood Park**

Type Improvement
Useful Life 50 years
Category Land Acquisition
Location: Franklin & Winter Streets
Year Submitted: 2008

Department Parks
Contact Mason
Priority Probable Grant

Description

Total Project Cost: **$150,000**

Acquire playground area. Work with Washington County Board of Education to update and maintain playground area at Winter Street School.

Will request funding from Program Open Space.

Justification

Need additional park in west end of Hagerstown. This park will be a year around park for the neighborhood as identified in the Comp Plan.

The Comp Plan recommends developing new neighborhood parks and pocket parks in under-served potions of the City, specifically the West End, the South End, and downtown.

Budget Impact/Other

Increase of in-house maintenance - mowing, trash pickup, utilities, purchase of amenities, etc.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Land Acquisition					150,000	150,000
Total					**150,000**	**150,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S					150,000	150,000
Total					**150,000**	**150,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0772

Project Name South Locust Street Streetscape

Type Improvement
Useful Life 50 years
Category Infrastructure-Storm Drains
Location: 0-400 South Locust Street
Year Submitted: 2009

Department Community Development
Contact Lestitian
Priority Public Safety

Description

Total Project Cost: **$180,000**

Installation of street trees, upgrade of storm drains, and other improvements along South Locust Street.

Justification

Benefit the community, proven to make neighborhood more "livable", safer, and appealing.

The 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

None.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance				180,000		180,000
Total				**180,000**		**180,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-CDBG Fund				180,000		180,000
Total				**180,000**		**180,000**

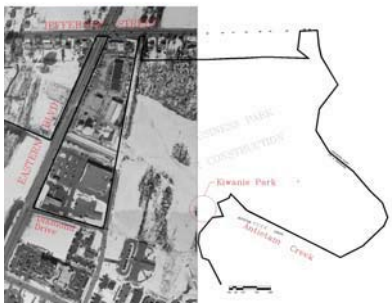
Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0773**

Project Name **Kiwanis Park**



Type	Improvement	**Department**	Parks
Useful Life	Indefinite	**Contact**	Mason
Category	Land Improvements	**Priority**	Contract Obligation
Location:	Light Business Park		
Year Submitted:	2009		

Description

Total Project Cost: **$250,000**

The developer of the Light Business Park off Eastern Boulevard is donating land along the Antietam Creek to the Kiwanis Club for the purpose of creating a boat launch park. The Kiwanis Club plans to immediately donate the land to the City for a public park. The developer will donate grading to facilitate a future paving project for access drives and parking. The Kiwanis Club will assist with donation of services to develop the park. Will request funding from Program Open Space.

Justification

The Comprehensive Plan identifies as an issue the fact that there is little public access to Antietam Creek and other streams that could serve as greenways. The draft Comprehensive Plan recommends that the City investigate potential locations for linear parks along Antietam Creek and Hamilton Run and pocket parks around the City.

This project is also consistent with the City's most recent strategic plan.

The $150,000 represents the value of 6 acres of land.

Budget Impact/Other

Assume $1,500 in annual lighting costs and $10,000 in annual parking lot and general up keep costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Land Acquisition	150,000					150,000
Construction/Maintenance			100,000			100,000
Total	**150,000**		**100,000**			**250,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others	150,000					150,000
Grants-State Program Open S			90,000			90,000
Transfers to CIP-General Fund			10,000			10,000
Total	**150,000**		**100,000**			**250,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0774**

Project Name **Antietam Creek Greenway Trail**

Type	Improvement	**Department**	Parks
Useful Life	25 - 50 years	**Contact**	Mason
Category	Land Acquisition	**Priority**	Planned Improvement
Location:	Howell Road to Funkstown		
Year Submitted:	2009		

Description

Total Project Cost: **$630,000**

Discussions have occurred with the property owner and the Town of Funkstown and interest was expressed by both parties for this project. Land would be donated by the property owner and the portion of the trail in Hagerstown would be developed by the City. State grant funding would be explored to facilitate the project.

Assume cost to pave 8' wide trail at approximately $60 per linear foot. Project is assumed to be from Howell Road to Funkstown (about 8,000 LF) and could be done in phases.

Justification

The Comprehensive Plan identifies as an issue the fact that there is little public access to Antietam Creek and other streams that could serve as greenways. The draft Plan recommends that the City investigate potential locations for linear parks along Antietam Creek and Hamilton Run.

This project is also consistent with the City's most recent strategic plan.

Budget Impact/Other

Assume $7,000 in annual lighting costs and $14,000 annually in pavement maintenance costs (to overlay after 25 years.)

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Land Acquisition			150,000			150,000
Construction/Maintenance				480,000		480,000
Total			**150,000**	**480,000**		**630,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others			150,000			150,000
Grants-State Program Open S				432,000		432,000
Transfers to CIP-General Fund				48,000		48,000
Total			**150,000**	**480,000**		**630,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0782

Project Name W Franklin ST/Burhans Blvd/Salem Ave

Type Improvement
Useful Life 20 years
Category Infrastructure-Streets
Location: W Franklin/Burhans/Salem
Year Submitted: 2009

Department Engineering
Contact Tissue
Priority Improve Service

Description

Total Project Cost: $226,000

FY16: Phase III- Widen Salem Ave and re-stripe as 4 lanes and add off-street parking areas to replace on-street parking

Justification

Traffic congestion on Franklin, Burhans and Salem are inter-related. These improvements will reduce delay on all 3 streets.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design					6,000	6,000
Land Acquisition					40,000	40,000
Construction/Maintenance					180,000	180,000
Total					**226,000**	**226,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund					226,000	226,000
Total					**226,000**	**226,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0784

Project Name Memorial Park

Type Improvement
Useful Life 50 years
Category Infrastructure-Parks
Location: West Memorial Blvd
Year Submitted: 2009

Department Parks
Contact Mason
Priority Improve Service

Description

Total Project Cost: **$155,000**

Development of Park area in NW quadrant of Memorial Blvd & Potomac Street. Project would create a passive green space. Ideas being considered include War Memorial Park or Veterans Park.

Plan was reviewed by Mayor & Council in December 2010.

Justification

Comprehensive Plan calls for the creation of more park land and Memorial Blvd location is ideal for a "memorial" park. It is also a good complement to the Elementary School across the street.

Projrect is related to CIP 45-C0718 for Public Works Building

Budget Impact/Other

Maintenance of landscaping and grass.
Possible lighting.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	5,000					5,000
Construction/Maintenance	150,000					150,000
Total	**155,000**					**155,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Prior Bond Proceeds	105,000					105,000
Transfers to CIP-CDBG Fund	50,000					50,000
Total	**155,000**					**155,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0789

Project Name Hager Park - Multipurpose Court

Type	Improvement	**Department**	Parks
Useful Life	20 years	**Contact**	Mason
Category	Buildings and Structures	**Priority**	Documented Savings
Location:	Hager Park		
Year Submitted:	2009		

Description

Total Project Cost: **$175,000**

Construct an outdoor multipurpose court for basketball and tennis.
Will request funding from Project Open Space.

Justification

New amenity; will apply for Program Open Space funding

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		175,000				175,000
Total		**175,000**				**175,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S		157,500				157,500
Transfers to CIP-General Fund		17,500				17,500
Total		**175,000**				**175,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0791

Project Name Staley Park - Minor League Field Expansion

Type Improvement
Useful Life Indefinite
Category Land Acquisition
Location: Staley Park
Year Submitted: 2009

Department Parks
Contact Mason
Priority Planned Improvement

Description

Total Project Cost: **$150,000**

National T-Ball is partially on property owned by the fiber plant. If land becomes available for sale, staff will apply for Program Open Space funding.

Justification

Purchase is contingent upon owner wishing to sell

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Land Acquisition			150,000			150,000
Total			**150,000**			**150,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S			150,000			150,000
Total			**150,000**			**150,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0792

Project Name Oswald Park - Irrigation System

Type Improvement
Useful Life 20 years
Category Land Improvements
Location: Oswald Park
Year Submitted: 2009

Department Parks
Contact Mason
Priority Cost Avoidance

Description

Total Project Cost: **$6,000**

Install irrigation system for flower beds

Justification

Eliminate manual watering; aesthetic improvement

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		6,000				6,000
Total		**6,000**				**6,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund		6,000				6,000
Total		**6,000**				**6,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0793

Project Name Bloom Park - Irrigation System

Type Improvement
Useful Life 20 years
Category Land Improvements
Location: Bloom Park
Year Submitted: 2009

Department Parks
Contact Mason
Priority Cost Avoidance

Description

Total Project Cost: **$6,000**

Install irrigation system for flower beds at Spanish American War Cannon Park at corner of North Avenue and N. Potomac Street.

Justification

Eliminate manual watering; aesthetic improvement

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			6,000			6,000
Total			**6,000**			**6,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund			6,000			6,000
Total			**6,000**			**6,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0794

Project Name Rotary Park - Irrigation System

Type	Improvement	**Department**	Parks
Useful Life	20 years	**Contact**	Mason
Category	Land Improvements	**Priority**	Cost Avoidance
Location:	Rotary Park		
Year Submitted:	2009		

Description

Total Project Cost: **$6,000**

Install irrigation system for flower beds along Northern Avenue near The Terrace.

Justification

Eliminate manual watering; aesthetic improvement

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance				6,000		6,000
Total				**6,000**		**6,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund				6,000		6,000
Total				**6,000**		**6,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0796

Project Name Recycling Centers - Various Parks

Type	Improvement	**Department**	Parks
Useful Life	10 years	**Contact**	Mason
Category	Machinery and Equipment	**Priority**	Improve Service
Location:	Various locations		
Year Submitted:	2009		

Description

Total Project Cost: **$14,000**

Place recycling containers/centers throughout the parks; estimated cost is based on ten per fiscal year @ $700 each

Pending State approval of POS funds.

Justification

Going green; aesthetic improvement

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	7,000					7,000
Total	**7,000**					**7,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S	6,300					6,300
Transfers to CIP-General Fund	700					700
Total	**7,000**					**7,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0806

Project Name University Plaza Amenities

Type	Improvement	**Department**	Parks
Useful Life	20 years	**Contact**	Mason
Category	Amenities	**Priority**	Contract Obligation
Location:	University Plaza		
Year Submitted:	2010		

Description

Total Project Cost: **$22,000**

FY12: Purchase a portable shade canopy ($12,000)
Construct a 10' x 20' covered barrier free stationary stage ($10,000)

Pending State approval of POS funds

Justification

University Plaza is used for graduation ceremonies, concerts, storytelling, etc.. A canopy will provide relief from the sun; the stage will be used by performers.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	10,000					10,000
Equip/Vehicles/Furnishings	12,000					12,000
Total	**22,000**					**22,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S	19,800					19,800
Transfers to CIP-General Fund	2,200					2,200
Total	**22,000**					**22,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **45-C0807**

Project Name **Portable Metal Bleachers**

Type Improvement
Useful Life 20 years
Category Amenities
Location: Various locations
Year Submitted: 2010

Department Parks
Contact Mason
Priority Contract Obligation

Description

Total Project Cost: **$8,000**

Purchase and place portable metal bleachers at youth baseball league sites - Funkhouser, Hager and Hellane Parks. Will transport to other parks as needed.

Pending approval of State POS funds.

Justification

Additional seating is needed during opening day ceremonies, play-offs, tournaments, fund-raisers, etc. as well as City-sponsored and non City-sponsored events.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	8,000					8,000
Total	**8,000**					**8,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S	7,200					7,200
Transfers to CIP-General Fund	800					800
Total	**8,000**					**8,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0809

Project Name Tennis Court Expansion

Type Improvement
Useful Life 25 years
Category Amenities
Location: City Park
Year Submitted: 2010

Department Parks
Contact Mason
Priority Contract Obligation

Description

Total Project Cost: **$70,000**

Add a second court to the existing lighted tennis court located in the west end of the park.

Justification

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

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance				70,000		70,000
Total				**70,000**		**70,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S				63,000		63,000
Transfers to CIP-General Fund				7,000		7,000
Total				**70,000**		**70,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0811

Project Name Frederick Street Culvert

Type Unassigned
Useful Life 50 years
Category Storm Drainage
Location: Frederick Street
Year Submitted: 2010

Department Engineering
Contact Tissue
Priority Documented Savings

Description

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

Extend existing box culvert upstream to remove narrowed road situation.

Justification

Town of Funkstown has requested for 10 years that we address this and install missing segment of sidewalk. We also have had several citizen requests.

Will coordinate with possible SHA Sidewalk retrofit project (CIP 45-C0527) work.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	15,000					15,000
Construction/Maintenance	185,000					185,000
Total	**200,000**					**200,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Excise Tax Fund	100,000					100,000
Grants-State Aid in Lieu of Urb	100,000					100,000
Total	**200,000**					**200,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0812

Project Name Pangborn Lake Reconstruction

Type Improvement
Useful Life 50 years
Category Storm Water
Location: Pangborn Park
Year Submitted: 2010

Department Parks
Contact Mason
Priority Documented Savings

Description

Total Project Cost: **$420,000**

Dredging of lake, replacement of deteriorating stone walls with natural "edge", construction of fishing pier, improve lake inflow/outflow, restore adjacent Hamilton Run with natural techniques.

Justification

Water in lake is only 12" deep due to sedimentation, walls are deteriorating, drains not functioning. Work would be a "greener" softer approach.

Budget Impact/Other

Less maintenance of walls, more vegetation to maintain.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design	70,000					70,000
Construction/Maintenance					350,000	350,000
Total	**70,000**				**350,000**	**420,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund					175,000	175,000
Grants-State	30,000				175,000	205,000
Transfers to CIP-General Fund	40,000					40,000
Total	**70,000**				**350,000**	**420,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0816

Project Name General Fund Vehicle Replacement Contingency

Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Public Works
Year Submitted: Ongoing

Department Finance
Contact Burker
Priority Planned Improvement

Description

Total Project Cost: $100,000

To create an "as needed" contingency fund for General Fund supported vehicle and equipment replacements needed on an emergency basis where there is inadequate funding in the Departmental replacement accounts.

FY12: All vehicle/equipment purchases have been halted and deferred to future years.

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.

The contingency account would allow for limited vehicle/equipment replacements where there are inadequate funds in a departmental replacement account (such as FY 12 where all replacements have been deferred.)

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 '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	100,000					100,000
Total	100,000					100,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Transfers to CIP-General Fund	100,000					100,000
Total	100,000					100,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0821

Project Name Pool Double Tube Slide

Type Improvement
Useful Life 20 years
Category Amenities
Location: Potterfield Pool
Year Submitted: 2011

Department Parks
Contact Mason
Priority Improve Service

Description

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

Purchase and install double tube slide in main pool.

Pending approval of State POS funds.

Justification

To attract more patrons.
Replaces two diving boards that were removed.

Budget Impact/Other

None

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	15,000					15,000
Total	**15,000**					**15,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S	13,500					13,500
Transfers to CIP-General Fund	1,500					1,500
Total	**15,000**					**15,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0822

Project Name Pavilion for Pool Concession Area

Type Improvement
Useful Life 25 years
Category Buildings and Structures
Location: Potterfield Pool
Year Submitted: 2011

Department Parks
Contact Mason
Priority Improve Service

Description

Total Project Cost: $10,000

Construct a small pavilion in the pool concession area.

Pending approval of State POS funds.

Justification

Offer pool patrons relief from the sun.

Budget Impact/Other

None

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	10,000					10,000
Total	**10,000**					**10,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-State Program Open S	9,000					9,000
Transfers to CIP-General Fund	1,000					1,000
Total	**10,000**					**10,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0826

Project Name Ice Rink Improvements

Type Improvement
Useful Life 20 years
Category Buildings and Structures
Location: Ice Rink
Year Submitted: 2011

Department Parks
Contact Mason
Priority Cost Avoidance

Description

Total Project Cost: **$40,000**

Improvements to City Owned Indoor Ice Rink at Fairgrounds Park.
Building and facility opened in 1987.

FY14: Lights in main arena need to be upgraded. Relpace with more energy efficient lights.

Justification

The facility and most equipment have been in operation since 1987.
Nearing end of expected useful life.

Improvement costs will hopefully be shared with the rink operators, the Hagerstown Youth Hockey Association.

Budget Impact/Other

Savings on maintenance and operating costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			40,000			40,000
Total			**40,000**			**40,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others			20,000			20,000
Transfers to CIP-General Fund			20,000			20,000
Total			**40,000**			**40,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 45-C0827

Project Name W Washington Streetscape Improvements

Type Improvement
Useful Life 15 - 25 years
Category Infrastructure-Streets
Location: W Washington Street
Year Submitted: 2011

Department Engineering
Contact Tissue
Priority Planned Improvement

Description

Total Project Cost: **$245,000**

Streetscape improvements to the unit block of W Washington Street.

Justification

This block is the core of the City Center retail shopping district and is in need of updating.
Will seek MD Heritage Area State grant funding.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		245,000				245,000
Total		**245,000**				**245,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (General Fund		145,000				145,000
Grants-State		100,000				100,000
Total		**245,000**				**245,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0090

Project Name Electric Vehicles

Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Light Department
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: **$693,000**

Replace Fleet Vehicles scheduled for replacement under the Vehicle Replacement Program. There will be no increase in the size of the fleet.

FY13: Replace Line Truck 120.
FY14: Replace meter reader vehicles 111, 112 & 113 and 50' bucket trauck 124.
FY15: Replace Director's vehicle 100, Engineering vehicles 103 & 104, Meter Service vehicles 109 & 110, Stakebody Truck 116, and Air Compressor 134.
FY16: Replace 4X4 pick-up trucks 101 & 102, 4X4 pick-up with plow and dump 107, and Line Crew 4X4 pick-ups 122, 126, & 131.

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.

All units proposed replace existing fleet vehicles. No additional operational costs will occur.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		180,000	183,000	170,000	160,000	693,000
Total		**180,000**	**183,000**	**170,000**	**160,000**	**693,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund		180,000	183,000	170,000	160,000	693,000
Total		**180,000**	**183,000**	**170,000**	**160,000**	**693,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0110

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

Description

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

Construct final section of 34.5 kV subtransmission loop between substations. Final section of line will connect Wesel Substation in the South with Mitchell substation in the west and will complete the final loop in our substation system.

Justification

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

Budget Impact/Other

Will provide further options to switch load to expedite restoration of service to customers.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			50,000	50,000	50,000	150,000
Equip/Vehicles/Furnishings			100,000	100,000	100,000	300,000
Total			**150,000**	**150,000**	**150,000**	**450,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund			150,000	150,000	150,000	450,000
Total			**150,000**	**150,000**	**150,000**	**450,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0111

Project Name Telemetry Equipment

Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: Light Department
Year Submitted: 1997

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: $110,000

Construction of communication networks (wired and wireless) to facilitate transmission of data from installed devices in the electric system. These devices may be located in a substation, a vehicle, or a city owned electric meter.

Justification

Will imrpove service and increase system reliability.

Budget Impact/Other

HLD installation of communications for SCADA, metering, and system monitoring.

No operational cost impact.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	30,000	30,000	5,000			65,000
Equip/Vehicles/Furnishings	10,000	10,000	25,000			45,000
Total	40,000	40,000	30,000			110,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	40,000	40,000	30,000			110,000
Total	40,000	40,000	30,000			110,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0118**

Project Name **Central Substation**

Type	Improvement	**Department**	Electric Fund
Useful Life	25 years	**Contact**	Fridinger
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Church Street		
Year Submitted:	2006		

Description

Total Project Cost: **$900,000**

Construct new 34.5/13.8 kV substation near downtown core area to improve distribution service.

Justification

Needed to meet future power requirements in downtown area.

Budget Impact/Other

Will reduce loading on feeders from existing substations and free up capacity in those substations for future growth.

No way to estimate cost ion operations.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund			200,000	500,000	200,000	900,000
Total			**200,000**	**500,000**	**200,000**	**900,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0220

Project Name Wesel Boulevard Development

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Wesel Boulevard
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: **$205,000**

Provide for electric power in the Electric Department service area along Wesel Boulevard at CSX Business Park.

Funds are allotted for potential future development.

Justification

Benefits service population, basis service and promotes jobs.

Budget Impact/Other

If development occurs, service will be extended to new customers.

No estimable cost impact until services are installed.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	2,000	20,000	20,000	20,000	20,000	82,000
Equip/Vehicles/Furnishings	3,000	30,000	30,000	30,000	30,000	123,000
Total	5,000	50,000	50,000	50,000	50,000	205,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	5,000	50,000	50,000	50,000	50,000	205,000
Total	5,000	50,000	50,000	50,000	50,000	205,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0258**

Project Name **Hagerstown Business Park**

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Sweeney Dr
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: **$10,000**

Provide electric power and service to new development in Business Park. This is to be the last lot developed within the Business Park that requiring distribution service extension.

Justification

Provide new electric service to lots as they develop.

Budget Impact/Other

Service will be provided to new customers that locate within the Business Park.

No impact on operational costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		8,000				8,000
Equip/Vehicles/Furnishings		2,000				2,000
Total		**10,000**				**10,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund		10,000				10,000
Total		**10,000**				**10,000**

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: **$105,000**

Upgrade power distribution lines where needed. This project is required to improve service by replacing undersized or deteriorated equipment before a failure occurs.

Justification

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

Budget Impact/Other

Replacement of old open conductors will improve reliability and reduce storm-related outages, thus reducing overtime.

No operational cost impact until wire fails.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
Equip/Vehicles/Furnishings	11,000	11,000	11,000	11,000	11,000	55,000
Total	**21,000**	**21,000**	**21,000**	**21,000**	**21,000**	**105,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	21,000	21,000	21,000	21,000	21,000	105,000
Total	**21,000**	**21,000**	**21,000**	**21,000**	**21,000**	**105,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0388**

Project Name **Pedestrian Lighting**

Type	Improvement	**Department**	Electric Fund
Useful Life	25 years	**Contact**	Fridinger
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	City-Wide		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$410,000**

Install ornamental street lighting in areas designated by the Mayor and Council

FY13: 400 Block of Potomac Ave. (between North Avenue and Broadway).
FY14: 100 Block of Antietam

Justification

Improve aesthetics in the City.

Budget Impact/Other

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

No way to estimate cost impact on City operations until design is completed for each block.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	5,000	50,000	50,000	50,000	50,000	205,000
Equip/Vehicles/Furnishings	5,000	50,000	50,000	50,000	50,000	205,000
Total	**10,000**	**100,000**	**100,000**	**100,000**	**100,000**	**410,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	10,000	100,000	100,000	100,000	100,000	410,000
Total	**10,000**	**100,000**	**100,000**	**100,000**	**100,000**	**410,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0514**

Project Name **City Park Light Replacement**

Type	Improvement	**Department**	Electric Fund
Useful Life	25 years	**Contact**	Fridinger
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	City Park		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$10,000**

Install new lights in the parking areas of City Park Iin conjunction with new Digby Lot Construction (CIP 45-0522).

Justification

To service a basic need for the general population.

Budget Impact/Other

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

No way to estimate the impact on City operations until design is completed.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	10,000					10,000
Total	**10,000**					**10,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	10,000					10,000
Total	**10,000**					**10,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0542**

Project Name **Building and Site Improvements**

Type Improvement
Useful Life 20 years
Category Buildings and Structures
Location: 425 E. Baltimore Street
Year Submitted: 2001

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

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

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

FY 12: Replace HLD windows, etc. ($35,000); Eastern Boulevard Storage Building ($15,000).
FY 13: Replace additional HLD windows, etc.

Justification

Cost avoidance, planned improvement, and improved service.

Budget Impact/Other

Installation of insulated windows will result in significant savings in heating and cooling costs.

No way to estimate the impact of new windows on operational costs until new windows are installed.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	50,000	20,000	20,000	20,000	20,000	130,000
Total	**50,000**	**20,000**	**20,000**	**20,000**	**20,000**	**130,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	50,000	20,000	20,000	20,000	20,000	130,000
Total	**50,000**	**20,000**	**20,000**	**20,000**	**20,000**	**130,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0544**

Project Name **Bulldog Substation Upgrade**

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

Description

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

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

Justification

Oldest substation transformer on system, approximately 40 years old.

Budget Impact/Other

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

Future
100,000
Total

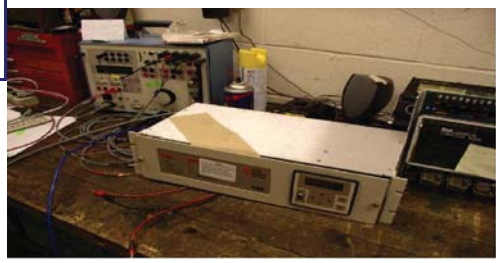
Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: $75,000

Procure test equipment to improve maintenance programs and power quality for customers. This equipment will monitor and record voltage anomalies on customer owned equipment in addition to HLD transformer voltages.

Justification

Improve reliability of service.

Budget Impact/Other

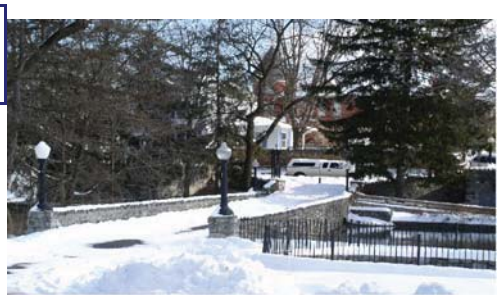
Test equipment will assist staff in verifying that installed facilities are operating at peak efficiency. It will also ensure that periodic maintenance programs are accomplishing expected results which, most importantly, are to reduce equipment out-of-service time and customer outages.

Impact on operational costs are impossible to estimate until equipment fails.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	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 '12	FY '13	FY '14	FY '15	FY '16	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**

Project # 50-C0610
Project Name City Park Bridge Light Replacement



Type	Replacement	**Department**	Electric Fund
Useful Life	25 years	**Contact**	Fridinger
Category	Infrastructure-Utilities	**Priority**	Cost Avoidance
Location:	City Park		
Year Submitted:	2004		

Description

Total Project Cost: **$25,000**

Replace deteriorating ornamental lights on bridge and entrance to City Park at Virginia Avenue entrance. The existing lights have been repaired and replaced through the years and are not exact matches.

FY 14: Replace ten lights.

Justification

Improve aesthetics.

Budget Impact/Other

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

No impact on operational costs until final design is complete.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			10,000			10,000
Equip/Vehicles/Furnishings			15,000			15,000
Total			**25,000**			**25,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund			25,000			25,000
Total			**25,000**			**25,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0613

Project Name Fairchild Heights

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Pennsylvania Avenue
Year Submitted: 2004

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: $5,000

To provide underground electrical service to new development. There are currently two townhome units that will be constructed as soon as the market dictates.

FY 13: Completion of final two buildings.

Justification

Provide service.

Budget Impact/Other

Service will be installed when final two buildings are constructed.

No measurable impact on costs once services are installed.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		4,000				4,000
Equip/Vehicles/Furnishings		1,000				1,000
Total		**5,000**				**5,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund		5,000				5,000
Total		**5,000**				**5,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0614**

Project Name **R. Paul Smith Boulevard Street Lighting**

Type Improvement

Useful Life

Category Infrastructure-Utilities

Location: R. Paul Smith Boulevard

Year Submitted: 2006

Department Electric Fund

Contact Fridinger

Priority Planned Improvement

Description

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

To provide street lighting for the second section of the boulevard. Aluminum street lights (30 feet with cobra head fixture) have been installed and are operational on the initial section of this street. Development on the eastern section will dictate the installation of these lights in conjunction with CIP C0733.

Justification

Provide street lighting.

Budget Impact/Other

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

Future
5,000
Total

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0618

Project Name Work Management System

Type Improvement
Useful Life 5 years
Category Software
Location: 425 E. Baltimore Street
Year Submitted: 2004

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: $300,000

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

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

Justification

Improve reliability of service and productivity.

Budget Impact/Other

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

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

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		50,000	50,000	100,000	100,000	300,000
Total		**50,000**	**50,000**	**100,000**	**100,000**	**300,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund		50,000	50,000	100,000	100,000	300,000
Total		**50,000**	**50,000**	**100,000**	**100,000**	**300,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0673

Project Name Old Trail Estates/Peachtree Suites

Type Increase Capacity
Useful Life 50 years
Category Infrastructure-Utilities
Location: Fridinger/Vale Streets
Year Submitted: 2005

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: $6,000

To provide underground electrical services to new development. There are eight lots left to be utilized as market conditions dictate. The developer will install all conduits and street lighting systems.

FY 12 & FY 13: Install services and meters to new development on Fridinger Avenue.

Justification

Provide electric service.

Budget Impact/Other

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

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	1,500	1,500				3,000
Equip/Vehicles/Furnishings	1,500	1,500				3,000
Total	**3,000**	**3,000**				**6,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	3,000	3,000				6,000
Total	**3,000**	**3,000**				**6,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0674**

Project Name **Potomac Manor**

Type Increase Capacity
Useful Life 50 years
Category Infrastructure-Utilities
Location: Potomac Heights Area
Year Submitted: 2005

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

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

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

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

Justification

Provide electric service.

Budget Impact/Other

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

No measurable impact on operational costs once services are installed.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		3,500	3,500	3,500		10,500
Equip/Vehicles/Furnishings		1,500	1,500	1,500		4,500
Total		**5,000**	**5,000**	**5,000**		**15,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund		5,000	5,000	5,000		15,000
Total		**5,000**	**5,000**	**5,000**		**15,000**

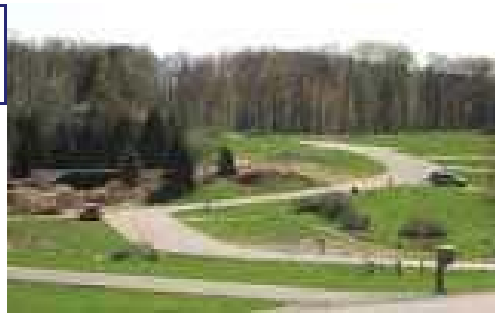
Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0706

Project Name "Poplar Square" - former Linwood Hollow



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

Description

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

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

118 units proposed in HLD territory.

Justification

Provide electric service.

Budget Impact/Other

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

No measurable impact on operational costs once services are installed.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
Equip/Vehicles/Furnishings	10,000	10,000	10,000	10,000	10,000	50,000
Total	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**100,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric 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 '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0707
Project Name Deerfield Knolls

Type	Increase Capacity	**Department**	Electric Fund
Useful Life	50 years	**Contact**	Fridinger
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	North Burhans Blvd.		
Year Submitted:	2006		

Description

Total Project Cost: **$20,000**

To provide underground electrical services to new development. The developer is responsible for the trenching, purchasing and installation of the underground conduit system, the installation of the transformer pad sites, and the associated street lighting system.

82 units proposed.

Justification

Provide electric service.

Budget Impact/Other

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

No measurable impact on operational costs once services are installed.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		7,000	7,000			14,000
Equip/Vehicles/Furnishings		3,000	3,000			6,000
Total		**10,000**	**10,000**			**20,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund		10,000	10,000			20,000
Total		**10,000**	**10,000**			**20,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0708**

Project Name **Generation**

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

Description

Total Project Cost: **$10,100,000**

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

Justification

Help control high transmission costs and improve reliability of service.

Budget Impact/Other

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

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

Future

10,100,000

Total

Future

10,100,000

Total

Capital Improvement Program

FY '12 *thru* FY '16

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

Description

Total Project Cost: $10,000

To provide for the replacement of substation breakers that have reached their lifespan. The replacement of substation breakers on a maintenance cycle will reduce the failure rate of the equipment and reduce customer outages.

Justification

Substation equipment maintenance.

Budget Impact/Other

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

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	7,500					7,500
Equip/Vehicles/Furnishings	2,500					2,500
Total	10,000					10,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	10,000					10,000
Total	10,000					10,000

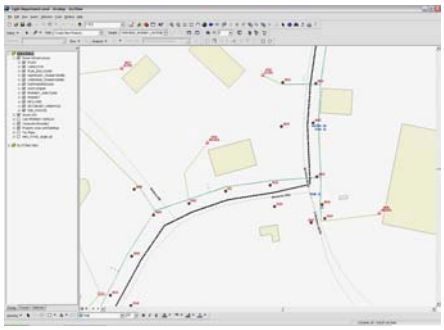
Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0777

Project Name GIS Facility Software



Type Improvement
Useful Life 5 years
Category Software
Location: 425 E. Baltimore Street
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: **$50,000**

To provide Geographic Information System software and equipment for the Engineering Department. This project will interface with the City CIP C0451 that has been spearheaded by the Engineering Department. This project will allow for the total interface with all the City GIS areas.

Justification

Provide for interface with City Engineering Department.

Budget Impact/Other

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

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Street Lighting					10,000	10,000
Software	10,000	10,000	10,000	10,000		40,000
Total	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**	**50,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	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**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0778

Project Name Mitchell Substation Third Bay

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Mitchell Avenue
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: $170,000

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

Justification

To continue to provide electric distribution service to customers.

Budget Impact/Other

Increase reliability for the service territory.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		50,000	50,000			100,000
Equip/Vehicles/Furnishings	10,000	10,000	50,000			70,000
Total	**10,000**	**60,000**	**100,000**			**170,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	10,000	60,000	100,000			170,000
Total	**10,000**	**60,000**	**100,000**			**170,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0797

Project Name Spare Regulators

Type Maintenance
Useful Life 25 - 50 years
Category Machinery and Equipment
Location: Various locations
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Improve Service

Description

Total Project Cost: $110,000

Purchase spare regulators for substations.

Justification

Required to replace older units as they break.

Budget Impact/Other

Increase reliability for the service territory.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	10,000	50,000	50,000			110,000
Total	10,000	50,000	50,000			110,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	10,000	50,000	50,000			110,000
Total	10,000	50,000	50,000			110,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0802**

Project Name **Wildlife Protection**

Type Improvement
Useful Life 25 years
Category Machinery and Equipment
Location: Various locations
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Improve Service

Description

Total Project Cost: **$25,000**

Purchase and install wildlife protection on substation equipment.

Justification

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

Budget Impact/Other

Increase reliability for the service territory.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	5,000	5,000				10,000
Equip/Vehicles/Furnishings	10,000	5,000				15,000
Total	**15,000**	**10,000**				**25,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	15,000	10,000				25,000
Total	**15,000**	**10,000**				**25,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0805**

Project Name **Library Expansion**

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

Description

Total Project Cost: **$111,000**

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

Justification

Provide electric service.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	70,000					70,000
Equip/Vehicles/Furnishings	36,000					36,000
Total	**106,000**					**106,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	106,000					106,000
Total	**106,000**					**106,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0817

Project Name Northern Avenue McDonalds

Type Increase Capacity
Useful Life 50 years
Category Infrastructure-Utilities
Location: Northern Avenue and Oak Hill
Year Submitted: 2011

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: $36,000

Reconstruct overhead facilities offsite and install necessary underground equipment onsite to provide electric service. The developer will install all conduits.

Justification

Provide electric service.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	20,000					20,000
Equip/Vehicles/Furnishings	16,000					16,000
Total	36,000					36,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	36,000					36,000
Total	36,000					36,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 50-C0818

Project Name Noland Drive Boys & Girls Club

Type Increase Capacity
Useful Life 50 years
Category Infrastructure-Utilities
Location: Noland Village
Year Submitted: 2011

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: $51,000

To reconstruct overhead facilities offsite and install necessary underground equipment onsite to provide electric service. The developer will install all conduits.

Justification

Provide electric service.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	35,000					35,000
Equip/Vehicles/Furnishings	16,000					16,000
Total	51,000					51,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	51,000					51,000
Total	51,000					51,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **50-C0819**

Project Name **Hamilton Hotel**

Type Increase Capacity
Useful Life 50 years
Category Infrastructure-Utilities
Location: South Potomac Street
Year Submitted: 2010

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Description

Total Project Cost: **$27,000**

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

Justification

Provide electric service.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	16,000					16,000
Equip/Vehicles/Furnishings	11,000					11,000
Total	27,000					27,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Electric Fund	27,000					27,000
Total	27,000					27,000

Project # 52-C0117
Project Name Water Vehicles

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

Description

Total Project Cost: **$1,244,006**

Refer to Vehicle and Equipment replacement schedule - No additional vehicles will be added to the Water Department Fleet.
FY12: Unit 206 ('00 Service Trk) - $73,000, Unit 216 ('00 Service Trk) - $73,000, Unit 210 ('00 Plnt. Trk) - $30,375, Unit 230 ('00 SUV PS) - $26,931
FY13: Unit 207 ('02 Dump Trk) - $102,000, Unit 235 ('01 Mtr. Rd) - $27,000, Unit 224 ('94 Backhoe) - $82,400, Unit 217 ('99 Util Trk w/ Crane) - $32,600
FY14: Unit 205 ('03 Svc Van) - $69,000, Unit 241 ('99 SUV) - $27,900, Unit 219 (Crane Trk) - $162,000, Unit 239 ('98 SUV) - $29,700
FY15: Unit 214 ('03 S10 Mtr) - $27,000, Unit 209 ('04 Svc Van) - $19,400, Unit 237 ('98 Backhoe) - $85,000, Unit 260 ('95 Svc Trk) - $50,000, Unit 212 ('05 TRK PS) - $25,700

Justification

Replace Fleet Vehicles schedules for replacement under the Vehicle Replacement Program - No additional vehicles are being added to the Water Dept. Fleet.
FY15 estimate based on current fleet status.
Replace deteriorating mobile equipment to improve safety for workers and to customer service request time.

Budget Impact/Other

Maintenance costs will be reduced with the replacement of older fleet vehicles.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	203,306	244,000	288,600	207,100	301,000	1,244,006
Total	**203,306**	**244,000**	**288,600**	**207,100**	**301,000**	**1,244,006**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Water Fund	203,306	244,000	288,600	207,100	301,000	1,244,006
Total	**203,306**	**244,000**	**288,600**	**207,100**	**301,000**	**1,244,006**

Capital Improvement Program

FY '12 *thru* FY '16

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 Hausrath
Priority Planned Improvement

Description

Total Project Cost: **$750,000**

FY12 - Various Plant Improvements each year for equipment replacement to include pumps, motors, communication equipment, etc. $150,000

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

Justification

Improve service and increase system reliability.

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 '12	FY '13	FY '14	FY '15	FY '16	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Water Fund)	112,500	112,500	112,500	112,500	112,500	562,500
Water Fund	37,500	37,500	37,500	37,500	37,500	187,500
Total	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**	**750,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **52-C0167**

Project Name **Willson Transmission Mains**

Type	Improvement	**Department**	Water Fund
Useful Life	75 years	**Contact**	Hausrath
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Willson Plant		
Year Submitted:	2006		

Description

Total Project Cost: **$9,040,000**

FY 12 - Complete construction of Phase 1A (Willson Plant to Bottom Road to include the vault outside the plant).

**Note: Part of this project is funded in CIP No. C0741 (Phase V Electrical Upgrades).

Future (2014 and beyond) - Begin engineering design to extend the 36" transmission mains from Bottom Road to Governors Lane.

Justification

To replace deteriorated infrastructure - reliability.

This project has been identified and is consistent with recommendations in the City Comprehensive Plan. The old Cast Main was installed in the 1920's and the concrete main was installed in the 1950's. Distribution crews repair numerous pipe/joint failures each year.

Budget Impact/Other

Replace and/or upgrade deteriorating infrastructure - reliability.

Operational cost should decrease as a result of this project associated with time and materials to repair and road repair.

Part of the December 2009 MDE bond issue.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	100,000			3,215,000	4,215,000	7,530,000
Engineering	10,000		500,000	600,000	400,000	1,510,000
Total	**110,000**		**500,000**	**3,815,000**	**4,615,000**	**9,040,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing-MDE (Water F	100,000		500,000	3,815,000	4,615,000	9,030,000
Water Fund	10,000					10,000
Total	**110,000**		**500,000**	**3,815,000**	**4,615,000**	**9,040,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Hausrath
Priority Planned Improvement

Description

Total Project Cost: $1,032,000

FY12: No planned improvements.
FY13: Begin design for improvements to the intake structure, complete design of improvements to the intake structure at the Edgemont Reservoir.
FY14: Begin construction of improvements to the Edgemont Reservoir intake.
FY15: Complete construction on intake improvements.
FY12-FY16: $150,000 each year for watershed land acquisition and improvements in the watershed.

Justification

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

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

Budget Impact/Other

Planned improvement to address regulatory requirements. Operational costs associated with Pump Station 6 may be reduced.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			105,000	82,000		187,000
Other	150,000	150,000	150,000	150,000	150,000	750,000
Engineering		65,000	10,000	20,000		95,000
Total	150,000	215,000	265,000	252,000	150,000	1,032,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing-MDE (Water F		65,000	115,000	102,000		282,000
Water Fund	150,000	150,000	150,000	150,000	150,000	750,000
Total	150,000	215,000	265,000	252,000	150,000	1,032,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 52-C0275

Project Name West End Tank - Phase II

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: West End Reservoir
Year Submitted: 2004

Department Water Fund
Contact Hausrath
Priority Planned Improvement

Description

Total Project Cost: **$205,000**

FY 12: Construction to be completed Dec. 2010. FY12 - Site work and release of retainage.

Project is second phase of the West End Reservoir Replacement Project. Design was initialed (FY08). - Tank size will be 6.4 MG. Work is being done to comply with the Safe Drinking Water Act Convered Reservoir requirements.

Justification

To comply with Safe Drinking Water Standards - Project will result in a 6.4 (plus or minus) million gallon covered storage tank to replace the existing West End Reservoir which was constructed in 1906.

Budget Impact/Other

Replace and/or upgrade deteriorating infrastructure - reliability.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	200,000					200,000
Engineering	5,000					5,000
Total	**205,000**					**205,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing-MDE (Water F	200,000					200,000
Water Fund	5,000					5,000
Total	**205,000**					**205,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Hausrath
Priority Planned Improvement

Description

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

This project will result in the construction of a new water storage tank or an upgrade to Pump Station 3 (located on Orchard Drive). Project is required as a result of an agreement with Sierra Nevada Corp. It is likely that PS3 will be upgraded (suction, discharge and all assorted equipment) to meet Zone 3 fire flow requirements because of tank elevation restrictions in FFA regulations.

Justification

To address system deficiencies in Zone 3; improvement required by Sierra Nevada (old ARDI) Agreement.

Cost share of $100,000 from ARDI.

Budget Impact/Other

Planned improvement to enhance reliability.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings					100,000	100,000
Total					**100,000**	**100,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Sierra Nevada Corp.					100,000	100,000
Total					**100,000**	**100,000**

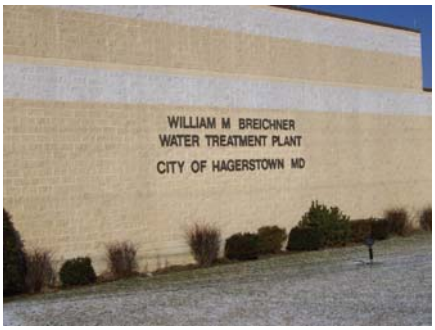
Capital Improvement Program

FY '12 *thru* FY '16

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 Hausrath
Priority Planned Improvement

Description

Total Project Cost: **$125,000**

Setting aside $25,000 each year to replace aging equipment.

Upgrades will be a result of the implementation of existing and proposed Safe Drinking Water Act requirements as well as Clean Water Act requirements. Upgrades will include upgrading the electrical and SCADA equipment, internal piping and enhanced filtration sufficient to treat the raw water supply. Upgrade will likely cost $2,500,000 (engineering and construction). Upgrades will be phased in once the Willson Plant upgrades (Phase V and VI) are complete.

Justification

Replace/upgrade aging equipment to achieve compliance with the Enhanced Long Term 2 Surface Water Treatment Rule requirements and to continue to ensure a back-up water supply.

Budget Impact/Other

Planned improvement to enhance reliability

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Water 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 '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 52-C0648

Project Name Adm. & Engineering Equipment

Type Improvement
Useful Life 5 years
Category Infrastructure-Utilities
Location: Wastewater treatment plant
Year Submitted: Ongoing

Department Water Fund
Contact Hausrath
Priority Planned Improvement

Description

Total Project Cost: **$50,000**

FY12-16: Upgrade computer equipment and info-water program (Hydraulic Model and GIS).

The Hydraulic Model is included in this CIP which is interfaced with the City GIS Project.

Justification

To replace and/or upgrade engineering computer hardware and software.

Budget Impact/Other

To ensure accuracy and reliability of engineering equipment.

Will require funding through the operations budget 52-74001 to keep software management agreements current.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Software	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Water Fund	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**

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 Hausrath
Priority Planned Improvement

Description

Total Project Cost: **$1,925,000**

FY12-FY16: $75,000 for replacement of critical equiopment at all stations (pumps, SCADA Upgrade, etc.)
FY12: Design of new suction and discharge mains at PS6 at Greendale ($150,000); Misc. pump replacements (developer driven)
FY12: Design for the relocation of PS2 ($100,000); Construction of new PS2 ($1,025,000) - Note PS2 is located on Northern Ave. (developer driven).

Justification

Replace/upgrade deteriorating infrastructure-reliability. PS2 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.

Note: upgrades to the pump stations will not likely change the overall operating costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	75,000	712,500	587,500	75,000	75,000	1,525,000
Engineering	150,000	125,000	125,000			400,000
Total	**225,000**	**837,500**	**712,500**	**75,000**	**75,000**	**1,925,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others	150,000	762,500	637,500			1,550,000
Water Fund	75,000	75,000	75,000	75,000	75,000	375,000
Total	**225,000**	**837,500**	**712,500**	**75,000**	**75,000**	**1,925,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Hausrath
Priority Cost Avoidance

Description

Total Project Cost: **$5,539,258**

The distribution system has approximately 28,000 meters - useful life of a meter is 25 years. There are approximately 300 large meters which are tested annually. MDE policy requires we reduce our unaccounted for water to 10% or less - our lost water is about 20%. The meter program is the most cost effective way to reduce lost water through accurate metering devices. This work also ensures that all customers are paying their share of the cost to treat and deliver the water.

FY12: Replace 2000 residential meters ($560,000),Replace or install 15 large meters ($68,300), Allocated labor cost is $415,000.

Justification

Replace aging equipment to ensure water and sewer rates are an accurate reflection of the required revenue.
The Water Department has set a goal of having 75% of all existing residential meters replaced with new meters and radio read units by 2016. This upgrade to the meter system will increase accuracy and reduce customer service complaints associated with human error.

Budget Impact/Other

Unaccounted for water will be reduced and the appropriate fees will be collected from each customer served by water and/or wastewater.

When project is complete, department efficiencies will increase and should also expect revenues to increase due to better read accuracy.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	628,300	647,387	666,563	686,560	707,156	3,335,966
Allocated Labor	415,000	427,450	440,274	453,482	467,086	2,203,292
Total	**1,043,300**	**1,074,837**	**1,106,837**	**1,140,042**	**1,174,242**	**5,539,258**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Water Fund)	1,043,300	1,074,837	1,106,837	1,140,042	1,174,242	5,539,258
Total	**1,043,300**	**1,074,837**	**1,106,837**	**1,140,042**	**1,174,242**	**5,539,258**

WATER FUND

FY '12 *thru* FY '16

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 Hausrath
Priority Planned Improvement

Description

Total Project Cost: $3,105,845

FY12: Expand the leak detection program.
FY12: Continue to replace aging infrastructure throughout the Distribution System - will coordinate with City/County and State road projects.
FY12-FY16: Continue to replace aging infrastrucutre throughout the Distribution System.
FY12-FY16: $30,000 per year will be dedicated to the hydrant and valve program.

Justification

Replace deteriorating infrastructure for reliability, improve safety for workers, and improve customer service.

Main replacement will be based on age of mains, main failure, and the removal of transite (asbestos concrete) pipe.

