CITY OF HAGERSTOWN

CITY ADMINISTRATOR'S ADOPTED BUDGET

Fiscal Year 2019 - 2020

July 1, 2019 - June 30, 2020

CITY OF HAGERSTOWN

MAYOR & COUNCIL'S GOALS & PRIORITIES 2018-2020

Neighborhoods

The citizens of Hagerstown experience a high quality of life in their neighborhood.

Public Safety

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

Public Facilities and Infrastructure

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

Economic Development

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

Budget Stabilization

The City of Hagerstown will strive for continuous improvement of fiscally responsible decision making on both sides of the Budget equation.

Parks & Recreation for Active/Healthy Living

The City of Hagerstown supports a rich, social and culturally vibrant community.

Innovative/Progressive Government

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

Community Promotion/Pride

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

Economic Development through Sports and Tourism

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

Citizen-Based Government

The City of Hagerstown believes in an ethical and financially responsible government, while supporting an engaged citizenry to make the community more than the sum of its parts.

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Hagerstown

Maryland

For the Fiscal Year Beginning

July 1, 2018

Executive Director

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.

FY2020 Operating and Capital Budget Process

Throughout the current fiscal year, the City Administrator and Department Managers have presented and discussed various budget agenda topics with Mayor and Council. The budget discussion topics took place between July 2018 through February 2019 and provided opportunities and guidance for the creation of the FY2020 budget document. A listing of discussion topics and dates are located in the budget message in Section 1.

During the month of December 2018, departmental management and staff conducted departmental reviews of the Capital Improvement Program (CIP) projects. The Department Managers obtained requests from departments, neighborhoods, and homeowners for CIP projects. To assist the City Administrator in determining and recommending projects for funding, priorities were placed on capital projects that impact the City's facilities and infrastructure, safety and environment, legal provisions, and budget. During the same timeframe, Department Managers met with Budget staff to review individual departmental CIP requests.

In addition, the first public hearing on Community Development Block Grant funding needs was held on December 6, 2018. A second public hearing will be scheduled for May 1, 2019 to discuss further the CDBG funding needs.

Budget review meetings began in January 2019 between Department Managers and the Budget Committee to consider departmental operating budget requests. In addition, discussions and/or meetings were held with Department Managers to review initial CIP projects for prioritization of timing and funding within department and City goals. From January 2019 through March 2019, priorities for the upcoming year were discussed and outlined. A number of requests for funding changes were discussed; and, requests that were approved by the City Administrator were incorporated into department budgets. Approved changes and proposed adjustments were then discussed with the departments. As a result of these meetings and deliberations, the Budget staff compiled the FY2020 Proposed Operating Budget and the Capital Improvements Program for FY2020 – FY2024 for presentation to Mayor and Council.

On March 29, 2019, the City Administrator and Budget staff, in conjunction with City Management, will present the Mayor and Council with the FY2020 Proposed Budget for review. The Mayor and Council and the City's senior management will work together from April 2, 2019 to May 21, 2019 to review and discuss the proposed budget and CIP projects. A public hearing will be scheduled for May 7, 2019 to discuss the Operating Budget, Capital Improvement Program (CIP), and property tax rates.

Mayor and Council are scheduled to introduce the ordinance for the approval of the budget and CIP projects on May 14, 2019. It is estimated that approval to adopt the ordinances to approve the budget as revised by Mayor and Council, which will include water, wastewater, electric, other service charges and any changes to the property tax rate, will take place on May 21, 2019. To conclude the Budget Development Process, Budget staff will implement the FY2020 Mayor and Council's Adopted Budget and the FY2020 – FY2024 approved CIP budget during June and July 2019. The FY2020 adopted budget will become effective on July 1, 2019. The adopted operating and CIP budget is available on the City's website at www.hagerstownmd.org

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

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

The City helps expand, retain and attract businesses, oversees planning and permitting functions, and provides community events programming. The community enjoys 22 parks and additional recreation facilities throughout Hagerstown, to include a municipal golf course, a public swimming pool, and an indoor ice and sports complex. The City provides a clean, safe and well-maintained environment in our neighborhoods and community gathering places. The community receives public safety protection through the operation of the City's career fire and police departments.

The City administers the trash, recycling and yard waste collection program for the convenience of our customers. Residents and businesses are provided water, wastewater and electric services at competitive rates. The City's infrastructure is well-maintained to ensure its longevity, provide efficient operations, and reduce costs. Staff ensures traffic flows smoothly throughout the city, and sees that our public ways are accessible for all members of the community.

The City of Hagerstown was founded by Jonathan Hager, a German immigrant who came to America in search of adventure and potential fortune. The home he built in 1739 is fully restored and open to guests at Hagerstown's City Park. The city's railroading history is preserved at the Hagerstown Railroad Museum, also located at City Park, and features period tools of the industry as well as a restored steam engine built in 1912. The city's rich history also includes stories from the Civil War, when the community managed to spare themselves from ransom and destruction by the Confederate troops.

Hagerstown was named the "Hub City" back when railroading was a primary source of transportation and commerce; the name has stuck throughout the years due to the city's unique positioning at the hub of Interstate 81 and Interstate 70. Today creative service and technology-related companies are recognizing Hagerstown's close proximity to Baltimore and the D.C.-metropolitan area as an asset, and Hagerstown is seeing a trend in those companies locating in the city. Retail opportunities are expanding in the community among both big-box and small businesses throughout area shopping centers. In downtown Hagerstown, over 20 distinctive, locally-owned and operated dining options can be found within a two-block radius in each direction from the Public Square.

Residents and visitors alike find Hagerstown to be an ideal combination of city living and small-town charm. Downtown Hagerstown's Arts & Entertainment District is home to the historic Maryland Theatre, which hosts the Maryland Symphony Orchestra and other popular performing groups and acts. Area artists proudly display their work at the Washington County Arts Council and other local art galleries. The City developed Engine Room Art Space, a cooperative gallery managed by artists who live and create in loft apartments on the upper floors. The Washington County Museum of Fine Arts is one of four designated fine arts museums in the state of Maryland, and welcomes visitors to its galleries from the picturesque setting of City Park, profiled as the most beautiful city park by a national travel website.

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

City Park is one of 22 parks throughout the park system, which also includes the community's first Dog Park. All parks and recreation facilities owned and managed by the City are smoke-free, with the exception of Municipal Stadium and The Greens at Hamilton Run, a nine-hole golf course overlooking a mountain view. The Hagerstown Ice & Sports Complex hosts hockey games, figure skating competitions, and public skate for amateurs on the ice. The University System of Maryland at Hagerstown opened in the heart of downtown in January 2005; and, currently there are 6 universities offering 13 undergraduate programs and 7 graduate programs, including a doctorate-level degree. The City, in partnership with a private developer and USMH, completed the first student housing project, renovating a vacant 19-room boarding house into apartments for eight students.

All levels of government - with USMH, the Maryland Theatre, and private developers - are working in partnership on the Urban Improvement Project, a development that will expand the urban educational complex and spur revitalization efforts in downtown Hagerstown. The proposed project includes shared classroom space for students from USMH and Barbara Ingram School for the Arts as well as an outdoor community plaza that ties into the Hagerstown Cultural Trail. The renovation of the Theatre includes re-building the four-story façade at the street level while maintaining the space's historic character.

The City of Hagerstown is at the heart of a metro area of approximately 95,000 residents in Washington County and is strategically positioned at the crossroads of I-70 and I-81 in Western Maryland. The 2017 population estimate for the City of Hagerstown is 40,222 with the suburban fringe in the Hagerstown zip code areas containing approximately another 54,778. The Washington County Public School system provides educational services to city residents in five regional high schools, four regional middle schools, and ten neighborhood/regional elementary schools. The City of Hagerstown maintains a top notch parks system with over 20 neighborhood and regional parks, a golf course, and a public pool. The City will be extending the new Cultural Art Trail which links the downtown with City Park in FY 2020-2021 to reach further into the heart of downtown to W. Washington Street. In the City of Hagerstown, there are currently 551 housing units in various stages of development and construction. A large

dormant subdivision with 211 remaining lots has a new builder and two new subdivisions totaling 224 units are in the planning stages. Many residents have organized into groups under the City's Neighborhoods 1st program to take responsibility for the well-being of their neighborhood and build community pride. It is a priority of the City to protect our neighborhoods from blight through a variety of proactive programs. In the Downtown area, cultural, educational, and restaurant expansions, student housing projects, and office redevelopments are underway with over $34 million in investment. There has also been an uptick in new commercial development and industrial expansions in the arterial areas, business parks, and commercial districts outside the downtown in the city. Under construction at present in a variety of retail, restaurant, and hotel construction projects and industrial expansions is over $37 million in investment

The City of Hagerstown and its community partners are proud to organize and host special events that bring people together from Hagerstown and the surrounding region. The annual Augustoberfest is a weekend festival that celebrates the city's German heritage with Bavarian food, entertainment, and merriment. Hagerstown has received national attention for the Krumpe's New Year's Eve Donut Drop, which is hosted by a downtown business, High Rock Studios, and creates a mock midnight celebration for families who count down as a giant paper-mache donut descends from the clock tower in Public Square. The addition of a new music series in the month of June, Imagine Hagerstown, will celebrate the City music heritage and feature local artists and various music genres.

The City of Hagerstown continues to streamline operations for efficiency and provides the highest-quality services to enhance our community's quality of life, support community pride, and further the sustainability of the organization.

N
W
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58
81
60
40
144
11
64
40A
11
65
632
40
70
Major Road
Local Street
City Corporate Boundary
Prepared By: Hagerstown Planning & Code Admin Dept, 2/26/19
Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and the GIS user community

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

City Charter Dates	
Date founded	1762
Date of incorporation	1813
Date of adoption of present City Charter	1983
Form of Government	Mayor, Council, and Administrator
Area (in square miles)	12.1
Fire Department	
Number of Stations (4 volunteer, 1 City owned)	5
Number of Fire Hydrants (within City limits)	831
Responses to Fire alarms	3,734
Average response time (in minutes)	4:10
Malicious False alarms (included in above number)	37
Public fire education programs	1,222
Persons in attendance at public education programs	9,905
Parks and Recreation	
Parks and Playgrounds (303 acres)	22
Minor League Baseball Stadium (9.94 Acres)	1
Outdoor Swimming Pool (Claude M Potterfield Pool 1.5 acres)	1
Municipal Golf Course (The Greens at Hamilton Run 61.9 acres)	1
Bike Lanes and Paths	54
Parking Facilities Department	
Number of lots	13
Number of Parking Spaces (metered or rented)	
Lots	754
Streets	337
Parking Decks:	2
Number of Parking Spaces	625
Number of Permit Parkers	566
Police Department	
Parking ticket violations issued	11,985
Net parking fines	$ 193,714
Safe Speed Program citations issued	28,815
Calls for service	61,944
Alarm calls (included in above number)	560
Public Works	
Miles of paved streets and alleys	154.39
Number of traffic signals maintained	136

Population – per United States Census

Fiscal Year	Population
1900	13,591
1910	16,507
1920	28,064
1930	30,861
1940	32,491
1950	36,260
1960	36,660
1970	35,852
1980	34,132
1990	35,445
2000	36,687
2010	39,996
2018 (Estimate)	40,306