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 '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	398,000	410,000	422,000	434,680	447,727	2,112,407
Allocated Labor	187,000	192,550	198,627	204,565	210,696	993,438
Total	**585,000**	**602,550**	**620,627**	**639,245**	**658,423**	**3,105,845**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Water Fund)	585,000	602,550	620,627	639,245	658,423	3,105,845
Total	**585,000**	**602,550**	**620,627**	**639,245**	**658,423**	**3,105,845**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **52-C0740**

Project Name **Willson Plant Improvements Phase IV**

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Willson Plant
Year Submitted: 2006

Department Water Fund
Contact Hausrath
Priority Planned Improvement

Description

Total Project Cost: **$9,140,000**

FY11 - Delayed due to DBP2 findings. Evaluating System (Treatment and Distribution) to determine best approach to address high DBP's. Will begin study/design late FY11.
FY12 - Complete Design and bid project for construction.
FY 13-14 - Construction of improvements.

Justification

To comply with Safe Drinking Water Standards - upgrades will include modifications of the filter backwash water recycle and residual treatment/disposal. Work may include changing from liquid Chlorine to Sodium Hypochlorite, the need for UV disinfection and micro-filtration. If funding allows, project will include improvements to the existing structure to upgrade the Operator Booth and construction of a Conference Room.

Budget Impact/Other

Replace and/ or upgrade deteriorating infrastructure - reliability.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		4,000,000	4,000,000			8,000,000
Engineering	500,000	320,000	320,000			1,140,000
Total	**500,000**	**4,320,000**	**4,320,000**			**9,140,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing-MDE (Water F	500,000	4,320,000	4,320,000			9,140,000
Total	**500,000**	**4,320,000**	**4,320,000**			**9,140,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 52-C0741

Project Name R. C. Willson WTP Improvements Phase V

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Willson Plant
Year Submitted: 2008

Department Water Fund
Contact Hausrath
Priority Planned Improvement

Description

Total Project Cost: **$575,000**

FY12: Complete Phase V will include upgrading the electrical equipment. Upgrade/replace the Motor Control Center, transformers, purchase a generator and install Variable Frequency Drives on the High Service Pumps. Consistent with recommendations in the Water Master Plan. This work is also consistent with the Risk Management Plan recommendations.

Funding is also included in the Project C0167 (Willson Mains).

Justification

Replace/upgrade aging equipment and facilities. Electrical and SCADA upgrades will increase operational efficiency.

Budget Impact/Other

Upgrades will replace aging equipment. Operational costs associated with electric consumption will decrease.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	500,000					500,000
Engineering	75,000					75,000
Total	**575,000**					**575,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing-MDE (Water F	575,000					575,000
Total	**575,000**					**575,000**

Capital Improvement Program

FY '12 *thru* FY '16

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 Hausrath
Priority Cost Avoidance

Description

Total Project Cost: **$1,025,000**

FY12: Replace Remote Input/Output (RIO) cabinets at Willson for filter operations and chemical feeds and finished water quality. Currently 1-RIO cabinet for all filters. Upgrade will include a 2nd RIO cabinet to enhance operations and allow for future upgrades.
FY13: Upgrade MP2 Software ($25,000). Replace RIO cabinet for the plant influent, effluent pumps, flow meteres, screening chamber, etc.
FY14: Replace RAC to 800 series (mainframe).
FY15 & FY16: Other required SCADA upgrades.

Justification

Replace and/or upgrade aging equipment and facilities. SCADA upgrades will increase operational efficiency.

Budget Impact/Other

Upgrades will replace aging equipment. Operational costs associated with electric consumption will decrease.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	350,000	125,000	250,000	150,000	150,000	1,025,000
Total	**350,000**	**125,000**	**250,000**	**150,000**	**150,000**	**1,025,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Water Fund	350,000	125,000	250,000	150,000	150,000	1,025,000
Total	**350,000**	**125,000**	**250,000**	**150,000**	**150,000**	**1,025,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0000

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 Barton
Priority Contract Obligation

Description

Total Project Cost: $75,000

Purchase or transfer of infrastructure.

These purchases are often necessary to connect the City and County Systems.

Justification

Provide efficient use of wastewater infrastructure throughout system.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Land Acquisition	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Wastewater Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **54-C0004**

Project Name **Wastewater Vehicle Replacement**

Type	Replacement	**Department**	Wastewater Fund
Useful Life	6 years	**Contact**	Barton
Category	Automobiles and Trucks	**Priority**	Planned Improvement
Location:	CS, WWTP, Admin.		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$1,168,000**

Replace Fleet vehicles scheduled for replacement under the Vehicle Replace Program.

No Vehicles were replaced in FY 11.

Vehicles for FY 12: Replace 2000 GMC Pickup Truck ($25,000), 1989 Vacuum Truck ($90,000).

No new additions to Fleet.

Justification

Replacement units - reduced maintenance costs anticipated

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	115,000	231,000	322,000	250,000	250,000	1,168,000
Total	**115,000**	**231,000**	**322,000**	**250,000**	**250,000**	**1,168,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	115,000	231,000	322,000	250,000	250,000	1,168,000
Total	**115,000**	**231,000**	**322,000**	**250,000**	**250,000**	**1,168,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0267

Project Name Manhole Raising

Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: City-Wide
Year Submitted: Ongoing

Department Wastewater Fund
Contact Barton
Priority Public Safety

Description

Total Project Cost: $125,000

Raise manholes to meet new street grade, replace three-inch thick lids with lighter more accessible lids.

Justification

Annual overlay projects.

Budget Impact/Other

Reduction of liability cost - road improvements.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	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 '12	FY '13	FY '14	FY '15	FY '16	Total
Wastewater 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 '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0299

Project Name Pump Station Improvements

Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: System-wide
Year Submitted: Ongoing

Department Wastewater Fund
Contact Barton
Priority Public Safety

Description

Total Project Cost: $525,000

Replacement and upgrades to Collection System Pump Stations; these stations convey wastewater to wastewater treatment plant from low lying areas.

FY14 - Pump Station #15 (Noland Village) may need new pumps or may be demolished if nearby gravity piping is completed ($300,000).

Justification

Reduce maintenance and increase safety and security of stations.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	45,000	45,000	345,000	45,000	45,000	525,000
Total	**45,000**	**45,000**	**345,000**	**45,000**	**45,000**	**525,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	33,750	33,750	258,750	33,750	33,750	393,750
Wastewater Fund	11,250	11,250	86,250	11,250	11,250	131,250
Total	**45,000**	**45,000**	**345,000**	**45,000**	**45,000**	**525,000**

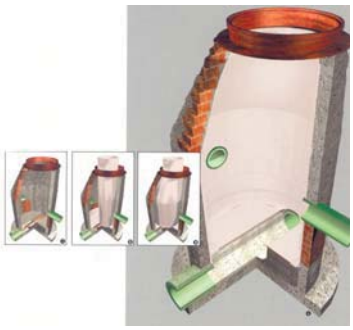
Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0327

Project Name Collection System Rehabilitation



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

Description

Total Project Cost: **$3,200,000**

Collection system personnel to continue Point repairs through out the system (estimated at $400,000 / year).

Re-route PS#8 (HCC) Force main (FY14 - $1,200,000).

Justification

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

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

Budget Impact/Other

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

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	400,000	400,000	1,600,000	400,000	400,000	3,200,000
Total	**400,000**	**400,000**	**1,600,000**	**400,000**	**400,000**	**3,200,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	400,000	400,000	900,000	400,000	400,000	2,500,000
Contribution by Others			700,000			700,000
Total	**400,000**	**400,000**	**1,600,000**	**400,000**	**400,000**	**3,200,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0565

Project Name East End Pump Station

Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: East End
Year Submitted: 2001

Department Wastewater Fund
Contact Barton
Priority Planned Improvement

Description

Total Project Cost: **$675,000**

Construction of a lift station on Hebb Road, west of the Dual Highway.

2,400' sewer main, 4,000' force main, jack and bore with sleeve 250' under Dual Highway.

Project would be completed by developer of Faison or Doub Project, if these projects were to proceed.

Justification

Pump Station #9 (Four Points), has reached capacity, new station needed to promote growth and development.

Budget Impact/Other

Possible increase in electric cost and pump station maintenance.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design			75,000			75,000
Construction/Maintenance			600,000			600,000
Total			**675,000**			**675,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Contribution by Others			675,000			675,000
Total			**675,000**			**675,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **54-C0584**

Project Name **Plant Equipment**

Type	Replacement	**Department**	Wastewater Fund
Useful Life	20 years	**Contact**	Barton
Category	Machinery and Equipment	**Priority**	Public Safety
Location:	Wastewater treatment plant		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$410,000**

Replace various aging equipment or add additional new equipment to maintain efficient operations and permit compliance.

Justification

Deteriorating equipment, requires replacement to maintain MDE compliance.

Budget Impact/Other

May reduce non-compliance issues. Should reduce Annual Maintenance and Repair of Equipment cost.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	100,000	100,000	100,000	100,000	10,000	410,000
Total	**100,000**	**100,000**	**100,000**	**100,000**	**10,000**	**410,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	100,000	100,000	100,000	100,000	10,000	410,000
Total	**100,000**	**100,000**	**100,000**	**100,000**	**10,000**	**410,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # **54-C0585**

Project Name **Buildings and Structures**

Type	Improvement	**Department**	Wastewater Fund
Useful Life	50 years	**Contact**	Barton
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	1 Clean Water Circle		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$175,000**

Wastewater Buildings - renovations, repairs and maintenance.

Justification

Aging structure that requires repairs and improvements. The administration building was last upgraded in 1980, improvements and upgrades are needed.

Upcoming projects are to replace non-operating windows and heating and cooling system in WW Administration Building (FY 12). Current system is 25 years old.

Budget Impact/Other

Provide sufficient space for the engineering staff and better access to the public.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	75,000	25,000	25,000	25,000	25,000	175,000
Total	**75,000**	**25,000**	**25,000**	**25,000**	**25,000**	**175,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	50,000					50,000
Wastewater Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	**75,000**	**25,000**	**25,000**	**25,000**	**25,000**	**175,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0657

Project Name Oxygen System Improvements

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

Description

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

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

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

Justification

Improve reliability, efficiencies, and maintain MDE compliance.

Budget Impact/Other

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

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	100,000	100,000				200,000
Total	**100,000**	**100,000**				**200,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	70,000	70,000				140,000
Wastewater Fund	30,000	30,000				60,000
Total	**100,000**	**100,000**				**200,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0711

Project Name Solids Processing-Pelletizer and WWTP Improvements

Type	Improvement	**Department**	Wastewater Fund
Useful Life	20 years	**Contact**	Barton
Category	Machinery and Equipment	**Priority**	Contract Obligation
Location:	Wastewater treatment plant		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$950,000**

This project will upgrade equipment in the WWTP and the Sludge Pelletizing facility (Synagro). The pelletizing equipment is owned by the City, but Synagro will complete upgrades for this facility. The wastewater operations staff will also be evaluating our sludge handling process.

FY13 & FY14 - Budgeted for Planning, Design and Construction of new sludge processing equipment for the wastewater treatment plant, current equipment was installed during the 1980 plant upgrade.

Justification

Improve reliability and maintain MDE compliance.

Budget Impact/Other

No impact to future operational budget.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Planning/Design		100,000				100,000
Construction/Maintenance		400,000	200,000			600,000
Equip/Vehicles/Furnishings	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**550,000**	**250,000**	**50,000**	**50,000**	**950,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	35,000	385,000	175,000	35,000	35,000	665,000
Wastewater Fund	15,000	165,000	75,000	15,000	15,000	285,000
Total	**50,000**	**550,000**	**250,000**	**50,000**	**50,000**	**950,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0713

Project Name Collection System Equipment

Type	Improvement	**Department**	Wastewater Fund
Useful Life	15 years	**Contact**	Barton
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Clean Water Circle		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$400,000**

Replaces various aging equipment or add additional new equipment to maintain efficient operations and permit compliance.

Possible equipment for this year would be a manhole grouter. This would help reduce I/I.

Justification

Increase reliability of existing equipment.

Budget Impact/Other

Could reduce annual maintenance cost.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	80,000	80,000	80,000	80,000	80,000	400,000
Total	**80,000**	**80,000**	**80,000**	**80,000**	**80,000**	**400,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	80,000	80,000	80,000	80,000	80,000	400,000
Total	**80,000**	**80,000**	**80,000**	**80,000**	**80,000**	**400,000**

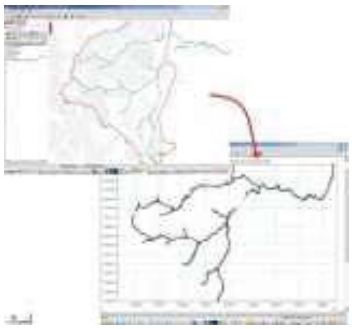
Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0742

Project Name Wastewater GIS Support



Type Improvement
Useful Life 20 years
Category Software
Location: Clean Water Circle
Year Submitted: Ongoing

Department Wastewater Fund
Contact Barton
Priority Planned Improvement

Description

Total Project Cost: $65,000

Electronic mapping of the collection system.

This system will require software and hardware updates.

FY12 - Complete model of wastewater system, this will help us predict capacity issues (Info-Sewer Software).

Justification

This project is required as part of the Capacity Management, Operation and Maintenance Program (CMOM). The CMOM is required by the Consent Judgment entered into with MDE.

Budget Impact/Other

Could reduce annual maintenance cost.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Software	25,000	10,000	10,000	10,000	10,000	65,000
Total	**25,000**	**10,000**	**10,000**	**10,000**	**10,000**	**65,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Wastewater Fund	25,000	10,000	10,000	10,000	10,000	65,000
Total	**25,000**	**10,000**	**10,000**	**10,000**	**10,000**	**65,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0745

Project Name Laboratory Equipment

Type	Replacement	**Department**	Wastewater Fund
Useful Life	15 years	**Contact**	Barton
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Wastewater treatment plant		
Year Submitted:	Ongoing		

Description

Total Project Cost: **$145,000**

Replace various aging equipment or add additional new equipment to maintain efficient operations and permit compliance.

FY 13- Lachet Equipment replacement, this piece of equipment analysis Nitrogen & Phosphorous - replacement cost is estimated at $70,000.

Justification

Improve reliability of existing equipment.

Budget Impact/Other

No impact to future operating budgets.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	15,000	85,000	15,000	15,000	15,000	145,000
Total	**15,000**	**85,000**	**15,000**	**15,000**	**15,000**	**145,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F		85,000				85,000
Wastewater Fund	15,000		15,000	15,000	15,000	60,000
Total	**15,000**	**85,000**	**15,000**	**15,000**	**15,000**	**145,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 54-C0767

Project Name Grinder Pump Replacement Program

Type	Replacement	**Department**	Wastewater Fund
Useful Life	10 years	**Contact**	Barton
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	2007		

Description

Total Project Cost: **$398,000**

The City is responsible for approximately 260 Grinder Pumps that have been installed in four locations (Brightwood East, Fairway East, Fairway Meadows & Woodlands North). Grinder pumps are used in situations where wastewater service lines leaving a home or business are lower than the public wastewater main. The Grinder Pump is used to pump the wastewater into the public wastewater main.

This program will replace 20 grinder pumps including the discharge assemblies per year (Annual Program).

Justification

Replace deteriorating equipment.

Budget Impact/Other

Reduction of annual maintenance cost is anticipated.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	58,000	60,000	60,000	60,000	60,000	298,000
Labor (CS)	20,000	20,000	20,000	20,000	20,000	100,000
Total	**78,000**	**80,000**	**80,000**	**80,000**	**80,000**	**398,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Wastewater F	78,000	80,000	80,000	80,000	80,000	398,000
Total	**78,000**	**80,000**	**80,000**	**80,000**	**80,000**	**398,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 56-C0173

Project Name Offstreet Parking - City Center Area

Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: To be determined
Year Submitted: 2011

Department Parking Fund
Contact Deike
Priority Planned Improvement

Description

Total Project Cost: $9,000,000

FY 16: Construction of a new 450-space deck, if deemed necessary by a planned City Center parking study to be conducted with the Chamber of Commerce..
Expected to be partially financed by bonds to be repaid by City Parking users and by a grant from the County.
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Justification

Provide additional needed parking to support redevelopment of the city center area including residential development on the upper floors of city center buildings.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance					9,000,000	9,000,000
Total					**9,000,000**	**9,000,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Parking Fund)					4,500,000	4,500,000
Contribution by Others					4,500,000	4,500,000
Total					**9,000,000**	**9,000,000**

Project # 56-C0749
Project Name North Potomac Street Parking Facilities

Type	Maintenance	**Department**	Parking Fund
Useful Life	10 - 20 years	**Contact**	Deike
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	North Potomac Street		
Year Submitted:	2007		

Description

Total Project Cost: **$257,000**

FY13: Structural rehab and weatherproofing of the deck ($142,000) to extend its life.

FY14 - 16: Continuing Refurbishment of the 26 year old facility to keep it in good condition.

Justification

Structural repairs and epoxy coating, replacing and updating lighting.

Budget Impact/Other

New LED lights will reduce energy costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		142,000	30,000	30,000	30,000	232,000
Total		**142,000**	**30,000**	**30,000**	**30,000**	**232,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Bond Financing (Parking Fund)		142,000				142,000
Parking Fund			30,000	30,000	30,000	90,000
Total		**142,000**	**30,000**	**30,000**	**30,000**	**232,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

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

Description

Total Project Cost: **$45,000**

Per Vehicle and Equipment schedule

FY12: All vehicle/equipment purchases have been halted and deferred to future years.

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 '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		25,000		20,000		45,000
Total		**25,000**		**20,000**		**45,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Parking Fund		25,000		20,000		45,000
Total		**25,000**		**20,000**		**45,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 57-C0395

Project Name Golf Course - Vehicles/Equipment

Type Improvement
Useful Life 5 years
Category Automobiles and Trucks
Location: Municipal Golf Course
Year Submitted: 2008

Department Golf Fund
Contact Mason
Priority Cost Avoidance

Description

Total Project Cost: **$158,000**

See vehicle and equipment replacement schedule.

FY13: Replace 2007 Jacobson Tri-plex Reel Mower
FY14: Replace Jacobsen LF3400 Fairway Mower
FY15: Replace 1995 Kubota Tractor ($20) & 2004 Cushman Sprayer ($20)

Justification

Replace deteriorated equipment. Maintain reliable and efficient equipment necessary to operate and maintain golf course.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings		25,000	40,000	50,000	43,000	158,000
Total		**25,000**	**40,000**	**50,000**	**43,000**	**158,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Golf Fund		25,000	40,000	50,000	43,000	158,000
Total		**25,000**	**40,000**	**50,000**	**43,000**	**158,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 57-C0766

Project Name Golf Course Netting

Type Improvement
Useful Life 10 - 20 years
Category Land Improvements
Location: Golf Course
Year Submitted: 2008

Department Golf Fund
Contact Mason
Priority Public Safety

Description

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

Extend netting along #2 fairway.

Pending State approval of POS Grant Funds.

Justification

To prevent golf balls from entering neighborhood properties as requested by neighbors.

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance		15,000				15,000
Total		**15,000**				**15,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Golf Fund		1,500				1,500
Grants-State Program Open S		13,500				13,500
Total		**15,000**				**15,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 57-C0824

Project Name Golf Course Club House Improvements

Type Improvement
Useful Life 25 years
Category Buildings and Structures
Location: Golf Course
Year Submitted: 2011

Department Golf Fund
Contact Mason
Priority Improve Service

Description

Total Project Cost: **$40,000**

Expand and improve existing entrance area plaza at the Golf Course Pro Shop with benches and landscaping ($20,000).
Renovate exterior of the Club House ($8,000).
Renovate the interior of the Club House ($12,000).

Justification

To make the Club House and Pro Shop at the Golf Course more aesthetically appealling to the course patrons and visitiors.

Budget Impact/Other

None

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	40,000					40,000
Total	**40,000**					**40,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Prior Bond Proceeds	40,000					40,000
Total	**40,000**					**40,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 57-C0825

Project Name Golf Cart Storage

Type Improvement
Useful Life 25 years
Category Buildings and Structures
Location: Golf Course
Year Submitted: 2011

Department Golf Fund
Contact Mason
Priority Improve Service

Description

Total Project Cost: **$10,000**

Dual purpose covered building for golf cart storage and to provide a covered area for golf tournament awards ceremonies.

Justification

To shelter and protect the golf carts from inclement weather .
To allow a place for planned golf tournament awards ceremonies.

Budget Impact/Other

Very minimal.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	10,000					10,000
Total	**10,000**					**10,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Golf Fund	10,000					10,000
Total	**10,000**					**10,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 58-C0755

Project Name Alms House Repairs

Type Maintenance
Useful Life 5 - 10 years
Category Buildings and Structures
Location: 239 N. Locust Street
Year Submitted: 2009

Department Property Management Fund
Contact Deike
Priority Planned Improvement

Description

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

Stabilize building and ensure it complies with the City's exterior code compliance regulations. Seek certifiied historic structure status for the building and explore redevelopment opportunities for the property.

Justification

To bring building up to current property codes with regard to the exterior. Additional funding will be required approximately every 5 years to at least paint the exterior woodwork while long term redevelopment opportunities are explored.

Budget Impact/Other

Building will quickly deteriorate without preventative maintenance. Future costs will rise dramatically as repairs are delayed. General maintenance will consist of trash collection, weed control, mowing grass and shoveling sidewalks.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance			5,000			5,000
Total			**5,000**			**5,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Property Management Fund			5,000			5,000
Total			**5,000**			**5,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 58-C0779

Project Name Renovation-Roslyn Building

Type Improvement
Useful Life
Category Buildings and Structures
Location: Roslyn Bldg
Year Submitted: 2008

Department Property Management Fund
Contact Tissue
Priority Planned Improvement

Description

Total Project Cost: **$1,011,000**

As reviewed with City Council in November, 2007, project renovates the second and third floors of the Roslyn Building plus fourth floor of City Hall with minor other upgrades in City Hall. The project includes bridge from Roslyn Building to first floor of City Hall. IT staff and CD staff move to the second floor of the Roslyn Building. Community Affairs moves to the third floor of the Roslyn Building and develop a studio. Code Administration moves to the fourth floor of City Hall. Planning moves to the third floor of City Hall.

Justification

Current space is utilized to the maximum and will not allow for any additional expansion.

Part of CIP #45-C0630.

Budget Impact/Other

Assume $30,000 in total annual operating costs for the Rosalyn Building which is part of the Property Management Fund, per Director of Public Works. To include $20,000, electric; $8,000, janitorial; and $2,000 water/sewer).

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Construction/Maintenance	0	0	0	0	0	0	1,011,000
Total	0	0	0	0	0	0	Total

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total	Future
Bond Financing (Prop Mgmt Fu	0	0	0	0	0	0	1,011,000
Total	0	0	0	0	0	0	Total

Project # 58-C0803
Project Name Elizabeth Hager Center

Type Replacement
Useful Life 15 - 25 years
Category Machinery and Equipment
Location: 10-14 N. Potomac St.
Year Submitted: 2010

Department Property Management Fund
Contact Deike
Priority Planned Improvement

Description

Total Project Cost: **$160,000**

2012 - 2016: Painting, various leasehold improvements and continued replacement of HVAC units

Justification

HVAC units have reached the end of their life cycle (15-20 years) and will be systematically replaced. Building was renovated over 15 years ago and continued maintenance is required.

Budget Impact/Other

New HVAC should be more efficient possibly saving on heating/cooling costs.

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Equip/Vehicles/Furnishings	30,000	30,000	20,000	20,000	20,000	120,000
Total	**30,000**	**30,000**	**20,000**	**20,000**	**20,000**	**120,000**

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Property Management Fund	30,000	30,000	20,000	20,000	20,000	120,000
Total	**30,000**	**30,000**	**20,000**	**20,000**	**20,000**	**120,000**

Capital Improvement Program

FY '12 *thru* FY '16

City of Hagerstown, Maryland

Project # 58-C0828
Project Name CVS Building

Type Improvement
Useful Life 25 - 50 years
Category Buildings and Structures
Location: Downtown
Year Submitted: 2011

Department Property Management Fund
Contact Lestitian
Priority Planned Improvement

Description

Total Project Cost: **$1,000,000**

FY12: Renovate building for tenant leasing and to serve as a downtown business incubator.

Justification

Budget Impact/Other

Expenditures	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Construction/Maintenance	780,000					780,000
Total	780,000					780,000

Funding Sources	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Grants-Federal	780,000					780,000
Total	780,000					780,000

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2012/16

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 2012 (BUDGET) COST	FY 2013 (YEAR 1) COST	FY 2014 (YEAR 2) COST	FY 2015 (YEAR 3) COST	FY 2016 (YEAR 4) COST
			ENGINEERING DEPARTMENT					
702	5814	2006	CHEVY COLORADO P/U				16,000	
707	5865	2007	FORD FOCUS					17,000
			ENGINEERING DEPARTMENT TOTAL	**0**	**0**	**0**	**16,000**	**17,000**
			COMMUNITY & ECONOMIC DEVELOPMENT					
711	5674	2003	CHEVY S10		14,000			
717	5699	2003	CHEVY CAVALIER			15,000		
755	5751	2004	CHEVY COLORADO				15,000	
716	5698	2003	CHEVY CAVALIER					15,000
752	5786	2005	CHEVY COLORADO					16,000
			COMMUNITY & ECONOMIC DEVELOPMENT TOTAL	**0**	**14,000**	**15,000**	**15,000**	**31,000**
			POLICE DEPARTMENT					
957	5552	1998	FORD CROWN VICTORIA INTERCEPTOR		28,000			
959	5554	1998	FORD CROWN VICTORIA INTERCEPTOR		28,000			
960	5555	1998	FORD CROWN VICTORIA INTERCEPTOR		28,000			
998	5947	1998	FORD CROWN VICTORIA INTERCEPTOR		28,000			
983	5585	1999	FORD CROWN VICTORIA INTERCEPTOR		28,000			
993	5495	1996	OLDSMOBILE CUTLASS		5,000			
965	5789	1994	GEO TRACKER		5,000			
967	5621	2000	FORD CROWN VICTORIA INTERCEPTOR			28,000		
978	5622	2000	FORD CROWN VICTORIA INTERCEPTOR			28,000		
982	5623	2000	FORD CROWN VICTORIA INTERCEPTOR			28,000		
985	5400	1992	CHEVROLET CAPRICE			28,000		
986	5587	1999	FORD CROWN VICTORIA INTERCEPTOR			28,000		
949	5700	1998	FORD TAURUS			5,000		
954	5528	1997	CHEVY LUMINA			5,000		
962	5620	2000	FORD CROWN VICTORIA INTERCEPTOR				28,000	
963	5667	2003	FORD CROWN VICTORIA INTERCEPTOR				28,000	
988	5668	2003	FORD CROWN VICTORIA INTERCEPTOR				28,000	
995	5722	2001	FORD ESCAPE				28,000	
999	5723	2001	FORD CROWN VICTORIA INTERCEPTOR				28,000	
929	5888	2004	CHEVROLET IMPALA				5,000	
970	5837	2000	CHRYSLER CIRRUS				5,000	
934	5839	2006	FORD CROWN VICTORIA INTERCEPTOR					28,000
935	5840	2006	FORD CROWN VICTORIA INTERCEPTOR					28,000
936	5841	2006	FORD CROWN VICTORIA INTERCEPTOR					28,000
972	5753	2004	FORD CROWN VICTORIA INTERCEPTOR					28,000
944	5752	2004	FORD CROWN VICTORIA INTERCEPTOR					28,000
964	5860	2004	FORD FOCUS					5,000
973	5626	2001	CHEVY LUMINA					5,000
			POLICE DEPARTMENT TOTAL	**0**	**150,000**	**150,000**	**150,000**	**150,000**
			FIRE DEPARTMENT					
ENG1	5435	1994	KME RENEGADE LFD		400,000			
TRK1	5547	1997	SIMON-DUPLEX TRAC/TRAIL			900,000		
TRK4	5535	1997	SIMON-DUPLEX TRAC/TRAIL				950,000	
CAR4	5768	2005	CHEVY BLAZER					35,000
			FIRE DEPARTMENT TOTAL	**0**	**400,000**	**900,000**	**950,000**	**35,000**
			PARKS DEPARTMENT					
316	5743	2004	JD 4X2 GATOR		8,000			
317	5744	2004	JD 4X2 GATOR		8,000			
369	5800	2005	GRAVELY 260Z MOWER		10,000			
371	5484	1996	FORD F150 PICKUP		25,000			
379	5460	1995	GRAVELY PM 300 MOWER		10,000			
308	5662	2002	FORD F550 4WD DUMP TRUCK			55,000		
309	5638	2001	GMC 1500 2WD PICKUP			25,000		
303	5716	2003	FORD F550 4WD DUMP TRUCK				60,000	
311	5515	1997	GMC 1500 PICKUP				30,000	
350	5306	1990	JD 2355 TRACTOR				65,000	
301	5755	2004	FORD F150 PICKUP					30,000
312	5756	2004	FORD F150 PICKUP					30,000
378	5884	2007	JD TX GATOR					10,000
			PARKS DEPARTMENT TOTAL	**0**	**61,000**	**80,000**	**155,000**	**70,000**

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2012/16

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 2012 (BUDGET) COST	FY 2013 (YEAR 1) COST	FY 2014 (YEAR 2) COST	FY 2015 (YEAR 3) COST	FY 2016 (YEAR 4) COST
			PUBLIC WORKS DEPARTMENT					
019	5498	1996	GMC 1-TON DUMP TRUCK		60,000			
023	5451	1995	GMC 7000 DUMP TRUCK		120,000			
062	5664	2002	GRAVELY 300 MOWER		10,000			
024	5452	1995	GMC 7000 DUMP TRUCK			120,000		
025	5647	2001	FORD F550 4WD DUMP TRUCK			60,000		
045	5537	1998	GMC 1/2 TON P/U			25,000		
020	5606	1999	CHEVY C8500 DUMP TRUCK				120,000	
079	5444	2000	TRAILER OWEN CLASSIC				4,000	
085	5523	1997	WACKER TAMPER				3,000	
089	5618	2000	TRAILER, SHUR TRAIL				4,000	
094	5578	1999	GMC SIERRA PICKUP				40,000	
030	5610	2000	GMC 1/2 TON 4WD					25,000
083	5111	1987	IR AIR COMPRESSOR					12,000
084	5433	1993	WACKER ROLLER					12,000
601	5629	2000	F550 BUCKET TRUCK					75,000
			PUBLIC WORKS DEPARTMENT TOTAL	**0**	**190,000**	**205,000**	**171,000**	**124,000**
			GENERAL FUND TOTAL	***0***	***815,000***	***1,350,000***	***1,457,000***	***427,000***
			ELECTRIC FUND					
120	5441	1994	GMC / TEXOMA DIG / DERR		180,000			
111	5573	1999	GMC SONOMA			16,000		
112	5574	1999	GMC SONOMA			16,000		
113	5575	1999	GMC SONOMA			16,000		
124	5696	2003	GMC TEXEX BUCKET			135,000		
103	5681	2003	CHEVROLET CAVALIER				16,000	
104	5682	2003	CHEVROLET CAVALIER				16,000	
109	5684	2003	CHEVROLET CAVALIER				16,000	
110	5672	2002	CHEVROLET CAVALIER				16,000	
134	5299	1990	IR AIR COMPRESSOR				16,000	
135	5347	1991	GMC HOLAN STALLION BUCK				16,000	
100	5765	2005	CHEVY TRAILBLAZER				24,000	
116	5454	1995	GMC STAKE BODY				50,000	
101	5876	2007	FORD 1/2 TON 4WD PICK-UP					22,000
102	5877	2007	FORD 1/2 TON 4WD PICK-UP					22,000
107	5520	1997	GMC SIERRA					35,000
118	5236	1987	DITCH WITCH					15,000
122	5869	2007	CHEVY 3/4 TON 4WD PICK-UP					22,000
126	5871	2007	CHEVY 3/4 TON 4WD PICK-UP					22,000
131	5870	2007	CHEVY 3/4 TON 4WD PICK-UP					22,000
			ELECTRIC FUND TOTAL	**0**	**180,000**	**183,000**	**170,000**	**160,000**
			WATER FUND					
210	5614	2000	CHEVY 2500 4WD P/U	31,000				
206	5627	2000	FORD F450	73,000				
216	5628	2000	FORD F450	73,000				
230	5640	2001	GMC JIMMY	27,000				
224	5407	1993	JCB BACKHOE		82,000			
207	5661	2002	INTERNATIONAL DUMP		102,000			
217	5581	1999	CHEVY 2500 P/U		33,000			
235	5643	2001	GMC S15		27,000			
241	5576	1999	GMC JIMMY			28,000		
239	5635	2001	FORD ESCAPE			30,000		
205	5712	2003	FORD F550			69,000		
219	5449	1994	VOLVO CRANE TRUCK			162,000		
209	5761	2004	CHEVY 3/4 TON VAN				19,000	
237	5540	1998	JD 310E BACKHOE				85,000	
260	5474	1995	CHEVY 3500 UTILITY				50,000	
212	5785	2005	CHEVY 2500 4WD P/U				26,000	
214	5691	2003	CHEVY S10 P/U				27,000	
254	5760	2004	FORD F250 P/U					27,000
202	5828	2006	CHEVY 2500 4WD P/U					32,000
203	5825	2006	CHEVY 2500 P/U					28,000
223	5853	2006	JD 310SG BACKHOE					85,000
234	5750	2004	FORD F550					74,000
227	5705	2003	CHEVY 2500 4WD P/U					28,000
261	5642	2001	GMC SONOMA					27,000
			WATER FUND TOTAL	**204,000**	**244,000**	**289,000**	**207,000**	**301,000**

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE
FIVE YEAR PLAN - FISCAL YEARS 2012/16

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 2012 (BUDGET) COST	FY 2013 (YEAR 1) COST	FY 2014 (YEAR 2) COST	FY 2015 (YEAR 3) COST	FY 2016 (YEAR 4) COST
			WASTEWATER FUND					
533	5657	2002	FORD RANGER P/U	25,000				
519	5285	1989	CHEVY FLUSHER TRUCK	90,000				
530	5378	1987	GARDNER DENVER AIR COMPRESSOR		17,000			
532	5611	2000	GMC SONOMA PICKUP TRUCK		30,000			
512	5616	2000	GMC TOPKICK DUMP TRUCK		92,000			
594	5570	1999	JOHN DEERE BACKHOE LOADER 310SE		92,000			
520	5248	1988	CASE TRACTOR 245/255			22,000		
528	5833	2006	STERLING FLUSHER TRUCK			300,000		
592	5633	2001	JD 310SG BACKHOE				78,000	
			UNITS TO BE DETERMINED				172,000	
			UNITS TO BE DETERMINED					250,000
			WASTEWATER FUND TOTAL	**115,000**	**231,000**	**322,000**	**250,000**	**250,000**
			GOLF COURSE					
326	5859	2007	JACOBSEN III TRIPLEX REEL MOWER		25,000			
351	5801	2005	LIGHTWEIGHT MOWER			40,000		
353	5465	1995	KUBOTA L4200GST				20,000	
389	5774	2004	CUSHMAN SPRAYER				30,000	
373A	5478	1996	CUSHMAN TURF TRUCKSTER					20,000
373B	5560	1998	CUSHMAN TOP DRESSER					8,000
374	5479	1996	RYAN AERATOR					15,000
			GOLF FUND TOTAL	**0**	**25,000**	**40,000**	**50,000**	**43,000**
			PARKING FUND					
033	5395	1992	CHEVY 3/4T 4WD P/U		25,000			
036	5613	2000	GMC SONOMA P/U				20,000	
			PARKING FUND TOTAL	**0**	**25,000**	**0**	**20,000**	**0**
			GRAND TOTAL	***319,000***	***1,520,000***	***2,184,000***	***2,154,000***	***1,181,000***

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Festivals

City of Hagerstown

SPECIAL REVENUE FUNDS
SECTION 5

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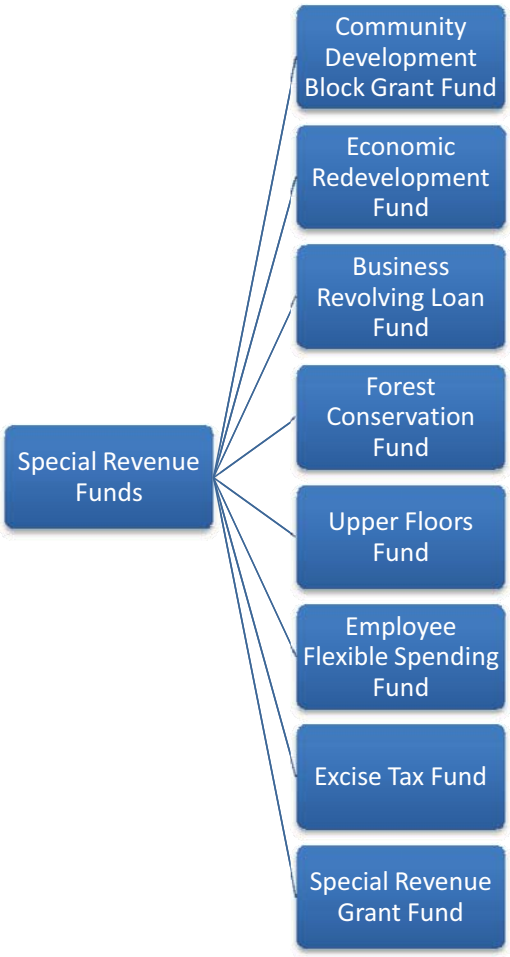

Special Revenue Funds
Community Development Block Grant Fund
Economic Redevelopment Fund
Business Revolving Loan Fund
Forest Conservation Fund
Upper Floors Fund
Employee Flexible Spending Fund
Excise Tax Fund
Special Revenue Grant Fund

SPECIAL REVENUE FUNDS -COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	CDBG	ECONOMIC REDEV.	BUS. REVOLV. LOAN FUND	UPPER FLOORS	FOREST CONSERV. FUND	FLEXIBLE SPENDING	EXCISE TAX	SPECIAL REVENUE GRANTS	TOTAL
REVENUES									
Grant Revenues	$ 1,133,534	$ -	$ -	$ 200,000	$ -	$ -	$ -	$ 882,893	$ 2,216,427
Excise Tax	-	-	-	-	-	-	118,000	-	118,000
Program Income	185,000	-	140,000	-	-	-	-	-	325,000
Interest and Penalty on Loans	50,000	-	20,000	-	500.00	-	-	-	70,500
Investment Earnings	-	3,000	1,500	-	-	1,000	6,000	-	11,500
Property Sales	-	-	-	-	-	-	-	-	-
Reforest Fees	-	-	-	-	15,000.00	-	-	-	15,000
Other Revenues	2,500	-	-	-	-	6,300	-	-	8,800
Total Revenues	**1,371,034**	**3,000**	**161,500**	**200,000**	**15,500**	**7,300**	**124,000**	**882,893**	**2,765,227**
EXPENDITURES									
Property Acquisition/Renovation	100	500,000	-	-	-	-	-	-	500,100
New Loan (Grant) Expenditures	-	-	100,000	400,000	-	-	-	-	500,000
Commercial/Industrial Imprv.	135,000	-	-	-	-	-	-	-	135,000
Clearance/Demolition	100	-	-	-	-	-	-	-	100
Public Facilities and Imprv.	242,682	-	-	-	-	-	-	-	242,682
Public Services	159,725	-	-	-	-	-	-	54,683	214,408
Housing	635,500	-	-	-	-	-	-	-	635,500
Administration	197,927	23,000	2,000	-	-	6,880	-	-	229,807
Public Safety	-	-	-	-	-	-	-	1,257,121	1,257,121
PEP Subsidized Rent Payments	-	70,000	-	-	-	-	-	-	70,000
Total Expenditures	**1,371,034**	**593,000**	**102,000**	**400,000**	**-**	**6,880**	**-**	**1,311,804**	**3,784,718**
Excess of Revenues Over (under) Expenditures	**-**	**(590,000)**	**59,500**	**(200,000)**	**15,500**	**420**	**124,000**	**(428,911)**	**(1,019,491)**
OTHER FINANCING USES									
Operating Transfers In	-	750,000	-	200,000	-	-	-	428,911	1,378,911
Operating Transfers (Out)	-	(200,000)	-	-	(25,000)	(6,000)	(200,000)	-	(431,000)
Total Other Financing Uses	**-**	**550,000**	**-**	**200,000**	**(25,000)**	**(6,000)**	**(200,000)**	**428,911**	**947,911**
BUDGETED USE OF FUND BALANCE	-	-	-	-	9,500	-	-	-	9,500
Net Change in Fund Balance	**-**	**(40,000)**	**59,500**	**-**	**-**	**(5,580)**	**(76,000)**	**-**	**(62,080)**
Beginning Fund Balance	**3,262,873**	**676,919**	**511,820**	**-**	**-**	**27,611**	**1,016,457**	**612,974**	**6,108,654**
Ending Fund Balance	**$ 3,262,873**	**$ 636,919**	**$ 571,320**	**$ -**	**$ -**	**$ 22,031**	**$ 940,457**	**$ 612,974**	**$ 6,046,574**
DETAIL OF ENDING FUND BALANCE									
Reserved for Loans Receivable	2,588,195	-	518,338	300,000	-	-	-	-	3,406,533
Reserved for Resale Properties	868,602	579,869	-	-	-	-	-	-	1,448,471
Unreserved, Undesignated	(193,924)	57,050	52,982	(300,000)	-	22,031	940,457	612,974	1,191,570
Ending Fund Balance	**$ 3,262,873**	**$ 636,919**	**$ 571,320**	**$ -**	**$ -**	**$ 22,031**	**$ 940,457**	**$ 612,974**	**$ 6,046,574**

DEPARTMENT / PROGRAM OVERVIEW

The Community Development Block Grant Program (CDBG) was established to promote development and rehabilitation of residential neighborhoods and commercial areas through loans, grants and improvements to public facilities and public services.

The City of Hagerstown is an entitlement community and as such receives an annual entitlement which is used to carry out community based initiatives and support programs which meet the National Objectives as defined by the Federal Department of Housing and Urban Development.

DEPARTMENT / PROGRAM OBJECTIVES

- Consist with the National Objectives of promoting job creation and the elimination of slum and blight, the FY12 CDBG budget focuses funds on visible and impactful community development projects.
- The FY12 budget proposes to maintain support for public services at current levels.
- Public facilities includes proposed funding for two neighborhood park projects at Memorial Blvd. and Jonathan St. Also included are funds for neighborhood development activities in established parts in the City.
- Housing and Commercial Rehabilitation includes funding for increased loan activity.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of active loans outstanding	37	39	36
Net new loans	2	2	4
Value of active loand portfolio ($000)	$ 1,789	$ 1,991	$ 2,026
Net value of new loans ($000)	$ 134	$ 200	$ 362
Average life of open portfolio (yrs)	11.5	12.0	10.0
Active loans by type:			
Homeownership	15	15	15
Single Family	8	10	6
Multi-Family	9	10	8
Commercial	4	4	5
Public Facilities	4	4	4
Deferred loans by type:			
Housing	31	31	29
Public Facilities	5	5	5
Net value of deferred loans ($000)	$ 814	$ 814	$ 780
Overall low/moderate benefit ratio (%)	90.0%	90.0%	85.0%
Total administrative costs as percent of total expenditures	20.0%	20.0%	20.0%

EXPENDITURE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Acquisition	$ -	$ 100	$ 220,000	$ 100	0.0%
Commercial/Industrial Improvements	2,510	2,500	307,000	135,000	5300.0%
Clearance and Demolition	-	100	-	100	0.0%
Public Facilities and Improvements	338,918	577,511	281,977	242,682	-58.0%
Public Services	164,738	204,250	197,450	159,725	-21.8%
Direct Economic Development	-	-	-	-	0.0%
Cost of Properties for Resale	441,113	-	-	-	0.0%
Housing	387,902	830,231	323,342	635,500	-23.5%
Administration	375,611	307,655	217,147	197,927	-35.7%
Total Expenditures	**$ 1,710,793**	**$ 1,922,347**	**$ 1,546,916**	**$ 1,371,034**	**-28.7%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Administrative personnel costs associated with various activities have lowered considerably due to the restructuring of CDBG and the elimination of positions.

Commercial Improvements and Housing expenditures are lower than budget due to lower activity levels.

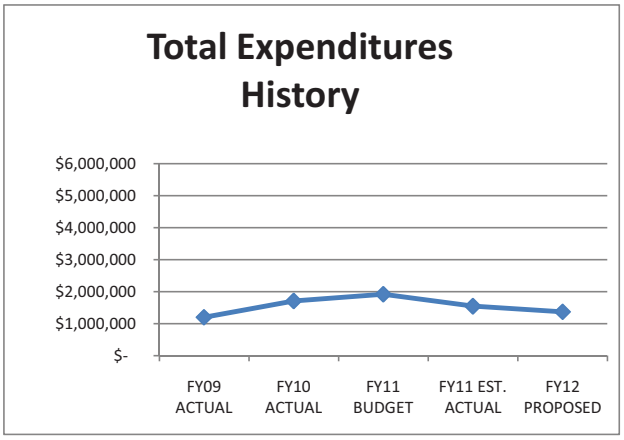
Acquisition expenditures are higher due to the expected future purchases of downtown properties.

Estimated Actual FY11 to Proposed FY12

The City is anticipating a 20% reduction in FY12 CDBG entitlement funds due to expected Federal funding cuts.

The FY12 budget includes funds for moving forward with several initiatives in the Strategic Plan; including, creation of Neighborhood Parks and Neighborhood Improvements and improving the livability and economic prosperity of the City.

Efforts will be made to advertise and assist residents in participating in available loan and grant programs administered by the City.



STAFFING SUMMARY

	FY10	FY11 Budget	FY11 Est Act	FY12
Full time	5.8	5.8	3.5	3.5
Less: Unfunded	0.0	0.0	0.0	0.0
Staffing Total	5.8	5.8	3.5	3.5

As part of a restructure of operations the equivalent of 2.3 FTE positions were eliminated.