Electric Department	
Number of active accounts	17,093
Number of meters (in use)	17,504
Kilowatt hours purchased	317,991,751
Kilowatt hours sold	311,618,237
System peak demand-kilowatts	67,464
Number of substations – 34.5KV to 13.8KV	7
Water Department	
Number of active accounts-City	13,369
Number of active accounts-County	16,100
Total number of active accounts	29,469
Daily average productions in million gallons	
R.C. Willson Plant (365 days)	10.01
Wm. M. Breichner Plant (365 days)	0
Greatest consumption for a single day	12.04
Plant pumping capacity per day	20
Average daily metered consumption	7.68
Miles of water mains (estimate)	430
Wastewater Department	
Number of active accounts-City	13,107
Number of active accounts-County	2,987
Number of active accounts-District (JSA)	3,729
Number of active accounts-Total	19,823
Daily average of sewage treated (in million gallons)	7.12
Daily average plant capacity (in million gallons)	8
Number of City owned pumping stations	23
Miles of collection system – City owned	157

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

	2018			2009		
Employer	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Washington County Public Schools	3,100	1	4.66%	2,958	1	4.53%
Meritus Health, Inc. (Washington County Health System, Inc.)	2,740	2	4.12%	2,860	2	4.38%
State of Maryland	2,385	3	3.58%	2,438	3	3.74%
Citicorp Credit Services, Inc	2,300	4	3.45%	1,920	5	2.94%
First Data Merchant Services	2,185	5	3.28%	1,999	4	3.06%
Washington County Government	1,352	6	2.03%	1,254	6	1.92%
Volvo Powertrain NA (Mack Trucks, Inc.)	1,300	7	1.95%	1,115	7	1.71%
FedEx Ground	900	8	1.35%	734	8	1.13%
The Bowman Group, LLC	745	9	1.12%	720	9	1.10%
Federal Government	567	10	0.85%			
Hagerstown Community College				688	10	1.05%
Total	**17,574**		**26.39%**	**16,686**		**25.56%**

Source: Principal Employers for Washington County MD provided by Maryland Department of Commerce
Total County employment for 2018 was 66,575 and 2009 was 65,228, supplied by Bureau of Labor Statistics.

Principal Property Taxpayers
Current Year and Nine Years Ago

	2018			2009		
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Washington REIT Centre at Hagerstown	$ 61,561,667	1	2.43%	$ -		
Lowes Home Centers, Inc.	29,824,200	2	1.17%	35,730,946	2	1.42%
Housing Authority of Hagerstown	26,654,767	3	1.05%			
Homes for Hagerstown LLC (Hagerstown Apartments)	22,640,800	4	0.89%	20,533,700	5	0.81%
Tractor Supply Company	22,059,500	5	0.87%			
RPAI Hagerstown LLC	21,843,833	6	0.86%			
Walmart Real Estate Business Trust	19,852,800	7	0.78%	20,712,890	4	0.82%
Stone House Maryland LLC (Oekos Stone House)	19,671,833	8	0.77%			
Cortpark II LLC	16,789,687	9	0.66%	19,523,933	6	0.77%
Cortpark LLC	16,517,400	10	0.65%			
Washington Real Estate				39,901,966	1	1.58%
Verizon-Maryland				26,094,910	3	1.04%
Sams Real Estate Business Trust				13,593,633	10	0.54%
I-81 Hollyhook LLC				15,237,033	7	0.60%
Inland Southeast Valley Park LLC				14,645,399	9	0.58%
Bowman Railway LLC				14,939,000	8	0.59%
Totals	**$ 257,416,487**		**10.13%**	**$ 220,913,410**		**8.75%**

Source: City of Hagerstown FY18 CAFR (Comprehensive Annual Financial Report)

ORDINANCE No. 0-19-09

ESTABLISHING THE BUDGET FOR
FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020
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 7, 2019 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, 2019 and ending June 30, 2020, is hereby established as follows:

Funds	Proposed FY20 Budget	Mayor and Council Approved FY20 budget
General Fund	$ 47,206,731	$ 47,238,831
Community Development Block Grant Fund	1,329,984	1,329,984
Special Revenue Funds	2,398,518	2,398,518
General/Capital Improvement Projects	14,417,416	14,417,416
Total Government Funds	**65,352,649**	**65,384,749**
Electric Fund	25,907,753	25,907,753
Water Fund	16,096,321	16,096,321
Wastewater Fund	22,866,715	22,866,715
Parking Fund	992,445	992,445
Golf Fund	485,930	485,930
Property Management Fund	675,079	675,079
Total Enterprise Funds	**67,024,243**	**67,024,243**
Service & Trust Funds	10,785,733	10,785,733
Total Combined Uses of Funds	**$ 143,162,625**	**$ 143,194,725**

BE IT FURTHER ORDAINED that the effective date of the budget established herein is July 1, 2019 and shall govern for the period set forth.

MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND

(SEAL)

Robert E. Bruchey II, Mayor

Donna Spickler, City Clerk

Date of Introduction: *May 14, 2019*
Date of Passage: *May 21, 2019*
Effective Date: *July 1, 2019*

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

ORDINANCE No. O-19-08

ESTABLISHING THE TAX RATES
FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020
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, 2019 through June 30, 2020, is hereby established as follows:

A. All real property excluding Apartments is hereby levied and chargeable on the basis of **$1.002** per $100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland. Apartments are hereby levied and chargeable on the basis of **$1.032** per $100 based on the assessed value of said properties.

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

C. Taxpayers who pay the taxes referred to herein, between the period of July 1, 2019 up to and including July 31, 2019, 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, 2019 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, 2019 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 14, 2019*
Date of Passage: *May 21, 2019*
Effective Date: *July 1, 2019*

OVERVIEW
SECTION 1

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City of Hagerstown, Maryland

City Administrator's Department

March 29, 2019

Mayor and City Council,

The Proposed FY20 City of Hagerstown budget book is presented for your review. This proposed budget document for FY20 represents the dedicated work of the senior leadership team and staff along with the input of the Mayor and Council over the past several months. These processes allow City Staff the opportunity to provide a comprehensive and balanced budget for your consideration. The City has earned numerous consecutive distinguished budget presentation awards from the Government Finance Officers Association and the budget as presented should allow for another well-deserved award. This recognition is an honor for all members of the Finance Department and the multitude of City Staff members who input vast amounts of time and energy into the budget development.

The FY20 Budget continues to focus on future fiscal year requirements and we, as the administrators of these requirements, must continue to look forward at the projected needs of our citizens, capital improvement projects and City Staff. The administrators continue to face tough decisions as we prioritize the financial resources contained within the budget as they relate to the cost of operations.

As stated in previous messages, the City Charter states, *"Not later than June 1st of each year, the budget shall be prepared and adopted…"* therefore, over the next two months you will be engaged in FY20 budget deliberations. The remaining two months is a relatively short time period for final budget review regarding the vast amount of information to review. The self-supporting enterprise funds are currently financially secure with rate structures in place for the next few fiscal years. I would suggest our primary discussions would entail General Fund requirements and would defer to the Mayor and Council's decision to lead discussions on any portion of the FY20 budget document.

The FY20 Budget as offered contains a zero percent tax increase for our citizens all the while continuing the same level of governmental services. Staff remains cognizant of the fact that a combination of lower property values, an increase in the daily cost of living, and a locally soft entry level job market affects the financial bottom line for many of our citizens. On a brighter note, private sector developers and prospective business owners are making a transition towards the City's business core and reshaping the framework of business operations in Hagerstown.

City Staff have embraced our collective approach to a Business Friendly City Government operational mantra via the following message: We all approach our duties and interactions with our citizens and customers in many different ways. I fully understand that each of the contacts are unique and may pose discussions that contain differing points of view. I ask each of you to engage in an opening dialogue whether verbally or electronically by thanking the citizens, customers, developers, and investors who have chosen the City of Hagerstown as their destination to make their home or to invest their financial resources. All of the individuals I have referenced are our financial partners who increase our assessable base which in turn increases available funding opportunities for the City. Be fair, honest and forthright with everyone that we come in contact with. Being pleasant goes a long way in diffusing tough issues and easing tense situations. Remember, we strive to provide a business friendly City Government and a financially strong City attracts further investment to help our City grow.

Throughout April and May, there will be opportunity for conversations and adjustments to be made to the proposed FY20 budget. City Staff and Leadership have not reduced any current service levels within this proposed FY20 budget: staffing, community amenities, or specific program areas. FY21 and future projections reflect a need for changes in order to continue to balance current revenue sources with current expense utilization and remain fiscally sustainable. Positive changes have already started happening across the City over the past few months. With newly defined Goals and Priorities from the Mayor and Council in place, it is time to start long-term strategy evaluation for the future.

City Hall • One East Franklin Street • Hagerstown, MD 21740-4987
301/739/8577 Ext. 114 FAX 301/790/3424

HAGERSTOWN'S ASSESSABLE BASE AND PROPERTY TAX RATE

The 2019 Constant Yield Tax Rate notice from the State Department of Assessments and Taxation (SDAT) indicates a July 1, 2019 constant yield tax rate of $0.9968 per $100. The constant yield tax rate is the calculated amount needed to maintain the current revenue levels in the next fiscal year and is based on estimates. The amount reflected by SDAT as the constant yield tax rate is lower than the current real estate tax rate charged of $1.002 per $100 for all classifications except Apartments. This simply means that the current estimates reflect a slight growth of 0.52% in assessed values will occur which will generate approximately $131K more in revenue than the current fiscal year if the tax rate remains the same.

FY20 is the third and final year of the triennial assessment period which means that real estate market values will be reassessed in December 2019. In the prior two assessment periods, the city has faced drastic declines in the assessed values. The assessed values and resulting revenues are primary funding sources for most of the governmental services that are provided by the city. The majority of all revenue in the city's General Fund is from total property revenue which includes personal property tax. In fact, total property tax revenues represent 69.6% of current revenue sources in the FY20 proposed budget or 67.5% of all revenue sources when including transfers and fund balance utilization.

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

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

Estimated Average Homeowner Tax Bill:

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

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

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

URBAN IMPROVEMENT PROJECT

There are many factors that influence the city's budget and financial sustainability. Some of these factors and influence result from general economics and demographics of physical location which are not all controlled by any specific measure or action the city makes. Projects and collaborative initiatives such as the Urban Improvement Project (UIP) are few and far beyond within city limits. It is truly an exciting and energizing project that spans multiple partners and a variety of infrastructure projects that are estimated to cost approximately $40+ million when all completed. While this specific project does not include a third parking deck, it is anticipated that the activity around this project and initiatives will be the economic spur to generate demand for a parking deck over the next few years.