COMMUNITY DEVELOPMENT BLOCK GRANT - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES					
CDBG Grant Revenues	$ 749,114	$ 1,509,984	$ 1,274,153	$ 1,133,534	-24.9%
Program Income-Principal	246,921	200,000	200,000	185,000	-7.5%
Interest and Penalty on Loans	71,256	68,544	68,544	50,000	-27.1%
Interest on Investments	2,309	3,425	219	-	-100.0%
Contributions and Donations	500	-	-	-	0.0%
Sale-Properties Held for Resale	165,566	80,000	-	-	-100.0%
Other Revenues	6,550	15,000	4,000	2,500	-83.3%
Total Operating Revenues	**1,242,216**	**1,876,953**	**1,546,916**	**1,371,034**	**-27.0%**
EXPENDITURES					
Acquisition	-	100	220,000	100	0.0%
Commercial/Industrial Improvements	2,510	2,500	307,000	135,000	5300.0%
Clearance and Demolition	-	100	-	100	0.0%
Public Facilities and Improvements	338,918	577,511	281,977	242,682	-58.0%
Public Services	164,738	204,250	197,450	159,725	-21.8%
Direct Economic Development	-	-	-	-	0.0%
Cost of Properties for Resale	441,113	-	-	-	0.0%
Housing	387,902	830,231	323,342	635,500	-23.5%
Administration	375,611	307,655	217,147	197,927	-35.7%
Total Operating Expenditures	**1,710,793**	**1,922,347**	**1,546,916**	**1,371,034**	**-28.7%**
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	**$ (468,577)**	**$ (45,394)**	**$ -**	**$ -**	**-100.0%**
Beginning Fund Balance	**3,731,450**	**3,262,873**	**3,262,873**	**3,262,873**	**0.0%**
Ending Fund Balance	**$ 3,262,873**	**$ 3,217,479**	**$ 3,262,873**	**$ 3,262,873**	**1.4%**
DETAIL OF ENDING FUND BALANCE					
Reserve for Resale Properties	868,602	289,091	868,602	868,602	200.5%
Reserve for long-term Receivables	2,411,195	2,928,388	2,411,195	2,588,195	-11.6%
Unreserved, Undesignated	(16,924)	-	(16,924)	(193,924)	100.0%
Ending Fund Balance	**$ 3,262,873**	**$ 3,217,479**	**$ 3,262,873**	**$ 3,262,873**	**1.4%**

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
ENTITLEMENTS					
B08 Entitlement	$ 701,349	$ -	$ 90,000	$ -	0.0%
B09 Entitlement	47,765	509,056	509,056	-	-100.0%
B10 Entitlement	-	990,928	675,097	329,698	-66.7%
B11 Entitlement	-	-	-	803,836	100.0%
Lead Hazard Reduction Grant	-	10,000	-	-	-100.0%
Total Entitlements	749,114	1,509,984	1,274,153	1,133,534	-24.9%
REPAYMENTS OF PRINCIPAL	246,921	200,000	200,000	185,000	-7.5%
LOAN INTEREST AND PENALTY	71,256	68,544	68,544	50,000	-27.1%
INVESTMENT INTEREST INCOME	2,309	3,425	219	-	-100.0%
MISCELLANEOUS					
Contributions and Donations	500	-	-	-	0.0%
Sale of Properties	165,566	80,000	-	-	-100.0%
Administrative Fee Revenues	6,550	15,000	4,000	2,500	-83.3%
Total Miscellaneous	172,616	95,000	4,000	2,500	-97.4%
Total Operating Revenues	**$ 1,242,216**	**$ 1,876,953**	**$ 1,546,916**	**$ 1,371,034**	**-27.0%**

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
ACQUISITION					
City - Downtown Buildings	$ -	$ 100	$ 220,000	$ 100	0.0%
Total Acquisition	-	100	220,000	100	0.0%
COMMERCIAL/INDUSTRIAL IMPROVEMENTS					
Commercial Property Rehab Loan	-	-	300,000	125,000	100.0%
Commercial Administration	2,510	2,500	7,000	10,000	300.0%
Total Commercial/Industrial Imprv.	2,510	2,500	307,000	135,000	5300.0%
CLEARANCE AND DEMOLITION					
City - Downtown Buildings	-	100	-	100	0.0%
Total Clearance and Demolition	-	100	-	100	0.0%
COST OF RESALE PROPERTIES	441,113	-	-	-	0.0%
PUBLIC FACILITIES & IMPROVEMENTS					
Handicap Ramps	25,686	40,000	53,038	40,000	0.0%
Project Park Inside	3,600	-	-	-	0.0%
Memorial Recreation Center	-	-	4,965	-	0.0%
City Sidewalk Construction	3,293	-	-	-	0.0%
Downtown Surveillance Cameras	35,467	22,000	22,000	-	-100.0%
Hope VI Streetscape	48,000	-	-	-	0.0%
Neighborhood Development	-	83,565	-	81,682	-2.3%
Alley Reconstruction	102,029	-	-	-	0.0%
Storm Drain Improvements	-	200,000	135,187	-	-100.0%
Locust St. Streetscape	424	-	-	-	0.0%
Traffic Signal Replacement	78,573	-	5,500	-	0.0%
Park Circle Improvements	9,922	-	-	-	0.0%
Neighborhood Parks	-	75,000	20,000	121,000	61.3%
000 Block North Potomac Sidewalk	-	30,000	26,287	-	-100.0%
Community Meeting Room	-	9,446	-	-	-100.0%
Community Garden	74	2,500	-	-	-100.0%
Deafnet (Public Facility Loan)	-	100,000	-	-	-100.0%
School Crossing Signal	-	15,000	-	-	-100.0%
E. Antietam St. Storm Drain	6,578	-	-	-	0.0%
W. Franklin/Burhans/Salem Ave.	25,273	-	-	-	0.0%
Potterfield Pool Ramps	-	-	15,000	-	0.0%
Total Public Facilities & improve.	338,918	577,511	281,977	242,682	-58.0%
PUBLIC SERVICES					
Neighborhoods 1st	38,767	45,000	33,200	-	-100.0%
Community Free Clinic	21,724	60,000	60,000	60,000	0.0%
Food & Friends	-	-	5,000	2,500	100.0%
Girl's Inc. Supper Program	13,889	12,750	12,750	11,475	-10.0%
Summer Day Camp	5,000	5,000	5,000	5,000	0.0%
Fair Housing Services	25,000	-	-	-	0.0%
Children in Need	5,072	7,500	7,500	6,750	-10.0%
Girl's Inc.	36	-	-	-	0.0%
Senior Living Alternative	55,251	65,000	65,000	65,000	0.0%
Summer Playground Meals	-	9,000	9,000	9,000	0.0%
Total Public Services	164,738	204,250	197,450	159,725	-21.8%

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
DIRECT ECONOMIC DEVELOPMENT	-	-	-	-	0.0%
HOUSING					
Direct Home Assistance	38,500	40,000	35,000	20,000	-50.0%
Residential Single Family Energy	3,240	10,000	13,000	15,000	50.0%
Smoke Detectors	8,505	40,000	20,000	20,000	-50.0%
Homeownership Program	58,103	110,000	61,000	110,000	0.0%
Project Park Inside	900	7,500	1,800	-	-100.0%
Commission on Aging	-	18,000	18,000	18,000	0.0%
House Keys 4 Employees	-	7,500	-	7,500	0.0%
Curb & Sidewalk Loan Program	-	15,000	-	-	-100.0%
Bester Place	21,044	-	-	7,500	100.0%
Home Safety Makeover	9,403	54,231	13,000	10,000	-81.6%
Hope VI	-	48,000	47,678	-	-100.0%
HNDP Downpayment & Settlement	-	35,000	14,000	35,000	0.0%
Single Family Loan Program	16,156	100,000	12,200	100,000	0.0%
Residential Rental Rehabilitation	132,386	175,000	-	162,500	-7.1%
Admin. (Residential Rental)	15,539	15,000	7,500	15,000	0.0%
Admin. (Home Ownership)	43,154	75,000	15,000	45,000	-40.0%
Aministration (Single Family)	61,371	80,000	65,164	70,000	-12.5%
Contra Expense-Single Family Rehab	(20,399)	-	-	-	0.0%
Total Housing	387,902	830,231	323,342	635,500	-23.5%
ADMINISTRATION	375,611	307,655	217,147	197,927	-35.7%
Total Expenditures	**$ 1,710,793**	**$ 1,922,347**	**$ 1,546,916**	**$ 1,371,034**	**-28.7%**

COMMUNITY DEVELOPMENT BLOCK GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
1050001-5861 Desks, Chairs, & Tables	Office furniture	Replace worn equipment	750
TOTAL CAPITAL OUTLAY			**$ 750**

ECONOMIC REDEVELOPMENT FUND

This fund was established to promote the revitalization of the City's downtown and older neighborhood areas. Currently the fund is being used to promote home and business ownership in targeted areas of the City. Revenues in this fund consists of periodic transfers from other funds and a proposal to reprogram unexpended bond proceeds to assist in strategic downtown property acquisitions important to the City's revitalization efforts. The majority of fiscal year 2011/12 expenditures relate to downtown property acquisitions for redevelopment purposes and a transfer to the Upper Floors Loan Program for matching funds.

BUSINESS REVOLVING LOAN FUND

This fund is designed to assist in the recruitment, retention and expansion of businesses within the City. The Business Revolving Loan Fund was initially funded through a grant from the Maryland Department of Business and Economic Development and City Community Betterment Funds. This program provides financing for new and expanding businesses for working capital, equipment and rehabilitation. For fiscal year 2011/12 it is anticipated that program income will allow $100,000 in new loans to be made.

UPPER FLOORS REDEVELOPMENT FUND

This fund provides assistance to install elevators and other equipment necessary to make the upper floors of existing downtown buildings attractive for residential or business use. In fiscal year 2011/12, ARC Grant funds of $200,000 have been applied for and $200,000 in matching local funds from the Economic Redevelopment Fund are proposed to be transferred to provide up to $400,000 in new loan funds.

TELEWORK CENTER FUND

The Telework Center Fund was established to account for activities related to the City's participation in the federal government's telecommunication work center pilot program. The activities were primarily funded by a federal operating grant and user fees and were self supporting. After March 31, 2011, the federal General Services Administration (GSA) has advised it would stop paying the cost of operating and leasing the center. Therefore, the City will close the center and cease operations prior to the beginning of fiscal year 2011/12.

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 for offsite forestation activities. During 2011/12 the proposed budget anticipates $25,000 being available for transfer to the CIP Fund for street trees and other forestation activities.

EMPLOYEE FLEXIBLE SPENDING FUND

This fund accounts for the City Employee Flexible Spending Account (FSA) Program. Funds are transferred into this fund pre-tax basis for employees participating in the FSA Program for reimbursed medical and dependent care costs. The City savings in social security and medicare cost form this pre-tax funding are used to pay for the program's administrative cost. For 2011/12, $6,000 is proposed for transfer to the General Fund for employee activities.

EXCISE TAX FUND

The fund accounts for the City's share of the County Excise Taxes collected by the City. Excise Taxes may be used only for specific purposes and are tracked in order to comply with the purposes permitted. Permitted purposes include roads, new construction or development of parks and recreational facilities, new construction or development of water and sewer infrastructure and new construction or development of public safety facilities. Funds are proposed to be transferred to the CIP Fund in 2011/12 for assisting with the bridge repair program ($80,000), Northwest Connector road ($20,000) and Frederick Street Culvert widening ($100,000).

SPECIAL REVENUE GRANT FUND

In Fiscal Year 2006/07 the City, as a result of an audit recommendation, created a separate special revenue fund to account for operating grant revenues from various federal, state, and local agencies and 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.

ECONOMIC REDEVELOPMENT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES:					
Interest Income from Investments	$ 3,669	$ 10,000	$ 2,500	$ 3,000	-70.0%
Total Revenues	**3,669**	**10,000**	**2,500**	**3,000**	**-70.0%**
EXPENDITURES:					
Administrative Expenditures	-	-	5,000	20,000	100.0%
Downtown Property Acquisition and Renovation Expenditures	-	-	-	500,000	100.0%
Downtown Residency Initiative	(500)	-	4,100	-	0.0%
PEP Subsidized Rent Payments	4,693	125,000	35,000	70,000	-44.0%
Current Property Expenditures	3,565	-	3,000	3,000	100.0%
Total Expenditures	**7,758**	**125,000**	**47,100**	**593,000**	**374.4%**
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund:					
Community Based Initiatives	125,000	125,000	250,000	250,000	100.0%
Transfers from CIP Fund:					
Reprogrammed Bond Proceeds	-	-	-	500,000	100.0%
Transfers (to) General Fund	(15,700)	-	-	-	0.0%
Transfers (to) Bus Revolving Loan Fund	(125,000)	-	-	-	0.0%
Transfers (to) Upper Floors Fund	-	-	(75,000)	(200,000)	100.0%
Total Other Financing Sources	(15,700)	125,000	175,000	550,000	340.0%
Net Change in Fund Balance	**(19,789)**	**10,000**	**130,400**	**(40,000)**	**-500.0%**
Beginning Fund Balance	**566,308**	**546,519**	**546,519**	**676,919**	**23.9%**
Ending Fund Balance	**$ 546,519**	**$ 556,519**	**$ 676,919**	**$ 636,919**	**14.4%**
DETAIL OF ENDING FUND BALANCE:					
Reserve for Properties Held for Resale	$ 79,869	$ 79,869	$ 79,869	$ 579,869	626.0%
Reserve for Prepaid Expenses	1,173	-	-	-	0.0%
Unreserved, Undesignated	465,477	476,650	597,050	57,050	-88.0%
Ending Fund Balance	**$ 546,519**	**$ 556,519**	**$ 676,919**	**$ 636,919**	**14.4%**

BUSINESS REVOLVING LOAN FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES & LOAN REPAYMENTS					
Principal Repayments	$ 59,343	$ 56,694	$ 97,000	$ 140,000	146.9%
Interest from Loans	27,721	26,136	13,000	20,000	-23.5%
Interest on Investments	2,095	-	1,500	1,500	100.0%
Total Revenues	**89,159**	**82,830**	**111,500**	**161,500**	**95.0%**
EXPENDITURES, NEW LOANS & OTHER WORKING CAPITAL					
Contractual Services	5,856	2,000	2,000	2,000	0.0%
New Loan Expenditures	238,149	100,000	200,000	100,000	0.0%
Total Expenditures	**244,005**	**102,000**	**202,000**	**102,000**	**0.0%**
OTHER FINANCING SOURCES (USES)					
Transfer from Economic Dev Fund	125,000	-	-	-	0.0%
Transfer (to) Upper Floor Loan Fund	-	-	(125,000)	-	0.0%
Total Other Financing Sources	125,000	-	(125,000)	-	0.0%
Net Change in Fund Balance	**(29,846)**	**(19,170)**	**(215,500)**	**59,500**	**-410.4%**
Beginning Fund Balance	**757,166**	**727,320**	**727,320**	**511,820**	**-29.6%**
Ending Fund Balance	**$ 727,320**	**$ 708,150**	**$ 511,820**	**$ 571,320**	**-19.3%**
DETAIL OF ENDING FUND BALANCE					
Reserve for long-term Receivables	455,338	498,644	558,338	518,338	3.9%
Unreserved, Undesignated	271,982	209,506	(46,518)	52,982	-74.7%
Ending Fund Balance	**$ 727,320**	**$ 708,150**	**$ 511,820**	**$ 571,320**	**-19.3%**

UPPER FLOORS FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES					
Federal ARC Grant	$ -	$ -	$ -	$ 200,000	100.0%
StateCommunity Legacy Grant	-	-	100,000	-	0.0%
Total Revenues	**-**	**-**	**100,000**	**200,000**	**100.0%**
EXPENDITURES					
New Loan (Grant) Expenditures	-	-	300,000	400,000	100.0%
Total Expenditures	**-**	**-**	**300,000**	**400,000**	**100.0%**
OTHER FINANCING SOURCES (USES)					
Transfers from Economic Redev Fund	-	-	75,000	200,000	100.0%
Transfers from Bus Revolving Loan Fund	-	-	125,000	-	0.0%
Total Other Financing Sources	**-**	**-**	**200,000**	**200,000**	**100.0%**
Net Change in Fund Balance	**-**	**-**	**-**	**-**	**0.0%**
Beginning Fund Balance	**-**	**-**	**-**	**-**	**0.0%**
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
DETAIL OF ENDING FUND BALANCE:					
Reserve for Long-Term Receivables	$ -	$ -	$ 300,000	$ 300,000	100.0%
Unreserved	-	-	(300,000)	(300,000)	100.0%
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

TELEWORK CENTER - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES:					
Grant Revenues GSA Downtown	$ 157,929	$ 128,739	$ 110,000	$ -	-100.0%
Rent Revenues-Downtown	61,200	61,200	45,900	-	-100.0%
Technological Training and Coop.	-	21,000	-	-	-100.0%
Reimbursements	23,195	25,500	16,491	-	-100.0%
Interest Revenue	458	1,000	-	-	-100.0%
Total Revenues	**242,782**	**237,439**	**172,391**	**-**	**-100.0%**
EXPENDITURES:					
Salary and Wages	110,219	111,437	84,929	-	-100.0%
Benefits	20,245	20,924	40,942	-	-100.0%
Personnel Subtotal	**130,464**	**132,361**	**125,871**	**-**	**-100.0%**
Contractual Services	7,698	6,950	5,531	-	-100.0%
Operating Expenditures	100,580	96,256	88,770	-	-100.0%
Capital Outlay	8,343	-	1,863	-	0.0%
Operating Subtotal	**116,621**	**103,206**	**96,164**	**-**	**-100.0%**
TOTAL EXPENDITURES	**247,085**	**235,567**	**222,035**	**-**	**-100.0%**
Net Change in Fund Balance	**(4,303)**	**1,872**	**(49,644)**	**-**	**-100.0%**
Beginning Fund Balance	**146,329**	**142,026**	**142,026**	**92,382**	**-35.0%**
Ending Fund Balance	**$ 142,026**	**$ 143,898**	**$ 92,382**	**$ 92,382**	**-35.8%**

FOREST CONSERVATION FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES					
Reforest Fees - Tires Plus	$ -	$ -	$ 5,000	$ -	0.0%
Reforest Fees - TFG Properties	-	-	500	-	0.0%
Reforest Fees - Penrose Mills	-	-	-	-	0.0%
Reforest Fees - Library	-	-	7,000	-	0.0%
Reforest Fees - Unspecified	-	-	-	15,000	100.0%
Interest Revenue	-	-	500	500	100.0%
Total Revenues	**-**	**-**	**13,000**	**15,500**	**100.0%**
EXPENDITURES	**-**	**-**	**-**	**-**	**0.0%**
OTHER FINANCING SOURCES (USES)					
Transfers (to) CIP Fund	-	-	(35,000)	(25,000)	100.0%
Total Other Financing Sources	**-**	**-**	**(35,000)**	**(25,000)**	**100.0%**
BUDGETED USE OF FUND BALANCE	-	-	22,000	9,500	100.0%
Net Change in Fund Balance	-	-	-	-	0.0%
Beginning Fund Balance	**-**	**-**	**-**	**-**	**0.0%**
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
DETAIL OF ENDING FUND BALANCE:					
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

EMPLOYEE FLEXIBLE SPENDING FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES					
Interest Earned	$ 331	$ 1,000	$ 1,000	$ 1,000	0.0%
Employer FICA Savings	4,595	6,300	6,300	6,300	0.0%
Unreimbursed Employee Deductions	14,261	-	-	-	0.0%
Total Revenues	**19,187**	**7,300**	**7,300**	**7,300**	**0.0%**
EXPENDITURES					
Contractual Services	6,311	6,000	6,880	6,880	14.7%
Total Expenditures	**6,311**	**6,000**	**6,880**	**6,880**	**14.7%**
OTHER FINANCING USES					
Transfers (to) General Fund	(6,000)	(6,000)	(6,000)	(6,000)	0.0%
Total Other Financing Uses	**(6,000)**	**(6,000)**	**(6,000)**	**(6,000)**	**0.0%**
Net Change in Fund Balance	6,876	(4,700)	(5,580)	(5,580)	18.7%
Beginning Fund Balance	**26,315**	**33,191**	**33,191**	**27,611**	**-16.8%**
Ending Fund Balance	**$ 33,191**	**$ 28,491**	**$ 27,611**	**$ 22,031**	**-22.7%**

EXCISE TAX FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES:					
Revenue for Roads	$ 83,361	$ 20,000	$ 85,000	$ 85,000	325.0%
Revenue for Other Capital Purposes	18,122	10,000	18,000	18,000	80.0%
Revenue from Nonresidential Projects	13,934	30,000	25,000	15,000	-50.0%
Interest Revenue	14,207	30,000	5,000	6,000	-80.0%
Total Revenues	**129,624**	**90,000**	**133,000**	**124,000**	**37.8%**
OTHER FINANCING SOURCES (USES)					
Transfers (to) C.I.P.	(840,890)	(1,282,000)	(221,000)	(200,000)	-84.4%
Total Other Financing Sources	**(840,890)**	**(1,282,000)**	**(221,000)**	**(200,000)**	**-84.4%**
Net Change in Fund Balance	(711,266)	(1,192,000)	(88,000)	(76,000)	-93.6%
Beginning Fund Balance	**1,815,723**	**1,104,457**	**1,104,457**	**1,016,457**	**-8.0%**
Ending Fund Balance	**$ 1,104,457**	**$ (87,543)**	**$ 1,016,457**	**$ 940,457**	**-1174.3%**

SPECIAL REVENUE GRANT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
REVENUES:					
Interest Earned	$ -	$ 1,400	$ -	$ -	-100.0%
Federal Grants	951,982	1,475,277	1,403,038	602,213	-59.2%
State Grants	339,317	293,164	293,164	236,580	-19.3%
County Grants	45,000	45,000	45,000	44,100	-2.0%
Other Contributions	2,830	5,835	8,364	-	-100.0%
Total Revenues	**1,339,128**	**1,820,676**	**1,749,566**	**882,893**	**-51.5%**
EXPENDITURES:					
Salary and Wages	606,746	701,555	699,375	717,158	2.2%
Benefits	145,850	195,762	198,580	165,450	-15.5%
Overtime	84,190	110,989	113,642	81,038	-27.0%
Personnel Subtotal	**836,786**	**1,008,306**	**1,011,597**	**963,646**	**-4.4%**
Contractual Services	113,899	217,215	213,878	147,566	-32.1%
Operating Expenditures	407,939	288,849	316,957	184,083	-36.3%
Capital Outlay	236,277	664,375	570,603	16,509	-97.5%
Other General Expenses	87	15,000	15,000	-	-100.0%
Operating Subtotal	**758,202**	**1,185,439**	**1,116,438**	**348,158**	**-70.6%**
TOTAL EXPENDITURES	**1,594,988**	**2,193,745**	**2,128,035**	**1,311,804**	**-40.2%**
OTHER FINANCING SOURCES (USES)					
Transfer from General Fund	231,063	378,469	978,469	428,911	13.3%
Total Other Financing Sources	**231,063**	**378,469**	**978,469**	**428,911**	**13.3%**
Net Change in Fund Balance	(24,796)	5,400	600,000	-	-100.0%
Beginning Fund Balance	**37,771**	**12,975**	**12,975**	**612,974**	**4624.4%**
Ending Fund Balance	**$ 12,975**	**$ 18,375**	**$ 612,974**	**$ 612,974**	**3236.0%**

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

			2011/12 PROPOSED
Economic Development	SBA - Minority Women Business	54,683	**$ 54,683**
Fire Department	SAFE Smoke Alarms for Everyone	7,892	
	SAFER Staffing for Adequate Fire & Emergency Res.	477,789	**$ 485,681**
Police Department	Safe Routes to School (SHA Grant)	10,500	
	Domestic Violence Coordinator	20,107	
	JAG Program	4,587	
	Domestic Violence Data Entry	11,666	
	COPS Technology Program	191,199	
	Juvenile Victim of Crime Detective	18,766	
	Underage Drinking Enforcement	15,880	
	Local Law Enforcement Block Grant	1,377	
	LGIT Deadly Force Encounter Training	2,560	
	Coverdell Forensic Science Improvement	39,894	
	JAG Program	27,321	
	Anti-Gang Initiative	142,509	
	CSAFE Initiative	285,074	**$ 771,440**
	Total Grant Revenues		**$ 1,311,804**

GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Coverdell Forensic Science-G0127			
1610000-5832-G0127			1,100
1610000-5865-G0127			3,034
Photography Equipment	Lab Use	Enhance Digital Capture of Physical Evidence Examined in the Lab, Lab Computer Server	
Computer Equipment			
Total Coverdell Forensic Science			**4,134**
Anti-Gang Intiative-G0129			
1610000-5839-G0129			
Portable Tools/Equipment	Police Officer Use	Martial Arts Equipment	**12,375**
TOTAL CAPITAL OUTLAY			**$ 16,509**

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Development/Business

City of Hagerstown

ENTERPRISE FUNDS
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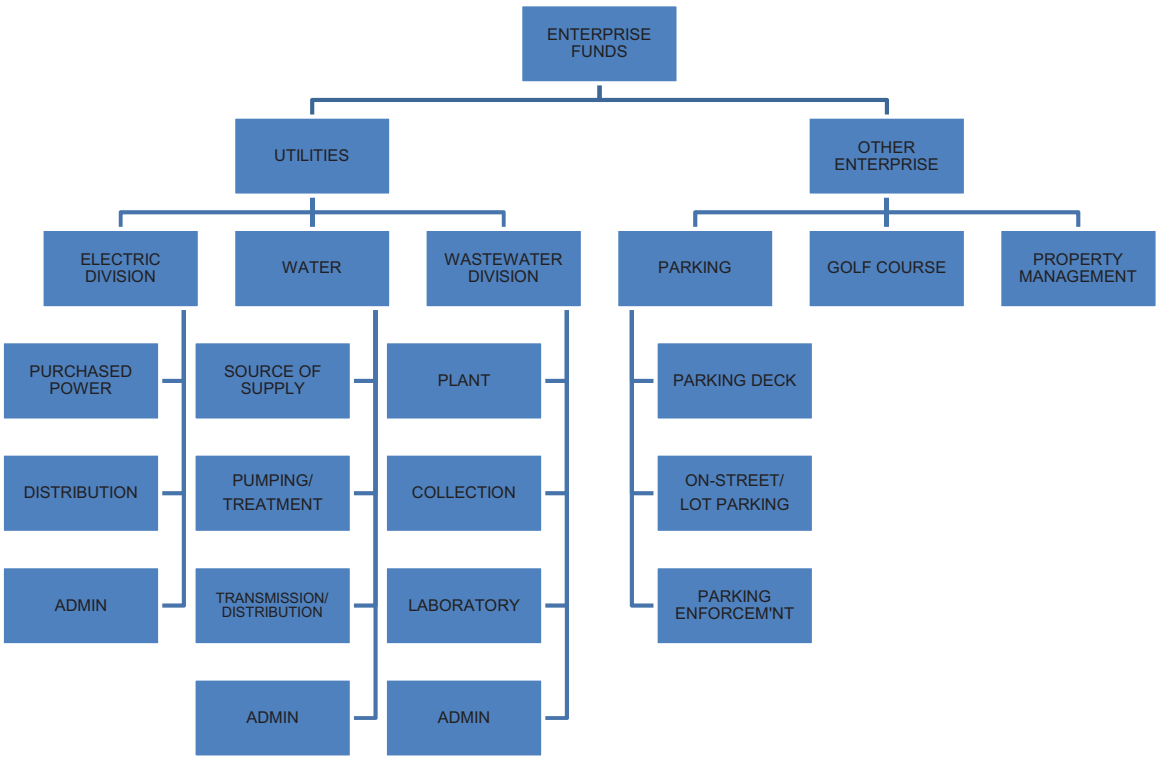
ENTERPRISE FUNDS - ORGANIZATIONAL CHART
FISCAL YEAR 2011/2012



ENTERPRISE FUNDS - COMBINING STATEMENT
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	ELECTRIC	WATER	WASTEWATER	PARKING	GOLF COURSE	PROPERTY MANAGEMENT	TOTAL
OPERATING REVENUES							
Service Charges	$26,074,203	$8,991,000	$ 9,724,000	$ 608,730	$191,000	$ 332,162	$ 45,921,095
Other Revenues	$ 343,858	$ 742,360	$ 84,165	$ 142,600	$ 18,902	$ -	$ 1,331,885
Total Operating Revenues	**26,418,061**	**9,733,360**	**9,808,165**	**751,330**	**209,902**	**332,162**	**47,252,980**
OPERATING EXPENSES							
Production and Treatment	20,459,562	3,570,356	4,747,385	-	-	-	28,777,303
Transmission, Distribution & Collection	2,413,621	1,570,278	1,408,274	-	-	-	5,392,173
Selling,+General & Administrative	3,052,970	2,425,646	3,107,482	393,771	386,550	267,965	9,634,384
Depreciation	1,032,200	1,804,600	2,355,400	203,000	21,060	82,000	5,498,260
Total Operating Expenses	**26,958,353**	**9,370,880**	**11,618,541**	**596,771**	**407,610**	**349,965**	**49,302,120**
Operating Income/Loss	**(540,292)**	**362,480**	**(1,810,376)**	**154,559**	**(197,708)**	**(17,803)**	**(2,049,140)**
NON-OPERATING REVENUES(EXPENSES)							
Investment Earnings	162,429	10,000	5,000	1,000	-	3,000	181,429
Interest (Expense)	(10,358)	(452,617)	(454,405)	(94,602)	-	(766)	(1,012,748)
Gain (Loss) on Sale of Capital Assets	15,000	-	300	-	-	-	15,300
Total Other Income/(Expense)	**167,071**	**(442,617)**	**(449,105)**	**(93,602)**	**-**	**2,234**	**(816,019)**
Income before Contributions/Transfers	**(373,221)**	**(80,137)**	**(2,259,481)**	**60,957**	**(197,708)**	**(15,569)**	**(2,865,159)**
CAPITAL CONTRIBUTIONS	100,000	1,100,000	600,000	-	-	780,000	2,580,000
DEVELOPER/GRANT FUNDED	-	150,000	-	-	-	-	150,000
TRANSFERS IN	-	-	-	100,000	195,000	-	295,000
TRANSFERS OUT	(55,000)	(55,000)	(55,000)	-	-	-	(165,000)
Changes in Net Assets	**(328,221)**	**1,114,863**	**(1,714,481)**	**160,957**	**(2,708)**	**764,431**	**(5,159)**
ADJUST RETAINED EARNINGS TO A UNRESTRICTED CASH FLOW BASIS							
Add Back Depreciation	1,032,200	1,804,600	2,355,400	203,000	21,060	82,000	5,498,260
Capital Outlay	(449,000)	(4,131,606)	(1,123,000)	-	(50,000)	(810,000)	(6,563,606)
Deduct Non-Cash Contributions	(100,000)	(500,000)	-	-	-	-	(600,000)
Long-term Loan Between Funds	-	(1,000,000)	1,000,000				-
Bond Proceeds	-	3,115,800	961,750	-	40,000	-	4,117,550
Change in restricted cash	-	540,520	280,000	-	-	-	820,520
Repayment of Principal	(45,875)	(1,546,187)	(1,713,146)	(362,448)	-	(36,885)	(3,704,541)
Net Sources/(Uses)of Cash	**$ 109,104**	**$ (602,010)**	**$ 46,523**	**$ 1,509**	**$ 8,352**	**$ (454)**	**$ (436,976)**

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 Electric Division supports the Mayor and Council's Strategic Plan through the division's assistance in the realization of all applicable objectives. As part of the City's approved Strategic Plan, Focus Area "An Innovative and Sustainable Government", Electric will continue to assist with the implementation of the new Utility Billing software to fulfill objective "F" Completion of the MUNIS Municipal Operations Project by Summer, 2011.

● The Electric Division strives to provide dependable uninterrupted electrical service to all customers served by the City of Hagerstown. The Division also works to ensure they are providing the most cost effective energy source in the immediate region. Division crews provide new service connections, routine maintenance, street light service throughout the entire City, monitor all substations and related equipment, and ensure the functionality of the metering program to ensure a high quality service.

● To further enhance our connection to the customer, the Division has two secured grants that totaled $30,000 which supplied Compact Fluorescent and Light Emitting Diode bulbs to our low to moderate customers. Additionally, the Division was awarded $35,000 in 2011 which will supply programmable thermostats to our low to moderate income customers who own and occupy their residence. Additionally, the expenditure of $90,589 for the in house tree removal of 458 trees at an average cost of $197 per tree, has allowed us to attain a Customer Average Interruption Duration Index of 1.15 hours per customer, as compared to the 1.36 hours median for North American Utilities.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of Residential Customers	**15,074**	**14,927**	**14,726**
Number of Commercial Customers	**2,427**	**2,433**	**2,642**
Million Kilowatt-hours Purchased	**356**	**349**	**347**
Million Kilowatt-hours Sold	**348**	**338**	**336**
Customer Average Interruption Duration Index (Hours/customer)	**1.95**	**1.69**	**1.15**
Number of Employees	**34**	**33**	**31**
Number of Customers Served per Employee	**514**	**526**	**560**

EXPENDITURE AND REVENUE SUMMARY

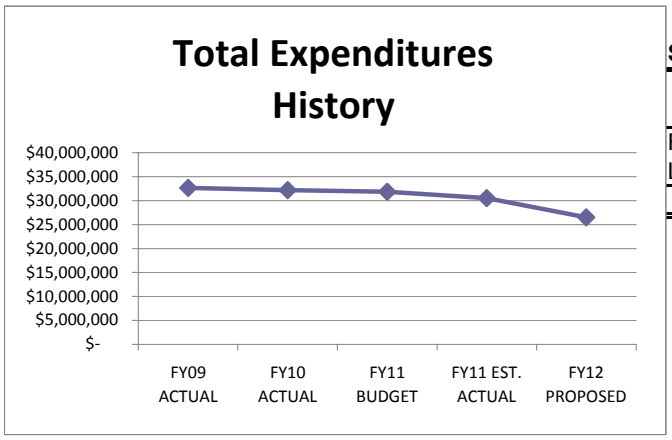
	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 2,070,776	$ 1,855,512	$ 1,963,369	$ 1,850,572	-0.3%
Benefits	905,609	1,117,007	823,937	872,947	-21.8%
Overtime	94,423	91,913	81,183	85,500	-7.0%
Personnel Subtotal	**3,070,808**	**3,064,432**	**2,868,489**	**2,809,019**	**-8.3%**
Contractual Services	243,596	256,750	233,215	276,750	7.8%
Operating Expenditures	28,484,598	27,959,302	27,203,848	22,834,386	-18.3%
Capital Outlay	207,436	434,000	115,818	449,000	3.5%
Other General Expenses	1,194,333	1,261,647	1,136,435	1,149,433	-8.9%
Operating Subtotal	**30,129,963**	**29,911,699**	**28,689,316**	**24,709,569**	**-17.4%**
Less: Depreciation	(1,003,377)	(1,146,458)	(1,015,300)	(1,032,200)	-10.0%
Total Expenditures	**$ 32,197,394**	**$ 31,829,673**	**$ 30,542,505**	**$ 26,486,388**	**-16.8%**
REVENUES BY TYPE					
Departmental Revenue	31,932,916	32,085,403	31,250,209	26,685,132	-16.8%
Total Revenues	**$ 31,932,916**	**$ 32,085,403**	**$ 31,250,209**	**$ 26,685,132**	**-16.8%**
Expenditures, net of Revenues	**$ 264,478**	**$ (255,730)**	**$ (707,704)**	**$ (198,744)**	**-22.3%**

Adopted FY11 to Estimated Actual FY11

The Hagerstown Light Department has reduced staff and currently has 7 positions unfilled, all vehicle replacement purchases have been curtailed, the vehicle fleet has been reduced, all external seminars and non-certification training has been eliminated. Our Capital Outlay has been reduced from $1.3M in FY08 to $676K in FY10 (a 50% reduction), from FY08 to FY11 our total expenditures have decreased from $33M to $31M ($2M). As with all businesses who are weathering these tough economic times, the HLD utilizes common sense approaches related to energy consumption, material repair/reuse, employee sharing, etc.

FY11 to Proposed FY12

Personnel expenditures decreased an additional $59,470. The decrease has continued as a result of the loss of the Washington County Hospital and the projected loss of Unilever/Good Humor-Bryers. Operating expenditures decreased by $4,039,217 as a result of the elimination of capital outlay, vehicle purchases, educational benefits and training for staff professional development.



STAFFING SUMMARY

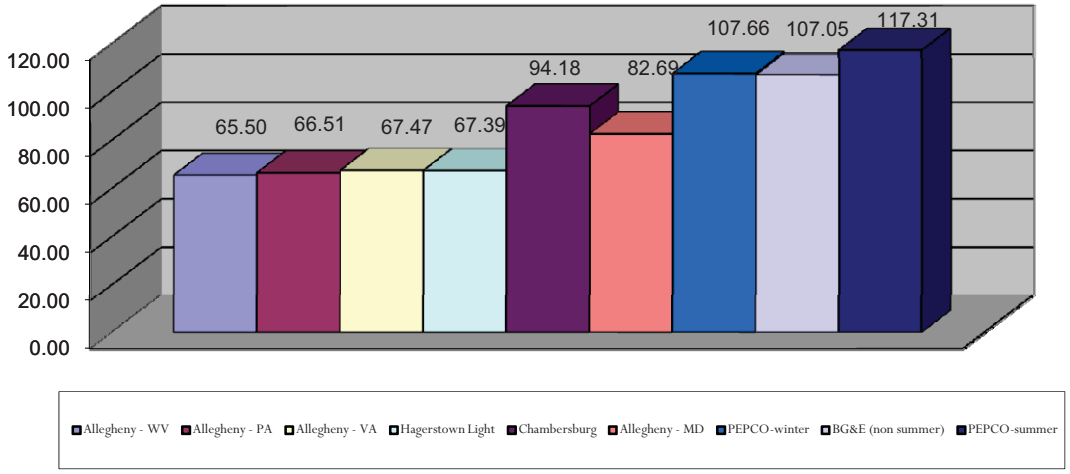
	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	38.00	38.00	38.00	38.00
Less: Unfunded	5.00	7.00	7.00	8.00
Staffing Total	33.00	31.00	31.00	30.00

In order to respond to the projected loss of revenue associated with loss of our number one customer, the Division will continue to reduce operational costs through any and all means available through fiscal year 12 and beyond.

ELECTRIC FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2011/2012

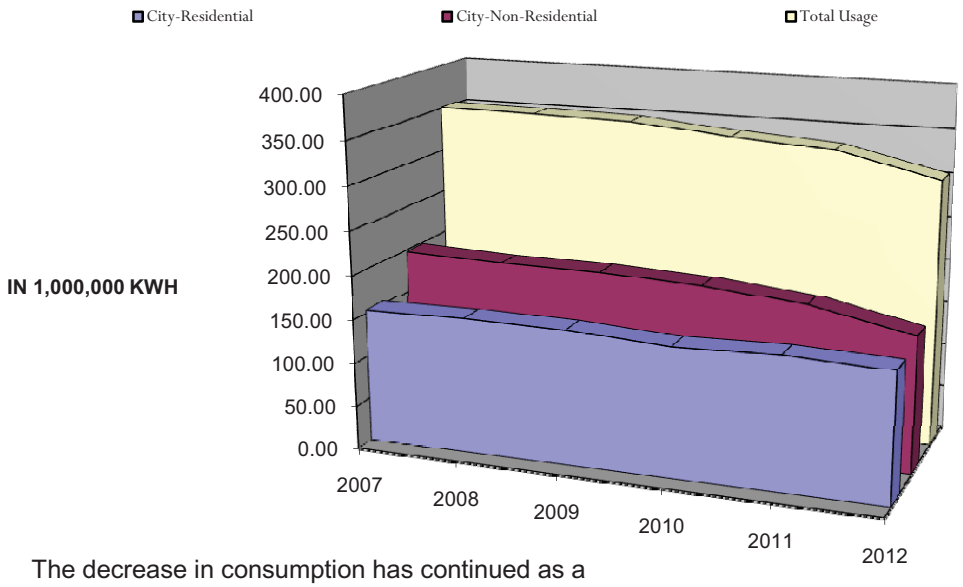
ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
OPERATING REVENUES					
Service Charges	$ 31,364,013	$ 31,425,598	$30,557,124	$ 26,074,203	-17.0%
Other Revenues	342,636	326,152	332,295	343,858	5.4%
Operating Revenues	**31,706,649**	**31,751,750**	**30,889,419**	**26,418,061**	**-16.8%**
OPERATING EXPENSES					
Purchased Power	25,892,831	25,297,838	24,595,408	20,459,562	-19.1%
Distribution Expenses	2,302,505	2,454,527	2,531,510	2,413,621	-1.7%
Customer Accounts Expenses	1,131,855	1,096,002	973,115	920,460	-16.0%
Selling, General & Administrative	2,498,110	2,400,614	2,213,516	2,132,509	-11.2%
Depreciation	1,003,377	1,146,458	1,015,300	1,032,200	-10.0%
Total Operating Expenses	**32,828,678**	**32,395,440**	**31,328,849**	**26,958,353**	**-16.8%**
Operating Income/Loss	**(1,122,029)**	**(643,690)**	**(439,430)**	**(540,292)**	**-16.1%**
NON-OPERATING REVENUES (EXPENSES)					
Intergovernmental Revenue	-	30,000	29,582	-	-100.0%
Interest Earned	192,310	180,602	172,602	162,429	-10.1%
Interest (Expense)	(13,155)	(11,949)	(13,394)	(10,358)	-13.3%
Gain (Loss) on Sale of Capital Assets	9,540	15,000	20,000	15,000	0.0%
Total Other Income/(Expense)	**188,695**	**213,653**	**208,790**	**167,071**	**-21.8%**
Net Income before Operating Transfers	**(933,333)**	**(430,037)**	**(230,640)**	**(373,221)**	**-13.2%**
Transfers to Other Funds	(105,000)	(55,000)	(55,000)	(55,000)	0.0%
Capital Contributions	24,101	120,000	72,000	100,000	-16.7%
Income (Dec.) in Retained Earnings	**(1,014,233)**	**(365,037)**	**(213,640)**	**(328,221)**	**-10.1%**
Add Back Depreciation	1,003,377	1,146,458	1,015,300	1,032,200	-10.0%
Deduct Non-Cash Capital Contributions	(24,101)	(120,000)	(72,000)	(100,000)	-16.7%
Changes in Working Capital	233,066	-	-	-	0.0%
Capital Outlay	(207,436)	(434,000)	(115,818)	(449,000)	3.5%
Repayment of Principal	(46,502)	(44,740)	(44,742)	(45,875)	2.5%
Net Sources/(Uses)of Cash	**$ (55,828)**	**$ 182,681**	**$ 569,100**	**$ 109,104**	**-40.3%**

SERVICE CHARGE COMPARISON AS OF MARCH 2009



Comparative rates are shown from left to right.
HLD rates will remain stable for the length of the Wholesale Contract which expires on May 30, 2013. A typical residential customer uses an average of 700 KWH per month.

ELECTRIC CONSUMPTION, 2007 - 2012



The decrease in consumption has continued as a result of the loss of Washington County Hospital and the projected loss of Unilever/Good Humor-Breyers.

ELECTRIC FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
ELECTRIC REVENUES					
Sales of Electric-Unbilled Readings	$ 95,649	$ -	$ -	$ -	0.0%
Residential Lighting	14,069,817	14,600,909	14,193,929	12,716,319	-12.9%
Residential Metering	393	-	480	200	100.0%
Commercial Lighting	6,118,902	6,216,568	6,109,650	5,530,611	-11.0%
Commercial Metering	-	-	3,500	6,000	100.0%
Power Pl(09)	3,202,777	3,360,574	3,185,685	2,925,048	-13.0%
Power Ph(10)	6,887,073	6,257,918	6,083,797	3,917,498	-37.4%
High Voltage-Newstech	174,220	168,138	170,000	170,000	1.1%
Dusk to Dawn	27,100	27,175	27,083	25,527	-6.1%
Street Lighting	759,295	765,009	755,000	755,000	-1.3%
Traffic Lighting	28,789	29,307	28,000	28,000	-4.5%
Total Electric Revenues	31,364,013	31,425,598	30,557,124	26,074,203	-17.0%
OTHER REVENUES					
Pole Rental/Attachment Fees	14,908	14,904	16,203	16,500	10.7%
Rents from Electric Properties	4,800	4,800	4,800	4,800	0.0%
Building Rental-CMG	35,000	36,000	36,000	37,000	2.8%
Rent Income - Sub-Station	3,796	3,796	3,796	3,200	-15.7%
Miscellaneous Electric Revenue	37,443	20,000	50,000	50,000	150.0%
Reconnection Charges	76,120	67,000	65,065	65,000	-3.0%
Customer Reimbursed Overtime	34,363	16,000	30,000	30,000	87.5%
Net Gain/Loss-Scrap Sales	16,799	10,000	-		-100.0%
Interconnection Application Fee	-	-	80	390	100.0%
Insurance Reimbursements	5,202	-	4,000	6,000	100.0%
Interest Penalty	(172)	-	-	-	0.0%
Recovery of Notes Receivable-F.U.F.	114,377	122,037	122,037	130,916	7.3%
Other Revenues	-	31,615	314	52	-99.8%
Total Other Revenues	342,636	326,152	332,295	343,858	5.4%
Total Operating Revenues	**$ 31,706,649**	**$ 31,751,750**	**$ 30,889,419**	**$ 26,418,061**	**-16.8%**

ELECTRIC FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Telemetry Equipment-C0111			
5085001-5867-C0111	Electrical System	Improve service, increase system reliability	40,000
Construction of Communication Networks to Facilitate Transmission of Data from Installed Devices in the Electric System			
Wesel Boulevard Development-C0220			
5085001-583306-C0220			1,000
5085001-583007-C0220			1,000
5085001-583008-C0220			1,000
5085001-583009-C0220			1,000
5085001-583010-C0220			1,000
Provide for Electric Power in Electric Dept. Serivce Area along Wesel Blvd at CCX	Underground Conduit, Underground Conductors and Devices, Line Transformers, Services, Meters	Benefits Population, Basic Service, Promotes Jobs	
Total Wesel Boulevard Development			**5,000**
System Reconductoring-C0259			
5085001-583004-C0259			6,000
5085001-583005-C0259			15,000
Upgrade Power in Distribution Lines	Poles, Towers & Fixtures, Overhead Devices	Improve Basic Service	
Total System Reconductoring			**21,000**
Pedestrian Lighting-C0388			
5085001-583013-C0388			10,000
Install Ornamental Street Lighting in Areas Designated by the Mayor & Council	Lighting - 600 Block of Potomac Avenue, 100 Block of East Antietam	Improve Aesthetics in the City	
City Park New Lighting-C0514			
5085001-583013-C0514			10,000
Install new lights in the parking areas of City Park in conjunction with new Digby Lot Construction (CIP 0522)	Pedestrian Lighting	To meet the City Standard lighting requirements within the parking lot	
Building & Site Improvements-C0542			
5085001-5821-C0542			50,000
Improvements to Light Department's Facility on East Baltimore Street and Memorial Blvd	Replace HLD Windows, etc. and improve Eastern Bld Storage Building	Cost Avoidance, Planned Improvement, Improve Service	
Test Equipment-C0609			
5085001-583002-C0609			15,000
Procure Test Equipment to Improve Maintenance Programs and Power Quality for Customers	Station Equipment	Improve Reliability of Service	
Old Trail Estates/Peachtree Suites-C0673			
5085001-583009-C0673			2,000
5085001-583010-C0673			1,000
Provide Underground Electrical Services to New Development	Services and Meters	Provide Electric Service	
Total Old Trail Estates/Peachtree Suites			**3,000**
Linwood Hollow-C0706			
5085001-583005-C0706			5,000
5085001-583006-C0706			3,000
5085001-583007-C0706			2,000
5085001-583008-C0706			3,000
5085001-583009-C0706			6,000
5085001-583010-C0706			1,000
Provide for Materials and Construction of Underground Electrical Services to New Development	Overhead Devices, Underground Conduit, Und. Conduit & Devices, Line Transformers, Services, Meters	Basic Service	
Total Linwood Hollow			**20,000**

ELECTRIC FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Substation Breaker Replacement-C0776			
5085001-583002-C0776			10,000
Replace Aging Breakers in Substation to Maintain Reliability	Replace Substation Breakers on maintenance cycle to reduce equipment failure	Increase Reliability of Service	
Total Substation Breaker Replacement			**10,000**
GIS Facility Software-C0777			
5085001-5821-C0777			10,000
Install Geographic Information Software for HLD Engineering	System Mapping will inter-face with all other City departments	Provide interface with City Engineering	
Mitchell Substation Bay Installation-C0778			
5085001-583002-C0778			10,000
Install infrastructure for third station class transformer	Provide for the increase in electrical capacity for customers	Increase Reliability of Service	
Spare Regulators-C0797			
5085001-583002-C0797			10,000
Purchase spare regulators for substations	Various Locations	For replacement of obsolete units	
Station Equipment-C0802			
5085001-583002-C0802			15,000
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.	
Library Expansion-C0805			
5085001-583004-C0805			15,000
5085001-583005-C0805			10,000
5085001-583006-C0805			5,000
5085001-583007-C0805			45,000
5085001-583008-C0805			3,000
5085001-583009-C0805			2,000
5085001-583010-C0805			1,000
5085001-583013-C0805			25,000
Relocation of existing library and to provide new underground electrical services.	Poles, Towers & Fixtures, O/H Conductors & Devices, Underground Conduit, U/G Conductors & Devices, Line, Transformers, Services, Meters	Provide electrical service	
Total Library Expansion			**106,000**
Northern Ave McDonalds-C0817			
5085001-583004-C0817			5,000
5085001-583005-C0817			20,000
5085001-583007-C0817			8,000
5085001-583008-C0817			1,000
5085001-583009-C0817			1,000
5085001-583010-C0817			1,000
Reconstruct overhead facilities offsite and install necessary underground equipment onsite to provide electric service. The developer will install all conduits. Location between Potomac Ave. and Oak Hill Ave. along Northern Ave.	Poles, Towers & Fixtures, Overhead Conductors and Devices, Underground Conductors and Devices, Distribution Line Transformers, Services, Meters	Provide electric service to new customers within the service territory of the HLD.	
Total Northern Ave McDonalds			**36,000**

ELECTRIC FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Noland Drive Boys and Girls Club-C0818			
5085001-583004-C0818			15,000
5085001-583005-C0818			25,000
5085001-583007-C0818			8,000
5085001-583008-C0818			1,000
5085001-583009-C0818			1,000
5085001-583010-C0818			1,000
Reconstruct overhead facilities offsite and install necessary underground equipment onsite to provide electric service. The developer will install all conduits. Location in emply lot in Noland Village.	Poles, Towers & Fixtures, Overhead Conductors and Devices, Underground Conductors and Devices, Distribution Line Transformers, Services, Meters	Provide electric service to new customers within the service territory of the HLD.	
Total Noland Drive Boys and Girls Club			**51,000**
Hamilton Hotel-C0819			
5085001-583004-C0819			10,000
5085001-583005-C0819			5,000
5085001-583006-C0819			1,000
5085001-583007-C0819			5,000
5085001-583008-C0819			1,000
5085001-583009-C0819			2,000
5085001-583010-C0819			3,000
Reconstruct overhead facilities offsite and install necessary underground equipment onsite to provide electric service. The developer will install all conduits. Location is at the corner of W. Washington Street and Jonathan Street.	Poles, Towers & Fixtures, Overhead Conductors and Devices, Underground Conduit, Distribution Line Transformers, Services, Meters	Provide new electric service to customers within the service territory of the HLD.	
Total Hamilton Hotel			**27,000**
5085001-583002 Dist-Station Equipment	Costs installed of station equipment including transformer banks, which are used for the purpose of changing the characteristics of electricity in connection with its distribution.	To upgrade existing substation facilities and to continue periodic replacement of aged equipment.	25,000
5085001-583004 Dist-Poles, Towers & Fixtures	Costs installed of poles, towers, and fixtures used for supporting overhead distribution conductors and service wires.	To upgrade service to electrical customers and to continue periodic replacement of aged equipment.	50,000
5085001-583005 Dist-Overhead Conductors and Devices	Costs installed of overhead conductors & devices for distribution purposes, including the installation of overhead primary cable, insulators, arrestors, switches and other line hardware.	To upgrade existing facilities and to continue periodic replacement of aged equipment.	25,000
5085001-583006 Dist-Underground Conduit	Costs installed on underground conduit and tunnels used for housing distribution cables or wires.	To meet the need of electrical customers who are upgrading or installing new services.	5,000
5085001-583007 Dist-Underground Conductors and Devices	Costs installed of underground conductors and devices used for distribution purposes.	To upgrade existing primary electrical wires and for the installation of new primary underground conductors to maintain the reliability of the distribution systems.	10,000

ELECTRIC FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5085001-583008 Dist-Line Transformers	Costs installed of overhead & underground distribution line transformers and pole type and underground voltage regulators owners by the utility, for use in transforming electricity to the voltage at which it is to be used by the customer.	To meet the needs of electrical customers who are upgrading their services or building new homes. Also to replace aging units already in service.	100,000
5085001-583009 Dist-Services	Costs installed of overhead & underground conductors leading from a point where wires leave the last pole of an overhead system or if an underground system, the distribution box of manholes.	To meet the needs of electrical customers who are upgrading their services and building new homes.	50,000
5085001-583010 Dist-Meters	Costs installed of meters or devices, for use in measuring the electricity delivered to users.	To meet the needs of electrical customers who are upgrading their services and building new homes. Also to replace obsolete meters currently in the system, as required by the Maryland Public Service Commission.	50,000
5085001-583013 Dist-Street & Signal Lighting	Costs installed of equipment used wholly for public streets.	To provide adequate street lighting for City residents.	70,000
5085001-583014 Tools Shop & Garage Equip	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	2,000
5085001-5867 Communication Equip	Cost installed of telephone and wireless equipment for general use in connection with utility operations	To maintain SCADA, radio communication, telephone service, etc.	2,000
5085001-581001 General Plant - Structure	Administrative Building	Replace worn office furniture and computer equipment.	5,000
5085001-5860 General Plant - Office Furniture, Fixtures, & Equip.	Administrative Building	Replace worn office furniture and computer equipment.	5,000
TOTAL CAPITAL OUTLAY			**$ 848,000**

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 Water 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", Water will work toward the timely completion of the Hellane Park Water Tank to fulfill objective "B" Completion of the West End Water Tank.