Community partners and the State of Maryland are working together on this initiative in Downtown Hagerstown. This project involves simultaneous and interconnected development projects that will result in the expansion of the Maryland Theatre, expansion of the Barbara Ingram School for the Arts (BISFA) by the Washington County Board of Education (BOE), and the creation of a plaza linking the various UIP components to the rear of buildings fronting West Washington Street. In addition, the Hagerstown Cultural Trail will be extended into the plaza area and out to West Washington Street. The expansions to the theatre, the school, and the Hagerstown Cultural Trail are identified as catalytic projects in the Community's City Center Plan. The plan recognizes that expansion of the educational and cultural footprint downtown and linking downtown to City Park and the Washington County Museum of Fine Arts are crucial to the economic vitality of the downtown.

The Maryland Theatre: This planned 30,000 sq.ft. expansion will create a more dynamic presence along the streetscape, improve audience reception and circulation, provide additional performance space, and provide additional space for special events, meetings, rehearsal space, locker rooms for volunteers, and offices for non-profit tenants. The Maryland Theatre has raised significant private funds as part of their capital campaign. Local banks and Washington County have agreed to forward fund the State grant funds to enable construction to move forward as needed. In addition, the city has provided monetary support and provided assistance in securing some of the grant funding. It is anticipated that The Maryland Theatre project will be completed in October 2019.

Washington County Board of Education: The expected 54,000 sq.ft. expansion will enable consolidation of dining and academic classrooms in one building for BISFA and other BOE programs which will free up space in the University System of Maryland Center at Hagerstown (USMH) building for its own expanded programs. It is projected that the expansion to BISFA will be completed in early 2020.

UIP Plaza: The 15,000 sq.ft. plaza with trail extension will interconnect The Maryland Theatre, BOE and USMH projects with open space for gathering and outdoor events and with loading/service space for the theatre and BOE. The plaza and trail extension is in development and will be completed later in 2020. Further details for this project are reflected later in the city's budget in Section 7 CIP page 120.

Overall, the UIP will enhance an already significant entertainment-education hub downtown into a driver of economic activity in the Arts & Entertainment District. The State of Maryland has approved significant grant fund awards for this project and the City, Washington County, and BOE have all contributed local tax dollars towards the project. In addition, many private developers have started to invest and expand in buildings and other infrastructure changes all around the location of the UIP. This project has significant impact within the city's budget in proposed FY20 budget; and it is anticipated that the activity surrounding this project will continue to impact the city in a positive manner into the future.

ECONOMIC INCENTIVES AND INCENTIVE PROGRAMS

One of the Mayor & Council Goals & Priorities is Economic Development and being business-friendly to support the community's needs. Economic Development encompasses a variety of departments, projects, programs, and services. To this end, the city has many types of incentive programs and initiatives it provides as a vital component to supporting business growth and helping to grow strong neighborhoods. Some of the incentives are strictly locally administered and funded while others are administered and funded by various parties. The chart below summarizes at a very high level the majority of city administered and city funded incentives that are included in the FY20 Proposed Budget:

City Administered and City Funded Incentive Programs	City Fund	FY20 Proposed Budget
Individual/Customized Incentives Customized incentives primarily for businesses	**General**	35,000
Spring Sprout Grants For-profit businesses in downtown CC-MU zoning district Funding is combined total with Individual/Customized Incentives	**General**	Included above
Façade Grant Program Property owners & businesses in Main Street area	**Economic Redevelopment**	-
Invest Hagerstown	**Economic Redevelopment**	
City Center Redevelopment Grant Program		525,000
City-wide Redevelopment Grant Program		110,000
City-wide Down Payment & Rehab Grant Program		110,000
Rental Property Rehab Grant Program		55,000
Partners in Economic Progress (PEP) Propety owners & businesses in downtown CC-MU zoning district	**Economic Redevelopment**	131,500
Retail & Restaurant Grant Program Property owners & businesses in Main Street area	**Economic Redevelopment**	-
Hagerstown Revolving Loan Fund For-profit businesses city wide	**Business Revolving Loan**	100,000
Homeownership Program Income requirements apply	**CDBG**	-
Neighborhood Façade Exterior Enhancement Program Owners & tenants of properties in designated city blocks	**CDBG**	-
Single Family Rehab Loans & Rental Rehab Loans Owner-occupied homeowners & investment owners of residential or mixed-use property city wide	**CDBG**	50,000
Emergency Repair Grants Owner-occupied homeowners city wide	**CDBG**	30,000
Maryland Housing Rehab Program (MHRP) Owner-occupied single family homes & rental housing with 1-4 units City administers loan for State of Maryland program	**CDBG**	-
Total City Administered and City Funded Incentive Programs	**-**	**1,146,500**

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

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

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

APPROPRIATION OF GENERAL FUND RESERVES

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

As a result of a FY18 General Fund surplus, the FY20 Proposed budget does include the appropriation of General Fund reserves as a means to reduce General Fund direct transfers to CIP (Pay-go) and to help balance the budget. The amount proposed is $818K and is used to fund a multitude of needs across General Fund departments. While complete listings with detail information of each of the projects are reflected in Section 7 under the CIP projects, a summary chart is included below for reference:

Funding Source: General Fund FB Reserves	**Capital Project Number**	**FY20 Proposed Bud**
Computer Equipment and Software	*45-C0006*	85,000
Fire Department Vehicle Replacement	*45-C0010*	65,000
Police Vehicles	*45-C0129*	368,000
Fairgrounds Park Improvements	*45-C0626*	75,000
Fire Department Breathing Apparatus Equip	*45-C0663*	30,000
Mobile License Plate Readers	*45-C0860*	30,000
Public Art	*45-C0868*	40,000
Fire Equipment	*45-C0871*	125,000
Total General Fund FB Reserves Used		**818,000**

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

COMMUNITY AMENITIES PROVIDED BY THE CITY

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

The amenities listed in the chart below are included in various sections and funds in the proposed FY20 budget. The chart below reflects and outlines the revenue and costs associated with providing this assortment and range of Community amenities across the city:

CITY OF HAGERSTOWN
SCHEDULE OF AMENITIES
FISCAL YEAR 2019 PROJECTED AND FISCAL YEAR 2020 BUDGET

	FISCAL YEAR 2019 PROJECTED ACTUAL					FISCAL YEAR 2020 PROPOSED BUDGET				
AMENITY DESCRIPTION	DIRECT REVENUE	DIRECT OPERATING EXPENSE	FUNDING FOR CAPITAL BY EXTERNAL PARTIES	CAPITAL EXPENSES	TOTAL	DIRECT REVENUE	DIRECT OPERATING EXPENSE	FUNDING FOR CAPITAL BY EXTERNAL PARTIES	CAPITAL EXPENSES	TOTAL
General Fund:										
Farmer's Market	$ 27,820	$ 76,475	$ -	$ -	$ (48,655)	$ 24,325	$ 76,672	$ -	$ -	$ (52,347)
Potterfield Pool	70,100	185,419	-	204,500	(319,819)	69,900	175,375	-	90,000	(195,475)
Hager House	7,640	48,985	-	-	(41,345)	8,120	44,461	10,000	20,000	(46,341)
Train Museum	4,500	68,531	1,868	6,746	(68,909)	6,000	28,061	50,000	60,000	(32,061)
Municipal Stadium	-	43,422	35,000	35,000	(43,422)	-	38,087	35,000	35,000	(38,087)
All Other Parks*	96,698	1,852,326	614,573	1,648,668	(2,789,723)	98,245	1,856,046	1,681,000	3,495,000	(3,571,801)
Ice Rink	36,000	85,000	-	12,418	(61,418)	36,000	85,000	7,500	30,000	(71,500)
All Other Recreation	105,350	385,446	-	-	(280,096)	105,350	402,091	-	-	(296,741)
Events										
Public Functions	21,414	248,315	-	-	(226,901)	22,500	216,600	-	-	(194,100)
Recreation	10,325	38,233	-	-	(27,908)	10,400	75,700	-	-	(65,300)
Subtotal General Fund	**379,847**	**3,032,152**	**651,441**	**1,907,332**	**(3,908,196)**	**380,840**	**2,998,093**	**1,783,500**	**3,730,000**	**(4,563,753)**
Golf Fund:										
Golf Course	174,275	459,546	-	22,000	(307,271)	178,275	450,930	-	35,000	(307,655)
Subtotal Golf Fund	**174,275**	**459,546**	**-**	**22,000**	**(307,271)**	**178,275**	**450,930**	**-**	**35,000**	**(307,655)**
Parking Fund:										
Parking Decks	414,360	507,319	-	33,000	(125,959)	424,398	502,498	-	30,000	(108,100)
Parking Lots	404,123	245,704	-	30,000	128,419	413,464	241,203	-	100,000	72,261
All Other Parking Fund	230,548	116,285	-	-	114,263	223,271	118,744	-	-	104,527
Subtotal Parking Fund	**1,049,031**	**869,308**	**-**	**63,000**	**116,723**	**1,061,133**	**862,445**	**-**	**130,000**	**68,688**
Property Management Fund:										
Property Management	357,185	422,750	-	200,000	(265,565)	323,404	474,069	-	55,000	(205,665)
Art Gallery	-	23,483	-	15,000	(38,483)	-	23,610	-	20,000	(43,610)
Burobox	6,400	12,400	-	-	(6,000)	6,400	12,400	-	90,000	(96,000)
Subtotal Property Management Fund	**363,585**	**458,633**	**-**	**215,000**	**(310,048)**	**329,804**	**510,079**	**-**	**165,000**	**(345,275)**
Total	**$1,966,738**	**$ 4,819,639**	**$ 651,441**	**$ 2,207,332**	**$(4,408,792)**	**$1,950,052**	**$ 4,821,547**	**$ 1,783,500**	**$4,060,000**	**$(5,147,995)**

*All Other Parks includes the Hagerstown Cultural Trail and Urban Improvement Project for FY19 Projected and FY20 Proposed Budget

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS

During FY19 we have devoted time to financial related topics during Mayor and Council work sessions. The following schedule is a reminder of these. Hopefully, these discussions serve to assist you throughout the year and help you make informative FY20 budget decisions

July 10, 2018	Update on Massey property sale and changes to entrance New Economic Development Incentive program
July 17, 2018	Blues Fest 2018 Recap Rental Licensing Code Amendments
July 24, 2018	2 Emergency demolitions E. Franklin and Jonathan St. Policy on Dogs in city park Indoor Sportsplex Study phase I report
August 7, 2018	Invest Hagerstown Grant programs (new)
August 14, 2018	Rental Licensing Code Amendments Public Safety Nuisance Abatement
August 21, 2018	Approval Invest Hagerstown Grant Program Synagro Update Wastewater
September 11, 2018	NPDES Stormwater notice of intent and next steps RFQ indoor sports complex PEP Eligible business categories Application JAG 2018 Potomac Edison Tree easement watershed
September 13, 2018	Mayor & Council Goal setting
September 18, 2018	More discussion Parking rate changes Reprogram CDBG funds for repairs at Potterfield Pool Parks Proposals various Fairgrounds entrance building repairs 2 PT to FT HPD Creation of HPD Cadet program
October 2, 2018	SDAT visit to discuss Assessments and Appeals Reconstruction of Pangborn Park Pond and Hamilton Run Beautification of underpasses Licensing of Hotels
October 9, 2018	Utility Tax Discussion PEP Eligible Business Categories changes
October 16, 2018	Community Coalition funding request Proposed Stadium improvements for 2019 FY20 Preliminary Budget for Agency Contributions General Fund Beautification of Railroad underpasses Mayor & Council Goals and Priorities 2018-20
November 6, 2018	Continued discussion Railroad underpasses Mayor & Council Goals and Priorities 2018-20
November 13, 2018	MSO presentation for agency contribution Continued Discussion on Parking rate increase Water and Wastewater 5 year Rate increase Funkstown Request for Wastewater service Amendment of Water Wastewater policy Hotel Licensing Discussion Maryland State Arts Council grant for summer event
November 20, 2018	Stormwater Advisory Committee Phase 1 Report Funkstown Request for Wastewater service Mayor Crampton
December 4, 2018	2018 Audit and Comprehensive Annual Financial Report (CAFR) Presentation Proposed Hagerstown Youth Advisory Council
December 11, 2018	Program Open Space Annual Program Discussion Pavement Preservation Program Discussion Parking Rate Amendment Discussion
January 8, 2019	Recommended Name for New Signature Event FY19 CDBG Action Plan Amendments for New Projects Parking Rate Structure Discussion

MAYOR AND COUNCIL FISCAL WORK SESSIONS AND DISCUSSIONS (CONTINUED)

January 15, 2019	Main Street Hagerstown Program Update Main Street Hagerstown Adopt a Block Pilot Program
January 22, 2019	Reach of Washington County-Bridge to Change Program Changes to Annual Review of Police and Fire Retirement Ordinance
January 29, 2019	Approval for the Parking rates to remain the same as they were when approved on June 26, 2018
February 5, 2019	FY20 Working Budget Status Review Indoor Sports Complex Proposals Review
February 12, 2019	Proposed Revision of Chapter 189, Public Utility Licenses of the City Code Hagerstown Police Department Cell Tower User Agreement with T-Mobile Tower
February 19, 2019	3rd Deputy Fire Marshall Position review Annexation Public Hearings Follow Up Discussion Water and Wastewater Five Year Rate Plan Invest Hagerstown Incentive Program update
February 26, 2019	Doleman Black Heritage Museum Verbal update Professional Boulevard update

EMPLOYEE WAGE ADJUSTMENT HISTORY AND FY20 PROPOSED

The following chart reflects the wage adjustments authorized by Mayor and Council through previous Fiscal Years back to FY11. It provides a good history of the City's employee pay adjustments.

FY11	**All Groups:** No COLA, No Steps, Frozen career paths Furloughs (3.8 salary reduction/ 10 days off without pay) Service Reduction Days – City Hall closed 3 days,16 positions eliminated $20,000 incentive to 19 employees to voluntary retire by 1/1/11
FY12	**All Groups:** No COLA, No steps, and Frozen career paths $1,000 gross one-time pay on 12/2/11 to all regular FT employees
FY13	**All Groups:** No COLA, No steps, and Frozen career paths $1,000 gross one-time pay on 6/7/13 to all regular full-time employees (all groups) $200 gross one-time pay on 6/7/13 to part-time employees
FY14	**Non-Union:** 2% COLA effective 7/1/13; No steps **AFSCME 1540:** 2% COLA effective 8/1/13; Steps for employees at years 1 & 2 of the pay scale. Remainder continues to be frozen. Career-paths unfrozen. **IBEW 307:** 4% COLA effective November 4, 2013 **AFSCME 3373:** 1% COLA effective January 2014, Year 1 salary increased to $38,549.47 effective 1/1/14. One-time payout $1,000 gross, paid to 3373 only on April 11, 2014. **IAFF 1605:** 2% COLA effective 1/1/14. Scale revised from 24 to 23 steps.
FY15	**Non-Union:** 2%COLA and 1 step effective 7/1/14. **AFSCME 1540:** 1% COLA and 1 pay step effective 7/1/14. Additional 1% COLA awarded from arbitration case. **IBEW 307:** Zero increase per contract **AFSCME 3373:** 1 pay step 7/1/14; 1 pay step effective 7/1/15, Year 1 salary increased to $39,320.46 effective 7/1/14 and $40,106.87 effective 1/1/15 **IAFF 1605:** 2% COLA effective 7/1/14 and 1 longevity step
FY16	**Non-Union:** 1% COLA and 1 step effective 7/1/15. **AFSCME 1540:** 1% COLA effective 7/1/15 and 1 step effective on Monday following anniversary date. Retroactive step restoration to 7/1/15 granted by arbitration case. As well as additional 1% COLA awarded from arbitration case. **IBEW 307:** 2% COLA, restorative step based on anniversary date. **AFSCME 3373:** 1 longevity step effective 7/1/15. **IAFF 1605:** 2% COLA effective 7/1/15 and 1 longevity step effective 7/1/15
FY17	**Non-Union, IAFF 1605, AFSCME 3373:** No COLA, no Steps **AFSCME 1540 & IBEW 307:** Longevity step based on anniversary date
FY18	**Non-Union** 1 step effective 7/1/17 for those hired before January 1, 2017 **IBEW 307:** 2% COLA, continued longevity steps effective 7/24/17 **AFSCME 1540:** 1% COLA effective 1/1/18, continued longevity steps effective 7/1/17 **AFSCME 3373:** Restored longevity steps based on years of service, compressed longevity steps from 22 to 15, steps frozen until 7/2/18. **IAFF 1605:** restored step increases based on years of service, effective 7/3/17. Steps frozen for duration of contract, 6/30/17 (one year contract) Negotiation continue 3/1/18
FY19	**Non-Union:** Proposed step increase, proposed add step 14 **IBEW 307:** 2% COLA effective 7/2/18 **AFSCME 1540:** 1% COLA, add year 25 step effective 7/2/18 **AFSCME 3373:** Steps unfrozen effective 7/2/18 **IAFF 1605:** Moved to correct step as of hire date on 7/2/18
FY20	**Non-Union:** One step increase effective on anniversary date after 7/1/19 **IBEW 307:** 2% COLA effective 7/1/19 **AFSCME 1540:** 1% COLA effective 7/1/19; one step increase on anniversary date **AFSCME 3373:** One Step increase on anniversary date; 1.5% COLA for step 15 only on 7/1/19. **IAFF 1605:** Move to step should be based on years of service as of 7/1/19; steps unfrozen as of 7/1/19; one step increase on anniversary date.

HIGHLIGHTS OF FY20 PROPOSED BUDGET

The following information included in this section of this budget message provides a summary of the key assumptions and highlights of this FY20 proposed budget. These highlights explain the most significant topics and assumptions needed in preparing a balanced FY20 proposed budget for Mayor and City Council's consideration. You will find the individual department and fund budget narratives which appear later in this budget book provide a more detailed explanation.

City-wide Highlights:

1. **Debt Service Expenditures and Bond Issues**: Information on the City's Bonded Debt Outstanding and Debt Levels and Affordability is presented starting on Page 29 of Section 1. The City remains well within our benchmarks as established in our Debt Policy, which was last updated and approved by Mayor and Council in 2014. The chart below provides an overview (in thousands) of the annual debt service requirements compared to all expenses by fund that are included city-wide in the FY20 budget:

Fund	Total FY20 Expenses	Total FY20 Annual Debt Service Expenses	Percent
General Fund	47,207	2,872	6.1%
Electric Fund	25,908	55	0.2%
Water Fund	16,096	2,264	14.1%
Wastewater Fund	22,867	2,291	10.0%
Parking Fund	992	239	24.1%
Property Management Fund	675	9	1.4%
Subtotal of Funds:	**113,745**	**7,731**	**6.8%**

Section 6 provides five year projections and more information specifically on General Fund annual debt costs and statistics on pages 12-13. Plans for a new MDE loan of $1.5M are included in FY20 for a Water Fund project. Additionally, it is anticipated that a GO bond issue will be needed in FY20 for a variety of projects across several different funds and are reflected below:

Fund	Departments	Project #	Amount
General	Fire	45-C0010	688,272
General	Public Works-Stormwater	45-C0064	110,000
General	Public Works	45-C0065	116,000
General	Engineering	45-C0140	185,000
General	Fire	45-C0241	1,000,000
General	Parks	45-C0570	100,000
General	Fire	45-C0687	530,000
General	Engineering	45-C0875	300,000
Enterprise	Wastewater	54-C0327	200,000
Enterprise	Wastewater	54-C0585	150,000
Enterprise	Wastewater	54-C0712	6,000,000
Enterprise	Wastewater	54-C0832	330,000
Enterprise	Water	52-C0166	175,000
Total FY20 Proposed GO Bond Financing			**9,884,272**

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

2. **Staffing Levels:** The FY20 proposed budget includes 453 funded full-time positions with 317 in the General Fund and 136 in other funds and operations. Additionally, there are 25 unfunded positions with 15 unfunded in the General Fund and 10 unfunded in other funds and operations. The General Fund includes the addition of 1 full-time Deputy Fire Marshal that was approved by Mayor and Council on February 26, 2019. A schedule of City staffing for all of our operations along with a five year history appears later in this Section on Page 23.

3. **Employee Compensation Package:** Historically our employees are given a competitive compensation package. It should be noted that the cost of wages, associated payroll taxes and benefits continues to be the largest segment of the overall budget. This is not unexpected as the City is a service provider. Multi-year contracts were negotiated and approved through FY23 for all four of the City's bargaining units: AFSCME 3373, AFSCME 1540, IAFF 1605, and IBEW 307. This proposed budget includes all agreed upon general enhancements from the contracts including salary and benefits. It also includes enhancement amounts for the City's full-time non-union personnel. A history of wages since FY11 is included in the summary appearing above in this Section on Page 10. General Fund employee and retiree benefits detail information is included on Page 9 of Section 6. Due to some vendor and savings changes approved by the Healthcare Committee, the health insurance plan for FY20 remains flat with no increase over FY19 costs. On another positive note, the contribution to City Police and Fire Pension will remain at 14% of salary which is slightly higher than current actuarial funding estimates. As shown on the top of Page 10 in section 6 the General Fund portion of employee and retiree health insurance and pension costs amounts to $7.0M which is relatively unchanged from the FY19 Budget. In total, pension, health and dental insurance costs for all non-General Fund employees and retirees are $2.9M and appear in the presentation of other Funds throughout the Budget. At the bottom of Page 10 in section 6, the City's share of the cost for employees participating in the State of Maryland Retirement System is projected to be 9.4% next year a slight increase from FY19. The five year history of the share of the City and Employee cost appears in this table at the bottom of Page 10.

4. **Overview of Capital Improvement Projects (CIP)**: The City's total Capital Improvement Program budget for FY20 at $27.5M is 14.1% lower than the $32.0M in the FY19 revised budget. The CIP Section 7 presents comprehensive descriptions of major project needs for FY20 through FY24. At minimum, the capital needs are reviewed at least annually and include a five year forecast to strategically assist in implementing both short-term and long-term goals and priorities.