- The Water Division is responsible for the treatment and distribution of 11.4 MGD of potable water to all City residents and surrounding communities in Washington County. The water system is comprised of over 400 miles of water mains, the R.C. Willson and W.M. Breichner treatment plants, four pumping stations and eight water storage tanks. The Division had undergone many improvements over the past 5 years which include the construction of two 6.4 MG tanks, electrical upgrades at R.C. Willson and new valving and transmission mains leaving the R.C. Willson Plant. 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 the customer, the Division secured a $300K grant from the EPA and $7.8M of 0% interest loans from the MD. State Revolving Loan Fund and the American Recovery Reinvestment Act for the Willson Transmission Main and Hellane Water Tank Projects.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of Inside City Customers	**13,694**	**13,748**	**13,917**
Number of Outside City Customers	**15,565**	**15,683**	**15,190**
Million Gallons Produced	**3,941**	**4,153**	**4,360**
Million Gallons Accounted For	**3,172**	**3,272**	**3,436**
Percentage of Unaccounted for Water	**19.5%**	**21.2%**	**21.2%**
Number of Employees	**54.5**	**53.5**	**49.5**
Number of Customers Served per Employee	**536**	**550**	**588**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 2,664,135	$ 2,453,262	$ 2,396,121	$ 2,582,841	5.3%
Benefits	1,096,603	1,215,427	1,018,112	1,135,005	-6.6%
Overtime	112,277	101,600	133,224	113,000	11.2%
Personnel Subtotal	**3,873,015**	**3,770,289**	**3,547,457**	**3,830,846**	**1.6%**
Contractual Services	471,819	514,900	555,500	495,600	-3.7%
Operating Expenditures	2,949,770	3,024,961	3,294,757	3,237,834	7.0%
Capital Outlay	6,858,268	9,863,206	7,539,170	4,131,606	-58.1%
Other General Expenses	3,108,093	3,162,002	3,300,097	3,866,991	22.3%
Operating Subtotal	**13,387,950**	**16,565,069**	**14,689,524**	**11,732,031**	**-29.2%**
Less: Depreciation	(1,640,174)	(1,658,240)	(1,716,600)	(1,804,600)	8.8%
Total Expenditures	**$ 15,620,791**	**$ 18,677,118**	**$ 16,520,381**	**$ 13,758,277**	**-23.5%**
REVENUES BY TYPE					
Departmental Revenue	9,723,595	10,239,563	10,439,637	14,115,747	37.9%
Total Revenues	**$ 9,723,595**	**$ 10,239,563**	**$ 10,439,637**	**$ 14,115,747**	**37.9%**
Expenditures, net of Revenues	**$ 5,897,196**	**$ 8,437,555**	**$ 6,080,744**	**$ (357,470)**	**-104.2%**

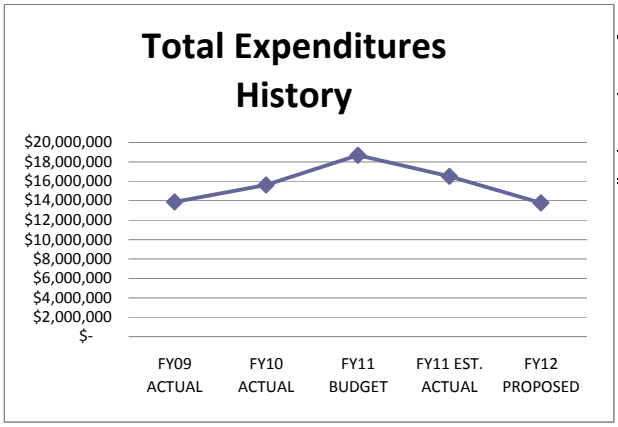
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

The Water Division has reduced staff and currently has 7 positions unfilled with 4 of them unfunded for FY12. Vehicle replacement purchases have been curtailed, all external seminars and non-certification training has been eliminated. Capital Outlay has been decreased from $6.3M in FY10 to $4.1M projected in FY12 (a 34% reduction) and from FY09 to FY11 our total operating revenues have increased from $7.9M to a projected $9.2M ($1.3M increase). As with all businesses who are weathering these tough economic times, the Water Division utilizes common sense approaches related to energy consumption, chemical usage, employee sharing etc..

FY11 to Proposed FY12

Personnel expenditures reflect an increase of $15,000 primarily due to the elimination of 10 Furlough Days that were implemented in FY11 by Mayor and Council in response to the shortfall in State and County shared revenues. Operating expenditures decreased by $2,957,493 as a result of the reduction of capital outlay, vehicle purchases, educational benefits and training for staff professional development. The recently awarded engineering study for the Stage 2 Disinfected By-Product Rule will determine the bulk of our near future capital requirements.



STAFFING SUMMARY

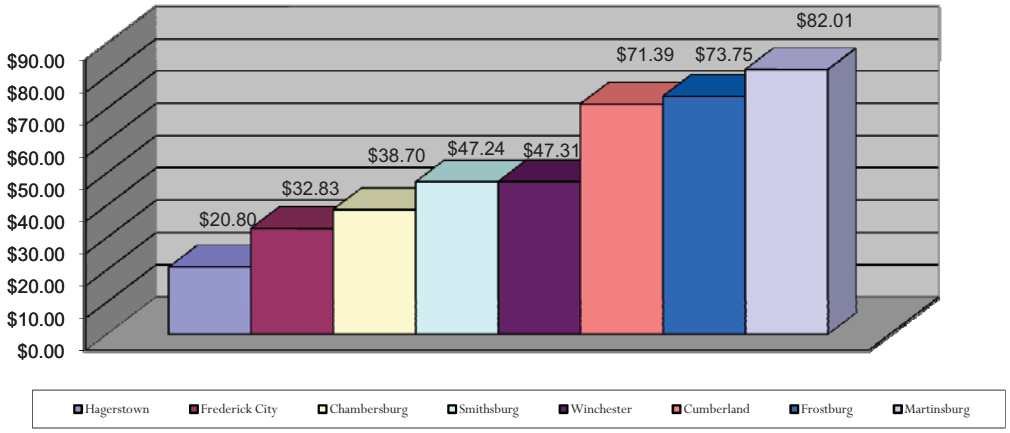
	FY10	FY11 Budget	FY11 Est Act	FY12
Full time	54.5	54.5	54.5	53.5
Less: Unfunded	0.0	0.0	1.0	4.0
Staffing Total	54.5	54.5	53.5	49.5

In order to respond to the projected loss of revenue associated with foreclosures and the reduced customer base, the Division will continue to reduce operational costs through any and all means available through Fiscal Year 12 and beyond.

WATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2011/2012

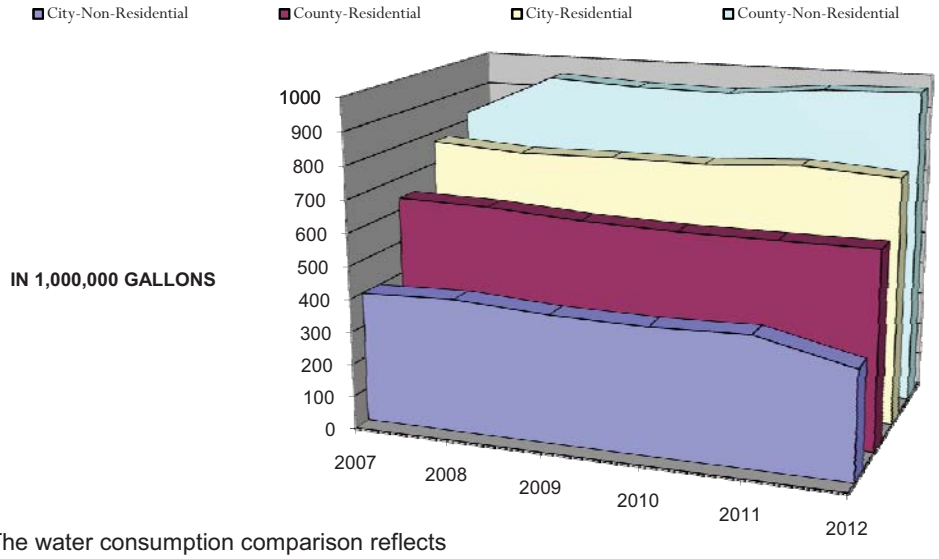
ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
OPERATING REVENUES					
Sales of Water	$ 7,877,841	$ 8,366,300	$ 8,541,000	$ 8,991,000	7.5%
Other Revenues	990,067	846,260	782,510	742,360	-12.3%
Operating Revenues	**8,867,908**	**9,212,560**	**9,323,510**	**9,733,360**	**5.7%**
OPERATING EXPENSES					
Source of Supply	98,727	77,970	75,100	70,000	-10.2%
Pumping & Water Treatment	3,108,895	3,453,880	3,482,449	3,500,356	1.3%
Transmission & Distribution	1,557,048	1,386,326	1,463,500	1,570,278	13.3%
Selling,General & Administrative	2,559,067	2,391,975	2,367,665	2,425,646	1.4%
Gross Depreciation	1,640,174	1,658,240	1,716,600	1,804,600	8.8%
Total Operating Expenses	**8,963,911**	**8,968,391**	**9,105,314**	**9,370,880**	**4.5%**
Operating Income/Loss	**(96,003)**	**244,169**	**218,196**	**362,480**	**48.5%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	11,054	20,000	9,000	10,000	-50.0%
Interest (Expense)	(318,107)	(320,040)	(361,514)	(340,886)	6.5%
Additional Interest (Expense)	-	-	(36,288)	(111,731)	100.0%
Total Other Income/(Expense)	**(307,053)**	**(300,040)**	**(388,802)**	**(442,617)**	**47.5%**
Net Income before Transfers	**(403,056)**	**(55,871)**	**(170,606)**	**(80,137)**	**43.4%**
TRANSFERS FROM (TO) OTHER FUNDS	(55,000)	(55,000)	(55,000)	(55,000)	0.0%
DEVELOPER/GRANT FUNDED	261,902	-	-	150,000	100.0%
CAPITAL CONTRIBUTIONS	1,157,322	1,000,000	1,100,000	1,100,000	10.0%
GAIN ON FIXED ASSET DISPOSALS	1,982	-	152	-	0.0%
Net Income	**963,150**	**889,129**	**874,546**	**1,114,863**	**25.4%**
Add Back Depreciation	1,640,174	1,658,240	1,716,600	1,804,600	8.8%
Capital Outlay	(6,858,268)	(9,863,206)	(7,539,170)	(4,131,606)	-58.1%
Repayment of Current Principal	(1,065,679)	(1,121,719)	(1,121,720)	(1,494,787)	33.3%
Additional Principal (New Bonds)	-	-	-	(51,400)	100.0%
Deduct Non-Cash Contributions	(1,157,322)	(500,000)	(500,000)	(500,000)	0.0%
Changes in Working Capital	434,196	-	-	-	0.0%
Long-term Loan to Wastewater	-	-	-	(1,000,000)	100.0%
Bond Proceeds	6,936,433	9,139,330	7,216,670	3,115,800	-65.9%
Change in Restricted Cash	1,384,078	395,880	389,082	540,520	36.5%
Net Sources/(Uses)of Cash	**$ 2,276,762**	**$ 597,654**	**$ 1,036,008**	**$ (602,010)**	**-200.7%**

SERVICE CHARGE COMPARISON AS OF MARCH 2009



The service charge comparison shows that the quarterly charges for a typical water customer is significantly less expensive in Hagerstown than for any other comparable utility in the region. A typical water customer is defined as a City resident using 13,000 gallons of water per quarter.

WATER CONSUMPTION, 2007 - 2012



The water consumption comparison reflects a decrease in City-Non-Residential due to the loss of Washington County Hospital and the projected loss of Unilever/Good Humor-Breyers.

WATER FUND - PROPOSED REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
WATER SERVICES					
Metered Sales-Unbilled	$ 98,030	$ -	$ -	$ -	0.0%
Water Fixed Charge - City	279,009	362,000	364,000	430,000	18.8%
Water Fixed Charge - County	847,685	1,247,000	1,256,000	1,544,000	23.8%
Metered City Water	1,461,098	1,423,000	1,448,000	1,408,000	-1.1%
Metered County Water	4,185,332	4,325,300	4,454,000	4,575,000	5.8%
Metered County Booster Water	921,087	959,000	959,000	974,000	1.6%
Reconnection Charges	85,600	50,000	60,000	60,000	20.0%
Sales of Water	7,877,841	8,366,300	8,541,000	8,991,000	7.5%
OTHER REVENUES					
Contracted Services	16,997	7,500	7,500	7,500	0.0%
Service Application Fee	25,625	15,000	15,000	15,000	0.0%
W.C.S.D. Consumption Data Service	67,762	55,000	65,000	65,000	18.2%
Review/Inspection Fee	19,435	16,300	15,000	15,000	-8.0%
Reimbursements	-	11,200	-	-	-100.0%
Insurance Reimbursements	1,915	-	13,900	1,500	100.0%
Rent-City Employees	24,960	24,960	24,960	24,960	0.0%
Miscellaneous Other Revenues	47,871	2,000	1,100	2,000	0.0%
County Debt Service Fees	-	2,500	27,250	-	-100.0%
Cell Tower Rent	10,400	8,800	8,800	10,400	18.2%
Watershed Lumber Sales	2,000	-	-	-	0.0%
County Debt Service Surcharge	207,751	210,000	200,000	200,000	-4.8%
Fire Protection	141,052	141,000	141,000	141,000	0.0%
Plumbing	333,585	300,000	200,000	200,000	-33.3%
Interest Penalty	37,085	20,000	20,000	20,000	0.0%
Purchase Discounts	-	7,000	-	-	-100.0%
Net Gain/Loss-Scrap Sales	53,630	25,000	43,000	40,000	60.0%
Total Other Revenues	990,067	846,260	782,510	742,360	-12.3%
Total Operating Revenues	**$ 8,867,908**	**$ 9,212,560**	**$ 9,323,510**	**$ 9,733,360**	**5.7%**

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Edgemont Reservoir Improvements-C0168 5285001-5814-C0168 General repairs to leaks beneath spillway and removal of trees at Edgemont Reservoir and Smithsburg Ponds	Maintenance	MDE Dam Safety directives public safety, source water quality	150,000
West End Reservoir Phase II-C0275 5285001-5814-C0275 Replace West End Reservoir with two water storage tanks, design and construct Phase II which consists of 6.4 MG tank and connection with existing piping	Planning/Engineering Construction	Water quality, cost benefit, public safety	205,000
RC Willson WTP Improvements-C0166 5285001-5892-C0166 Replacement and upgrade of equipment at R.C. Willson Water Treatment Plant in Williamsport, MD to address aging equipment and facility needs	Equipment	Improve reliability and reduce operating costs	150,000
Breichner WTP Improvements-C0405 5285001-5892-C0405 Improve quality of BWTP finished water by modifying process	Equipment	Improve drinking water quality	25,000
Breichner WTP Improvements-C0648 5285001-5855-C0648 Upgrade Computer Equipment and Info-Water Program	Portable Equipment	Replace and/or Upgrade Computer Hardware and Software	10,000
R.C Willson Plant - Phase IV-C0740 5285001-5892-C0740 Multi-phased rehabilitation and process upgrade of the R.C. Willson Water Treatment Plant. Phase IV consists of residual management and lagoon modifications	Planning/Engineering Construction	Ensure compliance with NPDES Permit requirements and PWS Permit requirements	500,000
Pump Station Improvements-C0651 5285001-5892-C0651 Multiphase program of rehabilitating and automating water pumping stations	Construction Engineering	Reliability, Fire Protection	225,000
R.C Willson Plant - Phase V-C0741 5285001-5892-C07141 Multi-phased rehabilitation and process upgrade of the R.C. Willson Water Treatment Plant. Phase V consists of electrical upgrades to address pumping capacity and energy conservation.	Planning/Engineering Construction	Replace and/or Upgrade aging equipment and facilities. Electrical and SCADA upgrades will increase operational efficiency	575,000

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Willson Transmission Main-C0167 5285001-5891-C0167 Expand the transmission system from Wilson Water Treatment Plant along Potomac River in Williamsport to distribution system base zone.	Planning/Eng/ Construction for Phase IA - Wilson Plant to 475' past Vault	To Replace Deteriorated Infrastructure for Reliability	110,000
Distribution System Rehabilitation-C0709 5285001-5891-C0709 Combined C.I.P. representing all distribution system main replacements, both outsourced and in-house, as well as all intersection work.	Construction Equipment Distributed Labor	Ewell and Burford, Kenly and PA Ave, City Portion - Edgewood Dual, Edgewood & Dual (SHA) 500k	585,000
Distribution Services-C0653 5285001-5891-C0653 Material (including meters) and labor needed for new installations.	Equipment/Meters Distributed Labor	Install 2000 new meters each year through 2014, which will result in over 50% of all accounts being coverted to radio read	1,043,300
Water Fund Vehicles-C0117 5285001-5840-C0117 Replace fleet vehicles	Unit 206 - SVC Truck Unit 216 SVC Truck Unit 210 RCW Plant Truck	Replace distribution vehicle Replace distribution vehicle Replace R.C. Willson Plant vehicle	203,306
Water SCADA System-C0820 5285001-5892-C0820 Water System SCADA Improvements. Remove Remote I/O Cabinets for filter operation and chemical feed processes.	Construction	Replace/repair aging equipment to increase operational efficiencies.	350,000
5270501-5825 Residential Buildings-Willson	To maintain residential/rental properties	Rental property maintenance	6,000
5270501-5833 Laboratory Equipment-Willson	Laboratory Equipment	To maintain laboratory equipment	1,000
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, table	To replace office furniture as needed	500

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5270501-5865 Computer Equipment-Willson	Computer equipment	To replace computers and/or computer equipment as needed	1,500
5270501-5867 Communication Equipment-Willson	Communication equipment	To replace communication equipment as needed	2,500
5270502-5825 Residential Buildings-Pump Stations	Park Ave. Office - facility maintenance	Replace roof on garage, routine facility maintenance	7,000
5270502-5833 Laboratory Equipment-Pump Stations	Laboratory Equipment	Replace laboratory equipment	500
5270502-5865 Computer Equipment-Pump Stations	Computer Equipment	To replace computers and/or computer equipment as needed	1,500
5270502-5867 Communication Equipment-Pump Stations	Communication equipment	To replace communication equipment as needed	1,500
5270503-5861 Desks-chairs-and Tables-Laboratory	Desks, chairs, table	To replace office furniture as needed	100
5270503-5865 Computer Equipment-Laboratory	Computer equipment	To replace computer equiopment as needed	1,500
5271001-5825 Residential Buildings-Source of Supply	To maintain residential/rental properties	Rental property maintenance (3 properties)	10,000
5271001-5830 Non-Portable Equipment-Source of Supply	Non-portable equipment	Replace non-portable equipment	2,500
5271001-5833 Laboratory Equipment-Source of Supply	Laboratory equipment	To maintain laboratory equipment	1,000
5271001-5839 Portable Tools/Equipment-Source of Supply	Portable tools and equipment	Replace portable tools and equipment as needed	1,000
5271001-5865 Computer Equipment-Source of Supply	Computer equipment	To replace computers and/or computer equipment as needed	3,500

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5272501-5836 Traffic Lights-Signs-Etc.-Distribution	Traffic control equipment	Replace traffic control equipment (signs, light bar, etc.)	1,500
5272501-5839 Portable Tools/Equipment-Distribution	Portable tool and equipment	Replace portable tools and equipment as needed	5,000
5272501-5855 Portable Equipment-Distribution	Portable tools and equipment	Replace portable tools and equipment as needed	1,000
5272501-5861 Desks-Chairs-and Tables-Distribution	Desks, chairs, tables	To replace office furniture as needed	500
5272501-5865 Computer Equipment-Distribution	Computer equipment	To replace computers and/or computer equipment as needed	3,000
5272501-5867 Communication Equipment-Distribution	Communication equipment	To replace communication equipment as needed	1,500
5274001-5861 Desks-Chairs and Tables-Admin & Engineering	Desks, chairs, table	To replace office furniture as needed	500
5274001-5865 Computer Equipment-Admin & Engineering	Computer equipment	To replace computers and/or computer equipment as needed	3,500
5274502-5861 Desks-Chairs and Tables-Billing	Desks, chairs, table	To replace office furniture as needed	500
5274502-5865 Computer Equipment-Billing	Computer equipment	To replace computers and/or computer equipment as needed	1,500
5274502-5867 Communication Equipment-Billing	Communication equipment	To replace communication equipment as needed	1,500
TOTAL CAPITAL OUTLAY			**$ 4,196,206**

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 has worked toward the timely completion of the Enhanced Nutrient Removal Project at the wastewater treatment plant in order to fulfill objective "C" .

- The Wastewater Division is responsible to the conveyance and treatment of 6.95 MGD of wastewater for calendar year 2010. The collection system is comprised of over 153 miles and 27 pumping stations which ensures that all customers served by the City of Hagerstown receive consistently reliable service. The Division has undergone many improvements over the past five years to include the upgrade of the WWTP to Enhanced Nutrient Removal technology, WWTP Treatment Expansion to 10.5 MGD, Collection System I&I evaluation and upgrades, etc. Collectively these improvements help ensure that the City continues to provide a high quality service that is cost effective.

- To further assist in our commitment to the customer, the City will invest approximately $3.8 million in I&I reduction efforts through the completed Salem Avenue Project and the ongoing Citywide Project. The City was awarded $800,000 by the MDE through the Bay Restoration Grant Fund, $1,422,560 in grant funding through ARRA, and the remainder in 0% interest loan money from the MDE.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of Inside City Customers	**13,378**	**13,427**	**13,449**
Number of Outside City Customers	**6,668**	**6,714**	**6,474**
Annual Million Gallons/Day Treated	**7.11**	**6.51**	**6.95**
Inflow/Infiltration Million Gallons/Day Treated	**2.76**	**2.19**	**2.42**
Available Allocation in Thousand Gallons	**144**	**214**	**320**
Number of Employees	**47.50**	**47.50**	**45.50**
Number of Customers Served per Employee	**419**	**424**	**440**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 2,480,813	$ 2,428,506	$ 2,324,603	$ 2,504,251	3.1%
Benefits	1,012,193	1,262,612	1,047,651	1,144,105	-9.4%
Overtime	101,227	86,540	85,707	87,040	0.6%
Personnel Subtotal	**3,594,233**	**3,777,658**	**3,457,961**	**3,735,396**	**-1.1%**
Contractual Services	1,411,806	1,460,250	1,454,300	1,536,100	5.2%
Operating Expenditures	3,706,354	3,878,901	4,060,465	3,991,645	3.0%
Capital Outlay	14,124,491	5,757,000	7,591,677	1,123,000	-80.3%
Other General Expenses	3,645,165	4,113,114	4,334,558	4,582,945	11.4%
Operating Subtotal	**22,887,816**	**15,209,265**	**17,441,000**	**11,233,690**	**-26.1%**
Less: Depreciation	(2,116,111)	(2,451,757)	(2,259,200)	(2,355,400)	-3.9%
Total Expenditures	**$ 24,365,938**	**$ 16,535,166**	**$ 18,639,761**	**$ 12,613,686**	**-21.2%**
REVENUES BY TYPE					
Departmental Revenue	16,113,310	12,296,770	13,834,470	11,380,209	-7.5%
Total Revenues	**$ 16,113,310**	**$ 12,296,770**	**$ 13,834,470**	**$ 11,380,209**	**-7.5%**
Expenditures, net of Revenues	**$ 8,252,628**	**$ 4,238,396**	**$ 4,805,291**	**$ 1,233,477**	**-46.4%**

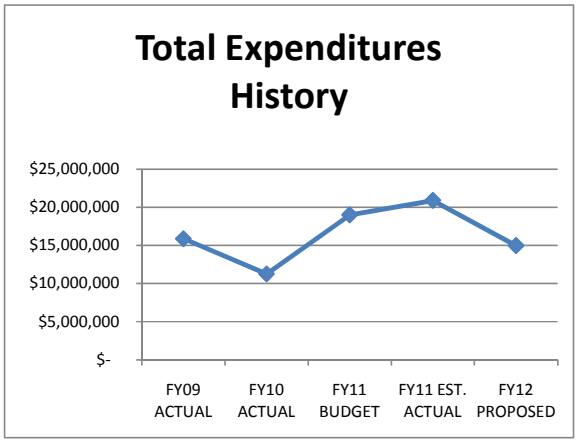
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

The Wastewater Division has reduced staff and currently has 1 position unfilled with 2 Collection System positions unfunded for FY12. Vehicle replacement purchases have been curtailed, all external seminars and non-certification training has been eliminated. Capital Outlay has been decreased from $14.1M in FY10 to $1.7M projected in FY12 (an 88% reduction) due to the completion of the ENR-UV, Headworks and Salem Avenue Projects. From FY09 to FY11 our total operating revenues have increased from $8.8M to a projected $9.5M ($.7M increase). As with all businesses who are weathering these tough economic times, the Wastewater Division utilizes common sense approaches related to energy consumption, chemical usage, employee sharing etc.

Estimated Actual FY11 to Proposed FY12

Personnel expenditures reflect an in rease of $15,000 primarily due to the elimination of 10 Furlough Days that were implemented in FY11 by Mayor and Council in response to the shortfall in State and County shared revenues. Operating expenditures decreased by $6,207,310 as a result of the reduction of capital outlay, vehicle purchases, educational benefits and training for staff professional development. Staff has submitted our annual funding request to MDE for the continuation of our multi year Citywide Inflow & Infiltration Project.



STAFFING SUMMARY

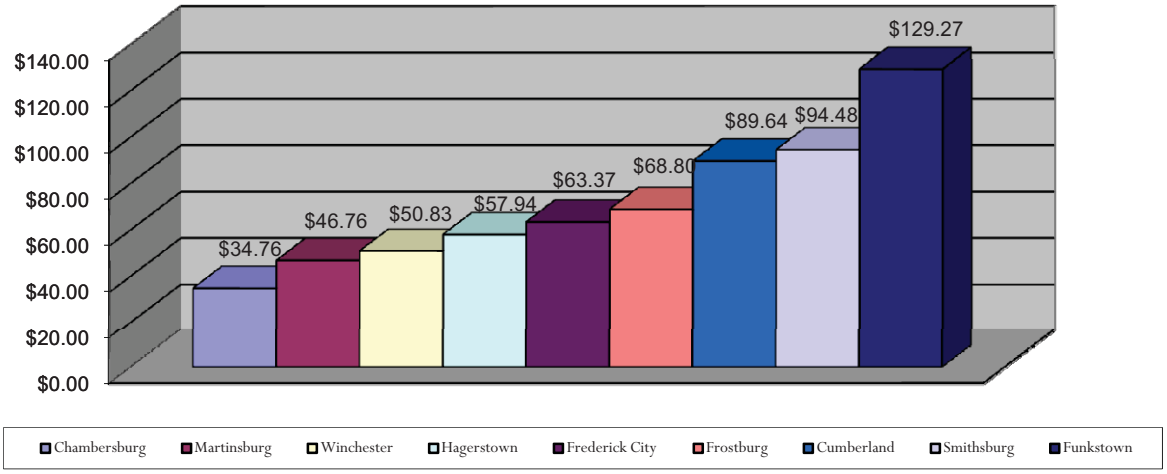
	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	47.50	47.50	47.50	47.50
Less: Unfunded	0.00	0.00	0.00	-2.00
Staffing Total	47.50	47.50	47.50	45.50

In order to respond to the projected loss of revenue associated with foreclosures and the reduced customer base, the Division will continue to reduce operational costs through any and all means available through Fiscal Year 12 and beyond.

WASTEWATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2011/2012

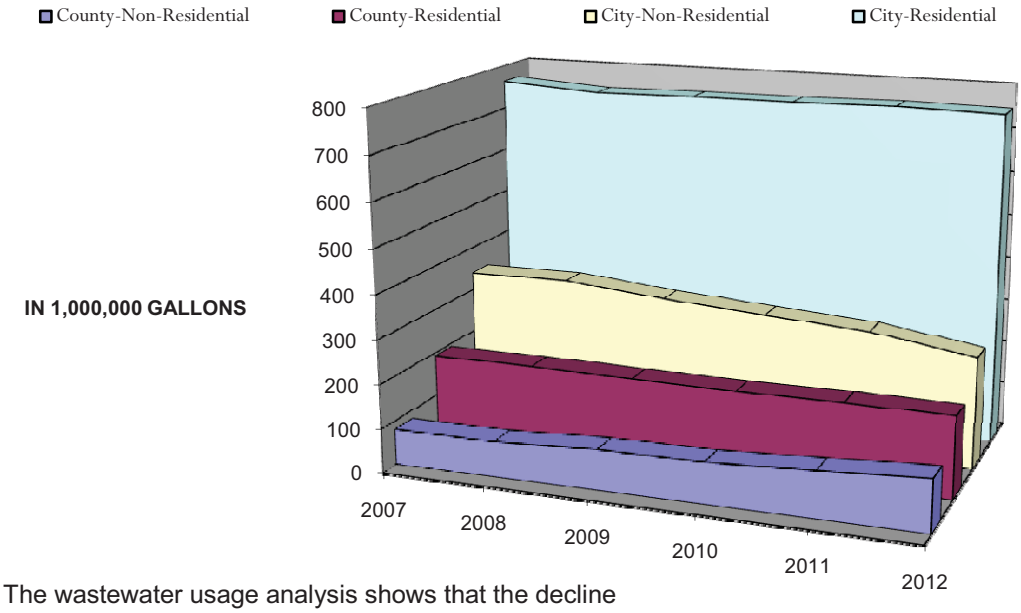
ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
OPERATING REVENUES					
Service Charges	$ 8,881,318	$ 9,394,500	$ 9,371,000	$ 9,724,000	3.5%
Other Revenues	122,010	118,800	128,321	84,165	-29.2%
Operating Revenues	**9,003,327**	**9,513,300**	**9,499,321**	**9,808,165**	**3.1%**
OPERATING EXPENSES					
Plant Expenses	4,318,287	4,665,290	4,612,054	4,747,385	1.8%
Laboratory Expenses	251,060	236,153	275,476	282,136	19.5%
Collections	1,121,883	1,067,187	1,046,929	1,126,138	5.5%
Selling, General & Administrative	3,036,078	3,175,179	3,038,267	3,107,482	-2.1%
Depreciation	2,116,111	2,451,757	2,259,200	2,355,400	-3.9%
Total Operating Expenses	**10,843,419**	**11,595,566**	**11,231,926**	**11,618,541**	**0.2%**
Operating Income/Loss	**(1,840,092)**	**(2,082,266)**	**(1,732,605)**	**(1,810,376)**	**-13.1%**
NON-OPERATING REVENUES (EXPENSES)					
Investment Earnings	5,690	-	5,000	5,000	100.0%
Interest (Expense)	(352,662)	(365,777)	(384,810)	(362,536)	-0.9%
Additional Interest	-	-	-	(91,869)	100.0%
Gain (Loss) on Sale of Capital Assets	-	300	2,000	300	0.0%
Total Non-Operating Revenue(Expense)	**(346,972)**	**(365,477)**	**(377,810)**	**(449,105)**	**22.9%**
Income Before Contributions/Transfers	**(2,187,064)**	**(2,447,743)**	**(2,110,415)**	**(2,259,481)**	**-7.7%**
CAPITAL CONTRIBUTIONS					
Wastewater Benefit Charges	711,557	600,000	600,000	600,000	0.0%
Grants in Aid of Construction	7,196,298	2,177,560	3,722,560	-	-100.0%
Total Capital Contributions	**7,907,855**	**2,777,560**	**4,322,560**	**600,000**	**-78.4%**
TRANSFERS TO C.I.P. FUND	(55,000)	(55,000)	(55,000)	(55,000)	0.0%
Changes in Net Assets	**5,665,791**	**274,817**	**2,157,145**	**(1,714,481)**	**-723.9%**
Add Back Depreciation	2,116,111	2,451,757	2,259,200	2,355,400	-3.9%
Capital Outlay	(14,124,491)	(5,757,000)	(7,591,677)	(1,123,000)	-80.5%
Repayment of Principal	(1,106,477)	(1,234,970)	(1,629,959)	(1,663,366)	34.7%
Anticipated Debt Principal	-	-	-	(49,780)	100.0%
Long-term Loans from Water Fund	-	-	-	1,000,000	100.0%
Changes in Working Capital	(741,719)	-	-	-	0.0%
Bond Proceeds	8,944,739	2,799,440	3,714,984	961,750	-65.6%
Benefits Charge Funds	(141,734)	1,481,000	502,179	280,000	-81.1%
Net Sources/(Uses)of Cash	**$ 612,220**	**$ 15,044**	**$ (588,128)**	**$ 46,523**	**209.2%**

SERVICE CHARGE COMPARISON AS OF MARCH 2009



The service charge comparison shows that the quarterly charges for a typical wastewater customer is competitive in Hagerstown compared with other utilities in region. Wastewater rates in Chambersburg and other Pennsylvania communities are subsidized by the state. A typical wastewater customer is defined as a City resident with a usage of 13,000 gallons per quarter.

WASTEWATER CONSUMPTION, 2007 - 2012



The wastewater usage analysis shows that the decline in total gallons sold in City-Non-Residential is offset by the slight increase in the other City customers.

WASTEWATER FUND - PROPOSED REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
WASTEWATER SERVICES					
Fixed Service Charge - City	$ 544,391	$ 885,000	$ 889,000	$ 1,146,000	29.5%
Fixed Service Charge - County	267,076	380,000	404,000	520,000	36.8%
Fixed Service Charge - Joint Service	238,102	371,000	392,000	506,000	36.4%
Service Charges-Unbilled	66,098	-	-	-	0.0%
Metered City Wastewater	4,209,512	4,169,200	4,128,000	3,988,000	-4.3%
Metered County Wastewater	1,996,373	2,055,000	2,048,000	2,092,000	1.8%
Metered Joint Service Wastewater	1,453,779	1,428,300	1,404,000	1,366,000	-4.4%
Low-Pressure System Charge	105,986	106,000	106,000	106,000	0.0%
Total Service Charges	8,881,318	9,394,500	9,371,000	9,724,000	4%
PROPOSED RATE INCREASE	-		-		0.0%
OTHER REVENUES					
Wastwater Application Fees	4,300	1,100	3,000	1,100	0.0%
Wastewater Connection Charges	2,400	1,200	7,000	1,200	0.0%
Review/Inspection Fee	2,340	200	6,071	2,500	1150.0%
Reimbursements	2,682	2,100	3,100	3,000	42.9%
Interest Penalty	(20,811)	21,000	-	-	-100.0%
Lab Testing	2,302	4,000	2,500	2,500	-37.5%
Industrial Surcharges	111,608	87,700	102,000	72,000	-17.9%
Rental Income	-	-	3,650	365	100.0%
Miscellaneous Revenue	15,382	1,500	1,000	1,500	0.0%
Net Gain/Loss-Scrap Sales	1,808	-	-	-	0.0%
Total Other Revenues	122,010	118,800	128,321	84,165	-29.2%
Total Operating Revenues	**$ 9,003,327**	**$ 9,513,300**	**$ 9,499,321**	**$ 9,808,165**	**3.1%**

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Buildings and Structures-C0585 5485001-5820-C0585 Administration Building Repairs and Upgrades	Construction	Aging structure in need of repairs a improvements	75,000
Manhole Raising-C0267 5485001-5881-C0267 Manhole Raising and Manhole Cover Replacement	Raise Elevation of Manhole Frame and Cover to Meet New Street Grade; Replace 3" Thick Lids with Lighter, More Accessible Lids	Annual Street Resurfacing	25,000
Pumping Station Improvements-C0299 5485001-5881-C0299 Pump Station Rehabilitation Project	Construction	Reduce maintenance and safety and security of stations	45,000
Collection System Rehabilitation-C0327 5485001-5881-C0327 Correct Infiltration and Inflow into Collection System by Replacing or Relining Sewer Mains, Laterals, and Manholes	Construction	Infiltration and Inflow; Reduce Potential Property Damage	400,000
Wastewater GIS - Hydraulic Model-C0742 5485001-5881-C0742 Electronic Mapping System	Computer Programming	Improved Mapping and Planning of Collection System	25,000
Grinder Pump Replacement Program-C0767 5485001-5881-C0742 Replace 260 Grinder Pumps in various locations	Equipment	Replace deteriorating equipment	78,000
WWTP Equipment-C0584 5485001-5830-C0584 Replace Various Aging Equipment	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	100,000
Oxygen System Improvements-C0657 5485001-5830-C0657 Upgrade various aging equipment associated with oxygen production.	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	100,000
Solids Processing Pelletizer & WWTP Improvements-C0711 5485001-5830-C0711 Upgrade aging equipment within the pelletizer and wastewater treatment plant	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	50,000

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Vehicle Replacement Program-C0004 5485001-5840-C0004 Replace Lab Van Replace Dump Truck	Unit 506 (Lab Van), Unit 595 (Dump Truck)	Replace Deteriorating Mobile Equipment	115,000
Collection System Equipment-C0713 5485001-5882-C0713 Replace Various Aging Equipment	Equipment	Improve Reliability and MDE Compliance; Rehab. Deteriorating Equipment	80,000
Laboratory Equipment-C0745 5485001-5833-C0745 Replace Various Aging Equipment	Equipment	Improve Reliability of existing Equipment	15,000
Trunk Lines & Laterals-C0000 5485001-5881-C0000 New Laterals	Construct or purchase new infrastructure	Continue Growth	15,000
5471501-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn materials	500
5471501-5865 Computer Equipment	Computer Equipment	Normal replacement of worn or un-repairable equipment	1,500
5471501-5867 Communication Equipment	Two-way Radio's	Operators safety for 24-7 operations	500
5472601-5836 Traffic Control Devices	Signage and other items used for traffic control	Normal replacement of worn materials	300
5472601-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn materials	400
5472601-5865 Computer Equipment	Computer Equipment	Normal replacement of worn or un-repairable equipment	1,500
5472601-5867 Communication Equipment	Radio's and SCADA System Upgrades	Normal replacement of worn materials	1,000
5472701-5833 Lab Equipment	WW Lab Equipment	Replacement of worn-out or un-repairable equipment	4,000

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5472701-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn materials	200
5472701-5865 Computer Equipment	Computer Equipment	Normal replacement of worn or un-repairable equipment	1,500
5474001-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn materials	750
5474001-5865 Computer Equipment	Computer Equipment	Normal replacement of worn or un-repairable equipment	4,000
TOTAL CAPITAL OUTLAY			**$ 1,139,150**

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 in the city center. This is accomplished with 625 spaces in 2 parking decks, over 500 spaces on the streets and more than 750 spaces in 11 parking lots around the city. A systems supervisor oversees full time and part time employees to collect money from the meters, invoice permit customers and keep the facilities clean. The department also works closely with the Hagerstown Police Department who currently oversee the enforcement of parking with 2 civilian officers.

DEPARTMENT / PROGRAM OBJECTIVES

- Public Works has strived to maintain and support the Mayor and Council's Strategic Plan. As part of the City's approved Strategic Plan, Focus Area "A Prosperous Community", Public Works will participate in a community partnership to develop a parking master plan for the downtown by Fall 2011 with the goal of identifying site and capacities for future parking facilities to fulfill objective A.

- To work with I.T. to update and automate the parking enforcement system from the current hand written tickets to handheld units that would automatically download information into the MUNIS financial system in conjunction with the data from the Maryland Motor Vehicle Administration.

- Revenues are down due to the loss of several key organizations relocating out of the city center. Our objective is to find new and innovative ways to enhance revenues while maintaining sensitivity to the needs of the city center businesses.

- Complete the re-caulking of the concrete deck panels at the North Potomac Street Parking Deck.

- Replace the upper floor lights at the North Potomac Street Parking Deck with LED lighting to save energy costs.

- Install additional parking meters in the Market House parking lot.

- Continue to find ways to cut costs while maintaining city services and/or improving those services.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Parking Decks			
No. of Parking Spaces	**625**	**625**	
No.of Permit Holders	**695**	**561**	
Revenue			
Meters: Fees & Permits	**$ 394,774**	**$ 350,472**	
Decks: Fees & Permits	**$ 299,102**	**$ 358,246**	
Number of Parking Lots	**7**	**7**	
Total Pkg. Spaces (Lots & Street)	**1,193**	**1,120**	

PARKING SYSTEM - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2011/2012

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 177,430	$ 182,745	$ 205,918	$ 200,424	9.7%
Benefits	43,642	47,831	56,654	63,185	32.1%
Overtime	1,698	750	-	-	-100.0%
Personnel Subtotal	**222,770**	**231,326**	**262,572**	**263,609**	**14.0%**
Contractual Services	21,470	8,260	11,260	4,240	-48.7%
Operating Expenditures	176,033	163,386	122,373	125,921	22.9%
Capital Outlay	182,534	25,000	25,000	-	-100.0%
Other General Expenses	664,893	681,952	671,538	660,050	-3.2%
Operating Subtotal	**1,044,930**	**878,598**	**830,171**	**790,211**	**-10.1%**
Less: Depreciation	(198,969)	(187,188)	(206,100)	(203,000)	-100.0%
Total Expenditures	**$ 1,068,731**	**$ 922,736**	**$ 886,643**	**$ 850,820**	**-5.1%**
REVENUES BY TYPE					
Departmental Revenue	1,119,292	933,650	896,840	852,330	-8.7%
Total Revenues	**$ 1,119,292**	**$ 933,650**	**$ 896,840**	**$ 852,330**	**-8.7%**
Expenditures, net of Revenues	**$ (50,561)**	**$ (10,914)**	**$ (10,197)**	**$ (1,510)**	**14.3%**

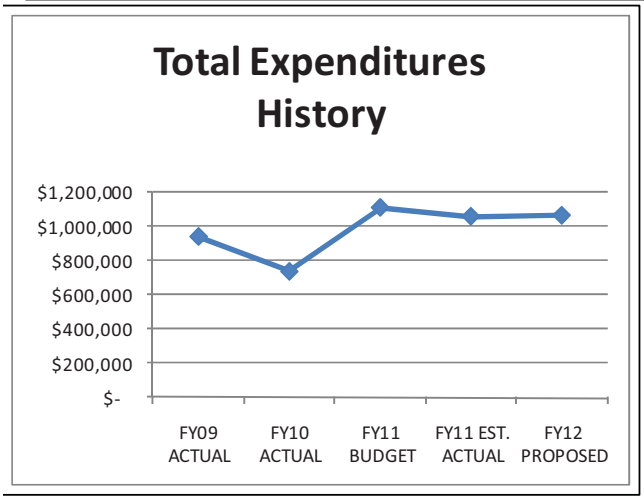
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

The parking enforcement officers and their supervisor work for the police department. Their wages, partial salary and other enforcement expenses are paid out of the parking system at a budgeted amount of $60,249.