General Fund Highlights:

5. **Changes to Balance General Fund's FY20 Proposed Budget:** On February 5, 2019 staff held a FY20 budget status review with Mayor and City Council and at that time reported a deficiency of approximately <$3.4M>. Now this document presents a balanced FY20 proposed budget. The key changes that allow for a balanced budget are: reductions in General Fund transfers to CIP by $596K for pay-go funding of capital projects, re-appropriating $818K of General Fund FY18 surplus from reserves to fund capital projects; various revenue increases generating another $686K; recognition of one-time FY18 health insurance fund surplus reimbursement of $580K; decrease in transfers to Economic Redevelopment fund for incentives by $200K; and remaining $549K decreases in various additional operational items across city departments. These are only a high level summary of the key assumptions and in the following sections and throughout this proposed budget book additional details and assumptions and highlights will be discussed.

6. **FY20 General Fund Revenues and Expenditures:** The Proposed General Fund revenue of $47.2M for FY20 represents an increase $791K or 1.7% increase over the FY19 budget. The largest revenue source in the General Fund is total property tax revenue at $31.9M or 67.5% of all revenue. Likewise, the Proposed FY20 Budget reflects an increase of $780K or 1.7% in General Fund Expenditures for a total of $47.2M. The key factors for these offsetting increases are summarized in this budget message on subsequent pages 31-33 in this Section. The three largest components of the $47.2M in expenditures are: wages and benefits at $30.5 or 64.6% of total and an increase of 0.9% over FY19 budget; contracted services at $5.2M or 11.0% of total and an increase of 2.4% over FY19 budget; and annual debt service requirements at $2.9M or 6.1% of total and an increase of 10.1% over FY19 budget.

7. **General Fund Five Year Financial Projections:** Using a multi-year focus of the city's financial condition and projections has always been a part of the budget preparation and is continued in this FY20 proposed budget. It remains important to examine how the decisions made today and in the current year impact future operational and capital needs. The forecasts for future years encompass strategic planning and short and long term goals and priorities. Section 6 of this document includes the financial projections for various City Funds. The General Fund Projections begin on Page 2. These budget deliberations mainly focus on FY20. On page 3 of section 6, the General Fund reflects a lack of sufficient resources to cover the future projected cost of wages, benefits, and other operational and capital expenditures in FY21 and beyond. The current projections show a shortfall of $2.1M for FY21 with similar deficits in subsequent years. Without future changes to service levels, capital equipment and infrastructure, programs, amenities, or increases to revenue the City cannot continue operations in the manner as projected.

8. **Red Light Camera Program:** The city implemented automated red light camera citations during FY19. The city participates in this program with Regional Automated Enforcement Center (RAEC) which is administered and managed by Howard County. The use of automated traffic systems can reduce the most severe and deadly intersection crashes. As of March 2018, there are four red light cameras in operations which cover two different intersections of local highways. The city plans to monitor, utilize, and expand these cameras to intersections of state highways within city limits that statistically reflect a need contingent upon State of Maryland approval.

9. **Highway User Revenue (HUR):** Included in this proposed FY20 budget is $275K from HUR funds in the General Fund for the first time since FY12. Prior to FY12, the city included all HUR funding directly into the General Fund before the significant cuts and reductions from the state. Since that time, all annual HUR received by the city has been 100% utilized within the CIP funds mainly for the Preservation Program project. With almost full restoration of historical HUR funding anticipated to happen in FY20, $275K of the total $1.7M in HUR will be utilized directly in the General Fund to cover a portion of the annual debt service requirements for projects that had to be funded with GO bond issues when there was not sufficient HUR funding from the state.

City of Hagerstown
State Shared Taxes: State Highway User Revenue Detail
as of March 25, 2019

	Total	Yearly Change	Over FY09	One-Time Allotments	Annual Allocation	Yearly Change	Over FY09
FY09 Actual	1,899,839.05				1,899,839.05		
FY10 Actual	217,621.80	-89%	-89%		217,621.80	-89%	-89%
FY11 Actual	161,387.12	-26%	-92%		161,387.12	-26%	-92%
FY12 Actual	469,325.59	191%	-75%		469,325.59	191%	-75%
FY13 Actual	301,934.70	-36%	-84%		301,934.70	-36%	-84%
FY14 Actual - includes one-time allotment	1,039,879.51	244%	-45%	722,881.83	316,997.68	5%	-83%
FY15 Actual - includes one-time allotment	1,081,978.18	4%	-43%	748,955.36	333,022.82	5%	-82%
FY16 Actual - includes one-time allotment	1,224,207.10	13%	-36%	884,465.39	339,741.71	2%	-82%
FY17 Actual - includes one-time allotment	1,206,124.86	-1%	-37%	873,766.19	332,358.67	-2%	-83%
FY18 Actual - includes one-time allotment	1,250,240.94	4%	-34%	916,032.11	334,208.83	1%	-82%
Estimated FY19 based on 9/11/18 memo							
FY19 Projected Annual allotment - includes one-time	1,364,415.41	9%	-28%	1,027,992.41	336,423.00	1%	-82%
Preliminary Estimated FY20 budget based on 1/17/19 memo							
FY20 Preliminary Budget	1,723,700.96	26%	-9%	-	1,723,700.96	412%	-9%

10. **General Fund Agency Contributions:** A summary of the proposed General Fund appropriations for agency funding appears on Page 57 of Section 2. In accordance with the General Fund Agency Funding Policy and the approved future pledges for the Washington County Museum for its HVAC project; for the Discovery Station's exhibit Discovery Town; and for Hagerstown Neighborhood Development Partnership increase for rent and utilities; the Proposed FY20 Budget includes $210K in funding for city support of community agencies from the General Fund. This includes $200K that the Mayor and Council set aside for the eight core agencies, $2.5K for the Discovery Station exhibit, an

additional $4K for Hagerstown Neighborhood Development toward rent and utilities, and $3.5K remaining for unspecified Agency Contributions. Subsequently to the balancing and development of the FY20 budget, there have been discussions to provide The Maryland Theatre an additional $100K annually effective from FY20-FY22 toward its expansion. At this time, the specific funding source for this annual contribution has not yet been determined but is roughly 50% of the city's annual agency contribution limit of $205K total.

11. **Stormwater Management Study and Related Expenses:** Maryland municipalities have the authority to implement a stormwater utility fee. In 2018, the City completed Phase I of developing a cost rate model and addressing associated administrative issues related to a stormwater utility. The City is moving forward with Phase II beginning in April 2019 to further define a cost rate model for future presentations and discussions. At this time, the future budget projections do not include revenue from a stormwater utility fee or a separate stormwater fund. However due to the requirements of the City's MS4 stormwater permit received from Maryland Department of the Environment (MDE), the CIP budget does include project expenditures over the next five years. The funding for these specific projects will be funded with grants, general fund supported debt, and a potential future stormwater revenue source. There are also current operating expenses reflected in the General Fund for service cost related to stormwater activity.
    a. Stormwater Operating Expenses - $761K in FY20 budget in Section 2 on page 55
    b. Stormwater Capital Expenses - $563K in FY20 budget in Section 7, pages 14 and 26 in summary

12. **Important Supplemental Factors:** There are factors and items that impact the city and community that are not included in this FY20 budget:
    a. The Maryland Theatre – the city has received a request for to provide additional money to The Maryland Theatre for its expansion project. To date, the city has committed a maximum of $500K toward the design and construction administration; provided $200K in July 2019 as a grant to cover any portion of its expansion project; secured and passed through Sate Strategic Demolition grant of $300K in October 2018; and will provide another pass through of State Community Legacy grant of $300K from its FY19 award once all documents have been finalized. As of the printing of this FY20 budget document, there is only $9K in General Fund Agency contributions for The Maryland Theatre. There have been recent discussions to provide another $300K in local city funding over the next three fiscal years (FY20-FY22).
    b. Doleman Black Heritage Museum – there is no funding identified in the General Fund for contributions specifically for this initiative.
    c. Ice Rink – there is no funding included in the five year projections for city funding toward a second sheet of ice which would require an expansion of a current city-owned facility/building.
    d. Sportsplex – there is no funding included in the five year projections for city funding toward the construction of a Sportsplex.
    e. Minor League Baseball Stadium – there is no funding included in the five year projections for city funding toward the construction of a new stadium nor a renovation of the existing stadium.
    f. Cable Franchise Revenue – there is 50% reduction ($180K) in this General Fund revenue source over current levels as a result of pending federal legislation.
    g. 911 Funding – there is $405K included in the General Fund expenses to continue to fund the existing 911 center.
    h. Branding and Marketing – there is an additional $25K in the General Fund's Communication budget toward a new branding and marketing initiative.

General Fund/Capital Improvement Project Highlights:

13. **Capital Improvement Projects (CIP) for General Fund**: The General Fund portion in the Capital Improvement Program budget for FY20 represents 52.4% or $14.4M of the total $32.0M. Section 7 of this budget document provides greater details on the capital projects for the General Fund. The largest portion funding source for these projects is anticipated to be bond financing as reflected in the chart below:

Funding Sources	Amount	Percent
Bond Financing	7,037,416	48.8%
Contributions, PEG Fees, & Reforestation Funds	148,500	1.0%
Fund Balance Use: CIP Fund	742,122	5.1%
Fund Balance Use: General Fund	818,000	5.7%
Grants	2,865,000	19.9%
HUR	1,448,000	10.0%
Transfers from Other City Funds (Pay-go)	1,358,378	9.4%
Total Funding Sources for General Fund CIPs	**14,417,416**	**100.0%**

Similarly, a breakdown on the spending of this $14.4M by General Fund department is outlined below with specific details to follow in Section 7:

Spend by Department	Amount	Percent
Engineering	5,096,000	35.3%
Fire	4,799,816	33.3%
Information Technology	682,000	4.7%
Parks & Recreation	1,540,000	10.7%
Planning & Code Amdinistration	25,000	0.2%
Police	1,122,600	7.8%
Public Works	589,000	4.1%
Stormwater	563,000	3.9%
Total Capital Spend by Department:	**14,417,416**	**100.0%**

14. **Pavement Preservation (CIP45-C0025):** Utilizing state highway user revenue (HUR), the City included $1.3M (of the total $1.7M HUR funding) in the FY20 budget for its pavement preservations program for city streets. The City utilizes a variety of methods to maintain streets including overlay, crack-sealing, slurry-sealing, pavement markers, and milling. As the HUR funding levels have been slowly increased close to historical levels, the City has been able to increase the Pavement Condition Index (CPI) to 76 which is equivalent to a "good condition" rating.

15. **Hagerstown Cultural Trail Projects Highlights (CIP45-C0140):** The City has undertaken a number of trail development projects to provide pathways for walkers, joggers, and bike riders as part of our Active Lifestyles Initiatives. Much momentum, by the way of numerous Mayor and City Council actions took place in prior FY16-18 with the construction and addition of the Hagerstown Cultural Trail. Efforts will continue in FY20-FY21 with Phase II and III to be completed and remains a focus of Mayor & Council's Goals & Priorities. The FY20 budget includes $960K in total for multiple portions which are explained in greater detail in Section 7 on page 62: Antietam Street connection to Washington Street, Park Circle addition and construction, and installation of a splashpad. Each individual portion of Phase II are independent of each other and can be completed simultaneously. There are various funding sources planned in order to complete Phase II including various state grants, bond financing, fund balance use, and utilization of CDBG monies.