FY11 to Proposed FY12

Relocation of the hospital outside of the city limits in December 2010 will result in a loss of over $30,000 for FY11 and over $70,000/year for FY12 and future years.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	2.00	2.00	2.00	2.00
Less: Unfunded	0.00	0.00	0.00	0.00
Staffing Total	11.00	11.00	11.00	11.00
Part time	9.00	9.00	9.00	9.00

PARKING FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
OPERATING REVENUES					
North Potomac St. Parking Deck	$ 194,055	$ 194,500	$ 129,280	$ 109,280	-43.8%
South Potomac St. Parking Deck	95,163	143,000	176,000	175,400	22.7%
Parking Meter Fees	410,358	398,150	348,090	324,050	-18.6%
Net Parking Fines	172,865	197,000	139,470	139,600	-29.1%
Misc. Revenue	-	-	3,000	3,000	100.0%
Operating Revenues	**872,441**	**932,650**	**795,840**	**751,330**	**-19.4%**
OPERATING EXPENSES					
North Potomac St. Parking Deck	203,416	153,319	178,494	176,909	15.4%
South Potomac St. Parking Deck	57,821	96,511	84,998	80,670	-16.4%
Other Parking Facilities	100,067	102,701	103,865	107,442	4.6%
Parking Enforcement Expenses	58,969	50,440	28,848	28,750	-43.0%
Other General Expenses	3,668	-	-	-	0.0%
Gross Depreciation	198,969	187,188	206,100	203,000	8.4%
Total Operating Expenses	**622,910**	**590,159**	**602,305**	**596,771**	**1.1%**
Operating Income/Loss	**249,531**	**342,491**	**193,535**	**154,559**	**-54.9%**
Other Income/(Expense)					
Investment Earnings	1,795	1,000	1,000	1,000	0.0%
Interest (Expense)	(104,668)	(115,473)	(94,842)	(85,806)	-25.7%
Bond Issuance Cost	(11,019)	(19,740)	(11,032)	(8,796)	-55.4%
Total Other Income(Expense)	**(113,892)**	**(134,213)**	**(104,874)**	**(93,602)**	**-30.3%**
Income Before Contribs. & Transfers	**135,639**	**208,278**	**88,661**	**60,957**	**-70.7%**
Capital Grants in Aid of Construction	95,795	-	-	-	0.0%
Transfers In from General Fund	-	-	100,000	100,000	100.0%
Net Income	**231,434**	**208,278**	**188,661**	**160,957**	**-22.7%**
Add Back Depreciation	198,969	187,188	206,100	203,000	8.4%
Principal Payment on Debt	(347,607)	(359,551)	(359,563)	(362,448)	0.8%
Capital Outlay	(182,534)	(25,000)	(25,000)	-	-100.0%
Changes in Working Capital	(89,027)	-	-	-	0.0%
New Bond Issues	150,000	-	-	-	0.0%
Net Sources/(Uses)of Cash	**$ (38,765)**	**$ 10,915**	**$ 10,198**	**$ 1,509**	**-86.2%**

PARKING FUND - PROPOSED REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
NORTH POTOMAC STREET DECK					
Parking Deck Permits	$ 166,140	$ 120,000	$ 95,000	$ 75,000	-37.5%
Parking Deck Fees	36,588	80,000	31,000	31,000	-61.3%
Downtown Promotions	3,530	8,500	8,500	8,500	0.0%
Free Parking - Pioneer Vol. Fire Co.	(360)	-	(720)	(720)	100.0%
Park N Shop	(1,005)	-	(300)	(300)	100.0%
Volume Parking Discount	(17,628)	(20,000)	(20,000)	(20,000)	0.0%
Validation Fees	2,396	-	9,300	9,300	100.0%
Parking Deck Coupons	4,394	6,000	6,500	6,500	8.3%
Total N. Potomac Street Deck Revenues	194,055	194,500	129,280	109,280	-43.8%
SOUTH POTOMAC STREET DECK					
Parking Deck Permits	58,273	105,000	140,000	140,000	33.3%
Pep Discounts	(3,000)	-	(3,000)	(3,600)	100.0%
Parking Deck Fees	38,312	38,000	39,000	39,000	2.6%
Downtown Promotions	1,579	-	-	-	0.0%
Total S. Potomac Street Deck Revenues	95,163	143,000	176,000	175,400	22.7%
PARKING LOT REVENUES					
Market House Lot Permits	30,559	32,000	30,700	30,700	-4.1%
Church Street Lot Permits	48,195	43,500	44,532	43,500	0.0%
Rochester Lot Permits	1,949	2,000	2,000	2,000	0.0%
Central Lot Permits	44,578	50,000	38,100	40,000	-20.0%
Departmental Charges-Parking Permits	58,338	54,000	40,000	36,000	-33.3%
Street Meters	79,180	88,500	79,500	88,500	0.0%
Market House Lot Meters	4,209	2,600	4,000	4,000	53.8%
Rochester Lot Meters	344	400	400	400	0.0%
Central Lot Meters	47,343	50,000	45,600	50,000	0.0%
Antietam Street Lot Meters	23,606	24,500	27,358	28,500	16.3%
Hospital Street Meters	71,554	50,000	35,500	-	-100.0%
Bryan Center Lot Meters	503	650	400	450	-30.8%
Total Parking Lot Revenues	410,358	398,150	348,090	324,050	-18.6%
PARKING TICKET REVENUES					
Original Issuance	139,535	150,000	123,000	123,000	-18.0%
Adjustments to Original Issuance	(6,520)	(7,000)	(7,000)	(7,000)	0.0%
Late fees	127,315	122,000	107,000	107,000	-12.3%
Grace Period Adjustments	(17,566)	(19,000)	(15,130)	(15,000)	-21.1%
Fines-Traffic Violations	2,405	1,000	1,600	1,600	60.0%
Uncollectable Parking Tickets	(72,305)	(50,000)	(70,000)	(70,000)	40.0%
Total Parking Ticket Revenues	172,865	197,000	139,470	139,600	-29.1%
Insurance Reimbursements	-	-	1,000	1,000	100.0%
Premium on Bonds	-	-	2,000	2,000	100.0%
Total Misc. Revenues	-	-	3,000	3,000	100.0%
Total Revenues	**$ 872,441**	**$ 932,650**	**$ 795,840**	**$ 751,330**	**-19.4%**

PARKING FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTISIFCATION	COST
There are no planned capital outlay expenditures in the Parking Fund for Fiscal Year 2011/12 due to constrainted revenues.			
TOTAL CAPITAL OUTLAY			**$ -**

DEPARTMENT / PROGRAM OVERVIEW

Constructed in 1932 by private individuals, the Hagerstown 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 34 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 a quick round of golf.

DEPARTMENT / PROGRAM OBJECTIVES

- Although the course itself is in excellent condition; the clubhouse, patio outside the clubhouse, and staging area is very antiquated and unacceptable. Staff has developed concepts to renovate the exterior of the clubhouse, improve the patio lounge area for golfers, and the former residency as a clubhouse area.

- We propose to increase revenue by adding promotions, advertising (including on scorecards and tee markers), developing a website, and Facebook page.

- We strive to decrease costs during fiscal year 2011/12 by using less full-time staff to maintain the golf course.

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Total number of golfers	**16,638**	**10,191**	**14,000**
Average daily rounds of golf	**48**	**39**	**50**
Number of cart rentals	**503**	**5,100**	**5,500**
Number of golf leagues/tournaments	-	-	**6**

GOLF - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2011/2012

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 162,533	$ 155,635	$ 163,030	$ 144,876	-6.9%
Benefits	59,290	61,665	72,166	68,585	11.2%
Overtime	22,034	17,000	15,000	15,000	-11.8%
Personnel Subtotal	**243,857**	**234,300**	**250,196**	**228,461**	**-2.5%**
Contractual Services	1,052	3,550	3,580	3,600	0.0%
Operating Expenditures	152,823	190,654	140,383	154,488	-19.0%
Capital Outlay	-	-	-	50,000	100.0%
Other General Expenses	22,517	33,000	21,060	21,061	-36.2%
Operating Subtotal	**176,392**	**227,204**	**165,023**	**229,149**	**0.8%**
Less: Depreciation	$ (22,517)	$ (33,000)	$ (21,060)	$ (21,060)	-36.2%
Total Expenditures	**$ 397,732**	**$ 428,504**	**$ 394,159**	**$ 436,550**	**-0.9%**
REVENUES BY TYPE					
Departmental Revenue	414,839	430,922	400,178	444,902	3.2%
Total Revenues	**$ 414,839**	**$ 430,922**	**$ 400,178**	**$ 444,902**	**3.2%**
Expenditures, net of Revenues	**$ (17,107)**	**$ (2,418)**	**$ (6,019)**	**$ (8,352)**	**-58.6%**

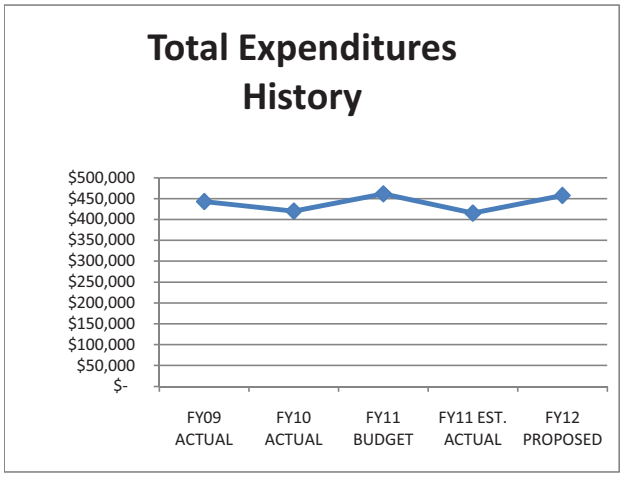
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Total Expenditures reflect a 10% decrease from the budget due to reduction in full time staff, and cross-training staff to other Park's positions. Overtime is also anticipated to decrease. Revenue was lower than anticipated because the summer of 2010 brought very hot temperatures.

FY11 to Proposed FY12

Personnel expenditures continue to decrease due to less staff and Capital Outlay increased due to costs associated with the Club House Area Improvements and the Gold Cart Storage Pavilion. Revenues are expected to climb as we put effort in getting more golfers on the course through new leagues, tournaments, discount programs and using the new website, Facebook, and ecasts.



STAFFING SUMMARY

	FY10	FY11 Budg	FY11 Est Act	FY12
Full time	3.00	3.00	2.00	2.00
Less: Unfunded	0.00	0.00	0.00	1.00
Staffing Total	3.00	3.00	2.00	1.00
Part time & Seasonal	4.00	4.00	4.00	4.00

GOLF COURSE FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
OPERATING REVENUES					
Green Fees	$ 73,225	$ 109,800	$ 96,100	$ 94,800	-13.7%
Cart Rentals	32,129	45,800	50,600	61,400	34.1%
Tournaments and Specials	10,684	6,000	14,600	34,800	480.0%
Other Revenues	10,853	14,322	13,878	18,902	32.0%
Operating Revenues	**126,890**	**175,922**	**175,178**	**209,902**	**19.3%**
OPERATING EXPENSES					
Operating Expenses	397,732	428,554	373,471	386,550	-9.8%
Depreciation	22,517	33,000	21,060	21,060	-36.2%
Total Operating Expenses	**420,249**	**461,554**	**394,531**	**407,610**	**-11.7%**
Operating Income/Loss	**(293,359)**	**(285,632)**	**(219,353)**	**(197,708)**	**-30.8%**
NONOPERATING REVENUES (EXPENSES)					
Interest Earned	6,949	-	-	-	0.0%
Contribution of Capital Asset	-	-	-	-	0.0%
Total Nonperating Revenues (Exp.)	**6,949**	**-**	**-**	**-**	**0.0%**
TRANSFERS IN - General Fund	281,000	255,000	225,000	195,000	-23.5%
Net Income (Loss)	**$ (5,410)**	**$ (30,632)**	**$ 5,647**	**$ (2,708)**	**-91.2%**
Add Back Depreciation	22,517	33,000	21,060	21,060	-36.2%
Prior Year Bond Proceeds	-	-	-	40,000	100.0%
Capital Outlay	-	-	-	(50,000)	100.0%
Changes in Working Capital	(17,223)	-	-	-	0.0%
Net Sources/(Uses)of Cash	**(116)**	**2,368**	**26,707**	**8,352**	**252.7%**
Beginning Cash	**1,262**	**1,146**	**1,146**	**27,853**	**2329.6%**
Ending Cash	**$ 1,146**	**$ 3,515**	**$ 27,853**	**$ 36,205**	**930.1%**

GOLF COURSE FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
GREENS REVENUES					
Greens Fees-Weekday,Senior,9-Hole	$ 7,309	$ 11,800	$ 8,800	$ 15,300	29.7%
Greens Fees-Weekday,Senior,18-Hole	1,274	2,000	1,400	2,000	0.0%
Greens Fees-Weekday,Regular,9-Hole	14,100	22,500	15,400	18,000	-20.0%
Greens Fees-Weekday,Regular,18-H	2,789	9,000	6,000	9,500	5.6%
Greens Fees-Twilight	6,473	7,000	9,000	9,000	28.6%
Greens Fees-Weekend/Holiday	28,495	42,000	40,000	41,000	-2.4%
Season Pass-Senior Individual	1,710	3,000	3,000	-	-100.0%
Season Pass- Regular Individual	1,480	2,500	2,500	-	-100.0%
Non-City Residents-Regular Family	150	-	-	-	0.0%
Non-City Residents-Senior Individual	5,275	6,000	6,000	-	-100.0%
Non-City Residents-Regular Ind.	4,170	4,000	4,000	-	-100.0%
Total Greens Revenues	73,225	109,800	96,100	94,800	-13.7%
GOLF CART REVENUES					
Cart Rentals-Senior, 9-Hole	7,039	10,000	8,000	10,000	0.0%
Cart Rentals-1/2 Price Senior, 9-Hole	-	-	3,200	4,500	100.0%
Cart Rentals-Senior, 18-Hole	1,205	2,500	1,400	2,200	-12.0%
Cart Rentals-1/2 Price Senior, 18-Hole	-	-	700	900	100.0%
Cart Rentals-Regular, 9-Holes	18,353	20,000	20,000	20,000	0.0%
Cart Rentals-1/2 Price, 9-Holes	-	-	6,000	7,000	100.0%
Cart Rentals-Regular, 18-Holes	4,698	12,000	7,000	12,000	0.0%
Cart Rentals-1/2 Price, 18-Holes	-	-	3,000	3,500	100.0%
Pull Cart Rentals	834	1,300	1,300	1,300	0.0%
Total Golf Cart Revenues	32,129	45,800	50,600	61,400	34.1%
TOURNAMENTS & SPECIALS	10,684	6,000	14,600	34,800	480.0%
OTHER REVENUES					
Rental of Golf Clubs	20	-	80	30	100.0%
Scorecard Sponsorship	-	-	2,750	2,750	100.0%
Tee Marker Sponsorship	-	1,500	500	2,250	50.0%
Golf Course Concession Revenues	1,809	2,400	2,200	2,400	0.0%
Golf Course Vending Revenues	1,474	2,500	2,100	2,500	0.0%
Golf Card Revenues	-	-	1,000	1,000	100.0%
Gift Certificate Revenues	170	600	400	600	0.0%
Locker Rental	48	72	48	72	0.0%
Property Rent-Golf Course	7,200	7,200	4,800	4,800	-33.3%
Miscellaneous Golf Revenues	132	50	-	2,500	4900.0%
Total Other Revenues	10,853	14,322	13,878	18,902	32.0%
Total Operating Revenues	**$ 126,890**	**$ 175,922**	**$ 175,178**	**$ 209,902**	**19.3%**

GOLF COURSE FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTISIFCATION	COST
Club House Area Improvements-C0824 5785001-5820-C0824 Club House Area Improvements	Expand and improve Shop. Renovate exterior and interior of the Club House.	To make the Club House and Pro Shop more appealing to	40,000
Golf Cart Storage Pavilion-C0825 5785001-5824-C0825 Construct Golf Cart Storage	Covered Storage for Golf Carts	To shelter and protect carts from weather, to allow a place for golf tournament awards ceremonies	10,000
TOTAL CAPITAL OUTLAY			**$ 50,000**

DEPARTMENT / PROGRAM OVERVIEW

The Property Management Fund provides professional stewardship over downtown property owned by the City and leased to area businesses. This fund includes the Elizabeth-Hager Center, Roslyn Building, and the Fire Police Headquarters near the Fairgrounds. The fund is a self-supporting Enterprise Fund.

Expenditures are assigned to specific tenant cost centers where applicable and remaining general costs are allocated to based on square footage .

DEPARTMENT / PROGRAM OBJECTIVES

Acquire the CVS building on West Washington Street in FY11 and renovate the building as a leasable property in FY12. Intention is use this building as a small business incubator for the center city area. It is intended that this acquisition and renovation be primarily funded with a USDA RBEG grant of $500,000 and HUD grant funds from the City's Community Development Block Grant Fund ($280,000).

Planned repairs to the Elizabeth-Hager Center include leasehold improvements and continued replacement of HVAC units

PERFORMANCE INDICATORS

	2009/10	2010/11	2011/12
Number of leases -			
Elizabeth-Hager Center	**10**	**9**	**9**
Roslyn Building	**3**	**3**	**3**
Fire Police Headquarters	**1**	**1**	**1**
CVS Building	**0**	**0**	**0**
Alms House	**0**	**0**	**0**

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ -	$ -	$ 27,177	$ 27,677	100.0%
Benefits	-	-	3,924	9,089	100.0%
Overtime	-	-	-	-	0.0%
Personnel Subtotal	**-**	**-**	**31,101**	**36,766**	100.0%
Contractual Services	16,281	14,300	15,580	15,980	11.7%
Operating Expenditures	283,319	253,665	253,524	215,219	-15.2%
Capital Outlay	29,336	45,000	260,000	810,000	1700.0%
Other General Expenses	125,645	122,115	120,490	119,631	-2.0%
Operating Subtotal	**454,581**	**435,080**	**649,594**	**1,160,830**	**1694.6%**
Less: Depreciation	(81,996)	(78,500)	(81,276)	(82,000)	4.5%
Total Expenditures	**$ 372,585**	**$ 356,580**	**$ 599,419**	**$ 1,115,596**	**175.3%**
REVENUES BY TYPE					
Departmental Revenue	352,352	359,541	347,108	332,162	-7.6%
Total Revenues	**$ 352,352**	**$ 359,541**	**$ 347,108**	**$ 332,162**	**-7.6%**
Expenditures, net of Revenues	**$ 20,233**	**$ (2,961)**	**$ 252,311**	**$ 783,434**	**-26558.4%**

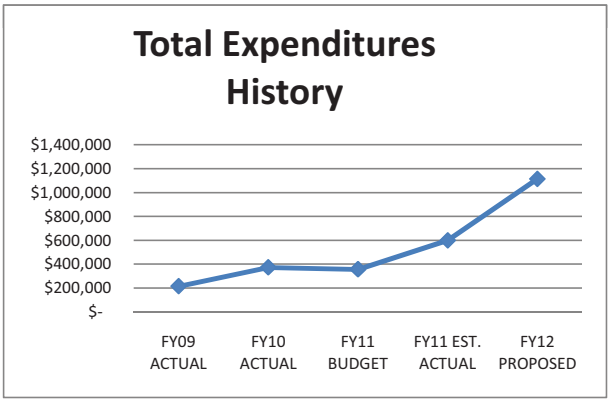
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

The increase in Capital Outlay is due to the acquidition of the CVS building for rehabiliation as a small busines incubator.

Actual FY11 to Proposed FY12

The CVS building will be renovated for use as a small business incubator for the City's core. Funding for this



STAFFING SUMMARY

	FY10	FY11 Budget	FY11 Est Act	FY12
Full time	0.0	0.0	0.0	0.0
Less: Unfunded	0.0	0.0	0.0	0.0
Staffing Total	0.0	0.0	0.0	0.0

PROPERTY MANAGEMENT FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
OPERATING REVENUES					
Rent from Tenants	$ 352,343	$ 359,531	$ 345,908	$ 332,162	-7.6%
Other Revenues	9	10	1,200	-	-100.0%
Operating Revenues	**352,352**	**359,541**	**347,108**	**332,162**	**-7.6%**
OPERATING EXPENSES					
Selling, General and Administrative Expenses	299,600	267,481	300,205	267,965	0.2%
Depreciation	81,996	78,500	81,276	82,000	4.5%
Total Operating Expenses	**381,596**	**345,981**	**381,481**	**349,965**	**1.2%**
Operating Income/Loss	**(29,244)**	**13,560**	**(34,373)**	**(17,803)**	**-231.3%**
NON-OPERATING REVENUES (EXPENSES)					
Capital Contributions - Grants	-	-	50,000	780,000	100.0%
Interest Earned	3,927	4,000	3,000	3,000	-25.0%
Loss on Disposal of Capital Assets	(149,600)	-	-	-	0.0%
Interest Expense	(2,140)	(2,105)	(1,819)	(617)	-70.7%
Bond Issuance Costs	(895)	(895)	(895)	(149)	-83.4%
Total Non-Operating Revs/(Exps)	**(148,708)**	**1,000**	**50,286**	**782,234**	**78123.4%**
Net Income (Loss) Before Operating Transfers	**(177,952)**	**14,560**	**15,913**	**764,431**	**5150.2%**
OPERATING TRANSFERS IN (OUT)					
Transfers from Capital Improvement Fund	-	-	170,000	-	0.0%
Incr (Decr) in Retained Earnings	**(177,952)**	**14,560**	**185,913**	**764,431**	**5150.2%**
Add Back Depreciation	81,996	78,500	81,276	82,000	4.5%
Repayment of Principal	(40,150)	(40,150)	(36,500)	(36,885)	-8.1%
Capital Outlay	(29,336)	(45,000)	(260,000)	(810,000)	1700.0%
Changes in Working Capital	138,835	-	-	-	0.0%
Net Sources/(Uses)of Cash	**$ (26,607)**	**$ 7,910**	**$ (29,311)**	**$ (454)**	**-105.7%**
Beginning Cash	**355,214**	**328,607**	**328,607**	**299,296**	**-8.9%**
Ending Cash	**$ 328,607**	**$ 336,517**	**$ 299,296**	**$ 298,842**	**-11.2%**

PROPERTY MANAGEMENT FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
Rent- Labor, Licensing & Regulation	$ 156,260	$ 155,960	$ 155,960	$ 155,960	0.0%
Rent- G.S.A. Telework Center	61,200	61,200	60,400	-	-100.0%
Rent- Potomac Classical Youth Ballet	3,900	3,901	650	-	-100.0%
Rent- City Ballet School	25,094	26,250	26,250	26,250	0.0%
Rent- County Tourism	11,883	13,800	13,800	13,800	0.0%
Rent- The Rhubarb House	10,740	12,870	11,798	12,870	0.0%
Rent- Convention & Visitors Bureau	17,100	18,600	9,300	18,600	0.0%
Rent- A.P.C.W.S.	1,181	1,181	1,181	1,181	0.0%
Rent- Code Enforcement Office	20,400	20,400	20,400	20,400	0.0%
Rent- Department of Labor	25,500	25,500	25,500	25,500	0.0%
Stair tower Agreement	2,662	2,663	2,663	2,663	0.0%
Rent- Spickler's Market	7,306	8,006	8,006	8,138	1.6%
Rent- Wash. Co. Ind. Foundation	9,117	9,200	9,200	9,300	1.1%
Rent- Has Been Boxing Club	-	-	-	37,500	100.0%
Purchase Discounts	9	10	-	-	-100.0%
Other Revenues	-	-	1,200	-	0.0%
Total Operating Revenues	**$ 352,352**	**$ 359,541**	**$ 346,308**	**$ 332,162**	**-7.6%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Two tenants ended their leases in FY11. The City Ballet School ended its lease early in the fiscal year and the Government Services Administration through the City's Telecommuting Center Fund will end its lease at the end of March 2011. The space formerly occupied by the Telecommuting Center Fund will now be leased primarily to the Center for Business Training.

PROPERTY MANAGEMENT FUND CAPITAL EXPENSES
FISCAL YEAR 2011/2012

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Elizabeth Hager Center-C0815 5885001-5830-C0815 Painting, various lease-hold improvements and continued replacement of HVAC units	Office and operation use for Citys tenants	HVAC units have reached the end of their life cycle (15-20 years) and will be systematically replaced. Building was renovated over 15 years ago and continued maintenance is required.	30,000
CVS Building-C0828 5885001-5820-C0828 Renovate building for tenant leasing and to serve as a downtown business incubator	Office and operation use for Citys tenants	New efforts to better meet the City's economic development needs	780,000
TOTAL CAPITAL OUTLAY			**$ 810,000**

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Volunteers

City of Hagerstown

SERVICE AND TRUST FUNDS
SECTION 7

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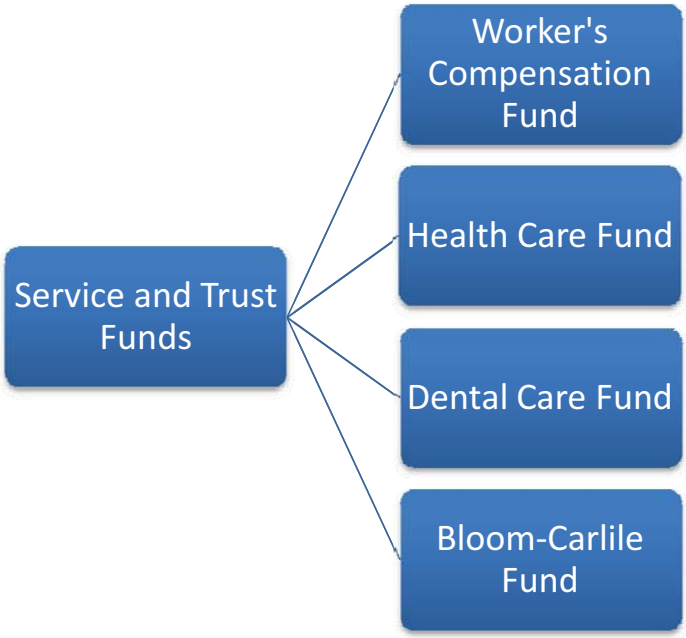
SERVICE & TRUST FUND - COMBINING STATEMENT
FISCAL YEAR 2011/2012

ACCOUNT DESCRIPTION	WORKERS COMPENSATION	HEALTH CARE	DENTAL CARE	BLOOM-CARLILE	TOTAL
OPERATING REVENUES					
Premium Revenues	$ 833,256	$ 5,430,500	$ 350,000	$ -	$ 6,613,756
Prescription Rebates	-	80,000	-	-	80,000
Stop Loss Reimbursements	-	20,000	-	-	20,000
Miscellaneous Revenues	-	2,500	-	-	2,500
Total Revenues	**$ 833,256**	**$ 5,533,000**	**$ 350,000**	**$ -**	**$ 6,716,256**
OPERATING EXPENDITURES					
Premium Expense, Medical Loss Reimbursements & Administration Expense	$ 973,175	$ 4,843,500	$ 377,000	$ -	$ 6,193,675
Other Post Employment Benefits	-	650,000	-	-	650,000
Legal Fees, Claims Administration & Injury and Damage Awards	-	73,980	-	-	73,980
Health Savings Acct Contributions	-	14,000	-	-	14,000
Community Assistance Expenditures	-	-	-	4,800	4,800
Operating Expenditures	**$ 973,175**	**$ 5,581,480**	**$ 377,000**	**$ 4,800**	**$ 6,936,455**
Operating Income (Loss)	**$ (139,919)**	**$ (48,480)**	**$ (27,000)**	**$ (4,800)**	**$ (220,199)**
NON OPERATING REVENUES (EXPENSES)					
Investment Earnings	7,200	30,000	750	500	38,450
Total Nonoperating Revenues (Expenses)	**$ 7,200**	**$ 30,000**	**$ 750**	**$ 500**	**$ 38,450**
Revenues, net of Expenditures	**$ (132,719)**	**$ (18,480)**	**$ (26,250)**	**$ (4,300)**	**$ (181,749)**
Other Financing Sources (Uses)					
Transfers out - General Fund	(200,000)	-	-	-	(200,000)
Less Budgeted Use of Fund Balance	-	-	-	4,300	4,300
Beginning Fund Balance	1,223,793	4,491,247	76,334	136,496	5,927,870
Ending Fund Balance	**$ 891,074**	**$ 4,472,767**	**$ 50,084**	**$ 136,496**	**$ 5,550,421**



WORKERS COMPENSATION FUND OVERVIEW
The Worker's Compensation fund was created in 1995 to help smooth potential large flucutations in the City's worker's compensation cost that might occur under a large deductive insurance program the City used from September 1, 1995 through 1998. Since September 1, 1998 the City has been using a traditional 100% coverage insurance program. The fund serves as a conduit to collect premium charges based on each department's payroll. These "revenues" then are used to pay actual medical claims costs, processing fees and premium ot the insurance carrier.

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. In addition, there is a second level of insurance called the aggregate stop loss which assures that the CIty does not pay more than the maximum projected expenses. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's employees, retirees and dependents. These billings represent funding sources for the Health Care Fund from which all health care related administrative and medical reimbursement costs are paid.

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 $2,000 limit for each individual covered. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's employees, reitrees and dependents. These billings represent funding sources for the Health Care fund from which all health care related administrative and medical
reimbursement costs are paid.

BLOOM-CARLILE TRUST FUND 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 permamnent endowment fund. The income earned on investment of the fund is being used to provide assitance 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

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Premium Expense	$ 744,587	$ 775,000	$ 715,100	$ 970,600	25.2%
Medical Loss Reimbursements	-	2,500	2,200	2,500	0.0%
Collaterization Fees	300	450	75	75	-83.3%
Transfer to General Fund	-	-	-	200,000	100.0%
Total Expenditures & Transfers	**$ 744,887**	**$ 777,950**	**$ 717,375**	**$ 1,173,175**	**50.8%**
REVENUES BY TYPE					
Total Premium Revenues	788,451	738,106	593,269	833,256	12.9%
Interest Income from Investments	9,660	20,000	6,900	7,200	-64.0%
Total Miscellaneous Revenues	122,618	75,000	-	-	-100.0%
Total Revenues	**$ 920,729**	**$ 833,106**	**$ 600,169**	**$ 840,456**	**0.9%**
Revenues, net of Expenditures	**$ 175,842**	**$ 55,156**	**$ (117,206)**	**$ (332,719)**	**-703.2%**
Beginning Fund Balance	1,165,157	1,340,999	1,340,999	1,223,793	-8.7%
Ending Fund Balance	**$ 1,340,999**	**$ 1,396,155**	**$ 1,223,793**	**$ 891,074**	**-36.2%**

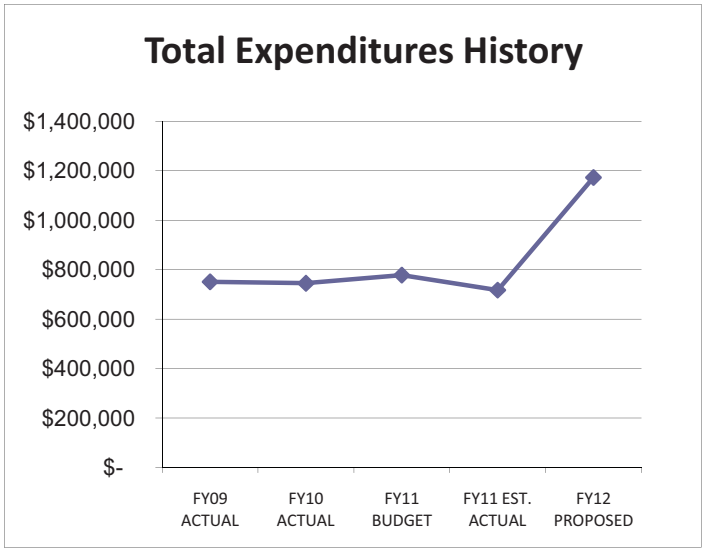
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Reductions in payroll costs from position eliminations and planned extension of leaving budgeted positions vacant has reduced expenditures.

Estimated Actual FY11 to Proposed FY12

The Injured Workers Insurance Fund has notified the City that they will be breaking out Public Safety (Police & Fire) employees from other field personnel and increasing rates for this group. From FY11 to FY12, expenditures are expected to increase by 50.8% or $395,000. The increase is a result of Workers Compensation rates for the Police Department class employees increasing by 50% in FY12, and all other classes increasing by approximately 30%. It is anticipated that this change will more than offset savings from reduction of full-time positions occuring in other City departments. To help offset increased costs in the City's General Fund, it is proposed to transfer $200,000 of prior year's fund balance accumulation in FY12 back to the General Fund.



HEALTH CARE FUND - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2011/2012

EXPENDITURE AND REVENUE SUMMARY

	2009/10	2010/11		2011/12	2011/12
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
EXPENDITURES BY TYPE					
Medical Expense Reimbursement	$ 5,408,933	$ 5,772,000	$ 3,600,000	$ 4,158,000	-28.0%
Administrative Expenses	360,152	397,900	355,000	428,500	7.7%
Total Premium Expense	190,819	244,000	212,900	257,000	5.3%
Health Savings Acct Contributions	2,395	10,000	15,000	14,000	40.0%
Claims Reserve Expense	(204,874)	31,300	67,500	73,980	136.4%
Other Post Employment Benefits	710,000	775,000	625,000	650,000	-16.1%
Total Expenditures	**$ 6,467,425**	**$ 7,230,200**	**$ 4,875,400**	**$ 5,581,480**	**-22.8%**
REVENUES BY TYPE					
Premium Revenues-City	$ 5,391,060	$ 4,901,611	$ 4,493,700	$ 4,084,100	-16.7%
Premium Revenues-Employees	987,753	1,077,689	1,064,000	1,011,000	-6.2%
Premium Revenues-Retirees	326,343	629,100	330,900	335,400	-46.7%
Stop Loss Reimbursement	81,670	101,800	5,000	20,000	-80.4%
Medicare Part D Reimbursements	19,400	120,000	3,200	-	-100.0%
Prescription Rebates	224,368	112,500	144,300	80,000	-28.9%
Interest from Investments	34,566	80,000	25,000	30,000	-62.5%
Miscellaneous Revenue	1,875	-	2,400	2,500	100.0%
Total Revenues	**$ 7,067,035**	**$ 7,022,700**	**$ 6,068,500**	**$ 5,563,000**	**-20.8%**
Revenues, net of Expenditures	**$ 599,610**	**$ (207,500)**	**$ 1,193,100**	**$ (18,480)**	**-91.1%**
Beginning Fund Balance	2,698,537	3,298,147	3,298,147	4,491,247	36.2%
Ending Fund Balance	**$ 3,298,147**	**$ 3,090,647**	**$ 4,491,247**	**$ 4,472,767**	**44.7%**

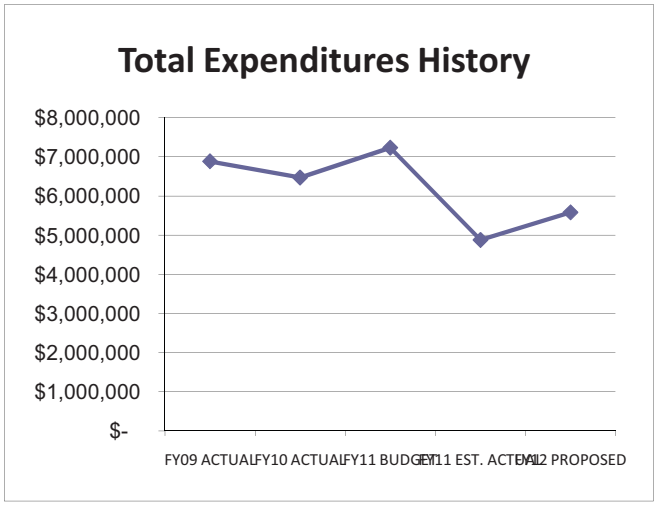
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Elimination of full-time positions and planned extension of leaving budgeted positions vacant has reduced expenditures by 32.6% or $2.4 million. Addtionally, to date FY11 has been an exceptionally light year for medical reimbursements. Because we are now providing a stipend for medicare eligible retirees to purchase health insurance rather than providing coverage in the City plans, Medicare Part D Reimbursements will be completely phased out in FY11 .

Estimated Actual FY11 to Proposed FY12

FY12 projections assume that medical reimbursements will rise by 14.5% or $700,000 over FY11 estimated actual numbers. FY12 also assumes that medical reimbursements will relfect more historical levels, but the $1.6 million or 22.8% reduction from FY11's budget shows that expenditures will continue to be tempered by vacancy management in the coming year.



EXPENDITURE AND REVENUE SUMMARY

	2009/10	2010/11		2011/12	2011/12
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
EXPENDITURES BY TYPE					
Administrative Expenses	$ 5,641	$ 17,000	$ -	$ 34,300	101.8%
Medical Expense Reimbursement	368,386	380,000	364,000	342,700	-9.8%
Claims Reserve Expense	10,648	14,300	13,500	-	-100.0%
Total Expenditures	**$ 384,675**	**$ 411,300**	**$ 377,500**	**$ 377,000**	**-8.3%**
REVENUES BY TYPE					
Premium Revenues-City	$ 157,379	$ 157,300	$ 148,200	$ 138,100	-12.2%
Premium Revenues-Employees	155,471	155,800	150,100	139,900	-10.2%
Premium Revenues-Retirees	54,432	75,200	77,200	72,000	-4.3%
Interest from Investments	2,377	-	600	750	100.0%
Total Revenues	**$ 369,659**	**$ 388,300**	**$ 376,100**	**$ 350,750**	**-9.7%**
Revenues, net of Expenditures	**$ (15,016)**	**$ (23,000)**	**$ (1,400)**	**$ (26,250)**	**14.1%**
Beginning Fund Balance	92,750	77,734	77,734	76,334	-1.8%
Ending Fund Balance	**$ 77,734**	**$ 54,734**	**$ 76,334**	**$ 50,084**	**-8.5%**

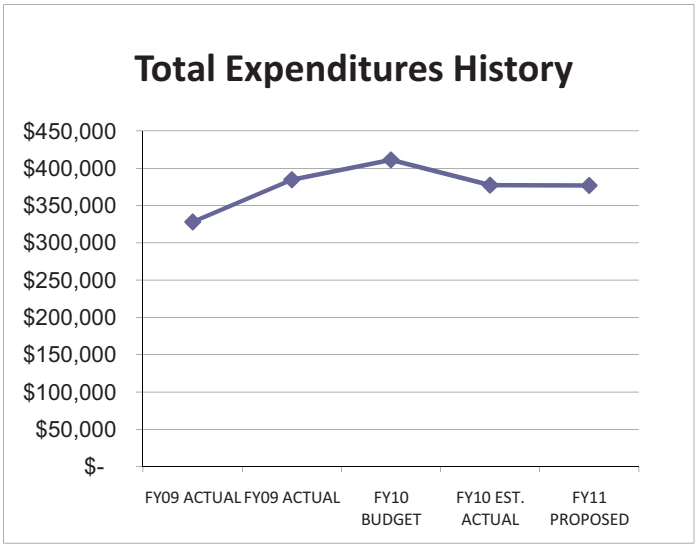
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

Elimination of full-time positions and planned extension of leaving budgeted positions vacant has reduced estimated FY11 expenditures by 8.2% or $33,800.

Estimated Actual FY11 to Proposed FY12

Continued vacancy management planned for FY12 will further reduce dental expense reimbursements by 8.3% or $34,300. The continued drop in dental expense reimbursements is expected to eliminate the need for any increases in Dental claims run-out reserve.



BLOOM-CARLILE TRUST FUND - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2011/2012

EXPENDITURE AND REVENUE SUMMARY

	2009/10 ACTUAL	2010/11 BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED	2011/12 % CHANGE
EXPENDITURES BY TYPE					
Medical	$ 598	$ -	$ -	$ -	0.0%
Utilities	6,303	-	-	-	0.0%
Shelter	879	-	-	-	0.0%
Community Action Council Award	(1,000)	1,800	1,800	4,800	166.7%
Total Expenditures	**$ 6,780**	**$ 1,800**	**$ 1,800**	**$ 4,800**	**166.7%**
REVENUES BY TYPE					
Interest Earned	$ 679	$ 1,800	$ 500	$ 500	-72.2%
Total Revenues	**$ 679**	**$ 1,800**	**$ 500**	**$ 500**	**-72.2%**
Revenues, net of Expenditures	**$ (6,101)**	**$ -**	**$ (1,300)**	**$ (4,300)**	**100.0%**
Less Budgeted Use of Fund Balance	-	-	1,300	4,300	100.0%
Beginning Fund Balance	142,597	136,496	136,496	136,496	0.0%
Ending Fund Balance	**$ 136,496**	**$ 136,496**	**$ 136,496**	**$ 136,496**	**0.0%**

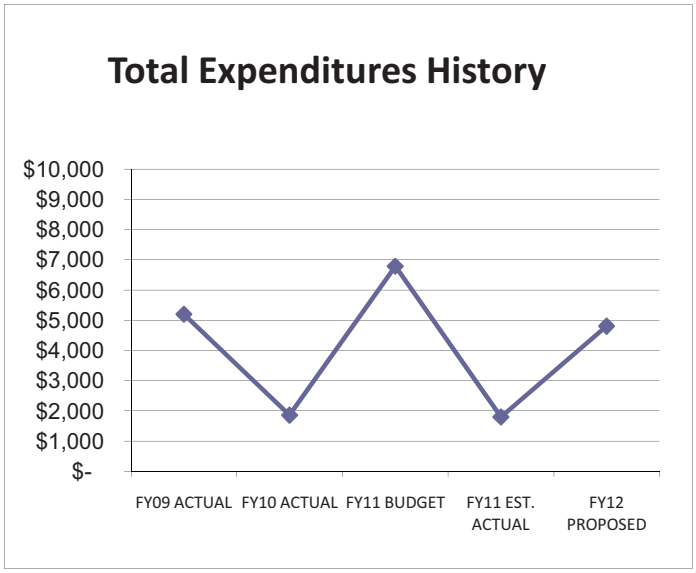
BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY11 to Estimated Actual FY11

It is anticipated that we will need to appropriate $1,300 from accumulated prior years earnings to cover the shortfall between FY11 interest earnings and the amount pledged to the Community Action Council in FY11.

Estimated Actual FY11 to Proposed FY12

Prior budgets 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. Our FY12 budget now reflects our intent to treat this fund more as a flow of funds annuity with a steady annual stipend of $4,800 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.



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Patriotic Ceremonies

City of Hagerstown

OVERVIEW
SECTION 8

	Page #
GLOSSARY	1

Definitions of terms used in preparation of the Budget are listed below and in the pages that follow.

ACCOUNTING SYSTEM – The total structure of records and procedures that identify, record, classify, summarize, and report information on the financial position and results of operations of a government.

ACCRUAL BASIS OF ACCOUNTING – The method of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

APPROPRIATIONS – the legal authorizations made by the Mayor and Council to the departments, offices, and agencies of the City which approves their budgets and allows them to make expenditures and incur obligations for purposes with the accounts approved.

ASSESSABLE BASE – the total value of all real and personal property in the city which is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

BALANCED BUDGET – A budget that has operating revenues equal to operating expenditures.

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

BOND – a written promise to pay a specified amount of money, called the principal amount, at specific dates in the future called maturity dates along with interest at specific rate.

BOND ANTICIPATION NOTES – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond to which they are related.

BONDS ISSUED – Bonds sold.

BOND RATING – A rating that indicates the probability of timely repayment of principal and interest on bonds issued.

BUDGET – a financial plan containing estimated revenues and expenses for an organization. The plans are prepared by the individual departments and reviewed and submitted by the City Administrator to the Mayor and Council for their review and approval.

BUDGET YEAR – The fiscal year for which the budget is being considered. (See also FISCAL YEAR.)

BUSINESS REVOLVING LOAN FUND - This fund is designed to assist in the recruitment, retention and expansion of businesses within the City of Hagerstown, Maryland.

CAPITAL BUDGET – The annual adoption of project appropriations by the Mayor and Council. Project appropriations are for the amount necessary to carry out a capital project's expenditure plan, including multi-year contracts for which a total appropriation covering several years planned expenditures may be required.

CAPITAL IMPROVEMENTS PROGRAM (CIP) – the annual updated 6-year plan or schedule of projected expenditures for buildings, public facilities, and other improvements which are of significant value and have a useful life of several years. The City's program includes estimated project costs, sources of funding, and timing of work for each project. The capital improvement program is the basis for the annual CIP appropriations and any new bond issues.

CAPITAL EXPENSES (OUTLAYS) – departmental expenditures which generally result in the acquisition of furniture, equipment, and/or computers, which have a value of less than $5,000 ($10,000 for

Enterprise Funds), and have a useful economic life of more than one year. Capital expenses are reflected in the budget document in each department requesting the items.

CAPITAL PROJECTS – a specific activity or element of the Capital Improvements Program involving expenditures and funding for the creation of permanent facilities or other public assets having a relatively long useful life.

CDBG – See Community Development Block Grant

CIP – See Capital Improvements Program

COMMUNITY DEVELOPMENT BLOCK GRANT(CDBG) – a general purpose, federal grant primarily used to promote rehabilitation and development of residential and commercial neighborhoods, and to meet all urgent community development needs.

CURRENT YEAR – The fiscal year that is prior to the budget year.

DEBT ISSUANCE – The sale or issuance of any type of debt instrument, such as bonds.

DEBT LIMIT – The statutory or constitutional maximum debt that an issuer can legally incur.

DEBT RATIOS – The ratios that provide measures of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They also are used to evaluate the City's debt position over time against its own standards and policies.

DEBT SERVICE – the payment of principal and interest on borrowed funds such as bonds.

DEFICIT – The amount by which a government's budget outlays exceed its budget revenues for a given period, usually a fiscal year.

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

DEPARTMENT – the major organizational divisions in the City government with overall responsibility for one or activities or functions of the City.

DEPRECIATION – An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence. It allocates the asset's cost over its useful life.

DISTINGUISHED BUDGET PRESENTATION AWARD – A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

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

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 six enterprise funds: Electric, Water, Wastewater, Parking, Golf Course, and Property Management.

ESTIMATED ACTUAL (REVENUE, EXPENDITURES) – projected amounts to be paid or collected for the current year, estimate through analysis of year-to-date financial trends or schedules.

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

EXPENDITURE – an actual payment made by check, inter-fund transfer, or by recordation of an amount due for goods received or services rendered.

EXPENDITURE SUMMARY – a top-level summary of expenditures by category for each department. The expenditure summary is a component of the departmental Program Summary in the budget document.

FEES – Income resulting from a billing for services or sale made by the City. For example, building permit fees, license fees, and service fees for water, 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 – indicated the authorized number of full-time number of employees in department by position type. Part-time staffing reflected on the full-time staffing schedule does not include temporary and seasonal positions. Full-time staffing levels are reflected in each Program Summary.

FUND – a fiscal and accounting entity with a self- balancing set of accounts recording cash and all other financial resources or assets, together with all related liabilities or outside claims to those assets; and the remaining unclaimed net worth or residual equity in those assets, which are segregated for the purpose of carrying on specific activities or attaining specific program objectives.

FUND BALANCE – the cumulative difference between expenditures and revenue accumulated over the life of a fund. A negative fund balance is usually referred to as a deficit.

FY – See Fiscal Year

GAAP – See Generally Accepted Accounting Principles.

GASB – See Governmental Accounting Standards Board.

GENERAL FUND – the major operating fund of the City used to account for all financial resources and activities, except those accounted for in one of the City's other funds.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)– Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Boards, Financial Accounting Standards Board, or various other accounting standard setting bodies.

GFOA – See Government Finance Officers Association.

GOLF COURSE FUND - This fund is used to account for all activities relating to the City's public golf course.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) – This organization was established as an arm of the Financial Accounting Foundation in April 1984 to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities.

GRANTS – a transfer of county, state or federal monies to the City, usually for specific programs or activities.

INFRASTRUCTURE – The physical assets of a city (streets, water, wastewater, public buildings, and/or parks) upon which the continuance and growth of a community depend.

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

INTERFUND TRANSFERS – payments made from one operating fund to another as a contribution to defray a portion of the recipients fund's costs.

INTERGOVERNMENTAL REVENUES – The revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

IT – Department of Information and Technology.

LEVY – (Verb) To impose taxes or special assessments for the support of governmental activities. (Noun) A tax or special assessment imposed by a government.

LIABILITIES – Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIABILITY COVERAGE SERVICE FUND – an internal service fund used to provide for potential uninsured liability claims.

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 ACCURAL BASIS OF ACCOUNTING – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

NET BONDED DEBT – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

NON-DEPARTMENTAL OPERATING EXPENDITRUES – Operating expenditures which are not charged directly to specific departments but are cost to the City as a whole, such as debt service payments and general liability insurance.

OBLIGATIONS – Amounts that a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

OPERATING BUDGET – the portion of the City's budget that provides resources for the day-to-day operations of the City.