16. **Professional Court Extension (CIP45-C0685):** This overall project involves the development of a new street network beyond the current corporate boundaries of Hagerstown along with the construction of a bridge over the Antietam Creek to connect Eastern Boulevard to Robinwood Drive. Construction of the phase 1 bridge contract is slated to begin in late 2019. Based on future discussions and decisions with the County this project may prove to benefit Hagerstown, but the anticipated office development to be generated by the new street network is currently located outside of the City. City and County staff have been involved in recent conversations and are working toward a joint agreement and MOU to collaboratively partner to see this community enhancement move forward. There is much to consider including annexation to allow for extension of City services. The city's portion for this specific project reflects $2.5M in City bond financing beginning in FY21 and FY22 at $1.25M. The City applied for $1.3M of ARC grants to assist with the $2.5M price tag and just received preliminary award approval notice of the initial $500K this week.

17. **Urban Improvement Project (UIP) Plaza (CIP45-C0875)**: The Plaza is part of a larger, inter-connected Urban Improvement Project (UIP) downtown that provides for expansions of the Board of Education (BOE) presence downtown, the Maryland Theatre, and the University System of Maryland Center at Hagerstown (USMH). This expanded entertainment-education hub will allow all three enterprises to grow their presence and offerings in the downtown. The plaza will include decorative paving and landscape elements that will create outdoor classroom space for the BOE and USMH, staging area for BOE and Maryland Theatre loading traffic, stormwater management for the complex, and space for public events. The City has included $1.2M in our FY20 budget for the Plaza portion of the Urban Improvement project.

18. **Vehicles:** While the FY20 budget includes vehicle and equipment replacements for aging equipment, it is important to note that there are no new additions to our existing vehicle fleet but only vehicle replacements. Overall, the FY19 budget includes $3.3M for vehicle replacements which represents 22.4% of all planned capital projects for the General Fund. The City strives for a systematic vehicle replacement plan to eliminate costly repairs and to improve efficiency of operations. There is a detail listing that includes each specific vehicle to be replaced per department in Section 7 on pages 9-12. The chart below summarizes the total amount each General Fund department has included in the FY20 budget:

General Fund Departments	Amount	Percent
Vehicles:		
Engineering	-	0.0%
Fire	2,129,816	65.9%
Parks & Recreation	138,000	4.3%
Police	368,000	11.4%
Planning & Code Amdinistration	25,000	0.8%
Public Works	459,000	14.2%
Stormwater	110,000	3.4%
Subtotal Vehicles:	**3,229,816**	**100.0%**
Grand Total All General Fund CIPs	**14,417,416**	**22.4%**

Other Governmental Fund Highlights:

19. **Community Development Block Grant Fund (CDBG):** The proposed CDBG Budget is included Section 4. The City utilizes these Federal Grant funds to support downtown and neighborhood revitalization projects along with community agencies and other projects and priorities. For FY20 it is anticipated the CDBG grant entitlement will be $700K; which is a 7.5% decrease from FY19. A history of the City's Entitlement Funding is shown on Page 6 of Section 4 and reflects a fairly steady allocation since FY15. Total CDBG expenditures are projected to be $1.3M in FY20, funded by a combination of new and carry over entitlement funds of $1.0M plus $274K in program income. These projected expenditures include: $635K for Public Facilities and Improvements; $149K to support

Public Services; $128K in Housing Rehab Projects; and $419K for program administration and demolition. A summary of CDBG revenues and expenditures appears on Page 5 with more detailed information on Pages 6-8.

20. **Economic Redevelopment Fund**: The proposed Economic Redevelopment Fund Budget is included in Section 4. The fund was established to promote the revitalization of the City's downtown and older neighborhood areas. It is used to promote businesses and home ownership in the City Center and has been used for the PEP Program, Invest Hagerstown, and holding real property for resale. For FY20, it is expected that expenditures will be $1.9M of which $920K is for a State funded pass through for the Urban Improvement Project. Also included is $132K for PEP program rent payments; $24K for USMH student housing project rent guarantees (Catalyst #3 of Community City Center Plan); $50,000 for Invest Hagerstown program; $800K combined for Invest Hagerstown incentives. One key property for resale opportunity remains at 170 West Washington. More detailed information of this Fund is found on pages 10-12.

Enterprise/Business-Type Fund Highlights:

21. **Utility Rates:** The FY20 Proposed Budget represents the first year of the new five year rate adjustments to be adopted by Mayor and Council on March 26, 2019. These adjustments take place annually on July 1 and include 3% annual increases for our Water customers. For our Wastewater Customers, this five year schedule includes an annual rate increase of 2%. These soon to be approved rate adjustments are included in the FY20 Proposed Budget and in the five year financial projections. A new contract for wholesale energy was negotiated in FY17 and the rates are $52.70 per megawatt hour through FY22. For all three of our utilities, our customers enjoy some of the lowest service charges in our region.

22. **Electric Fund Projects and Equipment:** The capital projects and equipment purchases are summarized in Section 7 Page 33 and total $668K for the Electric Fund in FY20. Key purchases and projects include the following: CIP 50-C0090 vehicles for $200K; 50-C0778 Substation Upgrades for $60K; 50-C0842 Circuit Upgrades for $80K; and various smaller projects planned. Electric Fund Revenues and Private Contribution will provide the funding for all projects included in the FY20 budget.

23. **Water Fund Capital Projects and Equipment:** In FY20, $3.5M is included for Water Fund capital projects and equipment. These expenditures are summarized beginning on Page 36 of Section 7. Key purchases and projects include the following: CIP 52-C0117 vehicles for $310K; CIP 52-C0168 Edgemont Reservoir Improvements for $1.8M; and; CIP 52-C0653 Water Distribution System Meter Program for $320K. A planned combination of Bond Financing, MDE Loans, and Water Fund Revenue will fund all projects.

24. **Water Fund - Edgemont Reservoir:** To address regulatory requirements as mentioned above in CIP 52-C0168 $12.0M has been included in the FY20, FY21, FY22 (over a 3 year construction period) proposed budgets to complete the design and subsequent construction of the required MDE improvements in accordance with the direction by the Mayor and Council and as approved by MDE Dam Safety Division. Edgemont Reservoir (Warner Gap Hollow Dam). Originally constructed in 1902 and used to supplement the Potomac River supply during emergencies, Edgemont Reservoir must be repaired to remain a viable resource. Work will include extensive grouting at the ogee and emergency spillway and the demolition and re-construction of the ogee and emergency spillway to meet the State Probable Maximum Precipitation (PMP) criteria. All work is to address identified seepage under the spillway and at the base of the left abutment (toe) and to meet the PMP requirements.

25. **Wastewater Fund Capital Projects and Equipment:** In FY20, $8.6M is included for Wastewater Fund capital projects and equipment and is summarized on Page 39 of Section 7. Key purchases and projects include the following: CIP 54-C0565 East End Pump Station for $575K; continuation of CIP 54-C0327 Collection System rehab program for $400K; CIP 54-C0712 Synagro Facility Upgrade Improvements for $6.0M; and CIP 54-C0832 Eliminate Pump Stations for $330K. A combination of Contributions (5.8%), Wastewater Fund Revenue (16.6%), and Bond Financing (77.6%) will fund all projects.

26. **Third Parking Deck (CIP56-C0173) and Parking Fund Operations:** Discussions around the Urban Improvement Project (UIP) have indicated a desire for another parking deck in the downtown area. In addition, the construction of a third parking deck is part of Mayor & Council Goals & Priorities. As a result, the future budget projections include this identified project. Prior to moving forward, additional analysis and planning will be necessary to identify an exact location and timing of when this will be needed as the individual portions of the UIP are completed. For a new deck to be financially viable to the City, it is critical to have new and additional paying parking system customers in our downtown area beyond current levels. Details specifically on this $8.0M Third Parking Deck are included in Section 7 on page 168 with timing of this deck to be done over FY21 and FY22 with bond financing as the funding source.
    All of the factors above were considered when completing the five year operations outlook for the Parking Fund which begins in Section 6 on page 26 and outlines detailed assumptions. The operating revenues from the new deck, combined with other Parking Fund revenue need to meet total Parking operating expenses plus related debt service expenses to avoid General Fund subsidies. With the inclusion of a third parking deck, it is anticipated that there will be a deficit in FY22 which will begin to impact the Parking Fund cash balances in FY23. Rates for parking decks and parking lots were approved for a four year span by Mayor & Council. FY20 will begin the second year of this approved rate schedule and include annual increases of $2 each fiscal year. It is anticipated that a combination of the approved rate schedule and growth in usage will generate an approximate increase of 1.5% through FY24. The FY20 Proposed Budget does include a total of $130K for capital projects which will all be funded with Parking Fund revenues.

27. **Property Management Fund:** This Fund provides stewardship over downtown property owned by the City and leased to area business. In Section 3 on page 39 you will find the Expenditure and Revenue Summary showing proposed FY20 Total Expenditures of $510K and Revenues of $330K. Beginning in FY20, there will be five properties remaining in this fund and only three of those buildings have tenants (Elizabeth Hager Center, 60 West Washington Street, and 36-40 North Potomac Street). There are also anticipated capital projects that total $165K in the FY20 budget which will deplete the remaining cash reserves in this fund. More detailed assumptions through FY24 can be found in Section 6 on pages 31-32. Decisions about the continued viability of this fund and the properties held there will be needed as we are projecting a negative cash situation for FY20 and beyond, which would mean increased need for considering contributions from the General Fund

COMBINED USES OF FUNDS
FY20 BUDGET BY FUND

The Adopted FY20 Budget includes $143.2M in expenditures for all of the City's funds. The City's largest operating fund, the General Fund, is projected at $47.2M for the coming year, a 1.8% increase over FY19. Our utility operations for next year include $25.9M for Electric, $16.1M for the Water Fund, and $22.9M for Wastewater. The City's General Capital Improvement Fund for next year is proposed at $14.4M. The Parking Fund's Budget is $992.4K and the Community Development Block Grant Fund totals $1.3M. These represent Hagerstown's major operating and capital funds. Other Special Revenue funds totaling $2.4M along with Service and Trust Funds totaling $10.8M are also included for next year. Details on the expenditure and revenue assumptions for each Fund, along with program information, is set forth in their individual budgets, which appear throughout the Adopted Budget.