ORDINANCE – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be enacted by ordinance and those which may be enacted by resolution.

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

PAY-AS-YOU-GO – capital expenditures which are funded from current revenues.

PAYMENT IN LIEU OF TAXES – payments made by entities not legally required to pay taxes in order that they may receive the same services as private taxpayers.

PER CAPITA – Per unit of population; by or for each person.

PERFORMANCE INDICATORS – a component of the Program Description that reflects statistical indicators of levels of service or performance measures by department. Current fiscal year and budget year are projected.

PERSONNEL (COSTS) – Expenditures that include salary costs for full-time, part-time, temporary and contract employees, overtime expenses and all associated fringe benefits.

PRIOR YEAR(S) – The fiscal year(s) preceding the current year.

PROGRAM DESCRIPTION – one of the major sections of the budget document that serves as an introduction for each department, and includes the department's function, program objectives, and performance indicators.

PROGRAM ELEMENTS - the major functional areas in which each department directs its resources, such as Personal Computer Support in the Information Technology department or Insurance Administration in the Purchasing department. The program elements are a component of the Program Summary.

PROGRAM FUNCTION – a component of the Program Description that describes the primary responsibly 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 indicated the budgetary implications of existing or proposed programs.

PROPERTY MANAGEMENT FUND - This fund is used to account for all activities related to rental properties owned and managed by the City.

PROPOSED BUDGET – reflects the budget or line-item amount recommended by the City Administrator to the Mayor and Council for their review and consideration. It reflects either his assessment of what is needed to accomplish the department's objectives, or the limited resources available to accomplish the intended objectives.

RESOLUTION – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

RETAINED EARNINGS – the cumulative annual net income or loss of an Enterprise fund's operations since the inception of the fund which are retained for future operation or needs.

RECEIPTS – Collections from the public based on a government's exercise of its sovereign powers. Governmental receipts consist of receipts from taxes, court fines, gifts and contributions, and compulsory licenses.

REVENUE – income received by the City to support its program of services to the community. It includes sources such as property taxes, admission fees, service charges, Federal and State grants, and parking fines to name just a few.

REVENUE ANTICIPATION NOTES – Notes (sometimes called warrants) issued in anticipation of collection of non-tax revenues, retired after the collection of such revenues.

REVENUE BONDS – The type of bonds where principal and interest payments are payable exclusively from the earnings from an enterprise funds. In addition to a pledge of revenues, such bonds sometimes contain mortgages on enterprise fund property.

RFP – Request for Proposals, Federal mandate to request proposals from potential contractors for outsourced government services.

SHORT-TERM DEBT – debt or obligations of the City due within one year or less.

SPECIAL ASSESSMENT – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL REVENUE GRANT FUND – This fund was created to account for operating grant revenues from various agencies – federal, state, and local.

STATE & COUNTY SHARED TAXES – taxes levied by one government but shared on a predetermined basis with another government.

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

TAX BASE – All forms of wealth under the City's jurisdiction that are taxable.

TAX DIFFERENTIAL PAYMENT – a payment received from the County for services it does not have to provide citizens and taxpayers of the City because the City provides the services. The City currently receives payments from the County for park and police services.

TAX RATE – the amount levied for every $100 of assessed property value, as determined by the Maryland State Assessment Department on both real and personal property within the Hagerstown City limits. Beginning 10/1/2000 the assessable base for real property was increased from 40% to 100% of estimated fair market value. The real estate tax rate was reduced to 40% of the prior rate but since the assessment for personal property did not change, its rate stayed the same or 2.5 times the real property rate. Current State law requires this rate differential to be maintained for Counties and the City is following the same policy.

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

UNDESIGNATED FUND BALANCE – Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

UNRESERVED FUND BALANCE – That portion of a fund balance for which no binding commitments have been made.

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

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.)

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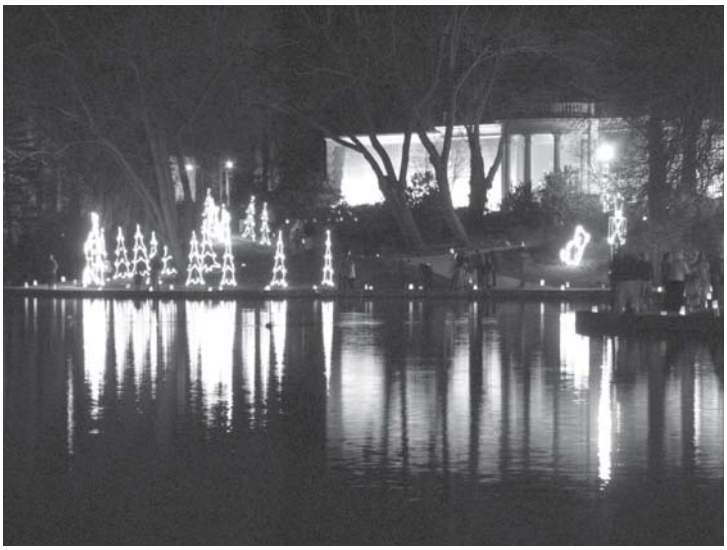
Holiday Activities

City of Hagerstown



SCHEDULE OF FEES AND SERVICE CHARGES
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NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
CITY CLERK						
01030022 - 4271				**$18,815**		
Auctioneer-to Conduct an Auction					Salisbury-Auction house $250+$2,000	Ordinance
Annual Fee	1992	$25			bond: Home $10	
In-County Annual Fee			$25			
Out-of-County Annual Fee			$100			
Peddler:						Ordinance
Class I(Stand or Truck) Annual Fee	1992	$125	$175		$125 Fee+$1,000 bond	
Class II(Door-to-Door)						
Daily Fee	1992	$15	$25			
Annual Fee	1992	$50	$75			
Transient Dealer Annual Fee	1983	$1,000	None		$125 Fee+$1,000 bond (County is the same as the City)	Ordinance
Parade Per Event Fee	1992	$125	None			Ordinance
Circus/Carnival Weekly Fee	1992	$125	None	(Waived)		Ordinance
Special Sales(Auctions,Going-out-of Business, Etc.)	1992	$125	None		Special Sales $5 for 1	Ordinance
Theatre Annual Fee	1967	$100	None		$125 Fee+$1,000 bond	Ordinance
01030022 - 4221				**$0**		
Utility License Annual Fee	2007	$4,500	None		For all private & City owned utilities	Resolution
01030022 - 4221				**$0**		
City Code Annual Fee	1990	$125	None			Admin Order
City Code Supplement	1998	$40	None			Admin Order
01030021 - 489903				**$0**		
Souvenirs/Maps		Various	None			
SUPPORT SERVICES						
01070022 - 4494				**$9,675**		
Bad Check Fee Per Check (To compensate the City for Bank charges & employee time)	2007	$37.50	None		$35-$39 Area Banks	Admin Order
New Fee						
Pay-By-Phone Transaction Fee			$5.00		Allegheny Power $7	Admin Order
New Fee						
Bill Re-Prints			$1.00		Standard with many MD municipalities	Admin Order
ACCOUNTING						
VARIOUS COPY EXPENSE ACCOUNTS						
Photocopy Charges:						Admin Order
City Departments - Per Copy	2000	$0.03	None		$0.10-$0.25/copy	
City Employees - Per Copy		$0.10				
General Office - Per Copy		$0.25				
General Office - Per Copy		$0.75			$0.75-$1/copy	
COMMUNITY DEVELOPMENT BLOCK GRANT FUND						
10000002-441596				**$6,550**		
Loan Application Fees:						
Multifamily Residence	1986	$50	None		No fees in Frederick or Cumberland	Admin Order
Mixed Use or Commercial		$50	None			
Economic Development		$100	None			
Hagerstown Revolving Loan Fund	2001	$100	None			
PLANNING						
01090012 - 441131				**$1,500**		
Subdivision: Simplified Plat	2007	$300	None		Washington County-$200	Admin Order
01090012 - 441122				**$5,300**		
Subdivision: Final Plat Per Lot Created	2007	$500+$40	None		Washington County-$500+$20/Lot	Admin Order
01090012-441124				**$0**		
Sketch Plan Per Lot Created	2007	$500+$20	None			Admin Order
01090012 - 441121				**$0**		
Subdivision: Development Plan Per Lot Create	2007	$1000+$40	None		Washington County -$750+$35/Lot	Admin Order
01090012 - 441123				**$0**		
Subdivision: Regulation	2007	Combined with Land Mgmt Code	None		Washington County-$12	Admin Order
01090012-441125				**$0**		
Minor Subdivision Fee Per Lot Created	2007	$500+$40	None			Admin Order
01090012-441126				**$30**		
Subdivision Variance/Waiver Request	2007	$100	None			Admin Order
01090012 - 441161				**$0**		
Concept Plan/Sketch Plan						Admin Order
C4 Big Box	2007	$2,500	None		Washington County: no charge	
01090012-44162				**$0**		
Concept Plan: Other	2007					Admin Order
Non-Residential: 2 acres or less		$500	None			
Residential: 49 or fewer units/lots		$500	None			
01090012-44163				**$0**		
Concept Plan: Other	2007					Admin Order
Non-Residential: Over 2 acres		$1,000	None			
Residential: 50 or more units/lots		$1,000	None			

NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
PLANNING (continued)						
01090012-441119				**$6,375**		
BZA Filing Fee: Variance	2007	$325	None		$150-Residential	Admin Order
BZA Filing Fee: Residential Fence Variance	2007	$150	None			Admin Order
BZA Filing Fee: Non-conforming use change	2007	$500	None		Washington County-$500	Admin Order
BZA Filing Fee:Non-conforming use-expansion	2007	$750	None		Washington County-$500	Admin Order
BZA Filing fee Interpretations	2007	$225	None		Washington County-$150	Admin Order
01090012 - 441112				**$3,120**		
Rezoning- Preliminary Consultation	2007	$500	None		Washington County-No charge	Admin Order
Rezoning Fee Per Adj Prop	2007	$2,000 +$10	None		Washington County - $2000+$20/acre	Admin Order
Local Conversion District	2010	$500	None			Admin Order
PUD Master Plan Fee Per Adj Prop	2007	$2000+$10	None			Admin Order
01090012 - 441102				**$12,642**		
Full Site Plan: Residential Per Unit	2007	$1000 +$15	None		Washington Co - Res. $750+$10/unit	Admin Order
Full Site Plan: Non-Res Fee Per Acre	2007	$1000+$50	None		Washington Co -Non $750+$50/acre	Admin Order
01090012 - 441101				**$9,000**		
Staff Approved Site Plan	2007	$500	None		Washington Co - Res. $500	Admin Order
01090012-441103				**$638**		
Site Plan Variance/Waiver Request	2007	$100	None			Admin Order
01090012 - 441111				**$11,110**		
Zoning Certificate Fee						Admin Order
D-MU	2007	$50	None		Washington County - $20	
Regular	2008	$25	None			
Blanket (Valid for 4 years)	2010	$400	None			
Fence Permits						
Residential: Single Family, Two-Family	2005(Inherited	$25	None			Admin Order
Commercial, Industrial, Multi-Family	from Code)	$100	None			
01090012 - 489604				**$0**		
Land Management Code	2002	$15	None		Washington County - $20	Admin Order
01090012 - 489603				**$15**		
Comprehensive Plan	2007	$15	None		Washington County - $5	Admin Order
01090012 - 489604				**$0**		
Zoning Verification: One SFR	2007	$25	None		Washington County - $20	Admin Order
Other		$100				Admin Order
01090012-441141				**$0**		
Zoning Text Amendment	2007	$2,000	None			Admin Order
Subdivision Text Amendment	2007	$2,000	None			Admin Order
01090012 - 4896				**$0**		
Copies of Recorded Meetings	2007		None			Admin Order
Per Meeting Fee		$25				
Per Tape Fee		$10				
Per Minute Fee		$0.25				
Design Guidelines	2007	$6.50	None		Frederick County - $20	Admin Order
01090012 - 4899				**$1,990**		
General Charges	2007		None		Frederick County - $20	Admin Order
01090012 - 426902				**$2,087**		
Forest Conservation Fee:						
Delination	2007	$250	None		Washington Co-$250	Admin Order
Final Plan & Easements Fee Per Acre	2007	$500+$10	None		Washington Co. $300+$1/acre	Admin Order
Forest Conservation Waiver/Variance Request	2007	$25	None			Admin Order
01090012 - 441151				**$1,021**		
Services Available Review Fee	2002		None		N/A	Admin Order
Per Residential Unit		$30				
Per Acre for Non Residential		$150				
CODE ADMINISTRATION						
01140012 - 441502				**$280**		
Pre-Sale Inspections Per Unit plus Fee Per Add'l Unit	2011	$100+$40	None		$200	Admin Order
01140012 - 4210	2011			**$173,190**		
Building Permits:		$20	None		Washington County: Comm App $150+	Ordinance
Application Fee + Tech Fee		$20			$15 Tech Fee, then sq.ft. chrg, Resid	
Commercial & New Homes:						
up to $1,000		$8.50			App $65+$15 Tech Fee+sq.ft. chrg	
$1,000 up to $10,000		$5.00			Fred City:Comm $.09 sf/Res $.20 sf	
Home Improvements:						
Fee Per $1,000 above $10,000		$3.50				
01140012 - 421101				**$42,994**		
Plumbing Permits:	2011		None		Wash.Co.$65 Res/$125Comm+$15Fee	Ordinance
Application Fee: Residential/Comm		$50/$100			FredCo:$55Res/$110Comm+$20/100min	
Tech Fee + Fixture Fee		$20+$20+$5			Frederick:$30min,fixt$10,Wat$30,Sew$50	
Comm A/C + Sewer		$25+$20				

NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
CODE ADMINISTRATION (continued)						
01140012 - 4202				**$6,000**		
Plumbers Licenses (Biannual):	2007		None		Wash Co.Master $50/res $100/non-res	Ordinance
Master/Journeyman/Apprentice					Journeyman $20/$40 Apprentice $15/$30	
Inlcudes Tech Fee	2011	$40			Fred Co. Master $212 Journeyman $185	
App Fee or more than 30-day Lapse					$50 late fee	
01140012 - 421102				**$71,052**		
Electrical Permits	2011				Wash Co: $65Res/$125Commercial	Ordinance
Application Fee: Residential/Comm		$50/$100			Fred Co:$55Res/$148Com,$300 dwelling	
Tech Fee + Fixture Fee		$20+$20			Frederick City:Min chg $122 Res & Comm	
01140012 - 421103				**$19,130**		
Mechanical Permits:	2011		None		Wash Co: $65Res/$125Commercial	Ordinance
Application Fee: Residential/Comm		$50/$100			Howard Co. App. Fee $50 all permits	
Tech Fee + Fixture Fee		$20+$20			Gaithersburg min fee $85Res/$100Comm	
01140012 - 4203				**$13,485**		
Contractor's Licenses (Biannual)	2011		None			Ordinance
License Fee for 2 year License		$115				
Including Tech Fee		$40				
01140012 - 4204				**$5,080**		
Electrician's Licenses (Biennial)	2007		None			Ordinance
Master/Restricted Mater - 2 yr License		$115				
Including Tech Fee	2011	$40				
Application Fee or 30-day Lapse		$25				
01140012 - 441593				**$7,190**		
Administrative Fee for Excise Tax	2005	2% of tax	None			Admin Order
01140012 - 450102				**$29,518**		
Municipal Infractions: Fee Per Citation	2008	$100-$1,000				Ordinance
01140012 - 4205				**$471,256**		
Rental Registration Fee	2008		None			Ordinance
Per Unit Fee		$50				
Per Rooming House + Per Unit Fee		$100+$10				
01140012 - 4504				**$30,883**		
CAD Administrative Fees:	2003		None			Admin Order
Snow Removal Fee		$50				
All Others Fee + Tech Fee	2011	$100+$20				
01140012 - 441503				**$50**		
Reinspection fee	2011	$50	None			Admin Order
Vacant Structures:						
Residential Fee Per Building **441512**	2007	$100	None	**$1,600**		Ordinance
Commercial Fee Per Building **441513**	2007	$250-$1,000	None	**$0**		Ordinance
01140012 - 441594				**$0**		
Secure Vacant Structure:	2007		None			Ordinance
Fee Per Building + Tech Fee	2011	$100+$20				
Admin Fee + Materials		$100+materials				
01140012 - 449101				**$5,325**		
Code Admin Late Fee Per Incident	2011	$100	None			Ordinance
MARKET HOUSE						
01402042-481005				**$33,126**		
Market House Stall Rentals:	2007		None		Washington County Farmer's Market -	Admin Order
Annual Rates:					$15.24/ft Stall	
Reg Space: 6ft Quarterly Fee		$51				
Reg Space: 6ft Monthly Fee		$17				
Reg Space: 3ft Quarterly Fee		$36				
Reg Space: 3ft Monthly Fee		$12				
Prem Space: 6ft Quarterly		$63				
Prem Space: 6ft Monthly		$21				
Prem Space: 3ft Quarterly		$48				
Prem Space: 3ft Monthly		$16				
Electric Monthly Fee		$8				
Seasonal Rates:			None			
Reg Space: 6ft Quarterly Fee		$57				
Reg Space: 6ft Monthly Fee		$19				
Reg Space: 3ft Quarterly Fee		$42				
Reg Space: 3ft Monthly Fee		$14				
Prem Space: 6ft Quarterly		$69				
Prem Space: 6ft Monthly		$23				
Prem Space: 3ft Quarterly		$54				
Prem Space: 3ft Monthly		$118				
Electric Monthly Fee		$8				
Weekly Rates:			None			
Reg Space: 6ft Fee		$51				
Reg Space: 3ft Fee		$16				
Prem Space: 6ft Fee		$51				
Prem Space: 3ft Fee		$16				
Electric Fee		$9				
01402042-489905				**$0**		
City Farmer's Market Mugs		None	None			Admin Order

NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
ENGINEERING						
01140012 - 4505				**$355**		
Appeals Fee-Board of Technical Appeals	2002				Annapolis/Rockville/Mont Co $75/case	Admin Order
Fee Per Case		$50	None		Wash Co $250/case	
01090042 - 421202				**$85,995**		
Street Cutting Permits	2010				Washington County $35/cut	Ordinance
Per Cut Minimum Fee		$25 & $150	None			
Plus Tech Fee		$25				
01090042 - 4899				**$7,504**		
Sale of Construction Standards	Varies Per	$200	None		Frederick City $20	Admin Order
Sale of Construction Documents	Contract	$25-$250			Washington Co $25-50	Admin Order
01090042 - 4711				**$0**		
Sale of Maps	2002	Varies	Increase Maps &		Frederick County $3/map	Admin Order
Sale of Prints/Copies			Other Items		Washington Co. $3 or .50-/SF	
01090042 - 421203				**$7,420**		
Curb/Sidewalk/Driveway Permits	1995		None		Cumberland $15,Fred.Co $35+bond	Resolution
Fee Per Driveway		$25				
Fee Per Curb/Sidewalk		$10				
Plus Tech Fee		$5				
01090042 - 421205				**$6,237**		
Site Grading Permit	2004		None		Fred Co $109Minor,$239Major or 1.5%	Admin Order
Flat Fee for Site Cost		$15			Wash Co $25minor,5 acre min-$20 ac	
Plus % of Total Work Cost		1%				
Plus Tech Fee		$25				
01090042 - 421201				**$4,430**		
General Street Construction Permit Fee:	2003		None		Based on % so Rate adjusts	Ordinance
Flat Fee		$25			automatically	
Plus % of Total Work Cost		2%				
Plus Tech Fee		$25				
01090042 - 421204				**$173**		
Storm Water Management Permit	1995		None		Based on % so Rate adjusts automatically	Admin Order
Flat Fee		$25				
Plus % of Total Work Cost		2%				
Plus Tech Fee		$25				
01090042 - 441201				**$14,868**		
Engineering Review Fees	2006		None		Varies	Admin Order
Fee Per Lot		$100+$60				
Fee Per AC-SP		$100+$100				
Sim. Plats		$100				
01090042 - 421206				**$1,260**		
Right of Way Closure Permit	2005		None		None - Washington County	Admin Order
Application Fee		$10				
Tech Fee		$5				
Closure Fee		Fee Varies				
PARKS & RECREATION						
Greens Fees at Hamilton Run:	2006		None	**$83,909**	Black Rock: $16.50/9H; $22/18H	Admin Order
9 Hole/18 Hole		$9/$12			Waynesboro: $9.25/H; $13.25/H	
Weekend or Holiday/Twilight		$13/$7.50				
Senior 9 Hole/Senior 18 Hole		$8/$10				
Youth 9 Hole/Youth 18 Hole		$8/$10				
Coupon Books for (9) Greens Fee:	2007		None			Admin Order
Per SR x 9 Greens Fees		$50				
Per Reg x 9 Greens Fees		$60				
Yearly Passes:			Discontinue		Yearly Passes will discontinue	Admin Order
City Residents:	2009				in 01/2012.	
Individual/Senior Individual		$370/$260				
Additional Fee Per Person						
for Spouse/Depend		$150				
Non-City Residents:	2008					
Individual/Senior Individual		$395/$270				
Additional Fee Per Person						
for Spouse/Depend		$150				
Various Accounts				**$32,129**	Black Rock: $9.50/9H; $18/18H	
Cart Rentals:	2007		None		Waynesboro: $6/9H; $9.50/18H	Admin Order
Fee Per 9H/Fee Per 18H		$10/$16				
Senior: Fee Per 9H/Fee Per 18H		$9.50/$15				
Pull Cart Fee		$2				
Tournaments			Varies			Admin Order
01450012-481011						
Municipal Stadium-Facility Reservations:			$250/Youth;			Admin Order
Field-No Lights: Rate Per Game	2001	$150	$350/Non-Profit;		Frederick $500/day,$660/night game	
Field-With Lights: Add'l Rate Per Game		$100	and $600/Other			
Parking Lot Rental	2009	$50			Frederick $250	
01450012-481013				**$19,400**		
Pavilion Facility Reservations:	2006				Washington County:	Admin Order
4hr Rate/All Day Rate		$50/$70	$25/$50		$50 for resident/$70 for non-resident	
Bandshell Facility Reservations:	1999				Arts Pavilion $70/$90	Admin Order
4hr Rate/All Day Rate			$25/$50		Pen-Mar $125/$135	
	City Sponsored event fee waived					

NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
PARKS & RECREATION (continued)						
01450012-481012				**$105**		
Softball Field Facility Reservation:						
4hr Rate/All Day Rate	2003	$15/$250	$25/$50		Same as County Rates	Admin Order
01450112-481010				**$0**		
Fairground Park Multipurpose Fields	2003		$25/$50			Admin Order
Facility Reservations:						
Non-Tournament, Per 4 hours/All Day		$15				
Tournament, Per Team/Per Season		$5/$250				
Stable Rental - 8hr Rate/All Day Rate	2003	$10	$250/$500			Admin Order
Chair Rental Daily Rate	2003	$10	Discontinue			Admin Order
Table Rental Daily Rate	2003	$10	Discontinue			Admin Order
Special Events	2002	Rate Varies	None	**$4,592**		Admin Order
Tennis/Basketball/Hockey Courts and All Other Areas:						
4hr Rate/All Day Rate			$25/$50			Admin Order
01404022-448701				**$4,058**		
Hager House-Admission/Tour Charge	2006		None		Miller House: $3/adult,$2/senior	Admin Order
Adult/Senior/Child (Ages 6-12)		$3/$2/$1			Free to school age	
** Special Family Rates: $8 for 2 adults&children; Free tours for pre-approved school groups; special rates for other tour groups**						
01404022-481006				**$0**		
Autumn Arts Festival:			None			
Vendor Stall Rental Fee	2007	$50			Boonsboro: $50/each	Admin Order
County Res Vendor Stall Rental Fee		$25				
Food Vendor: Fee Per Vendor		$150				
Various Accounts				**$49,635**		
Potterfield Pool:						
Daily Rates:			None		County Pool: $1/0-4,$2.50/5-17	Admin Order
2 and Under/Pre-school	2005	Free/$1			$3/Adults,$2.50/Seniors	
Youth: Ages 5-12		$2.50			50% rate reduction after 4p.m.	Admin Order
Adult: 13 and Older		$3				
Senior: 62 and Older		$2.50				
Season Pass - City Residents:	2005		None		$75/child,$100/Adult,$150/Family	
Pre-school/Youth		$25/$55			(max 5 +$20/each additional)	
Adult/Senior		$75/$50				
Family/Over 5 member-Fee Per Person		$125/$25				
Season Pass - Non-City Residents:	2008		None			Admin Order
Pre-school/Youth		$30/$65				
Adult/Senior		$90/$60				
Family/Over 5 member-Fee Per Person		$150/$25				
Pool Rentals:	2007		None		7:30-9:30 = 0-25$50,26-50$60	Admin Order
1-25 People Hourly Rate		$70			51-75$70,76-100$80,101-125$90	
26-50 People Hourly Rate		$80			126-150 $100(rates per hour)	
51-75 People Hourly Rate		$90				
76-100 People Hourly Rate		$100				
Over 100 People Hourly Rate		Special Quote				
Baby Pool		$35				
Swim Lessons	2007		TBD by YMCA		Progressive $40R/$45NR	Admin Order
Fitness Swim (3 or 4 days a week, Lap or water workouts)	2008		TBD by YMCA			Admin Order
Family Night - Fee Per Family (Every Monday or 1st Friday of month)	2008	$10				Admin Order
Lounge Chair Rental Daily Rate Per Chair	1997	$1				Admin Order
RECYCLING AND TRASH COLLECTION						
01300012-4416				**$2,148,406**		
Recycling & Refuse Collection Quarterly Fee/Residence	2007	$37.50	$50		Private Contract Hauler $106/Qtr plus $25/Mo for Yard Waste	Admin Order
01300012-4417				**$4,804**		
Bulk Trash Pick-up and Disposal Fee:						Admin Order
Per Load Fee		$25	None			
Appliance with Freon Fee		$25				
Mattress Fee (Per Mattress)		$15				
POLICE DEPARTMENT						
01100012 - 4896				**$7,004**		
Copy Charges	2004				WCSD-$5/1st page,$1/each add'l page	Admin Order
Fee for 4 pages		$5	Change Fees			
Fee Per Page After the First 4 Pages		$1	to			
Fee Per Page			$0.25			
01100012 - 441301				**$3,811**		
Fingerprinting-Civilian	2004	$13	None		WCSD-$5	Admin Order
Electronic Media Duplication	2004	$25 + Cost of Media	None		Advice can be allowed by order of S/A's office	Admin Order
01104012 - 441331				**$82,886**		
Special Assignments- Hrly Fee (Dance, School Event, etc)	2010	$49.91	None		115% of top officer's pay overtime rate	Admin Order

NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
POLICE DEPARTMENT (continued)						
01102052 - 441311				**$82,174**		
Drug Anaylsis-Washington County	1992	50%	None			Admin Order
(Fee is 50% of Actual Cost for Supervisory Forensic Scientist and Forensic Technician)		of actual Costs				
Drug Anaylsis-Other Agencies	2003	$35				Admin Order
01100012 - 4503				**$40,922**		
Vehicle Storage Fee Per Day	2007	$20	None		(Storage, Towed Vehicles, Public Auctions)	Admin Order
FIRE DEPARTMENT						
01120012-441402				**$0**		
False Alarm Fee (Court Ordered Restitution)	Prior to 1984	Court Ordered	None			Admin Order
01120012-421302				**$440**		
Blasting Permits	2006	$40	$50			Ordinance
01120012-4210				**$31,036**		
Building Permits:						Ordinance
% of Total Building Permit Fee	2004	25%				
0112012-441401				**$11,426**	Washington County $100	
Reinspection Fee	2004	$100	$150		Washington County $75/system with	Ordinance
Plan Review & Inspection for Fire	2004	$75 with add'l	$100 with add'l		add'l charges per system fixture or	Ordinance
Protection System Installation		chgs per system	chgs per system		device	
Per System		for fixture of device	for fixture of device			
01120012-4899				**$216**		
Technical Assistance Hourly Fee	2004	$45	None		State Fire Marshall Office $45/hr	Ordinance
Municipal Infractions & Misc. Revenues	2006	Various	None			Ordinance
Fire Report Fee	2004	$5 for 4 pages	None			Admin Order
01120012-441403				**$310**		
Juvenile Interventon Program	2004	$150	None			Admin Order
01120012-441404				**$0**		
Fire Call Service Charge Per Call	2001	$1,000	None			Ordinance
Responding to Motor Vehicle Collisions						Ordinance
Engine: Hourly Rate (Min Billing Amt)			$150			
Utility: Hourly Rate (Min Billing Amt)			$100			
Truck: Hourly Rate (Min Billing Amt)			$150			
PUBLIC WORKS						
01160012-483006				**$52,500**		
Signal-State Highway Administration	2005					
Fee Per Intersection		$1,500	None		$1,500 each	Admin Order
ELECTRIC DEPARTMENT						
50000002-442101	2006			**$14,070,211**	AP Schedule "R" $.1022/KWH	
50000002-442102	2005			**Total Fees**	and net energy metering tariff	
Residential - All KWH		$0.06263	None			Maryland PSC
50000002-442201				**$6,118,902**		
Commercial	2006		None		AP Schedule "G" $.13857/1st 700 KWH	Maryland PSC
1st 700 KWH		$0.08314				
>700		$0.05257				
Demand over 7.5 KW		$4.06817			>700KWH $.06502, >7.5 KW $11.36/KW	
50000002-442301				**$3,202,777**		
Industrial-Low Load	2006		None		Schedule"PH"$0.03547/1st 100,000KWH	Maryland PSC
1st 100,000 KWH		$0.05040			$.03171 > 100,000 KWH	
Over 100,000 KWH		$0.04220			Demand:<500KW$17.23, >500 $16.86	
Demand all KW		$3.4090				
50000002-442302			TBD by Cost of	**$6,887,073**		
Industrial-High Load	2006		Service Study		AP Schedule "PH"	Maryland PSC
1st 100,000 KWH		$0.04052			No comparison due to AP Large Industrial	
Over 100,000 KWH		$0.03606			customers experiencing hourly load pricing	
Demand all KW		$6.26929				
50000002-4424				**$27,100**		
Outdoor Lighting	1996		TBD by Cost of		No comparison, due to Structuring	Maryland PSC
175 Watt Monthly Fee		$5.25	Service Study		difference	
250 Watt Monthly Fee		$6.96				
400 Watt Monthly Fee		$10.03	Service Study			
50000002-442501				**$759,295**		
Street & Highway Lighting Per KWH	2006	$0.06842	None		No comparison	Maryland PSC
50000002-442502				**$28,789**		
Traffic Lights Per KWH	2006	$0.06842	None		No comparison	Maryland PSC
50000002-442303				**$174,220**		
High Voltage-Cascades	1995		None		AP Schedule"PP", No comparison	Maryland PSC
Per KW		$10.5380				
Per KWH		$0.01092				
50000002-481813				**$14,908**		
Pole Rental - Fee Per Pole	1966	$4.50	None		$4.50/pole	Maryland PSC
50000002-481814				**$4,800**		
28 W. Church Street Monthly Fee	2006	$400	None		N/A	Resolution
50000002-481815				**$35,000**		
Central Maintenance Garage Monthly Fee	2009	$3,000	$3,083		N/A	Admin Order

NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
ELECTRIC DEPARTMENT (Continued)						
50000002-489908				**$34,363**		
Reimbursed Line Dept. Overtime	1984	Actual Cost				Maryland PSC
Call out charge-Reconnect		$85	None		AP $80	
Call out Charge-Pole Reconnect		Est. Actual Cost				
50000002-4238				**$76,120**		
Connection Fees	1992	$10	None		AP $0	Maryland PSC
Reconnection Fees		$15			AP $16	
50000001-4721				**$24,101**		
Trenching Charges	1985		None		No comparison	Maryland PSC
Service - Per Ft		$4.56				
Primary Line - Per Ft		$1.20				
WATER DEPARTMENT						
52000002-4249				**$16,997**		
Contracted service-payment for services rendered not w/in the exisiting level	1991		None		Frederick - Labor 38.5%,Material 10%	Admin Order
Labor Fee		$2.64 Multiplier, Material				
Plus (Schedule)		25% Equipment				
52000002-4245				**$19,435**		
Water Plan Review/Inspection Fee	2006	$50	None			Ordinance
Per Application Fee		$50				
Plus Fee Per Ft Main Review		0.50				
Inspection Fee Per Ft		$3				
PS Fee Per Gallon (Minimum of PS Capacity)		$14				
52000002-4235				**$67,762**		
Non-Utility Misc-payment for providing consumption data to WCWSD Annual Fee Per Account	Annual Per Agree	$10.32	None			Admin Order
52000002-481002				**$24,960**		
Rent-City Employee						
Willson (Tenants Pay Fuel)	2008	$580	None		Wheaton Park $207	Admin Order
Smithsburg (Tenants Pay Fuel)	2008	$495	None		Funkhouser Park $427	
Edgemont (Tenants Pay Fuel)	2008	$505			Hager Park $290	
Ritchie Rd (Tenants Pay Fuel)	2008	$500				
5274502-5914				**$136,702**		
Other Revenues-payment from WPC for Billing Services	Annual Per Agree	50%of Meter Maint & Deprec Cost, $3.04/acct	None None		N/A	Admin Order
52000002-4899				**$1,280**		
Misc. Other Revenues	2006		None		N/A	Admin Order
Hunting Permits		$10	None			
Maps (Free with Permit)		$1				
52000002-489901			**None**	**$43,630**		
Scrap Metal-sale of metal pipe,valves, fitting and meters	N/A	Per Market Rates	N/A		N/A	Admin Order
52000002-4236				**$0**		
Front footage charges-service connection fee(where applicable) Per ft minimum	1992	$21	None		None available locally	Ordinance
52000004-4722				**$27,703**		
Benefit charges-charged to new customers for impact of additional demand to major system components	2006		None		Frederick Co.: Single Family $4,617	Ordinance
Fee Per Gallon of Average Daily Usage		$12.50				
Fee Min 200 Gallon		$2,500				
52000002-443201			Eff July 1, 2011	**$1,740,107**	5 Year Agreement previous approved by	
52000002-443101			Rate Increase - 5%	**Total Fees**	Mayor and Council for FY09-FY13	
Metered Sales - City:			City & 6.5% County		FY11: Frederick City-Qrtly + usage fee	Ordinance
Residential:	2009				<1" - $28.88 $2.74/K-1st 6,000	
Consumption: Per K, 1st 18,000		$1.28	$1.33		1"to3"-$40.43/$317.62; $3.97/K next 10,000	
Consumption: Per K, Over 18,000		$2.12	$2.52		>3"-$404.24/$837.35 $4.76/K over 32K	
Fixed: 5/8" - 10"		$4.13 - $569.94	$5.89 - $812.82			
Non-Residential:	2009					
Consumption: Per K, 1st 100,000		$1.28	$1.33			
Consumption: Per K, Over 100,000		$1.13	$1.17			
Fixed: 5/8" - 10"		$4.13 - $569.94	$5.89 - $812.82			
52000002-443202			Eff July 1, 2011	**$5,954,104**	5 Year Agreement previous approved by	
52000002-443203			Rate Increase - 5%	**Total Fees**	Mayor and Council for FY09-FY13	
52000002-443102			City & 6.5% County			
Metered Service - County:	2009				Frederick City - Qrtly + usage fee -Outside	Ordinance
Residential:					Double inside City rate	
Consumption: Per K, 1st 18,000		$2.92	$3.12			
Consumption: Per K, Over 18,000		$5.54	$5.93			
Fixed: 5/8" - 10"		$10.19-$1,406.22	$16.68 - $2,301.84			
Non-Residential:	2009					Ordinance
Consumption: Per K, 1st 100,000		$2.92	$3.12			
Consumption: Per K, Over 100,000		$2.62	$5.93			
Fixed: 5/8" - 10"		$10.19-$1,406.22	$16.68 - $2,301.84			

NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
WATER DEPARTMENT (Continued)						
52000002-4233				**$0**		
County Debt Service Surcharge	2010		None			City/County
Martins/Conococheague		$18				Agreement
Resh & Spade		$14				
52000002-4237				**$141,052**		
Fire Protection:	2009				Chambersburg - City & County	Ordinance
City - 4" - 12"		$166 - $1,492	None		4" $81.60, 6" $204,36, 8" $326.76	
County - 4" - 12"		$222 - $1,990	None		10" $489.84, 12" $680.40	
52000002-4232				**$333,585**		
New Services:	2003		None		Wash Co. Residential - $1950+$325	Resolution
3/4"		$715			meter fee	
1"		$925				
1" Double		$1,160				
Application Fee		$50				
52000002-4899				**$132,041**		
Transfer Fee	2007	$30	None			M&C
Meter Testing Fee		$30	None		New fee for customer initiated meter tests	
52000002-4238				**$85,600**		
Reconnection Fee:			None		Frederick City: $25 on/$25 off	Ordinance
8:00am-3:00pm	2006	$35				
After 3:00pm	2001	$85				
54000002-4243				**$2,400**		
Connection Charge:	2003		None		Wash Co.$1,950 +$325 meter fee	Ordinance
City		$1,200			Frederick 6" $2,530/8" $2,970	
County		$1,800				
54000002-4245				**$2,340**		
Sewer Plan Review/Inspection Fee:	2006		None			Ordinance
Application Fee + Review Fee Per Ft.		$50 + $0.50				
Inspection Fee Per Ft.		$3				
PS Fee Per Gal. (Minimum of PS Capacity)		$14				
WASTEWATER DEPARTMENT						
54000004-4722				**$711,557**		
55000004-4722				**Total Fees**	Washington Co. Residential $6,300 includes	
Benefit Charges-Fee Per Gallon:	2006		None		connection charge	Ordinance
In City w/$4,400 Minimum		$22			Frederick Co - single family - $6,444	
In County w/$5,000 Minimum		$25				
54000002-444201			Established by Cost of Service Study	**$4,209,512**	5 Year Agreement previous approved by Mayor and Council for FY09-FY13	
Sewer Service Charges-City	2010				Frederick City:In-City: 3/4 28.88; Fixed+	Ordinance
Consumption: Per 1,000 Gallons		$3.95	$3.96		2.74/K up to 6000 gal 3.97/K next 10000 gal (Outside City: Double City Rates)	
54000002-444101			Established by Cost of Service Study	**$544,391**	5 Year Agreement previous approved by Mayor and Council for FY09-FY13	
Sewer Service Fixed Charges-City	2010					Ordinance
Fixed: 5/8" - 10"		$12.56 - $1,733	$16.25 - $2,242.50			
54000002-444202			Eff July 1, 2011 Rate Increase - 5%	**$1,996,373**	5 Year Agreement previous approved by Mayor and Council for FY09-FY13	
Sewer Service Charges- County	2010		City & 6.5% County		Carlisle: 5/8" Meter $10.92/mo; 1" $16.38	Ordinance
Consumption: Per 1,000 Gallons		$6.99	$6.88		or $5.46/100CU FT all customers	
54000002-444102				**$267,076**	5 Year Agreement previous approved by Mayor and Council for FY09-FY13	
Sewer Service Fixed Charges-County	2010				Carlisle: 5/8" Meter $10.92/mo; 1" $16.38	Ordinance
Fixed: 5/8" - 10"		$21.75-$3,001.50	$28.02 - $3,866.76		or $5.46/100CU FT all customers	
54000002-444203				**$1,453,779**	5 Year Agreement previous approved by Mayor and Council for FY09-FY13	
Sewer Service Charges-Joint County	2010					Ordinance
Consumption: Per 1,000 Gallons		$6.13	$5.99		Wash.: $94/6,000G min,$5.35/1,000g over	
54000002-444103				**$238,102**	5 Year Agreement previous approved by Mayor and Council for FY09-FY13	
Sewer Service Fixed Chgs-Joint County	2010					
Fixed: 5/8" - 10"		$18.95-$2,615.10	$24.38 - $3,364.44			Ordinance
54000002-4443				**$105,986**		
Low Pressure Systems	2010					Ordinance
Per Dwelling Quarterly Fee		$97.80	None			
If 2 Dwelling Pump Quarterly Fee		$53.73	None			
54000002-4246				**$2,302**		
Monitoring Report/Lab Testing Fees:						
Meter Set-Up Charge Per Test	1990	$85	None		Frederick - part of permit fee	Admin Order
Biochemical Oxygen Demand		$25	None		Wash. Co: $25,$35,$12	
Chemical Oxygen Demand		$25	None			
Fats,Oils & Grease		$30	None			
Suspended Solids		$10	None		Carlisle: Calculated assessment	
PH		$2	None			
Metals		$13	None			
54000002-4244				**$104,108**		
Industrial Surcharge Per 1,000 lbs:	2008					
Chemical Oxygen Demand Fee		$0.33	None		Frederick: Increment calculated every 6mo	Ordinance
Suspended Solids Fee		$0.82	None		Wash Co: 1.9% Residential	
Grease & Oil Fee		$0.47	None			
Biochemical Oxygen Demand		$0.82	None		Carlisle: Calculated assessment	

NAME OF FEE/PURPOSE	EFF DATE	FY11 RATE	FY12 PROPOSED	FY10 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
PARKING FACILITIES						
56740112-4451				**$166,140**		
Parking Deck Permits - Monthly Fee:					Annapolis: $125/165 month	
Regular Customers	2009	$60	None		Cumberland: $55.90 month	Resolution
Personally Assigned Space		$120	None		Wincester: $19/50 month	Resolution
Late Fee Parking Deck Permit		$15	None		Frederick: $70 month	Admin Order
56740112-4452				**$36,588**		
Parking Deck Fees	2010				Annapolis: $1hr,$8 max/$1.50hr, $12max	Resolution
Minimum Fee		$1	None		Cumberland:$1hr,$8max	
Half Hour Fee		$0.50	None			
Maximum Daily Rate		$6	$10			
Monthly			$62			
Exiting Fee Between 4pm-6pm weeknights & wknds	3/23/2010	$1	None			
56740112-4453				**$3,530**		
Special Event Parking (i.e. Blues Fest)		$5			Frederick: $1/hour,$7 max	
56740112-4454				**$4,394**	Wincester: $.50/hour, $4max	
Parking and Shop Hourly Fee	2010	$0.80	None			Resolution
56740112-4455				**$2,396**		
Parking Meter Fees	1992		None		Annapolis: $1/hour	Resolution
Twelve (12) Minutes		$0.05				
Twenty Four (24) Minutes		$0.10				
Sixty (60) Minutes	1986	$0.25	$4,452		Cumberland: $.50/hour	
Thirty Minute Parking Meters	2003		None			Resolution
Six (6) Minutes		$0.10				
Twelve (12) Minutes		$0.20				
Thirty (30) Minutes		$0.50				
Monthly Permit Fees Parking Lots:						
Central Lot West	2009	$51	$46		Harrisburg: $100/$150 month	Resolution
Church Street Lot		$44	$46		$155/reserved	
Market Lot		$47	$46		Cumberland: $35 month	
Rochester Lot		$47	$46		Winchester: $25 month	
Central Lot East d		$44	$46			
56740132-445899				**$58,338**		
Department Charges Monthly Fee	2009	$45	$46			Admin Order
Parking/Expired Meter	2003	$10/$25/$35	None		Annapolis: $15/expired,$20/handicap	Ordinance
Fire Hydrant		$100/$110/$120	None		Cumberland: $25/expired,$25/handicap	
Non-Meter/All Other		$15/$25/$35	None		Frederick: $10/expired,$100/handicap	
Handicap Zone		$100/$110/$120	None		Rockville: $10/expired,$100/handicap	
Parking Boot Fee		$100	None			Resolution
TELECOMMUTING CENTER						
13500012-4492				**$0**		
COOP Facilities Reservation Annual Fee	2008	$21,000	3% per year			N/A

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Parks

City of Hagerstown

FINANCIAL PROJECTIONS
SECTION 10

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ALL FUNDS PROJECTIONS
FISCAL YEAR 2012/2016
INTRODUCTION

This document provides revenue, expenditure and capital outlay projections for the General Fund and City Utilities, as well as the City's Parking, Golf Course, Property Management, Health Insurance and Dental Insurance Funds. These projections have been prepared to assist the Mayor and Council, City staff and citizens in:

- Strategically planning for the future by using the 201/12 Proposed Budget as a baseline.
- Maintaining a broader view of the impact of the current budget process, fiscal policies, service levels, and Capital Improvement Plans.
- Enabling us to forecast the possible results of our current business plans and decisions. To become more proactive in financial management and planning efforts.
- Reviewing and analyzing the impact of expected fiscal and economic trends on the City's financial condition.
- Reviewing the sufficiency of projected revenues in meeting projected expenditures.
- Analyzing the financial impact and affordability of the capital improvement programs.
- Reviewing the timing and amounts of needed debt financing and its fiscal impact.
- Determining the timing and magnitude of required revenue rate adjustments.

The projections are based on information available to staff as of March 31, 2011. Although every effort has been made to be realistic in developing these projections, it is important to note that revenues and expenditures rarely proceed in a totally predictable manner. These projections can, however, provide an important tool for the City's long-term financial planning.

- Percentages of projected changes are indicated in the seventh column. Items without a percentage have been individually projected by year. An "S" indicates that there is a supporting schedule with more detail.
- The interest income rate is projected to be 0.5% for 201/12 and to increase slightly in future years.
- Fiscal Year 2011/12 Personal Services does not reflect any step increases or cost of living adjustments. It also includes personal savings from unfilled and eliminated positions and 10 furlough/work stop days in order to operate within the City's available revenues. Due to the tight economic conditions and lack of growth in the City's revenues the projections assume continued flatness in the wages and continued furlough days and vacancy management for the next several fiscal years.
- The average projected increase in employee benefits is 3.0% to 3.5% primarily due to expected increases over the next several years in the City's Worker's Compensation, Health, Dental and Retirement Program costs.
- Debt service includes current commitments to repay principal and interest on governmental obligations, as well as, projected debt requirements identified in the capital improvement plan. Future debt costs are based on a 4.5% interest rate over a 15 or 20 year term.
- Starting in 2008/09 we have noted the current estimated fiscal impact of a new governmental accounting and reporting rule that will require all local and state governments to recognize the cost of Other Post Employment Benefits (OPEB or retiree health and dental insurance benefits) as they are earned (as we must do for our pension system) rather than on the current "pay-as-you-go" basis. The City is fully funding the annual required contribution (ARC) under OPEB.

- In Fiscal Year 2011/12 and future years the proposed property tax rate of $.788 per $100 of assessed value is proposed to remain the same.
- Due to the impact of the recent triennial reassessment of real property in the City, the 2011/12 Budget reflects a 10.6% decrease in the City's assessed base for property taxes. This decrease is unprecedented as shown on the City history of changes in assessable base since 1979/80. The next two fiscal years will likely see further declines of 1.5% per year. A modest growth recovery of 2.5% is projected for 2014/2015 and 2015/2016 with some expected recovery in property values from the next three year reassessment cycle.
- Beginning in Fiscal Year 2007/08, the projections reflect the impact of the assessment growth cap reduction from 10% to 5% on owner occupied real estate. on (ARC) under OPEB.
- Generally, revenue growth is projected to be flat or to increase modestly in the range of 1.0-3.0%.
- City share of state income tax has declined by over 16%. It is projected to start growing again at 2.5% annually beginning 2011/2012. This reflects the current economic down turn and the hopefully start of a modest recovery.
- The State Highway User revenues reflect the 90% cut by the state in 2009/2010. The remaining funds will hopefully begin to grow modestly at 2.5% annually and assumes no further reduction by the State. Police and Fire revenues from the state reflect a 35% cut in 2009/2010 and hopefully will not be further reduced.
- The County Tax Rebate has been terminated by the County after the 2009/2010 fiscal year. It was replaced by a County Tax Rate differential beginning in 2010/2011. The County rate in the City is currently $0.125 cents per $100 assessed value less than the outside City rate and is estimated to stay the same for 2011/12 and future years.
- Most operating grants (and related expenditures) are not being separately accounted for in a Grants Fund which satisfies recommendations from the City's auditors.
- The 6.5% projected increases for trash collection costs reflect an expectation of continued increases in the County's landfill tipping charges, the trash collection contract and the number of residential units collected.
- The Wage & Benefits projections assume there will be no increase in City staffing for any projected fiscal years. Additionally, Wage & Benefit projections reflect current labor contracts that extend through June 30, 2011. Thereafter, wages are assumes to reflect no increases and in addition continue to reflect savings from vacancies and eliminated positions. Cost of living adjustments and step increases will not be affordable without future economic and community growth or organizational restructuring.
- The average projected increase in employee benefits is 3.0 to 3.5% primarily due to expected increases over the next several years in the City's Health, Dental, and Retirement Program costs.
- The remaining other expenditure categories are projected to increase based on historic trends.

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
REVENUES											
Property Taxes	$20,049	$21,811	$23,931	$24,363	$24,559	$22,187	S	$21,835	$21,507	$22,045	$22,596
Payments in Lieu of Taxes	2,310	2,486	2,530	2,674	2,688	2,696	S	2,655	2,616	2,681	2,748
Total property taxes	**22,359**	**24,297**	**26,461**	**27,037**	**27,248**	**24,883**		**24,490**	**24,123**	**24,726**	**25,344**
	11.1%	*8.7%*	*8.9%*	*2.2%*	*3.0%*	*-8.7%*		*-1.6%*	*-1.5%*	*2.5%*	*2.5%*
Income tax	2,537	2,262	2,290	2,100	2,100	2,150	2.5%	2,204	2,259	2,315	2,373
Highway User Revenues	2,178	1,900	218	175	77	79		0	0	0	0
County Tax Rebate	1,463	1,532	1,599	0	0	0		0	0	0	0
Police / Fire Protection	800	804	570	552	573	573	0.5%	576	579	582	585
Admission Tax	86	95	75	134	100	134	2.5%	137	140	144	147
Financial Corporations	34	34	34	34	34	34		34	34	34	34
Room Tax - Tourism Promotion	0	116	127	120	140	140	2.5%	144	147	151	155
Enterprise Zone Tax Credits	81	111	133	75	135	135		133	131	134	138
Total State & County Shared Taxes	**7,179**	**6,856**	**5,046**	**3,190**	**3,159**	**3,245**		**3,227**	**3,290**	**3,360**	**3,431**
	4.0%	*-4.5%*	*-26.4%*	*-36.8%*	*-37.4%*	*2.7%*		*-0.6%*	*2.0%*	*2.1%*	*2.1%*
Total Tax Revenues	**29,538**	**31,153**	**31,507**	**30,227**	**30,407**	**28,128**		**27,718**	**27,413**	**28,086**	**28,776**
	9.3%	*5.5%*	*1.1%*	*-4.1%*	*-3.5%*	*-7.5%*		*-1.5%*	*-1.1%*	*2.5%*	*2.5%*
Grants	111	167	238	170	180	174	S	175	175	175	175
Admin Allocation	2,034	2,070	2,174	2,247	2,230	2,107	2.5%	2,160	2,214	2,269	2,326
Refuse Collection Fee	2,163	2,179	2,148	2,061	2,157	2,877	2.5%	2,949	3,023	3,099	3,176
Stormwater Management Fees	0	0	0	0	0	0		750	1,500	1,500	1,750
Other Service Charges	898	708	779	885	846	880	2.0%	898	916	934	953
Residential Rental Licenses	423	311	456	425	405	415		420	425	430	435
Cable TV Franchise	536	358	360	389	372	380	1.2%	385	389	394	399
Other Licenses & Permits	799	779	763	749	767	781		785	790	795	800
Interest	457	264	55	275	50	55		75	100	125	150
Fines & Forfeitures	155	86	105	103	111	168	3.0%	173	178	183	189
Other Revenues	738	904	217	147	216	408	S	187	187	187	187
Total Other Revenues	**8,314**	**7,826**	**7,296**	**7,450**	**7,334**	**8,245**		**8,956**	**9,896**	**10,091**	**10,539**
Total Revenues	**37,853**	**38,979**	**38,803**	**37,677**	**37,741**	**36,373**		**36,673**	**37,310**	**38,177**	**39,314**
% Revenue Growth	*6.5%*	*3.0%*	*-0.5%*	*-3.3%*	*-3.2%*	*-3.6%*		*0.8%*	*1.7%*	*2.3%*	*3.0%*
Budgeted Use of Fund Balance	-	-	-	-	-	-		-	-	-	-
Total Funding Sources	**37,853**	**38,979**	**38,803**	**37,677**	**37,741**	**36,373**		**36,673**	**37,310**	**38,177**	**39,314**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
EXPENDITURES											
Personal Services	$18,147	$19,495	$19,089	$18,426	$17,732	$16,960	S	$16,923	$17,293	$17,573	$18,028
Fringe Benefits -											
Active Employees	$6,127	$6,291	$6,440	$6,293	$5,803	$5,742	S	5,929	6,132	6,304	6,535
Retirees	$1,409	$1,420	$1,367	$1,176	$1,023	$1,024	S	1,027	1,079	1,134	1,192
Total Wages & Benefits	**$25,683**	**$27,206**	**$26,896**	**$25,895**	**$24,558**	**$23,725**		**23,880**	**24,504**	**25,012**	**25,755**
	6.1%	*5.9%*	*-1.1%*	*-4.8%*	*-9.7%*	*-3.4%*		*0.6%*	*2.6%*	*2.1%*	*3.0%*
Contracted Services	1,087	1,175	1,460	1,380	1,411	1,371	S	1,398	1,426	1,455	1,484
Trash Collection	2,061	2,153	2,074	2,126	2,101	2,145	2.5%	2,198	2,253	2,310	2,367
Advertising & Printing	250	312	255	248	249	315	5.0%	331	347	365	383
Rentals	108	148	135	83	81	85		85	86	87	90
Maintenance & Repairs	468	403	559	588	617	632		600	605	610	620
Vehicle Expenses	904	894	842	847	817	847	3.0%	872	898	925	953
Materials, Supplies & Utilities	2,269	2,122	2,080	2,125	2,256	2,184	2.0%	2,227	2,272	2,317	2,364
Professional Development	165	175	120	64	63	61		100	105	110	115
Communication	239	278	204	267	173	166		170	172	174	176
Wage & Overhead Allocation	-1,278	-1,356	-969	-1,234	-939	-792		-797	-818	-835	-860
Other General Expenditures	512	572	482	629	583	646		635	640	645	650
Insurance	246	215	212	229	309	310	5.0%	325	341	358	376
Unallocated Gen'l Expenditures	632	655	674	579	593	554		600	605	610	625
Capital Outlay - Non-CIP	201	164	46	69	83	94		200	200	200	200
Capital Outlay - CIP	1,267	1,179	398	492	642	503		908	878	978	949
Debt Service	2,051	2,012	2,037	2,444	2,542	2,540	S	2,077	1,941	1,995	2,229
Transfers Out	434	522	637	758	1,553	974	S	815	815	815	815
Total Expenditures	**37,298**	**38,831**	**38,141**	**37,590**	**37,692**	**36,359**		**36,624**	**37,272**	**38,132**	**39,291**
% Expenditures Growth	*7.0%*	*4.1%*	*-1.8%*	*-3.2%*	*-2.9%*	*-3.5%*		*0.7%*	*1.8%*	*2.3%*	*3.0%*
Surplus / (Deficit)	**$555**	**$148**	**$661**	**$88**	**$49**	**$14**		**$50**	**$38**	**$45**	**$23**
Real Estate Tax Rates	**$0.798**	**$0.788**	**$0.788**	**$0.788**	**$0.788**	**$0.788**		**$0.788**	**$0.788**	**$0.788**	**$0.788**
Change in Tax Rates	**$0.000**	**-$0.010**	**$0.000**	**-$0.010**	**-$0.010**	**$0.000**		**$0.000**	**$0.000**	**$0.000**	**$0.000**
Each penny on the real estate tax rate generates additional revenue of	**$280**	**$308**	**$336**	**$343**	**$346**	**$316**		**$311**	**$306**	**$314**	**$322**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
PROPERTY TAXES
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG% *	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Real Estate - Full Year Levy	**17,636**	**19,435**	**21,683**	**22,316**	**22,189**	**19,768**		**19,471**	**19,179**	**19,659**	**20,150**
% Increase	***10.9%***	***10.2%***	***11.6%***	***14.8%***	***14.2%***	***-10.9%***		***-1.5%***	***-1.5%***	***2.5%***	***2.5%***
Real Estate - Partial Yr Levy	119	77	-	54	24	25		25	24	25	25
Personal Property - UnInc	46	50	49	49	43	43		42	41	42	43
Personal Property - Corp	2,407	2,665	2,719	2,450	2,700	2,700		2,660	2,620	2,685	2,752
Releases & Abatements	(101)	(105)	(10)	(95)	-	-		-	-	-	-
Tax Refunds	(68)	(56)	(46)	(53)	(50)	(50)		(49)	(49)	(50)	(51)
Incentive Tax Credit Program	(175)	(236)	(268)	(270)	(270)	(270)		(266)	(262)	(269)	(275)
Residential Rehab Tax Cr Progra	-	(1)	(2)	(4)	(3)	(3)		(3)	(3)	(3)	(3)
Tax Exemption - Real Estate	(122)	(153)	(164)	(106)	(138)	(140)		(138)	(136)	(139)	(143)
Green Building Tax Credit	-	-	-	(15)	-	-		-	-	-	-
PEP Zone Tax Credits	-	-	-	(25)	-	-		-	-	-	-
Credit Card Convenience Fee	-	-	-	-	-	20		20	19	20	20
Total Current Year's Levy	**19,742**	**21,678**	**23,960**	**24,300**	**24,495**	**22,092**		**21,741**	**21,415**	**21,951**	**22,499**
Ord Business Corp Additions	20	24	0	21	-	-		-	-	-	-
Releases & Abatements	(17)	-	-	-	-	-		-	-	-	-
Tax Refunds	(50)	(15)	-	(21)	-	-		-	-	-	-
Reserve for Uncollect Taxes	223	31	(152)	(21)	(100)	(100)		(99)	(97)	(99)	(102)
Total Adj - Prior Yrs Levies	**177**	**40**	**(151)**	**(21)**	**(100)**	**(100)**		**(99)**	**(97)**	**(99)**	**(102)**
Current Years Levy	156	144	182	140	225	225		222	218	224	229
Prior Years Levy	29	4	1	4	-	-		-	-	-	-
Total Interest on Delinq Tax	**185**	**148**	**182**	**144**	**225**	**225**		**222**	**218**	**224**	**229**
Tax Discounts/Allows - C/Yr	(49)	(55)	(59)	(60)	(61)	(30)		(30)	(29)	(30)	(31)
Tax Discounts/Allows - P/Yrs	(6)	-	-	-	-	-		-	-	-	-
Total Tax Discounts/Allows	**(55)**	**(55)**	**(59)**	**(60)**	**(61)**	**(30)**		**(30)**	**(29)**	**(30)**	**(31)**
Total Property Taxes	**20,049**	**21,811**	**23,931**	**24,363**	**24,559**	**22,187**		**21,835**	**21,507**	**22,045**	**22,596**
% Increase	*10.3%*	*8.8%*	*9.7%*	*21.5%*	*22.5%*	*-9.7%*		*-1.6%*	*-1.5%*	*2.5%*	*2.5%*
Hag Housing Authority	52	58	60	64	70	70		69	68	69	71
Light Fund	485	515	502	532	532	532		524	517	529	543
Bethel Gardens	8	8	12	9	12	12		11	11	11	12
Liberty Property	34	49	58	57	62	67		66	65	66	68
W.P.C. Fund	1,181	1,241	1,225	1,298	1,298	1,298		1,279	1,260	1,291	1,323
Water Fund	503	566	623	660	660	660		650	640	656	673
Property Management Fund	47	48	51	54	54	57		57	56	57	59
Total Pymts in Lieu of Taxes	**2,310**	**2,486**	**2,530**	**2,674**	**2,688**	**2,696**		**2,655**	**2,616**	**2,681**	**2,748**
Total Property Taxes	**22,359**	**24,297**	**26,461**	**27,037**	**27,248**	**24,883**		**24,490**	**24,123**	**24,726**	**25,344**
% Increase	*11.1%*	*8.7%*	*8.9%*	*11.3%*	*12.1%*	*-8.7%*		*-1.6%*	*-1.5%*	*2.5%*	*2.5%*

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
ASESSABLE BASE TABLE

	Assessable Base * (in millions)	Assessable Base - % Change from Prior Year	Real Estate Tax Rate *	Real Estate Tax Rate -% Change from Prior Year	Property Tax Revenue (in thousands)	Property Taxes - % Change from Prior Year
Actual 1979/1980	$ 363	11.9%	$0.636	-9.1%	$ 3,028	5.1%
Actual 1980/1981	388	6.7%	0.660	3.8%	3,403	12.4%
Actual 1981/1982	429	10.7%	0.700	6.1%	3,926	15.4%
Actual 1982/1983	478	11.4%	0.668	-4.6%	3,959	0.8%
Actual 1983/1984	516	7.9%	0.656	-1.8%	4,208	6.3%
Actual 1984/1985	547	5.9%	0.656	0.0%	4,438	5.5%
Actual 1985/1986	591	8.0%	0.656	0.0%	4,808	8.3%
Actual 1986/1987	615	4.1%	0.656	0.0%	5,170	7.5%
Actual 1987/1988	669	8.7%	0.656	0.0%	5,567	7.7%
Actual 1988/1989	716	7.0%	0.672	2.4%	5,914	6.2%
Actual 1989/1990	782	9.2%	0.684	1.8%	6,478	9.5%
Actual 1990/1991	862	10.3%	0.684	0.0%	6,982	7.8%
Actual 1991/1992	959	11.2%	0.684	0.0%	7,672	9.9%
Actual 1992/1993	1,028	7.3%	0.684	0.0%	8,194	6.8%
Actual 1993/1994	1,063	3.3%	0.684	0.0%	8,397	2.5%
Actual 1994/1995	1,122	5.6%	0.684	0.0%	8,810	4.9%
Actual 1995/1996	1,195	6.5%	0.680	-0.6%	9,156	3.9%
Actual 1996/1997	1,237	3.6%	0.680	0.0%	9,742	6.4%
Actual 1997/1998	1,264	2.2%	0.684	0.6%	9,821	0.8%
Actual 1998/1999	1,278	1.1%	0.696	1.8%	10,210	4.0%
Actual 1999/2000	1,326	3.8%	0.692	-0.6%	10,388	1.7%
Actual 2000/2001	1,380	4.0%	0.692	0.0%	10,756	5.8%
Actual 2001/2002	1,471	6.6%	0.732	5.8%	11,708	8.4%
Actual 2002/2003	1,491	1.4%	0.768	4.9%	12,873	8.0%
Actual 2003/2004	1,550	3.9%	0.783	2.0%	13,555	5.3%
Actual 2004/2005	1,640	5.8%	0.798	1.9%	14,597	7.7%
Actual 2005/2006	1,843	12.4%	0.798	0.0%	16,123	10.5%
Actual 2006/2007	2,103	14.1%	0.798	0.0%	18,200	12.9%
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%	21,677	9.8%
Actual 2009/2010	2,831	10.9%	0.788	0.0%	23,960	10.5%
Estimated 2010/2011	2,900	2.4%	0.788	0.0%	24,495	2.7%
Proposed 2011/2012	2,592	-10.6%	0.788	0.0%	22,073	-9.9%

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

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
ASESSABLE BASE TABLE

	OBJECT	ACTUAL 2007/08	ACTUAL 2008/09	ACTUAL 2009/10	EST. 2010/11	PROPOSED 2011/12
For Full Year Levy	411101	$17,636	$19,435	$21,683	$22,189	$19,768
Partial Year Levy	411102, 411401	119	77	0	24	25
Tax Refunds on Current Year Levy	411103	-68	-56	-46	-50	-50
Residential Rehab Tax Cr Program	411104	-	-1	-2	-3	-3
Enterprise Zone Tax Credit Program	411105	-175	-236	-268	-270	-270
Tax Exemption - Real Estate	411106	-122	-153	-164	-138	-140
Net Real Estate Taxes		**17,390**	**19,068**	**21,202**	**21,752**	**19,330**
		9.8%	9.6%	11.2%	14.1%	-11.1%
Unincorporated Personal Property	4112	46	50	49	43	43
Corporate Personal Property	4113	2,407	2,665	2,719	2,700	2,700
Releases and Abatements	411301	-101	-105	-10	-	-
Total Personal Property		**2,352**	**2,610**	**2,757**	**2,743**	**2,743**
		-0.4%	10.9%	5.7%	5.1%	0.0%
Current Year's Levy		**$19,742**	**$21,677**	**$23,960**	**$24,495**	**$22,073**
		8.5%	9.8%	10.5%	13.0%	-9.9%
Real EstateTax Rate		**$0.798**	**$0.788**	**$0.788**	**$0.788**	**$0.788**
Business Property Tax Rate		**$1.995**	**$1.970**	**$1.970**	**$1.970**	**$1.970**
Assessable Base						
Real Property		$2,179,148	$2,419,741	$2,690,642	$2,760,447	$2,453,046
		9.8%	11.0%	11.2%	14.1%	-11.1%
[(Net Real Estate Taxes / Tax Rate)/10)]						
Business Personal Property		117,914	132,481	139,968	139,213	139,213
		-0.4%	12.4%	5.7%	5.1%	0.0%
[Total Personal Property / Tax Rate]						
Total Assessable Base		**$2,297,063**	**$2,552,222**	**$2,830,610**	**$2,899,660**	**$2,592,259**
		9.2%	**11.1%**	**10.9%**	**13.6%**	**-10.6%**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
GRANT REVENUES
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG% *	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Planning Dept. Grants											
ARC Planning Grant	2	-	-	-	-	-		-	-	-	-
Heritage Area Planning Grant	4	4	7	-	6	-		-	-	-	-
Other Dept. Grants		-	-	-	-	-		-	-	-	-
Reimbursement FEMA Grants	-	-	103	-	-	-		-	-	-	-
Police Dept. Grants		-	-	-	-	-		-	-	-	-
Domestic Violence Response Cood	8	-	-	-	-	-		-	-	-	-
Byrn-2002-2012 Narcotics Attorney	15	-	-	-	-	-		-	-	-	-
Anti-Gang	-	10	-	-	-	-		-	-	-	-
Child Advocacy Center Grant	36	12	1	-	-	-		-	-	-	-
DEA Reimbursed Overtime		38	71	20	24	24		25	25	25	25
C-SAFE WCCP After School	46	-	-	-	-	-		-	-	-	-
School Resource Officers Grant	-	103	56	150	150	150		150	150	150	150
Total Grant Revenues	**111**	**167**	**238**	**170**	**180**	**174**		**175**	**175**	**175**	**175**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
OTHER REVENUES
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Sale of Land & Other Propty											
Existing Industrial Park*	58	-	-	-	-	-		-	-	-	-
Tusing Warehouse	-	-	-	-	-	-		-	-	-	-
Fire & Police Dept Equipment	-	-	-	-	-	-		-	-	-	-
Other - Public Works	2	5	2	-	4	1		1	1	1	1
Total Land Sale/Other	**61**	**5**	**2**	**-**	**4**	**1**		**1**	**1**	**1**	**1**
Citizen Contributions	128	204	120	120	129	123		125	125	125	125
Miscellaneous Revenues	33	30	74	17	72	73		50	50	50	50
Other Revenues	**161**	**235**	**194**	**136**	**202**	**196**		**175**	**175**	**175**	**175**
Transfers from Economic Redevelo	-	58	16	-	-	-		-	-	-	-
Transfers from CDBG Fund	10	-	-	5	5	5		5	5	5	5
Transfers from Flex Spending	6	6	6	6	6	6		6	6	6	6
Transfers from Workers Comp	-	-	-	-	-	200		-	-	-	-
Transfers from Health Ins Fund	500	600	-	-	-	-		-	-	-	-
Transfers from Water Fund	-	-	-	-	-	-		-	-	-	-
Total Transfers In	**516**	**664**	**22**	**11**	**11**	**211**		**11**	**11**	**11**	**11**
Total Other Revenues	**738**	**904**	**217**	**147**	**216**	**408**		**187**	**187**	**187**	**187**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
PERSONAL SERVICES
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ. *0.000%*	2013/14 PROJ. *0.000%*	2014/15 PROJ. *0.000%*	2015/16 PROJ. *0.000%*
BASE WAGES											
Regular Wages-Salaried	10,821	11,748	10,055	10,441	8,400	9,727		9,727	9,727	9,727	9,727
Regular Wages-Hourly	2,438	2,713	4,252	6,831	5,375	6,516		6,516	6,516	6,516	6,516
Firefighter Wages previously charged to Grant Fund and paid by SAFER Grant	-	-	-	-	-	-		-	370	370	370
Sick Leave Pay	426	456	407	-	278	-		-	-	-	-
Holiday Pay	893	925	879	-	530	-		-	-	-	-
Vacation Pay	1,202	1,288	1,222	-	744	-		-	-	-	-
Compensatory Time Used	207	185	150	-	54	-		-	-	-	-
Workers Compensation Pay	56	56	63	-	20	-		-	-	-	-
Personal Leave	-	-	52	-	131	-					
Furlough Day Savings	-	-	-	(719)	(590)	-		-	-	-	-
Unfunded Positions Savings	-	-	-	-	-	(1,022)		(975)	(975)	(700)	(250)
Additional Vacancy Savings	-	-	-	-	-	(150)		(150)	(150)	(150)	(150)
Total Base Wages	**16,043**	**17,371**	**17,081**	**16,552**	**14,940**	**15,071**		**15,118**	**15,488**	**15,763**	**16,213**
% Increase	*7.6%*	*8.3%*	*-1.7%*	*-4.7%*	*-14.0%*	*0.9%*		*0.3%*	*2.4%*	*1.8%*	*2.9%*
ADDITIONAL WAGES											
Temporary & Seasonal	586	570	510	614	501	576		580	580	585	590
Overtime Pay	1,105	1,089	796	834	710	864		875	900	925	950
Comp Time Earned	(32)	0	1	-	(1)	0		-	-	-	-
Holiday/Vacation Buy Back	95	140	174	-	15	-		-	-	-	-
Sick Leave Buy Back	84	95	90	-	-	-		-	-	-	-
Retirement Payouts	265	231	438	425	1,247	408		350	325	300	275
Severance Incentive Pay	-	-	-	-	320	40		-	-	-	-
Total Additional Wages	**2,104**	**2,124**	**2,008**	**1,874**	**2,792**	**1,888**		**1,805**	**1,805**	**1,810**	**1,815**
% Increase	*-13.6%*	*1.0%*	*-5.5%*	*-11.8%*	*31.4%*	*-32.4%*		*-4.4%*	*0.0%*	*0.3%*	*0.3%*
Total Personal Services	**18,147**	**19,495**	**19,089**	**18,426**	**17,732**	**16,960**		**16,923**	**17,293**	**17,573**	**18,028**
% Increase	*4.6%*	*7.4%*	*-2.1%*	*-5.5%*	*-9.0%*	*-4.4%*		*-0.2%*	*2.2%*	*1.6%*	*2.6%*

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
FRINGE BENEFITS
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Active Employees											
Retirement - Police/Fire	978	998	1,118	1,124	1,012	996		999	1,023	1,042	1,071
Retirement Deficit Payment	113	119	125	131	131	138		145	152	151	168
Retirement - State Fund	551	541	614	846	811	704		706	723	736	757
Retirement - City Plan	7	7	6	6	-	-		-	-	-	-
F.I.C.A. Taxes (7.65%)	1,368	1,435	1,410	1,302	1,167	1,120		1,295	1,323	1,344	1,379
Unemployment Taxes	53	55	107	47	87	103		85	85	80	75
Employee Assistance Prog	12	13	13	13	13	13		13	13	14	14
Long-Term Disability	7	7	7	8	7	8		8	8	8	8
Life Insurance	25	25	27	28	41	23		23	28	29	30
Workmans Compensation	555	525	527	477	423	602	3.0%	620	639	658	677
Health Insurance	2,284	2,405	2,354	2,182	1,996	1,921		1,921	2,017	2,118	2,224
Dental Insurance	75	77	74	70	66	65	7.5%	70	75	81	87
Emply Discounted Parking	88	71	47	59	46	45		45	45	45	45
City Employee Picnic	7	8	6	-	-	-		-	-	-	-
Employee Longevity	4	6	5	-	2	5		5	5	5	5
Total	**6,127**	**6,291**	**6,440**	**6,293**	**5,803**	**5,742**		**5,929**	**6,132**	**6,304**	**6,535**
% Increase	*9.5%*	*2.7%*	*2.4%*	*-2.3%*	*-9.9%*	*-1.1%*		*3.3%*	*3.4%*	*2.8%*	*3.7%*
Retirees											
Health Insurance	1,373	1,384	1,332	1,138	987	987		987	1,036	1,088	1,143
% Increase								*0.00%*	*5.00%*	*5.00%*	*5.00%*
Dental Insurance	36	36	35	37	37	37	7.5%	40	43	46	49
Total	**1,409**	**1,420**	**1,367**	**1,176**	**1,023**	**1,024**		**1,027**	**1,079**	**1,134**	**1,192**
% Increase	*12.4%*	*0.8%*	*-3.7%*	*-14.0%*	*-25.1%*	*0.1%*		*0.3%*	*5.1%*	*5.1%*	*5.1%*
Total Fringe Benefits	**7,537**	**7,711**	**7,808**	**7,469**	**6,826**	**6,766**		**6,956**	**7,211**	**7,439**	**7,727**
% Increase	*10.0%*	*2.3%*	*1.2%*	*-4.3%*	*-12.6%*	*-0.9%*		*2.8%*	*3.7%*	*3.2%*	*3.9%*

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
CONTRACTED SERVICES
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Medical Services	29	49	18	26	34	25	2.0%	25	26	26	27
Grounds Services	91	115	91	97	120	118	2.0%	120	122	125	127
Miss Utility	3	3	2	2	2	2	2.0%	2	2	2	2
Contracted Staffing	131	122	99	88	83	75	2.0%	77	78	80	81
Other Contracted Services	207	353	720	737	685	707	2.0%	721	735	750	765
HNDP & Home Store	-	-	100	50	51	50	2.0%	51	52	53	54
Legal Fees	218	182	208	225	205	221	2.0%	226	230	235	240
Auditing	36	38	38	39	39	39	2.0%	40	41	42	42
Consulting	15	40	50	-	-	10	2.0%	10	10	11	11
Engineering	53	58	68	35	50	40	2.0%	41	42	42	43
Building Services	19	22	24	20	21	23	2.0%	24	24	25	25
Safety Program	4	3	4	4	4	4	2.0%	4	4	5	5
Other Professional Services	280	191	39	57	117	57	2.0%	58	59	60	61
Total Contracted Services	**1,087**	**1,175**	**1,460**	**1,380**	**1,411**	**1,371**		**1,398**	**1,426**	**1,455**	**1,484**
% Increase	*20.1%*	*8.1%*	*24.3%*	*17.5%*	*20.1%*	*-2.9%*		*2.0%*	*2.0%*	*2.0%*	*2.0%*

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
DEBT SERVICE
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
1996 Pub Imprv Bonds											
Interest	25	20	15	10	10	4		0	0	0	0
Principal ($1,325,451)	100	105	110	117	117	120		0	0	0	0
1997 Pub Imprv Bonds											
Interest	44	37	29	20	20	11		2	0	0	0
Principal ($2,140,960)	162	151	195	186	186	194		100	0	0	0
1998/99 Pub Imprv Bonds											
Interest	36	31	26	20	20	14		8	2	0	0
Principal ($1,675,000)	120	120	130	130	130	140		145	75	0	0
2003/04 Pub Imprv Bonds											
Interest	45	43	40	38	38	35		32	29	25	20
Principal ($1,395,000)	75	80	80	85	85	90		90	95	100	100
2004/05 Refunding Bonds											
Interest	42	31	21	13	13	4		0	0	0	0
Principal ($2,289,120)	379	387	276	251	251	254		0	0	0	0
2004/2005 Public Fac Bonds											
Interest	115	107	100	92	92	84		76	68	53	50
Principal ($3,800,000)	214	219	228	238	238	242		252	261	271	276
2005/06 Pub Imprv Bonds											
Interest	268	253	238	223	223	207		190	173	156	137
Principal ($7,490,666)	383	395	410	425	425	444		459	477	492	511
2007 HTC-WCSF Ice Rink Loan											
Interest	11	8	7	5	5	3		1	0	0	0
Principal ($181,942)	32	27	28	30	30	32		33	0	0	0
2008/09 Pub Imprv Bonds											
Interest	0	0	29	94	94	85		77	70	60	49
Principal ($3,407,810)	0	0	0	288	287	297		306	316	325	339
2008/09 Pub Imprv BAB											
Interest	0	0	75	181	279	279		279	279	279	279
Principal ($5,074,007)	0	0	0	0	0	0		0	0	0	0
2012/13 Pub Imprv Bonds											
Interest (4.5%)	***0***	***0***	***0***	***0***	***0***	***0***		***15***	***30***	***29***	***28***
Principal ($ 675,000)	***0***	***0***	***0***	***0***	***0***	***0***		***11***	***22***	***23***	***24***
2013/14 Pub Imprv Bonds											
Interest (4.5%)	***0***	***0***	***0***	***0***	***0***	***0***		***0***	***27***	***52***	***50***
Principal ($ 1,185,000)	***0***	***0***	***0***	***0***	***0***	***0***		***0***	***19***	***38***	***40***
2014/15 Pub Imprv Bonds											
Interest (4.5%)	***0***	***0***	***0***	***0***	***0***	***0***		***0***	***0***	***54***	***106***
Principal ($ 2,420,000)	***0***	***0***	***0***	***0***	***0***	***0***		***0***	***0***	***38***	***78***
2015/16 Pub Imprv Bonds											
Interest (4.5%)	***0***	***0***	***0***	***0***	***0***	***0***		***0***	***0***	***0***	***83***
Principal ($ 3,705,000)	***0***	***0***	***0***	***0***	***0***	***0***		***0***	***0***	***0***	***58***
Total Debt Service											
Interest	**586**	**530**	**579**	**695**	**793**	**727**		**681**	**676**	**708**	**803**
Principal	**1,465**	**1,483**	**1,458**	**1,749**	**1,749**	**1,812**		**1,396**	**1,265**	**1,288**	**1,427**
Total Debt Service	**2,051**	**2,012**	**2,037**	**2,444**	**2,542**	**2,540**		**2,077**	**1,941**	**1,995**	**2,229**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
DEBT AFFORADABILITY

Fiscal Year	Total Taxable Assessed Value	Population	Governmental Outstanding Debt	Percentage of Total Taxable Assessed Value	Per Capita	General Fund Debt Service as % of General Fund Operating Revenue
1997	1,237,000	35	7,585	0.61%	214	4.30%
1998	1,263,861	35	9,168	0.73%	259	4.40%
1999	1,278,140	35	10,121	0.79%	286	5.40%
2000	1,326,140	37	9,420	0.71%	257	4.90%
2001	1,379,531	37	8,674	0.63%	237	4.70%
2002	1,471,069	37	7,918	0.54%	215	4.60%
2003	1,491,155	37	7,204	0.48%	194	4.30%
2004	1,549,853	38	7,742	0.50%	206	3.60%
2005	1,639,741	38	11,643	0.71%	310	3.70%
2006	1,843,026	38	9,837	0.53%	257	4.77%
2007	2,103,113	39	16,120	0.77%	413	4.73%
2008	2,297,063	40	14,835	0.65%	371	5.42%
2009	2,520,240	40	13,343	0.53%	333	5.16%
2010	2,774,044	40	20,457	0.74%	511	5.25%
Estimated 2010/11	2,899,660	40	20,456	0.71%	511	6.73%
Proposed 2011/12	2,592,259	40	20,454	0.79%	511	6.98%
Projected 2012/13	2,801,079	40	21,127	0.75%	527	5.66%
Projected 2013/14	2,759,063	40	22,311	0.81%	556	5.20%
Projected 2014/15	2,785,618	40	24,730	0.89%	615	5.23%
Projected 2015/16	2,855,259	40	28,433	1.00%	706	5.67%
City Debt Policy Guidelines				**10.00%**	**1,000**	**10.00%**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2012/2016
TRANFERS & OTHER EXPENSES
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/ 16 PROJ.
Economic Redevelopment Fund	183	141	125	125	250	250		250	250	250	250
Golf Course Fund	211	260	281	255	225	195		195	225	235	225
Special Revenue Grant Fund	40	122	231	378	978	429		430	60	60	60
Parking Facilities Fund	-	-	-	-	100	100		-	-	-	-
Total Operating Transfers	434	522	637	758	1,553	974		875	535	545	535

NOTE: In Fiscal Year 2013/14 the SAFER Grant for Firefighter wages will come to end. Wages will transfer Fund to the General Fund.

- Capital expenditures are taken directly from the City's C.I.P. Non-C.I.P. capital expenditures have been estimated and added to the C.I.P. amounts based on prior years' experience.
- Percentages of projected changes are indicated in the sixth column. Items without a percentage have been individually projected by year.
- Interest earnings are estimated at a rate of 0.5% per year for 2011/12 and are expected to increase slightly in future years.
- Future bond issue interest costs vary by enterprise fund. This is because financing for water and wastewater projects can be financed through Maryland Department of the Environment bonds which offer below market subsidized interest rates.
- Depreciation is based on past and projected capital additions.
- Impact of proposed bond financing for the Water, Wastewater, and Parking Funds are included in the projections.
- For the Water and Wastewater Funds, we have included rate increases when necessary to maintain adequate cash reserves each year and fund needed system improvements.
- The cash and short term investment balances at the beginning and end of each fiscal year are presented for each fund to assist in analyzing the cumulative impact of the annual surplus/(deficit) amounts on working capital.
- In order to provide adequate funds for the Wastewater Fund loan transfers from the Water Fund are anticipated for the next three fiscal years beginning in 2011/12. Repayment of the interfund loan over 10 years is anticipated to begin in 2014/15.

- Operating expenses, excluding depreciation, are estimated to increase 0.5% annually.
- The investment interest rate is assumed to be 0.5%.
- The projections show the effect of the move of the Washington County Hospital from inside City limits to outside City limits for all fiscal year 2011/12 and the expected loss of Byers Good Humor Ice Cream for one half of 2011/12.
- The projections show the dividend affordability formula and its effect on the Electric Fund's cash balance. The Community Betterment Dividend is not projected to return in the near future due to the increased costs and the lower cash reserves of the Electric Fund.

ELECTRIC FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Operating Revenues:										
Service Charges:										
Residential	14,585	14,070	14,601	14,194	12,717	0.0%	12,717	12,717	12,717	12,717
Commercial	6,340	6,119	6,217	6,113	5,537	0.0%	5,537	5,537	5,537	5,537
Industrial	10,453	10,264	9,787	9,439	7,013	0.0%	6,113	6,113	6,113	6,113
Other Rates	1,107	911	821	810	809	0.0%	809	809	809	809
Total Service Charges	32,485	31,364	31,426	30,557	26,074		25,174	25,174	25,174	25,174
Other Operating Revenues	296	326	285	332	344	0.0%	352	362	372	382
Total Operating Revenue	32,782	31,690	31,752	30,889	26,418		25,526	25,536	25,546	25,556
Operating Expenses:										
Purchased Power	26,251	25,893	25,298	24,595	20,460		19,636	19,636	19,636	19,636
Distribution	2,552	2,273	2,455	2,532	2,414	0.5%	2,525	2,535	2,545	2,555
General & Administration	3,519	3,630	3,497	3,187	3,053	0.5%	3,068	3,084	3,099	3,114
Depreciation	1,013	1,003	1,146	1,015	1,032		1,058	1,093	1,135	1,174
Total Operating Expenses	33,334	32,799	32,395	31,329	26,958		26,287	26,348	26,415	26,479
Operating Income (Loss)	(552)	(1,109)	(644)	(439)	(540)		(761)	(812)	(869)	(923)
Non-Operating Revenues (Exp.):										
Interest Earned	248	192	181	173	162		153	144	134	123
Interest Expense - Current Bonds	(14)	(13)	(12)	(13)	(10)		(9)	(8)	(7)	(7)
Gain (loss) on Sale of Capital Assets	24	26	15	20	15		15	15	15	15
Total Non-Operating Revs. (Exps.)	256	205	184	180	167		159	151	142	131
Net Income(Loss)Before Operating Transfers	(296)	(903)	(460)	(260)	(373)		(602)	(661)	(727)	(792)
Transfers (to) Capital Improvements	(125)	(105)	(55)	(55)	(55)		(55)	(55)	(55)	(55)
Capital Contributions & Grants	19	24	150	102	100		15	15	15	15
Inc. (Dec.) in Retained Earnings	(402)	(984)	(365)	(213)	(328)		(642)	(701)	(767)	(832)
Adjust to a Cash Flow Basis:										
Depreciation	1,013	1,003	1,146	1,015	1,032		1,058	1,093	1,135	1,174
Current Principal Payments on Debt	(57)	(47)	(45)	(45)	(46)		(22)	(23)	(23)	(24)
Non-Cash Capital Contributions	(19)	(24)	(120)	(72)	(100)		(15)	(15)	(15)	(15)
Changes in Working Capital	(976)	233	0	0	0		0	0	0	0
Total Adjustments to Ret. Earnings	(39)	1,166	982	899	886		1,022	1,056	1,096	1,135
Funds Available for Capital Outlay	(441)	182	617	686	558		379	355	330	303
Capital Outlay	286	237	434	116	449		659	1,039	1,161	846
Net Surplus (Deficit)	(727)	(56)	183	570	109		(280)	(684)	(831)	(543)
Beginning Cash Balance	3,733	3,006	2,950	2,950	3,520		3,629	3,349	2,665	1,834
Ending Cash Balance	3,006	2,950	3,133	3,520	3,629		3,349	2,665	1,834	1,291
Dividend Affordability Formula:										
Operating & Maintenance Expenses	32,321	31,410	31,249	30,314	25,926		25,229	25,254	25,280	25,305
Reserved Retained Earnings (2 Months)	5,387	5,235	5,208	5,052	4,321		4,205	4,209	4,213	4,218
Cash in Excess of Reserve after Dividend	(2,381)	(2,285)	(2,075)	(1,532)	(692)		(855)	(1,544)	(2,380)	(2,927)

ELECTRIC FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Schedule A - Capital Outlay										
Capital Outlay:										
Vehicles-C0090	166	0	10	10	0		180	183	170	160
Circuit Upgrade-C0110	0	0		0	0		0	150	150	150
Telemetry Equipment-C0111	16	27	10	0	40		40	30	0	0
Central Substation	0	0		0	0		0	200	500	200
Wesel Blvd.-C0220	0	0	5	0	5		50	50	50	50
Hag. Business Park-C0258	0	0		0	0		10	0	0	0
System Reconductoring-C0259	0	0	20	0	21		21	21	21	21
Pedestrian Lights-C0388	0	0	10	10	10		100	100	100	100
SCADA System-C0441	0	41		0	0		0	0	0	0
Geographic Information system-C0451	0	0		0	0		0	0	0	0
City Park Lighting-C0514	0	0		0	10		0	0	0	0
Building & Site Improvements-C0542	12	33	50	35	50		20	20	20	20
A. & E. District Upgrades-C0591	1	37		0	0		0	0	0	0
Test Equipment-C0609	0	0	15	0	15		15	15	15	15
City Park Bridge Light Replace.-C0610	0	0		0	0		0	25	0	0
Fairchild Heights-C0613	0	0		0	0		5	0	0	0
Hamilton Run Greenway Lighting-C0615	0	0		0	0		0	0	0	0
Jonathan Street Underground-C0617	0	55		1	0		0	0	0	0
Work Management System-C0618	0	0		0	0		50	50	100	100
Old Trail Estates-C0673	0	4	3	0	3		3	0	0	0
Potomac Manor-C0674	0	0		0	0		5	5	5	0
Eastern Blvd. Lighting Upgrade-C0677	29	0		0	0		0	0	0	0
Frederick Street Sub. Tx. Repl.-C0705	16	0		0	0		0	0	0	0
Linwood Hollow-C0706	0	0	20	0	20		20	20	20	20
Deerfield Knolls Dev.-C0707	0	0		0	0		10	10	0	0
Substation Breaker Replacement-C0776	0	40	25	0	10		0	0	0	0
GIS Facility Software-C0777	0	0	10	10	10		10	10	10	10
Mitchell Substation Third Bay-C0778	46	0	10	0	10		60	100	0	0
Spare Regulators-C0797	0	0	20	0	10		50	50	0	0
Substation Wildlife Protection-C0802	0	0	25	19	15		10	0	0	0
C W Brooks Building-C0804	0	0	50	28	0		0	0	0	0
Library Project-C0805	0	0	151	3	106		0	0	0	0
Northern Ave McDonalds-C0817	0	0	0	0	36		0	0	0	0
Noland Dr Boys and Girls Club-C0818	0	0	0	0	51		0	0	0	0
Hamilton Hotel-C0819	0	0	0	0	27		0	0	0	0
Total Capital Outlay	286	237	434	116	449		659	1,039	1,161	846

- The investment interest rate is assumed to be 0.5%.
- Rates are to increase 5.0% in the City and 6.0% per year outside the City beginning 7/1/2010 under a five year rate increase plan adopted in September 2009. The projections reflect this increase through Fiscal Year 2013/14. A lower increase is anticipated after that time of 1%.
- Operating expenses, excluding depreciation, are estimated to increase by 1.0% annually in future years.
- Future bonds marked as MDE financing are assumed to 2.0% twenty year bonds with an administrative fee of 5.0% of debt service issued through Maryland Department of the Environment Loan Program. The bonds marked as City bonds have an interest rate of 4.5% over 20 years.
- Operating costs are relatively flat; however, debt service is rising due to new debt issues needed to cover extensive capital outlay required for plant and system improvement needs.
- The model uses benefit charge funds to cover growth related capital projects and debt service from prior year growth related projects. Benefit charges have dropped significantly due to the current economic slowdown.
- With the drop in projected new benefit charges from growth and new development, future years additional funding includes restricting a portion of annual service charge revenues for future system repairs, renewal, and replacement. This is a recommendation from our cost of service study.
- To help support higher operating and debt service costs in the Wastewater Fund resulting from the new enhanced Wastewater treatment processes. Loans from the Water Fund are anticipated to be needed for three years beginning in 2011/12. The model shows repayment of these advances beginning in 2014/15 over a ten year period.