	Revised Budget 2018/2019	Proposed Budget 2019/2020	Adopted Budget 2019/2020	Increase / (Decerase)	Percent Change
General Fund	$ 46,426,278	$ 47,206,731	$ 47,238,831	$ 812,553	1.8%
Community Dev. Block Grant Fund	2,016,111	$ 1,329,984	1,329,984	(686,127)	-34.0%
Special Revenue Funds	2,547,106	$ 2,398,518	2,398,518	(148,588)	-5.8%
Capital Improvement Projects	16,766,379	$ 14,417,416	14,417,416	(2,348,963)	-14.0%
Total Government-type Funds	67,755,874	65,352,649	65,384,749	(2,371,125)	-3.5%
Electric Fund	25,225,891	25,907,753	25,907,753	681,862	2.7%
Water Fund	20,941,950	16,096,321	16,096,321	(4,845,629)	-23.1%
Wastewater Fund	19,353,454	22,866,715	22,866,715	3,513,261	18.2%
Parking Fund	916,644	992,445	992,445	75,801	8.3%
Golf Fund	458,777	485,930	485,930	27,153	5.9%
Property Management Fund	877,934	675,079	675,079	(202,855)	-23.1%
Total Enterprise-type Funds	67,774,650	67,024,243	67,024,243	(750,407)	-1.1%
Service & Trust Funds	10,110,187	10,785,733	10,785,733	675,546	6.7%
Total Combined Uses of Funds	**$ 145,640,711**	**$ 143,162,625**	**$ 143,194,725**	**$ (2,445,986)**	**-1.7%**

COMBINED STATEMENT OF REVENUES AND EXPENDITURES

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE (ALL FUNDS)
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES BY TYPE					
Taxes-Property, Income & Other	$ 34,592,886	$ 36,619,376	$ 36,761,504	$ 37,541,348	2.5%
Charges for Services	63,623,427	61,463,269	61,759,898	62,475,635	1.6%
Licenses and Permits	2,157,177	2,174,672	2,484,900	2,113,850	-2.8%
Fines and Forfeitures	1,159,707	1,721,100	1,240,800	1,338,900	-22.2%
Other Governmental	2,632,780	7,020,270	5,101,765	5,536,243	-21.1%
Other / Transfers In	18,050,218	23,381,643	19,046,428	20,397,585	-12.8%
Total Current Revenues	**$ 122,216,195**	**$ 132,380,330**	**$ 126,395,295**	**$ 129,403,561**	**-2.2%**
EXPENDITURES BY DEPARTMENT					
General Government	$ 5,885,549	$ 6,381,101	$ 6,284,740	$ 6,240,282	-2.2%
Public Safety	22,914,596	24,595,560	24,027,058	24,745,795	0.6%
Highways & Streets	2,586,683	2,834,345	2,924,755	2,875,139	1.4%
Waste Collection & Disposal	2,294,415	2,575,924	2,558,453	2,598,814	0.9%
Parks and Recreation	2,536,793	2,648,055	2,783,837	2,781,493	5.0%
Community & Economic Development	541,374	853,818	862,949	607,691	-28.8%
Community Development Block Grant	670,383	2,016,111	2,109,710	1,329,984	-34.0%
Special Revenue Funds	1,404,061	2,547,106	2,403,133	2,398,518	-5.8%
Enterprise Funds	54,046,611	67,774,650	64,416,633	67,024,242	-1.1%
Capital Improvement Projects Fund	4,488,734	16,766,379	7,587,439	14,417,416	-14.0%
Service and Trust Funds	8,916,926	10,110,187	9,935,401	10,785,733	6.7%
Non-Departmental General Fund	5,510,200	6,537,475	6,807,799	7,357,517	12.5%
Total Expenditures	**$ 111,796,325**	**$ 145,640,711**	**$ 132,701,907**	**$ 143,162,624**	**-1.7%**

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

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2019/20

	GOVERNMENTAL FUND TYPES	ENTERPRISE FUND TYPES	SERVICE AND TRUST FUNDS	COMBINED TOTALS
REVENUES				
Property Taxes	$ 31,868,319	$ -	$ -	$ 31,868,319
Income and Other Taxes	5,673,029	-	-	5,673,029
Licenses and Permits	2,113,850	-	-	2,113,850
Intergovernmental Revenues and Grants	4,616,243	-	-	4,616,243
Charges for Current Services	3,486,312	51,910,619	9,547,006	64,943,937
Fines and Forteitures	1,291,500	-	-	1,291,500
Administrative Allocation Revenues	1,997,500	-	-	1,997,500
Program Income	406,389	-		406,389
Reforestation Fees	10,000	-		10,000
State Funding Pass Thrus: Urban Improv Project	920,000			920,000
Miscellaneous/Other General Revenues	317,955	-	371,000	688,955
Premium on Bonds	-	8,985	-	8,985
Interest on Investments	101,550	196,328	31,000	328,878
TOTAL REVENUES	**$ 52,802,647**	**$ 52,115,932**	**$ 9,949,006**	**$ 114,867,585**
EXPENDITURES				
General Government	6,240,282	-	-	6,240,282
Public Safety	24,745,795	-	-	24,745,795
Highways and Streets	2,875,139	-	-	2,875,139
Waste Collection and Disposal	2,598,814	-	-	2,598,814
Parks and Recreation	2,781,493	-	-	2,781,493
Economic and Community Development	607,691	-	-	607,691
Unallocated General Expense	1,731,600	-	-	1,731,600
Debt Service - Principal and Interest	2,871,737	4,859,227	-	7,730,964
Operating Expenses	18,105,918	52,202,055	9,967,816	80,275,789
TOTAL EXPENDITURES	**62,558,469**	**57,061,282**	**9,967,816**	**129,587,567**
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	**(9,755,822)**	**(4,945,350)**	**(18,810)**	**(14,719,982)**
OTHER FINANCING SOURCES(USES)				
Add Back Depreciation	-	8,779,524	-	8,779,524
Bond Financing Proceeds	3,029,272	8,355,000	-	11,384,272
Bond Prior Proceeds	4,008,144	-	-	4,008,144
Developer Contributions	-	550,000	-	550,000
Benefit Charges	-	952,128	-	952,128
Operating Transfers (From)	1,619,960	510,472	-	2,130,432
Capital Transfers (From)	1,358,378	-	-	1,358,378
General Fund Balance Transfers (From) Capital Projects	818,000	-	-	818,000
General Fund Balance Transfers (From) Invest Hagerstowr	-	-	-	-
Grants in Aid of Construction	108,500	-	-	108,500
Appropriated Use of Fund Balance	1,560,122	-		1,560,122
Prior Years Unexpended Fund Balance	-	-	-	-
Non-Cash Developer Contributions	-	(550,000)	-	(550,000)
General Fund Balance Transfers (to) Capital Projects	(818,000)	-	-	(818,000)
Capital Transfers (to)	(688,625)	(184,753)	-	(873,378)
Operating Transfers (to)	(1,287,555)	-	(817,917)	(2,105,472)
Capital Outlay	-	(13,632,000)	-	(13,632,000)
TOTAL OTHER FINANCING SOURCES (USES)	**9,708,196**	**4,780,371**	**(817,917)**	**13,670,650**
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	**$ (47,626)**	**$ (164,979)**	**$ (836,727)**	**$ (1,049,332)**
Beginning Fund Balance	**$ 20,120,287**	**$ 167,199,385**	**$ 6,347,351**	**$ 193,667,023**
Less Appropriated Use of Fund Balance	(5,568,266)	-	-	(5,568,266)
Ending Fund Balance	**$ 14,504,395**	**$ 167,946,674**	**$ 5,510,624**	**$ 187,961,693**

(Cash Basis)

STAFFING CHARTS

STAFFING SCHEDULE
DETAIL OF UNFUNDED FULL-TIME POSITIONS
FISCAL YEAR 2019/20

Department / Description	Proposed Unfunded
Engineering & Parks	
Parks Maintenance Worker I-III	4.00
Department Total	**4.00**
Information Technology Department	
Network Engineer	1.00
Department Total	**1.00**
Fire Department	
Firefighter	3.00
Fire Deputy Chief	1.00
Fire Training Captain	1.00
Fire Public Safety Educator	1.00
Department Total	**6.00**
Police Department	
Bookkeeping Clerk Typist	-
Department Total	**-**
Public Works	
Sign/Lines Maintenance Worker I-III	1.00
PW Maintenance Worker I-IV	2.00
Truck Driver	1.00
Department Total	**4.00**
TOTAL GENERAL FUND	**15.00**
Water Department	
Maintenance Technician I	1.00
Field Operations (Construction & Maintenance) Technician III	2.00
Engineering Technician	1.00
Department Total	**4.00**
Wastewater Department	
Collection System Operator IV	2.00
Department Total	**2.00**
Electric Department	
Senior Meter Repairer	1.00
Utility Servicepersons/Building Maintenance	1.00
Senior Electric Construction Worker	1.00
Lineworker	1.00
Department Total	**4.00**
TOTAL OTHER FUNDS	**10.00**
TOTAL ALL FUNDS	**25.00**