WATER FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	% OF TOTAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/2015 PROJ.	2015/16 PROJ.
Operating Revenues:											
Service Charges:											
Metered City Water		1,754	1,740	1,785	1,812	1,838	5.0%	1,903	1,998	2,018	2,038
Metered County Water		5,595	6,052	6,531	6,669	7,093	6.0%	7,519	7,970	8,049	8,130
Total Service Charges		7,349	7,792	8,316	8,481	8,931		9,421	9,967	10,067	10,168
Other Operating Revenues		617	1,076	896	843	802		800	800	800	800
Total Operating Revenue		7,966	8,868	9,213	9,324	9,733		10,221	10,767	10,867	10,968
Operating Expenses:											
Source of Supply		151	99	78	75	70	1.0%	71	71	72	73
Pumping & Water Treatment		3,094	3,112	3,454	3,471	3,500	1.0%	3,535	3,571	3,606	3,642
Transmission & Distribution		1,404	1,554	1,386	1,463	1,570	1.0%	1,586	1,602	1,618	1,634
Selling, General & Administration		2,893	2,559	2,392	2,368	2,426	1.0%	2,450	2,474	2,499	2,524
Total Operating Expenses		7,541	7,324	7,310	7,378	7,566		7,642	7,718	7,796	7,874
Cash Operating Income (Loss)		425	1,544	1,902	1,946	2,167		2,579	3,049	3,072	3,094
Depreciation		1,617	1,640	1,658	1,717	1,805		1,893	2,012	2,123	2,226
Operating Income (Loss)		(1,192)	(96)	244	229	362		686	1,037	949	868
Non-Operating Revenues (Exp.):											
Interest Earned		110	11	20	9	10		10	10	10	10
Interest Expense		(201)	(309)	(320)	(362)	(341)		(313)	(298)	(284)	(268)
Interest Expense (Future Loans)		0		0	(36)	(112)		(189)	(266)	(342)	(418)
Total Non-Operating Revs. (Exps.)		(91)	(298)	(300)	(389)	(443)		(492)	(554)	(616)	(676)
Net Income (Loss) Before Operating Transfers		(1,283)	(394)	(56)	(160)	(80)		195	483	332	192
Transfers From (To) Other Funds											
Transfers (to) Capital Improvements Fd.		(55)	(55)	(55)	(55)	(55)		(55)	(55)	(55)	(55)
Capital Contributions											
Benefits Charges		590	610	500	600	600		600	600	600	600
Developer/Grant Funded		0	262	0	0	150		763	638	0	100
Non-Cash Capital Contributions		497	547	500	500	500		500	500	500	1,000
Total Capital Contributions		1,087	1,419	1,000	1,100	1,250		1,863	1,738	1,100	1,700
Gain on Fixed Asset Disposals		4	2	0	0	0		0	0	0	0
Inc. (Dec.) in Retained Earnings		(247)	972	889	886	1,115		2,002	2,165	1,377	1,837
Adjust Retained Earnings to a Cash Flow Basis:											
Add Back Depreciation		1,617	1,640	1,658	1,717	1,805		1,893	2,012	2,123	2,226
Changes in Working Capital		644	650	0	0	0		0	0	0	
Prin. Pay. on Current Long-Term Debt.		(691)	(1,066)	(1,122)	(1,122)	(1,495)		(1,215)	(1,128)	(1,137)	(1,138)
Prin. Pay. on New Loans		0	0	0	0	(51)		(109)	(171)	(238)	(309)
Non-Cash Capital Contributions		(497)	(547)	(500)	(500)	(500)		(500)	(500)	(500)	(1,000)
Total Adjustments to Ret. Earnings		1,073	677	37	95	(242)		69	213	248	(220)
Cash Available for Capital Outlay		825	1,649	926	980	873		2,071	2,378	1,625	1,617
Capital Outlay:											
Non-Growth Related		4,449	5,103	6,917	4,874	3,592		6,459	6,579	2,579	2,624
Growth Related		942	1,208	2,946	2,666	540		1,145	1,670	3,885	4,785
Total Capital Outlay		5,391	6,311	9,863	7,539	4,132		7,604	8,249	6,463	7,409
Cash After Capital Outlay		(4,566)	(4,662)	(8,938)	(6,559)	(3,258)		(5,533)	(5,870)	(4,838)	(5,791)
Long Term Loans To Wastewater Fund		0	0	0	0	(1,000)		(1,000)	(750)	0	0
Collection of Long Term Loans fr WW Fund		0	0	0	0	0		0	0	275	275
Restricted - Repair, Renewal, Replace		0	0	0	0	0		0	(500)	(800)	(800)
Additional Funding											
Changes - Restricted Cash (Benefit Funds):											
Add Beginning Balance		5,146	3,755	5,650	3,664	3,275		2,734	3,664	3,275	2,734
Deduct Ending Balance		(3,755)	(3,664)	(5,254)	(3,275)	(2,734)		(3,664)	(3,275)	(2,734)	(2,404)
Change in Restricted Cash		1,391	91	396	389	541		(930)	389	541	330
MDE Bond Financing		2,283	1,611	6,584	5,604	1,375		4,385	4,935	3,917	4,615
City Bond Financing		0	5,325	2,555	1,613	1,741		1,790	1,840	1,892	1,945
Total Additional Funding		3,674	7,027	9,535	7,606	3,656		5,245	7,164	6,349	6,891
Net Surplus (Deficit)		(892)	2,366	598	1,047	(602)		(1,288)	44	986	574
Beginning Cash Balance		1,774	882	3,247	3,247	4,294		3,692	2,405	2,449	3,435
Ending Cash Balance		882	3,247	3,845	4,294	3,692		2,405	2,449	3,435	4,009

WATER FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	% OF TOTAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/2015 PROJ.	2015/16 PROJ.
Schedule A - Capital Outlay											
Capital Outlay											
Water Vehicles-C0117		115	4	176	75	203		244	289	207	301
R.C. Willson Plant Improvements-C0166		158	83	150	150	150		150	150	150	150
Willson Transmission Main-C0167		278	183	1,600	1,600	110		0	500	3,815	4,615
Edgemont Reservoir Improvements-C0168		25	217	150	5	150		215	265	252	150
West End Reservoir-C0274		2,268	6	0	0	0		0	0	0	0
West End Reservoir Phase II-C0275		220	3,354	3,014	2,504	205		0	0	0	0
Zone 3 Standpipe-C0323		0	0	0	0	0		0	0	0	100
Breichner WTP Improvements-C0405		3	37	25	20	25		25	25	25	25
Building /Structure-C0585		34	0	0	0	0		0	0	0	0
Jonathan Street Streetscape-C0638		514	167	0	0	0		0	0	0	0
Administrative/Engineering Equip.-C0648		4	3	10	10	10		10	10	10	10
Pump Station Improvements-C0651		57	52	355	75	225		838	713	75	75
DIstribution Services-C0653		36	1,062	1,001	1,000	1,043		1,075	1,107	1,140	1,174
Distribution System Rehabilitation-C0709		1,053	494	1,162	500	585		603	621	639	658
Distribution System Equipment-C0710		610	0	0	0	0		0	0	0	0
R.C. Willson Plant - Phase IV-C0740		7	0	120	75	500		4,320	4,320	0	0
R.C. Willson Plant - Phase V-C0741		0	648	2,100	1,525	575		0	0	0	0
Water System SCADA Improvements-C0820		0	0	0	0	350		125	250	150	150
Total Capital Outlay		5,382	6,311	9,863	7,539	4,132		7,604	8,249	6,463	7,409
Schedule B - Capital Outlay Detail											
Capital Outlay:											
Non-Growth Related											
Cash Funded											
Water Vehicles-C0117	100%	115	4	176	75	203		244	289	207	301
Edgemont Reservoir Imps-C0168	100%	25	217	150	5	150		150	150	150	150
West End Reservoir-C0274	75%	0	5	0	0	0		0	0	0	0
West End Reservoir Phase II-C0275	75%	79	0	113	0	4		0	0	0	0
Breichner WTP Improvements-C0405	100%	3	37	25	20	25		25	25	25	25
Building /Structure-C0585	100%	34	0	0	0	0		0	0	0	0
Jonathan Street Streetscape-C0638	100%	0	0	0	0	0		0	0	0	0
Administrative/Engineering Equip.-C0648	80%	3	1	0	8	8		8	8	8	8
Pump Station Improvements-C0651	100%	0	0	75	75	75		75	75	75	75
Distribution System Equipment-C0710	100%	0	0	0	0	0		0	0	0	0
Water System SCADA Imps-C0820	80%	0	0	0	0	280		100	200	120	120
Non - C.I.P.											
Structures & Improvements	100%	9	0	10	0	0		0	0	0	0
Distribution Meters	100%	0	0	0	0	0		0	0	0	0
Distribution Services	100%	0	0	0	0	0		0	0	0	0
Total Cash Funding		268	264	549	183	745		602	747	585	679
Grants in Aid of Construction											
Pump Station Improvements-C0651	100%	0	0	0	0	150		763	638	0	0
R.C. Willson Plant - Phase V-C0741	75%	0	196	0	0	0		0	0	0	0
Total Grants		0	196	0	0	150		763	638	0	0
MDE Bond Funded											
Edgemont Reservoir Imps-C0168	100%	0	0	0	0	0		65	115	102	0
West End Reservoir-C0274	75%	1,701	0	0	0	0		0	0	0	0
West End Reservoir Phase II-C0275	75%	0	2,156	2,148	1,878	150		0	0	0	0
R.C. Willson Plant - Phase IV-C0740	75%	5	0	90	56	375		3,240	3,240	0	0
R.C. Willson Plant - Phase V-C0741	75%	0	257	1,575	1,144	431		0	0	0	0
Total MDE Bond Funding		1,706	2,413	3,813	3,078	956		3,305	3,355	102	0
City Bond Funded (Benefit Charge Advance)											
R.C. Willson Plant Improvements-C0166	75%	119	62	113	113	113		113	113	113	113
Edgemont Reservoir Imps-C0168	100%	0	0	0	0	0		0	0	0	0
West End Reservoir-C0274	75%	0	0	0	0	0		0	0	0	0
West End Reservoir Phase II-C0275	75%	86	359	0	0	0		0	0	0	0
Jonathan Street StreetscapeC0638	100%	514	167	0	0	0		0	0	0	0
Administrative/Engineering Equip.-C0648	80%	0	0	0	0	0		0	0	0	0
Pump Station ImprovementsC0651	100%	57	52	280	0	0		0	0	0	0
DIstribution Services-C0653	100%	36	1,062	1,001	1,000	1,043		1,075	1,107	1,140	1,174
Distribution System Equipment-C0710	100%	610	0	0	0	0		0	0	0	0
Distribution System Rehab-C0709	100%	1,053	494	1,162	500	585		603	620	639	658
R.C. Willson Plant - Phase V-C0741	75%	0	32	0	0	0		0	0	0	0
Total City Bond Funding		2,475	2,228	2,556	1,613	1,741		1,791	1,840	1,892	1,945
Total Non-Growth Related Capital Outlay		4,449	5,101	6,918	4,874	3,592		6,461	6,580	2,579	2,624

WATER FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	% OF TOTAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/2015 PROJ.	2015/16 PROJ.
Growth Related											
Cash/Developer/Grant Funded											
Willson Transmission Main-C0167	100%	0	0	0	0	0		0	0	0	0
Zone 3 Standpipe-C0323	100%	0	0	0	0	0		0	0	0	100
R.C. Willson Plant - Phase V-C0741	25%	0	65	0	0	0		0	0	0	0
Total Developer/Grant Funded		0	65	0	0	0		0	0	0	100
Benefit Charges/Restricted Cash Funded											
R.C. Willson Plant Improvements-C0166	25%	40	21	38	38	38		38	38	38	38
Willson Transmission Main-C0167	100%	263	183	100	100	10		0	0	0	0
West End Reservoir-C0274	25%	13	2	0	0	0		0	0	0	0
West End Reservoir Phase II-C0275	25%	55	120	38	0	1		0	0	0	0
Administrative/Engineering Equip-C0648	20%	1	2	0	2	2		2	2	2	2
R.C. Willson Plant - Phase V-C0741	25%	0	11	0	0	0		0	0	0	0
Water System SCADA Imps-C0820	20%	0	0	0	0	70		25	50	30	30
Total Benefit Charge Funding		372	339	176	140	121		65	90	70	70
MDE Bond Funded											
Willson Transmission Main-C0167	100%	15	0	1500	1500	100		0	500	3815	4615
West End Reservoir-C0274	25%	554	0	0	0	0		0	0	0	0
West End Reservoir Phase II-C0275	25%	0	719	716	626	50		0	0	0	0
R.C. Willson Plant - Phase IV-C0740	25%	2	0	30	19	125		1080	1080	0	0
R.C. Willson Plant - Phase V-C0741	25%	0	86	525	381	144		0	0	0	0
Total MDE Bond Funding		571	805	2,771	2,526	419		1,080	1,580	3,815	4,615
Total Growth Related Capital Outlay		943	1,209	2,947	2,666	540		1,145	1,670	3,885	4,785
Total Capital Outlay		5,392	6,310	9,865	7,540	4,132		7,606	8,250	6,464	7,409

- The investment interest rate is assumed to be 0.5%.
- Service Charge Revenue reflects a continuation of the annual increases approved September 2009 of 5.0% for inside and 3.5% for outside City customers. These increases continue through Fiscal Year 2013/2014. In Fiscal Year 2014/2015 a 10% rate increase is proposed followed by a 4% increase in 2015/16 to increase cash flow for the Wastewater Fund.
- Operating expenses, excluding depreciation, are estimated to increase by 0.5%.
- The bonds marked as City bonds have an interest rate of 5.0% over 20 years.
- The model uses benefit charge funds to cover growth related capital projects and debt service from prior year growth related projects. Benefit charges have dropped significantly due to the current economic slowdown.
- With the drop in projected new benefit charges from growth and new development, future years additional funding includes an operating transfer from the Water Fund to help pay Wastewater debt service. The alternative would be higher future user rate increases, if the level of new development does not increase. It is anticipated these transfers would be needed for three years. Repayment over a ten year period is anticipated to begin in 2014/15.

WASTEWATER FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	% OF TOTAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Operating Revenues:											
Service Charges:											
Metered City Sewer		4,743	4,820	5,054	5,017	5,134	5.0%	5,296	5,561	6,117	6,362
Metered County Sewer		2,204	2,263	2,435	2,452	2,612	3.5%	2,703	2,798	3,078	3,201
Metered Joint Sewer		1,614	1,692	1,799	1,796	1,872	3.5%	1,938	2,005	2,206	2,294
Low -Pressure System Charge		104	106	106	106	106	0.0%	106	106	107	108
Total Service Charges		8,664	8,881	9,395	9,371	9,724		10,043	10,470	11,508	11,965
Other Operating Revenues		191	120	119	128	84		90	90	90	90
Total Operating Revenue		8,856	9,002	9,513	9,499	9,808		10,133	10,560	11,598	12,055
Operating Expenses:											
Plant Expenses		4,540	4,318	4,665	4,612	4,747	0.5%	4,771	4,795	4,819	4,843
Laboratory Expenses		288	251	236	275	282	0.5%	284	285	286	288
Collection Systems		908	1,122	1,067	1,047	1,126	0.5%	1,132	1,137	1,143	1,149
Selling, General & Administration		3,180	3,036	3,175	3,038	3,107	0.5%	3,123	3,139	3,154	3,170
Total Operating Expenses		8,917	8,727	9,144	8,973	9,263		9,309	9,356	9,403	9,450
Cash Operating Income (Loss)		(61)	274	369	527	545		824	1,204	2,195	2,605
Depreciation		2,029	2,116	2,452	2,259	2,355		2,387	2,446	2,497	2,520
Operating Income (Loss)		(2,091)	(1,842)	(2,082)	(1,733)	(1,810)		(1,564)	(1,241)	(302)	85
Non-Operating Revenues (Exp.):											
Interest Earned		39	6	0	5	5		2	2	2	2
Interest Expense		(264)	(346)	(366)	(385)	(363)		(331)	(312)	(294)	(276)
Interest Expense (Future Loans)		0		0	0	(92)		(144)	(217)	(276)	(309)
Gain (Loss) on Sale of Capital Assets		3	2	0	2	0		0	0	0	0
Total Non-Operating Revs. (Exps.)		(222)	(338)	(365)	(378)	(449)		(473)	(526)	(568)	(582)
Net Income (Loss) Before Operating Transfers		(2,313)	(2,180)	(2,448)	(2,110)	(2,259)		(2,037)	(1,768)	(870)	(497)
Transfers From (To) Other Funds											
Transfers (to) Capital Improvements Fd.		(227)	(55)	(55)	(55)	(55)		(55)	(55)	(55)	(55)
Capital Contributions											
Benefits Charges		655	712	600	600	600		600	600	600	600
Grants in Aid of Construction		1,552	7,196	2,178	3,723	0		0	1,375	0	
Non-Cash Capital Contributions		217	0	0	0	0		0	0	0	0
Total Capital Contributions		2,423	7,908	2,778	4,323	600		600	1,975	600	600
Inc. (Dec.) in Retained Earnings		(116)	5,673	275	2,157	(1,714)		(1,492)	152	(325)	48
Adjust Retained Earnings to a Cash Flow Basis:											
Add Back Depreciation		2,029	2,116	2,452	2,259	2,355		2,387	2,446	2,497	2,520
Changes in Working Capital		248	(749)	0	0	0		0	0	0	0
Prin. Pay. on Current Long-Term Debt.		(1,056)	(1,106)	(1,235)	(1,630)	(1,663)		(1,531)	(1,402)	(1,419)	(1,439)
Prin. Pay. on New Loans		0	0		0	(50)		(83)	(133)	(200)	(240)
Principal Payment to Water Funds		0	0	0	0	0		0	0	(275)	(275)
Non-Cash Capital Contributions		(217)	0	0	0	0		0	0	0	0
Total Adjustments to Ret. Earnings		1,005	261	1,217	629	642		773	911	603	566
Cash Available for Capital Outlay		889	5,934	1,492	2,786	(1,072)		(718)	1,063	278	613
Capital Outlay:											
Non-Growth Related		4,006	9,703	3,349	4,255	852		1,325	1,891	854	764
Growth Related		1,464	4,421	2,408	3,337	271		421	1,651	241	241
Total Capital Outlay		5,471	14,124	5,757	7,592	1,123		1,746	3,542	1,095	1,005
Cash After Capital Outlay		(4,582)	(8,191)	(4,265)	(4,805)	(2,195)		(2,464)	(2,479)	(817)	(392)
Additional Funding											
Changes - Restricted Cash (Benefit Funds):											
Add Beginning Balance		4,287	640	1,681	782	280		0	0	0	0
Deduct Ending Balance		(640)	(782)	(200)	(280)	0		0	0	0	0
Change in Restricted Cash		3,647	(142)	1,481	502	280		0	0	0	0
MDE Bond Financing		1,098	4,957	2,121	2,154	0		0	0	0	0
City Bond Financing - current year needs		0	3,987	678	761	962		1,465	1,916	979	889
Additional Borrowings - prior years					800			0	0	0	0
Long Term Loans from Water Fund					0	1,000		1,000	750	0	0
Total Additional Funding		4,745	8,803	4,280	4,217	2,242		2,465	2,666	979	889
Net Surplus (Deficit)		163	612	15	(588)	47		0	187	162	497
Beginning Cash Balance		36	199	811	811	223		270	270	457	619
Ending Cash Balance		199	811	827	223	270		270	457	619	1,116

WASTEWATER FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	% OF TOTAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Schedule A - Capital Outlay											
Capital Outlay											
New Laterals-C0000		13	0	15	0	15		15	15	15	15
Sewer Vehicles-C0004		105	0	155	155	115		231	322	250	250
Manhole Raising-C0267		1	15	25	25	25		25	25	25	25
Pump Station Improvements-C0299		8	38	30	59	45		45	345	45	45
Collection System Rehabilitation-C0327		711	383	400	400	400		400	1,600	400	400
East End Pump Station-C0565		0	0	0	0	0		0	675	0	0
WWTP/Enhanced Nutrient Removal-C0571		1,714	7,162	475	1,500	0		0	0	0	0
WWTP - Phase IV - Headworks-C0572		661	2,535	90	160	0		0	0	0	0
WWTP Equipment-C0584		52	26	100	50	100		100	100	100	10
Buildings & Structures-C0585		70	22	25	25	75		25	25	25	25
WWTP - Phase III - Disinfection-C0657		0	109	100	50	100		100	0	0	0
Jonathan Street Streetscape-C0638		881	156	0	0	0		0	0	0	0
WWTP/Phase V/Solids Processing-C0711		110	44	100	75	50		550	250	50	50
Collection System Equipment-C0713		50	12	80	80	80		80	80	80	80
Wastewater GIS - Hydraulic Model-C0742		0	0	25	25	25		10	10	10	10
Supplemental Environ. Project-C0743		6	0	0	0	0		0	0	0	0
Edgewood Intersection (SHA)-C0744		0	7	0	60	0		0	0	0	0
Laboratory Equipment-C0745		5	0	15	15	15		85	15	15	15
WWTP Disinfection Improvments-C0748		767	3,132	838	650	0		0	0	0	0
Grinder Pump Replacement-C0767		87	79	74	74	78		80	80	80	80
Conrad Court Pump Station-C0769		5	233	200	474	0		0	0	0	0
Salem Ave. - Winter-Burhans-C0799		126	171	480	665	0		0	0	0	0
SSES City Wide-C0800		100	0	2,530	3,050	0		0	0	0	0
Total Capital Outlay		5,471	14,124	5,757	7,592	1,123		1,746	3,542	1,095	1,005
Schedule B - Capital Outlay Detail											
Capital Outlay:											
Non-Growth Related											
Cash Funded											
Manhole Raising-C0267	100%	1	15	25	25	25		25	25	25	25
WWTP - Phase II Improvements-C0567	70%	0	0	0	0	0		0	0	0	0
WWTP/Enhanced Nutrient Removal-C0571	70%	0	34	0	0	0		0	0	0	0
Buildings & Structures-C0585	100%	0	22	25	25	25		25	25	25	25
WWTP/Phase V/Solids Processing-C0711	70%	0	31	0	0	0		0	0	0	0
Wastewater GIS - Hydraulic Model-C0742	100%	0	0	25	25	25		10	10	10	10
Supplemental Environ. Project-C0743	100%	0	0	0	0	0		0	0	0	0
Laboratory Equipment-C0745	100%	5	0	15	15	15		0	15	15	15
Salem Ave. - Winter-Burhans-C0799	50%	0	14	0	0	0		0	0	0	0
Total Cash Funding		6	116	90	90	90		60	75	75	75
Grants in Aid of Construction											
WWTP/Enhanced Nutrient Removal-C0571	70%	1,086	4,979	333	1,050	0		0	0	0	0
SSES City Wide-C0800	50%	0	0	852	1,111	0		0	0	0	0
Collection System Rehabilitation-C0327	50%	0	0	0	0	0		0	350	0	0
Total Grant Funding		1,086	4,979	1,184	2,161	0		0	350	0	0
MDE Bond Funded											
WWTP - Phase II Improvements-C0567	70%	0	0	0	0	0		0	0	0	0
WWTP - Phase IV - Headworks-C0572	70%	462	1,682	49	112	0		0	0	0	0
WWTP Disinfection Improvements-C0748	70%	287	2,056	517	385	0		0	0	0	0
Salem Ave. - Winter-Burhans-C0799	50%	63	72	240	333	0		0	0	0	0
SSES City Wide-C0800	50%	50	0	414	414	0		0	0	0	0
Total MDE Bond Funding		862	3,809	1,219	1,244	0		0	0	0	0
City Bond Funded (Benefit Charge Advance)											
Sewer Vehicles-C0004	100%	105	0	155	155	115		231	322	250	250
Pump Station Improvements-C0299	75%	6	28	23	44	34		34	259	34	34
Collection System Rehabilitation-C0327	50%	355	192	200	200	200		200	450	200	200
WWTP/Enhanced Nutrient Removal-C0571	70%	113	0	0	0	0		0	0	0	0
WWTP - Phase IV - Headworks-C0572	70%	0	93	14	0	0		0	0	0	0
WWTP Equipment-C0584	100%	52	26	100	50	100		100	100	100	10
Buildings & Structures-C0585	100%	70	0	0	0	50		0	0	0	0
Jonathan Street Streetscape-C0638	100%	881	156	0	0	0		0	0	0	0
WWTP - Phase III - Disinfection-C0657	70%	0	77	70	35	70		70	0	0	0
WWTP/Phase V/Solids Processing-C0711	70%	77	0	70	53	35		385	175	35	35
Collection System Equipment-C0713	100%	50	12	80	80	80		80	80	80	80
Supplemental Environ. Project-C0743	100%	6	0	0	0	0		0	0	0	0
Laboratory Equipment-C0745	100%	0	0	0	0	0		85	0	0	0
WWTP Disinfection Improvments-C0748	70%	250	136	70	70	0		0	0	0	0
Grinder Pump Replacement-C0767	100%	87	79	74	74	78		80	80	80	80
Total City Bond Funding		2,052	800	856	761	762		1,265	1,466	779	689
Total Non-Growth Related Capital Outlay		4,006	9,705	3,349	4,256	852		1,325	1,891	854	764

WASTEWATER FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	% OF TOTAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Growth Related											
Cash Funded											
New Laterals-C0000	100%	0	0	15	0	0		0	15	0	0
Pump Station Improvements-C0299	25%	0	0	8	0	0		0	0	0	0
		0	0	23	0	0		0	15	0	0
Grants in Aid of Construction											
East End Pump Station-C0565	100%	0	0	0	0	0		0	675	0	0
WWTP/Enhanced Nutrient Removal-C0571	30%	466	2,134	143	450	0		0	0	0	0
Conrad Court Pump Station-C0769	100%	0	0	0	0	0		0	0	0	0
SSES City Wide-C0800	50%	0	0	852	1,111	0		0	0	0	0
Collection System Rehabilitation-C0327	50%	0	0	0	0	0		0	350	0	0
Total Grant Funding		466	2,134	994	1,561	0		0	1,025	0	0
Benefit Charges/Restricted Cash Funded											
New Laterals-C0000	100%	13	0	0	0	15		15	0	15	15
Pump Station Improvements-C0299	25%	2	9	0	15	11		12	86	11	11
Collection System Rehabilitation-C0327	50%	355	192	200	200	0		0	0	0	0
WWTP - Phase II Improvements-C0567	30%	0	0	0	0	0		0	0	0	0
WWTP/Enhanced Nutrient Removal-C0571	30%	49	15	0	0	0		0	0	0	0
WWTP - Phase IV - Headworks-C0572	30%	198	40	0	48	0		0	0	0	0
WWTP - Phase III - Disinfection-C0657	30%	0	33	30	15	30		30	0	0	0
WWTP/Phase V/Solids Processing-C0711	30%	33	13	30	23	15		165	75	15	15
Edgewood Intersection (SHA)-C0744	100%	0	7	0	60	0		0	0	0	0
WWTP Disinfection Improvments-C0748	30%	107	58	30	30	0		0	0	0	0
Conrad Court Pump Station-C0769	100%	5	233	200	474	0		0	0	0	0
Salem Ave. - Winter-Burhans-C0799	50%	0	14	0	0	0		0	0	0	0
SSES City Wide-C0800	50%	0	0	0	0	0		0	0	0	0
Total Benefit Charge Funding		763	614	490	865	71		222	161	41	41
MDE Bond Funded											
WWTP - Phase II Improvements-C0567	30%	0	0	0	0	0		0	0	0	0
WWTP - Phase IV - Headworks-C0572	30%	0	721	27	0	0		0	0	0	0
WWTP Disinfection Improvments-C0748	30%	123	881	221	165	0		0	0	0	0
Salem Ave. - Winter-Burhans-C0799	50%	63	72	240	333	0		0	0	0	0
SSES City Wide-C0800	50%	50	0	414	414	0		0	0	0	0
Total MDE Bond Funding		236	1,673	902	912	0		0	0	0	0
City Bond Funded											
Collection System Rehabilitation-C0327	50%	0	0	0	0	200		200	450	200	200
Conrad Court Pump Station-C0769	100%	0	0	0	0	0		0	0	0	0
		0	0	0	0	200		200	450	200	200
Total Growth Related Capital Outlay		1,464	4,421	2,408	3,338	271		422	1,651	241	241
Total Capital Outlay		5,471	14,126	5,758	7,594	1,123		1,747	3,542	1,095	1,005

- Deck rates to remain at current level of $60/month; deck rate per day maximum is $8.00/day; meter rates to remain the same; Central Lot West, Central Lot East, Market Lot, Rochester Lot and Church St. Lot permits all the same rate of $46/month; Departmental Charges are $45/month in the decks and $34.50/month in the lots which includes the 25% discount for 25+ vehicles; and Student Rates are $15/month.

- A new $1.00 evening and weekend deck rate was put into effect on Jan. 4, 2010. The increase in revenue can be seen in the revenue line Parking Deck Fees. A substantial increase occurs at the A&E Deck but to a lesser extent for the N. Potomac St. Deck due to deck usage on weekends and evenings.

- Award Beauty School is a major customer at the Arts & Entertainment Parking Deck generating $8,000 to $10,000 per month of revenue.

- For the first time since the Parking Fund was created over 25 years ago, the General Fund will need to provide an operating transfer for two years of $100,000 per year. This is due to the loss of meter revenue from the streets around the old hospital and loss of monthly parkers in the N. Potomac Street parking deck. The transfer is not anticipated to be needed beyond FY 12 due to the large reduction in debt service on the N. Potomac Street bonds noted below.

- Operating expenses are estimated to increase by 2.5% annually.

- Investment interest rate is assumed to be 1.0%.

- The future bond interest rates are assumed to be 4.5% over a 20 year term.

- Debt Service on Bonded Debt goes down by over $200,000 in FY13 due to the payoff of the bonds used to finance the N. Potomac Street Parking Deck.

- Capital Outlay - N. Potomac Street FY 2010/11: $25,000 to replace lights on the top of the deck. FY 2011/12: City Center Parking Study: $35,000 budgeted in CIP Fund for downtown parking study in the heart of the city.

PARKING FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Operating Revenues:										
Parking Deck Revenues:										
North Potomac Street Parking Deck:										
Parking Deck Permits	165	166	120	95	75	1.5%	76	77	78	80
Parking Deck Fees	77	43	89	49	49	1.5%	50	50	51	52
General Free Parking	(33)	(19)	(20)	(21)	(21)	1.5%	(21)	(22)	(22)	(22)
Parking Deck Coupons	10	4	6	7	7	1.5%	7	7	7	7
Arts & Entertainment Parking Deck:										
Parking Deck Permits	64	58	105	140	140	1.5%	142	144	146	149
Parking Deck Fees	16	38	38	39	39	1.5%	40	40	41	41
Downtown Promotions	1	2	0	0	0	1.5%	0	0	0	0
PEP Parking Discount	0	(3)	0	(3)	(4)	1.5%	(4)	(4)	(4)	(4)
Total Parking Deck Revenues	299	289	338	305	285		289	293	298	302
Parking Meter & Lot Revenues:										
Street Meters	81	79	89	80	89	1.5%	90	91	93	94
Market House Lot	35	35	35	35	35	1.5%	35	36	36	37
Church Street Lot	43	48	44	45	44	1.5%	44	45	45	46
Rochester Lot	1	2	2	2	2	1.5%	2	2	3	3
Central Lot	81	92	100	84	90	1.5%	91	93	94	96
Antietam St. Lot	22	24	25	27	29	1.5%	29	29	30	30
Hospital Streets	75	72	50	36	0		0	0	0	0
Bryan Centre Lot	1	1	1	0	0	0.0%	0	0	0	0
Departmental Charges	56	58	54	40	36	1.5%	37	37	38	38
Increase in Parking Rates	0	0	0	0	0		0	0	0	0
Total Parking Meter & Lot Revs.	395	410	398	348	324		329	334	339	344
Net Parking Fines	163	173	197	139	140	1.5%	142	144	146	148
Other Revenue	3	0	0	3	3		1	1	1	1
Total Operating Revenue	860	872	933	796	751		761	772	783	795
Operating Expenses:										
North Potomac Street Parking Deck	224	207	153	178	177	2.5%	181	186	191	195
Arts & Entertainment Parking Deck:	60	58	97	85	81	2.5%	83	85	87	89
Other Facilities	115	100	103	104	107	2.5%	110	113	116	119
Parking Enforcement Expenses	59	59	50	29	29	2.5%	29	30	31	32
Depreciation	192	199	187	206	203		203	208	209	210
Total Operating Expenses	649	623	590	602	597		607	622	633	645
Operating Income (Loss)	211	250	342	194	155		154	150	151	151
Non-Operating Revenues (Exp.):										
Investment Earnings	3	2	1	1	1		1	2	3	4
Interest Expense	(116)	(105)	(135)	(106)	(95)		(73)	(65)	(59)	(50)
Interest Expense (New City Bonds)	0	(11)	0	0	0		(8)	(7)	(12)	(12)
Total Non-Operating Revs. (Exps.)	(114)	(114)	(134)	(105)	(94)		(79)	(71)	(69)	(59)
Grants in Aid of Construction	0	96	0	0	0		0	0	0	4,500
Transfers from General Fund	0	0	0	100	100		0	0	0	0
Total Transfers From (To) Fds.	0	0	0	100	100		0	0	0	0
Change in Net Assets	97	231	208	189	161		75	80	82	4,592

PARKING FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Adjust to a Cash Flow Basis:										
Cash Flows from Operations:										
Depreciation	192	199	187	206	203		203	208	209	210
Changes in Working Capital	35	(89)	0	0	0		0	0	0	0
Cash Flows from External Sources:										
Prin. Pay on Current Long-Term Debt.	(370)	(348)	(360)	(360)	(362)		(172)	(143)	(150)	(157)
Prin. Pay. on New City Bonds	0	0	0	0	0		(5)	(5)	(9)	(10)
Change in Restricted Cash	0	0	0	0	0		0	0	0	0
Proceeds from Bond Issuance	0	150	0	0	0		142	0	0	4,500
Total Adjustment to Ret. Earnings	(142)	(88)	(172)	(153)	(159)		169	60	50	4,544
Funds Available for Capital Outlay	(45)	144	36	35	2		243	139	132	9,136
Capital Outlay										
Arts & Entertainment Parking Deck:	49	0	0	0	0		0	0	0	0
N Potomac St Parking Deck Rehab	0	183	25	25	0		142	30	30	30
City Center Parking	0	0	0	0	0		0	0	0	9,000
Vehicle/ Equipment replacement	0	0	0	0	0		25	0	20	0
Total Capital Outlay	49	183	25	25	0		167	30	50	9,030
Net Surplus (Deficit)	(95)	(39)	11	10	2		76	109	82	106
Beginning Cash Balance	239	144	106	106	116		117	194	303	385
Ending Cash Balance	144	106	116	116	117		194	303	385	490

GOLF COURSE FUND PROJECTIONS
FISCAL YEAR 2012/2016
ASSUMPTIONS

- These projections are intended to improve the existing level of services and facilities at Hagerstown Greens, the City's municipal golf course. Management is striving to continually improve the City Golf Course and its user experience and the efficiency and effectiveness of its operations.
- Due to the present economy, revenues and expenses are not projected to increase over the next few years.
- CIP includes construction of a proposed storage building to provide cover for electric-run golf cars. (The current lease of gas-powered golf cars will expire in March 2012 and is assumed will be renewed under similar terms.)
- CIP includes proposed renovations to the clubhouse. (The residence is now vacant and a new use of the clubhouse needs to be explored.)

GOLF COURSE FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
OPERATING REVENUES:										
Green Fees	119	70	110	96	95		95	95	95	95
Cart Rentals	50	32	46	51	61		61	61	61	61
Tournaments & Specials	7	14	6	15	35		35	35	35	35
Other Revenues	-1	11	14	14	19		19	19	19	19
Total Operating Revenues	**175**	**127**	**176**	**175**	**210**		**210**	**210**	**210**	**210**
% Change										
OPERATING EXPENSES:										
Personal Services	202	173	173	159	160		160	160	160	160
Net Wage & O/H Allocation	50	52	80	14	45		45	45	45	45
Fringe Benefits	68	71	62	72	69		73	73	73	73
Matls, Supplies & Utilities	50	40	49	64	49		49	49	49	49
Maintenance & Repairs	5	3	4	4	4		4	4	4	4
Vehicle Operating Expenses	25	26	23	23	23		23	23	23	23
Advertising & Printing	2	0	3	3	3		3	3	3	3
Machy & Equipment Rentals	20	21	21	22	21		21	21	21	21
Contracted Services	10	1	3	3	3		3	3	3	3
Other General Expenses	4	3	2	3	3		3	3	3	3
Insurance	7	7	8	6	6		7	7	7	7
Communication Expenses	0	0	0	0	0		0	0	0	0
Depreciation	33	23	33	21	21		21	21	21	21
Total Operating Expenses	476	420	462	395	408		412	412	412	412
Operating Income (Loss)	(301)	(293)	(286)	(219)	(198)		(202)	(202)	(202)	(202)
Other Income/(Expense):										
Interest Earned	0	7	0	0	0		0	0	0	0
Total Other Income/(Expense)	0	7	0	0	0		0	0	0	0
Operating Transfers In	260	281	255	225	195		195	225	235	225
Net Income (Loss)	(41)	(5)	(31)	6	(3)		7	23	33	23
Add Back Depreciation	33	23	33	21	21		21	21	21	21
Prior Year Bond Proceeds	0	0	0	0	40					
Contributions & Grants in Aid	65	0	0	0	0		14	0	0	0
Capital Outlay	(7)	0	0	0	(50)		(40)	(40)	(50)	(43)
Changes in Working Capital	(50)	(17)	0	0	0		0	0	0	0
Net Sources/(Uses) of Cash	0	(0)	2	27	8		1	4	4	1
Beginning Cash	1	1	1	1	28		36	37	41	45
Ending Cash	1	1	4	28	36		37	41	45	47
Self Supporting Level	36.8%	41.7%	38.1%	44.4%	51.5%		50.9%	50.9%	50.9%	50.9%

- Operating expenses, excluding depreciation, are estimated to increase by 1.5% per year in future years.
- There are no current plans for the Alms House other than to maintain its current condition. The $5,000 in out years is to provide future funds for continued maintenance.
- The Fire Police Headquarters is rented for $1.00 per year to the Fire Police. In exchange, the Fire Police maintain the property other than major building elements such as utilities (plumbing, electric, heating, cooling) and structural items (roofing, foundation, etc.).
- Washington County Industrial Foundation (CHIEF) is currently on a month-by-month lease. They are looking for a new location to rent and could vacate the property resulting in a loss of revenue of $9,000/year, but with only a minor drop in current expenses ($1,776) since the property would still need to be maintained.
- Spickler's Market's lease ends on December 31, 2011. Rent is expected to continue at current level.
- For purposes of the budget, the Elizabeth Hager Center CIP line includes DLLR, Teleworks, City Ballet, MOSH, CVB, County Tourism, Rhubarb House, Civil War Preservation Trust, Code Compliance, Center for Business & Training (CBT) and the Stair Tower. Teleworks will cease operations in April 2011. Revenue from CBT or another new tenant is now shown on a separate line.
- Classical Youth Ballet vacated their space. City Ballet is currently using it as storage at no cost.
- Several leases are expiring in the next year. Projection reflects that rent will remain the same for 2 years and then increase slightly based on current economic conditions.
- CVB Welcome Center - Proposed budget eliminates the city's subsidy of $9,300 effective July 1, 2011.
- Initial Bond Financing for the EHC received in 1994. Payments are complete in FY 2011/12.
- Capital Outlay reflects acquisition and renovation of the old CVS Building on W. Washington Street by the City as a business incubator. As of the budget publication date, lease details had not been finalized and are therefore not included in this projection. Individual lease revenue and expense detail will need to be added as the leases are finalized over the next fiscal year.

PROPERTY MANAGEMENT FUND PROJECTIONS
FISCAL YEAR 2012/2016
INCOME STATEMENT
(IN THOUSANDS)

	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Operating Revenues:										
Rent - Labor, Licensing & Regulation	156	156	156	156	156		162	162	162	162
Rent - G.S.A. Telework Center	61	61	61	61	-		-	-	-	-
Rent - CBT/COOP	-	-	-	-	38		38	38	38	38
Rent - Potomac Classical Youth Ballet	4	4	4	1	-		-	-	-	-
Rent - City Ballet School	25	25	26	26	26		26	27	27	28
Rent - County Tourism - Admininstration	12	12	14	14	14		14	14	14	14
Rent - The Rhubarb House	13	11	13	12	13		14	14	14	14
Rent - Convention & Visitors Bureau	17	17	19	9	19		19	19	19	19
Rent - Civil War Preservation Trust	1	1	1	1	1		1	1	1	1
Rent - Code Office - Public Square	20	20	20	20	20		20	20	20	21
Rent - Department of Labor - MOSH	26	26	26	26	26		26	26	26	26
Stairtower Agreement	2	3	3	3	3		3	3	3	3
Rent - Spickler's Market	8	7	8	8	8		8	8	8	8
Rent - Wash. Co. Ind. Foundation	9	9	9	9	9		9	9	9	10
Rent - The Home Store	-	-	-	-	-		-	-	-	-
Miscellaneous Revenues	0	0	0	1	-		0	0	0	0
Total Operating Revenues	354	352	360	347	332		339	339	339	342
Operating Expenses:										
Rental Properties Operational Expense	215	300	267	300	268		268	268	268	268
Depreciation	84	82	79	81	82		82	82	82	82
Total Operating Expenses	299	382	346	381	350		350	350	350	350
Operating Income (Loss)	55	(29)	14	(34)	(18)		(11)	(10)	(10)	(8)
Non-Operating Revenues (Exp.):										
Capital Contributions - Grants	83	-	-	50	780		-	-	-	-
Loss on Disposal of Capital Assets	-	(150)	-	-	-		-	-	-	-
Interest Earned	7	4	4	3	3		6	7	8	9
Bond Premiums	1	0	0	-	-		-	-	-	-
Interest Expense (Current Bonds)	(5)	(3)	(3)	(3)	(1)		-	-	-	-
Total Non-Operating Revs. (Exps.)	87	(149)	1	50	782		6	7	8	9
Net Income (Loss) Before Operating Transfers	142	(178)	15	16	764		(5)	(4)	(2)	2
Transfers From (To) Other Funds:										
Transfer from CIP Fund	-	-	-	170	-		-	-	-	-
Inc. (Dec.) in Retained Earnings	142	(178)	15	186	764		(5)	(4)	(2)	2
Adjust Retained Earnings to a Cash Flow Basis:										
Add Back Depreciation	84	82	79	81	82		82	82	82	82
Changes in Working Capital	(112)	139	-	-	-		-	-	-	-
Bond Proceeds	-	-	-	-	-		-	-	-	-
Prin. Pay. on Current Long-Term Debt.	(56)	(40)	(40)	(37)	(37)		-	-	-	-
Total Adjustments to Ret. Earnings	(84)	181	38	45	45		82	82	82	82
Cash Available for Capital Outlay	58	3	53	231	810		77	78	80	84
Capital Outlay:										
Alms House Repairs	21	-	-	-	-		-	5	-	-
Fire Police Headquarters	-	-	5	-	-		-	-	-	-
Roslyn Building Renovation	4	-	-	-	-		-	-	-	-
CVS Building	-	-	-	220	780					
Elizabeth Hager Center	-	29	40	40	30		30	20	20	20
Total Capital Outlay	25	29	45	260	810		30	25	20	20
Net Surplus (Deficit)	33	(27)	8	(29)	(0)		47	53	60	64
Beginning Cash Balance	323	355	329	329	299		299	346	399	459
Ending Cash Balance	355	329	337	299	299		346	399	459	522

Health Care Fund Coverage

Structure:

The Health Care Fund was created in 2000 to manage the City's self-insurance program for health care. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and accepts claim risk up to a specific stop loss for each individual covered. In addition, there is a second level of insurance called the aggregate stop loss which assures that the City does not pay more than the maximum projected expenses. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's share of cost of insurance for its employees, retiree and dependents. Similarly, the active employees and retirees pay internal "insurance" rates for their share of dependent coverage and their individual coverage (20%). These billings represent funding sources for the Health Care Fund from which all health care related administrative and medical reimbursement costs are paid.

Health Insurance Plan Options

Active employees have the option of choosing between the City's Level Plan and a less costly 'Plus' Plan. The City pays the Level Plan cost at 80% for each individual active employee and between 43% and 48% for the dependents of an active employee. Retirees and their dependents under 65 are enrolled in the City's "80/20" Plan with a similar cost sharing arrangement. The City provides a $4,800 annual stipend to all retirees and their spouses over 65. These retirees and their spouses can choose to use this stipend to partially pay for their coverage in the City's Medicare supplementary health insurance plan or can use this stipend to help pay for a health insurance policy which they privately purchase.

Claims (“Run Out”) Reserve Policy

The Claims ("Run Out") Reserve is defined as costs incurred at the end of a fiscal year which due to timing will be paid out in the following year. If the City would decide to change back to a traditional insurance coverage plan, this would be the cost amount left to be paid out from previous year billings to the City departments, its active employees and retirees. To properly match revenues and costs, and to minimize the cost effect of changing back to a traditional insurance plan, the City attempts to provide for a "Run-Out" Reserve approximately equivalent to two months of its Medical Expense Reimbursement expenditures. To be effective, the liability for this reserve on the Health Care Fund's balance sheet must be fully offset by an equal cash balance.

Estimated Actual Projections

At the end of Fiscal Year 2010/11, the City projects cash balances ($5,017,820) which provide future funding for the required Claims Reserve ($527,000) and an additional Rate Stabilization Reserve ($4,491,247).

Proposed Fiscal Year 2011/12 Budget

We project having a minimal operating deficit in Fiscal Year 2011/2012 and subsequent years. At the end of Fiscal Year 2015/16 we project to have a rate stabilization fund of $515,087 or 6.4% of total projected expenditures. Our rate stabilization goal for this fund is 10%.

Four Year Forecast Beyond Proposed Fiscal Year 2011/12 Budget

Direct health care costs nationally continue to increase at rates exceeding 8 to12% annually. However, in the last three years, due to cost control measures, the City’s health care claim costs have declined slightly. We are assuming annual premiums to stay the same in Fiscal Year 2012/13 and then increase in the next three years by 5%.

New Accounting Rules for Other Post Employment Benefits (GASB 43)

Like pension benefits, City employees and their dependents receive health and dental benefits after retirement based upon years of employment with the City. In fiscal year (2008/09), the City had to conform to new accounting rules to remain in compliance with generally accepted accounting procedures. These accounting rules changed how the City accounts for the cost of its post employment benefits. Instead of recognizing these expenses when paid, we had to begin to recognize the expenses as they are earned. The City annually contracts with an actuarial firm, CBIZ Benefits & Insurance Services, Inc., to calculate the City’s Annual Required Contribution (ARC). The additional annual required contribution (ARC) for the City to fund our OPEB liability is reflected as a separate line item in our financial projections. Per our actuary's report, we provided $710,000 in Fiscal Year 2009/10 estimated actual for this additional annual required contribution. Based on the current structure of our Health Insurance Fund's plan, we expect that the required ARC will increase at the same rate as our Medical Expense Reimbursements.

HEALTH CARE FUND PROJECTIONS
FISCAL YEAR 2012/2016
PROPOSED EXPENSES & REVENUES
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Projected Change % - Premium Revenues						**0.00%**		**0.00%**	**5.00%**	**5.00%**	**5.00%**
Premium Revenues - City	$5,199	$5,432	$5,391	$4,902	$4,494	$4,084		$4,084	$4,288	$4,503	$4,728
Premium Revenues - Employees	974	978	988	1,078	1,064	1,011		1,011	1,062	1,115	1,170
Premium Revenues - Retirees	372	434	326	629	331	335		335	352	370	388
Total Premium Revenues	6,545	6,845	6,705	6,608	5,889	5,431		5,431	5,702	5,987	6,286
Interest From Investments	144	86	35	80	25	30	2.5%	127	118	101	74
Medicare Part D Reimbursements	126	(62)	19	120	3	-		-	-	-	-
Prescription Rebates	34	94	224	113	144	80		83	85	88	90
Stop Loss Reimbursement	65	12	82	102	5	20		25	30	35	40
Miscellaneous Revenue	0	-	2	-	2	3		3	3	3	3
Total Revenues	6,914	6,975	7,067	7,023	6,068	5,563		5,667	5,937	6,213	6,493
Administrative Expenses	365	355	360	398	355	429	3.0%	441	455	468	482
Total Premium Expense	252	216	191	244	213	257	20.0%	308	370	444	533
Medical Expense Reimbursement	5,202	4,842	5,409	5,772	3,600	4,158	9.6%	4,557	4,995	5,474	6,000
Health Savings Account Contributions	-	4	2	10	15	14		17	19	22	24
Claims Reserve Expense	(107)	53	(205)	31	68	74	9.6%	81	89	97	107
Total Expenses	5,712	5,471	5,757	6,455	4,250	4,931		5,405	5,927	6,505	7,146
Other Post Employment Benefits Contributions	-	810	710	775	625	650	9.6%	712	781	856	938
Total Expenses - Adjusted for OPEB	5,712	6,281	6,467	7,230	4,875	5,581		6,117	6,708	7,361	8,084
Net Income/(Loss) from Operations	**1,203**	**694**	**600**	**(207)**	**1,193**	**(18)**		**(449)**	**(771)**	**(1,148)**	**(1,590)**
General Fund Pre-Payments of Premiums	(500)	(600)	-	-	-	-		-	-	-	-
Increase (Decrease) in Fund Balance	**703**	**94**	**600**	**(207)**	**1,193**	**(18)**		**(449)**	**(771)**	**(1,148)**	**(1,590)**
Beginning Fund Balance	1,902	2,604	2,699	3,298	3,298	4,491		4,473	4,023	3,253	2,104
Ending Fund Balance	**2,604**	**2,699**	**3,298**	**3,091**	**4,491**	**4,473**		**4,023**	**3,253**	**2,104**	**514**
Cash	2,645	3,505	3,895	3,786	5,018	5,073		4,705	4,023	2,972	1,489
Less: Restriction for General Fund Pre-Pmt	600	-	-	-	-	-		-	-	-	-
Net Cash for Operations	3,245	3,505	3,895	3,786	5,018	5,073		4,705	4,023	2,972	1,489
Less: Claims Reserve	(611)	(664)	(459)	(695)	(527)	(601)		(682)	(771)	(868)	(975)
Less: Payables	(9)	(96)	(126)	-	-	-		-	-	-	-
Less: Unspent City HRA Contributions	(53)	(99)	(149)	-	-	-		-	-	-	-
Less: Deferred Revenues - Early	(7)	(9)	-	-	-	-		-	-	-	-
Plus: Prepaid Operating Expenditures	17	44	-	-	-	-		-	-	-	-
Plus: Receivables	23	17	138	-	-	-		-	-	-	-
Rate Stabilization Reserve Working Capital	**2,604**	**2,699**	**3,298**	**3,091**	**4,491**	**4,473**		**4,023**	**3,253**	**2,104**	**514**
% of Total Expenses	*45.6%*	*43.0%*	*51.0%*	*42.7%*	*92.1%*	*80.1%*		*65.8%*	*48.5%*	*28.6%*	*6.4%*

DENTAL INSURANCE FUND
FISCAL YEAR 2012/2016
PROPOSED EXPENSES & REVENUES
(IN THOUSANDS)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 REVISED BUDGET	2010/11 EST. ACTUAL	2011/12 PROPOSED BUDGET	PROJ. CHG%	2012/13 PROJ.	2013/14 PROJ.	2014/15 PROJ.	2015/16 PROJ.
Projected Change % - Premium Revenues						**0.00%**		7.50%	7.50%	7.50%	7.50%
Premium Revenues - City	159	161	157	157	148	138		148	160	172	184
Premium Revenues - Employees	154	155	155	156	150	140		150	162	174	187
Premium Revenues - Retirees	53	58	54	75	77	72		77	83	89	96
Total Premium Revenues	366	374	367	388	376	350		376	404	435	467
Interest From Investments	3	3	2	-	1	1		1	1	1	1
Total Revenues	370	376	370	388	376	351		377	405	436	468
Administrative Expenses	71	8	6	17	-	34	3.0%	35	36	37	39
Medical Expense Reimbursement	284	322	368	380	364	343	4.7%	359	376	393	412
Claims Reserve Expense	25	(3)	11	14	14	-		-	-	-	-
Total Expenses	380	328	385	411	378	377		394	412	431	450
Increase (Decrease) in Fund Balance	(11)	48	(15)	(23)	(1)	(26)		(17)	(7)	5	18
Beginning Fund Balance	55	45	93	78	78	76		50	33	26	31
Ending Fund Balance	45	93	78	55	76	50		33	26	31	49
Cash	73	118	107		106	79		62	55	60	78
Plus: Receivables	(1)	1	8		-	-		-	-	-	-
Plus: Prepaid Expenses	-	3	-		-	-		-	-	-	-
Less: Accounts Payable	-	(5)	(4)		-	-		-	-	-	-
Less: Deferred Revenues	(2)	(1)	-		-	-		-	-	-	-
Less: Claims Reserve	(25)	(23)	(33)		(36)	(36)		(36)	(36)	(36)	(36)
Rate Stabilization Reserve Working Capital	45	93	78		69	43		26	19	24	42
% of Total Expenses	*11.7%*	*28.3%*	*20.2%*		*18.4%*	*11.4%*		*6.6%*	*4.6%*	*5.5%*	*9.2%*