FIVE YEAR COMPARISON
FISCAL YEARS 2015/16 THROUGH 2019/20

DEPARTMENT	FISCAL YEARS 2015/16 FULL-TIME	2015/16 PART-TIME	2016/17 FULL-TIME	2016/17 PART-TIME	2017/18 FULL-TIME	2017/18 PART-TIME	2018/19 FULL-TIME	2018/19 PART-TIME	2019/20 FULL-TIME	2019/20 UNFUNDED	2019/20 PART-TIME
Office of The Mayor	0.33	-	0.33	-	0.33	-	0.33	-	0.33	-	-
City Administrator	1.33	-	1.33	-	1.33	-	1.33	-	1.33	-	-
City Clerk	1.34	0.50	1.34	0.50	1.34	0.50	1.34	0.50	1.34	-	0.50
Community & Economic Development	28.84	5.50	6.75	2.00	6.75	2.00	6.75	2.00	6.75		1.30
Unfunded Positions	(1.00)	-	-	-	-	-	-	-		-	-
Total Funded Positions	27.84	5.50	6.75	2.00	6.75	2.00	6.75	2.00	6.75	-	1.30
Planning & Code Administration	-	-	20.00	2.00	20.00	1.00	20.00	1.00	20.00		1.00
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	-	-	20.00	2.00	20.00	1.00	20.00	1.00	20.00	-	1.00
Finance	8.50	-	8.50	-	8.50	-	8.50	-	8.40		-
Unfunded Positions	-	-	-	-	-	-	-	-	-	-	-
Total Funded Positions	8.50	-	8.50	-	8.50	-	8.50	-	8.40		-
IT, Communications, & Support Services	12.00	3.00	14.10	5.50	14.10	5.50	14.10	5.50	13.10		5.50
Unfunded Positions	-	-	-	-	-	-	(1.00)	-		1.00	-
Total Funded Positions	12.00	3.00	14.10	5.50	14.10	5.50	13.10	5.50	13.10	1.00	5.50
Human Resources	5.00	3.00	5.00	4.00	5.00	4.00	5.00	4.00	5.00		4.00
Engineering & Parks	30.64	6.00	30.65	6.00	30.92	9.00	30.92	7.00	26.41		7.00
Unfunded Positions	(3.00)	-	(3.00)	-	(3.00)	-	(3.00)	-		4.00	-
Total Funded Positions	27.64	6.00	27.65	6.00	27.92	9.00	27.92	7.00	26.41	4.00	7.00
Police Sworn	108.00	-	112.00	-	112.00	-	112.00	-	112.00		-
Police Administrative/Civilian	15.00	19.00	15.00	18.00	15.00	14.00	15.00	14.00	15.00		13.00
Unfunded Positions	(1.00)	-	(1.00)	-	(1.00)	-	(1.00)	-		-	-
Total Funded Positions	122.00	19.00	126.00	18.00	126.00	14.00	126.00	14.00	127.00	-	13.00
Fire	83.00	-	83.00	-	83.00	-	83.00	-	78.00		-
Unfunded Positions	(6.00)	-	(6.00)	-	(6.00)	-	(6.00)	-		6.00	-
Total Funded Positions	77.00	-	77.00	-	77.00	-	77.00	-	78.00	6.00	-
Public Works	32.50	-	32.90	-	32.90	-	32.90	-	23.55		-
Unfunded Positions	(5.00)	-	(4.00)	-	(4.00)	-	(4.00)	-		4.00	-
Total Funded Positions	27.50	-	28.90	-	28.90	-	28.90	-	23.55	4.00	-
Stormwater	-	-	-	-	-	-	-	-	5.86		-
Total General Fund	**326.48**	**37.00**	**330.90**	**38.00**	**331.17**	**36.00**	**331.17**	**34.00**	**317.07**	**15.00**	**32.30**
Unfunded Total - General Fund	**(16.00)**	**-**	**(14.00)**	**-**	**(14.00)**	**-**	**(15.00)**	**-**	**-**		**-**
Total Funded Positions-General Fund	**310.48**	**37.00**	**316.90**	**38.00**	**317.17**	**36.00**	**316.17**	**34.00**	**317.07**	**15.00**	**32.30**
Electric	35.55	-	35.55	-	35.55	-	35.55	-	31.51		-
Unfunded Positions	(5.00)	-	(5.00)	-	(6.00)	-	(4.00)	-		4.00	-
Total Funded Positions	30.55	-	30.55	-	29.55	-	31.55	-	31.51	4.00	-
Water	54.52		54.52		54.52	-	54.02	-	50.36		-
Unfunded Positions	(4.00)		(4.00)		(4.00)		(4.00)			4.00	
Total Funded Positions	50.52		50.52		50.52		50.02		50.36	4.00	-
Wastewater	48.26	-	48.26	-	48.26	-	48.76	-	46.56		-
Unfunded Positions	(2.00)	-	(2.00)	-	(2.00)	-	(2.00)	-		2.00	-
Total Funded Positions	46.26	-	46.26	-	46.26	-	46.76	-	46.56	2.00	-
Golf Course	2.52	2.00	2.52	1.00	2.25	2.00	2.25	1.00	2.25	-	1.00
Parking	2.40	9.00	2.20	7.00	2.20	10.00	2.20	10.00	2.20	-	10.00
Property Management	1.10	1.00	0.90	1.00	0.90	1.00	0.90	1.00	0.90	-	0.70
Community Dev Block Grant	2.01	-	2.00	-	2.00	-	2.00	-	2.00	-	-
Business Revolving Loan Fund	0.16	-	0.15	-	0.15	-	0.15	-	0.15	-	-
City-wide Staffing Levels	**473.00**	**49.00**	**477.00**	**47.00**	**477.00**	**49.00**	**477.00**	**46.00**	**453.00**	**25.00**	**44.00**
Unfunded Total - City-wide	**(27.00)**	**-**	**(25.00)**	**-**	**(26.00)**	**-**	**(25.00)**	**-**	**-**		**-**
Total Funded Positions - City-wide	**446.00**	**49.00**	**452.00**	**47.00**	**451.00**	**49.00**	**452.00**	**46.00**	**453.00**	**25.00**	**44.00**
General Operations	**122.65**	**18.00**	**123.05**	**20.00**	**123.32**	**22.00**	**123.32**	**20.00**	**114.22**	**9.00**	**19.30**
Public Safety	**206.00**	**19.00**	**210.00**	**18.00**	**210.00**	**14.00**	**210.00**	**14.00**	**205.00**	**6.00**	**13.00**
Enterprise Funds	**144.35**	**12.00**	**143.95**	**9.00**	**143.68**	**13.00**	**143.68**	**12.00**	**133.78**	**10.00**	**11.70**

FY16 FT Changes: 5 new positions created in Comm & Econ Develop for Code Admin Rental Licensing & Vacant Structure program; 1 new positon in HR due transition self-funded work comp; converting 1 part-time Parks & Recreation position to full-time; 1 new Sworn Officer in Police to staff Wash County Library; and funding 1 position in Public Works that was Unfunded.
FY16 FT M&CC Changes: 3 positions unfunded Director DCED; Public Works; and Fire Training Captain.
FY17 FT Changes: 4 new positions created for 2015 approved COPS Hiring Grant; funding 1 DCED position; and funding 1 PW position for internal abatement
FY18 No changes in FT positions: PT positions reflect a shift of Parking Enforcement staffing from Police to Parking Fund
FY19 FT Changes: Unfund 1 full-time IT position in General Fund. Separtely funded a prior Electric Foreman position that was unfunded (approved by M&C 10/3/17)
FY20 FT Changes: 1 new position in Fire Department for a third DFM

GOVERNMENTAL FUNDS - COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2019/2020

	GENERAL	SPECIAL REVENUE	CAPITAL IMPROVEMENT FUNDS	TOTAL
REVENUES				
Property Taxes	$ 31,868,319	$ -	$ -	$ 31,868,319
Income and Other Taxes	4,225,029	-	1,448,000	5,673,029
Licenses and Permits	2,113,850	-	-	2,113,850
Intergovernmental Revenues	408,864	1,342,379	2,865,000	4,616,243
Charges for Current Services	3,486,312	-	-	3,486,312
Fines and Forfeitures	1,291,500	-	-	1,291,500
Administrative Allocation Revenues	1,997,500	-	-	1,997,500
Program Income	-	406,389	-	406,389
Reforestation Fees	-	10,000	-	10,000
State Funding Pass Thrus: Urban Improve Project	-	920,000	-	920,000
Miscellaneous/Other General Revenues	293,840	24,115	-	317,955
Interest on Investments	100,000	1,550	-	101,550
TOTAL REVENUES	**45,785,214**	**2,704,433**	**4,313,000**	**52,802,647**
EXPENDITURES				
General Government	6,240,282	-	-	6,240,282
Public Safety	24,745,795	-	-	24,745,795
Highways and Streets	2,875,139	-	-	2,875,139
Waste Collection and Disposal	2,598,814	-	-	2,598,814
Parks and Recreation	2,781,493	-	-	2,781,493
Community and Economic Development	607,691	-	-	607,691
Unallocated General Expense	1,731,600	-	-	1,731,600
Debt Service - Principal and Interest	2,871,737	-	-	2,871,737
Operating Expenses	-	3,688,502	14,417,416	18,105,918
TOTAL EXPENDITURES	**44,452,551**	**3,688,502**	**14,417,416**	**62,558,469**
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENDITURES	**1,332,663**	**(984,069)**	**(10,104,416)**	**(9,755,822)**
OTHER FINANCING SOURCES(USES)				
Operating Transfers From	604,960	975,000	40,000	1,619,960
Capital Transfers From	-	-	1,358,378	1,358,378
General Fund Balance Transfers From Capital Projects	-	-	818,000	818,000
General Fund Balance Transfers From Invest Hagerstown	-	-	-	-
Prior Bond Proceeds	-	-	4,008,144	4,008,144
Bond Financing Proceeds	-	-	3,029,272	3,029,272
Contributions by Others	-	-	108,500	108,500
Appropriated Use of Fund Balance	818,000	-	742,122	1,560,122
General Fund Balance Transfers (to) Capital Projects	(818,000)	-	-	(818,000)
General Fund Balance Transfers (to) Invest Hagerstown	-	-	-	-
Capital Transfers (to)	(688,625)	-	-	(688,625)
Operating Transfers (to)	(1,247,555)	(40,000)	-	(1,287,555)
TOTAL OTHER FINANCING SOURCES (USES)	**(1,331,220)**	**935,000**	**10,104,416**	**9,708,196**
EXCESS(DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	$ 1,443	$ (49,069)	$ -	$ (47,626)
Beginning Fund Balance	**$ 11,257,723**	**$ 4,784,666**	**$ 4,077,898**	**$ 20,120,287**
Less Appropriated Use of Fund Balance	(818,000)	-	(4,750,266)	(5,568,266)
Ending Fund Balance	**$ 10,441,166**	**$ 4,735,597**	**$ (672,368)**	**$ 14,504,395**
DETAIL OF ENDING FUND BALANCES:				
Nonspendable	$ 400,000	$ -	$ -	400,000
Restricted	-	2,420,961	-	2,420,961
Committed	462,500	1,000,000		1,462,500
Assigned	1,250,000	1,314,636	(672,368)	1,892,268
Unassigned	8,328,666	-	-	8,328,666
Ending Fund Balance	**$ 10,441,166**	**$ 4,735,597**	**$ (672,368)**	**$ 14,504,395**

SOURCES OF FY20 GENERAL FUND REVENUE

The Proposed General Fund revenue of $47.2M for FY20 represents a 1.7% increase over the FY19 budget. The primary reasons for this increase in General Fund revenue is: $371.6K growth in Property Tax Revenue as a result of an estimated 1.5% growth in assessed values, utilization of Highway User Funds of $275.0K to cover a portion of annual eligible debt expenses; and the utilization of fund balance reserve for capital infrastructure and projects. There are offsetting decreases and the largest one is in Fines & Forfeitures due to Speed Camera and Red Light programs.

The following table illustrates the change in the sources of General Fund Revenues from Revised Budget FY19 to Proposed Budget FY20.

Sources of General Fund Revenue Growth			
FY 19/20 General Fund Budgeted Revenues	**$**	**47,208,174**	
FY 18/19 General Fund Budgeted Revenues	**$**	**46,417,138**	
Revenue Growth (Decrease)		**791,036**	**1.7% Increase**
Sources			
Property Tax Revenue		371,594	
Income & Other Taxes		460,794	
Licenses & Permits		(60,822)	
Intergovenmental Revenues		(54,830)	
Charges for Current Services		247,142	
Fine & Forfeitures		(333,600)	
Unallocated Revenues		(47,762)	
Transfers From Other Funds		25,621	
Appropriated Use of Fund Balance		182,899	
Total	**$**	**791,036**	

EXPENDITURES OF FY20 GENERAL FUND RESOURCES

The change in the Proposed General Fund Budget for expenditures in FY20 totals $780.5K representing a 1.7% increase in expenditures from the revised FY19 Budget of $46.4M. The following table illustrates the changes in the use of General Fund budget resources by category of expenditure from FY19 to FY20. The total General Fund expenditure increase is primarily a result of the following: approved union contracts and salary enhancements for all employee groups, increases in contractual services related to red light camera and legal and other professional fees, rising employer paid benefits costs for State of Maryland pension contributions, police & fire pension contributions, and employer related payroll costs associated with salary increases, rising debt service costs, and transfers for fund balance reserves.

Uses of General Fund Revenue Growth			
FY 19/20 General Fund Budgeted Expenditures	**$**	**47,206,731**	
FY 18/19 General Fund Budgeted Expenditures		**46,426,278**	
Expenditure Growth (Decrease)		**780,453**	**1.7% Increase**
	Uses		
Wage & Benefits		278,618	
Wage & Overhead Allocations		10,686	
Contracted Services		123,214	
Materials, Supplies & Utilities		7,668	
Insurance		4,229	
Capital Expenditures		(217,054)	
Debt Service		263,166	
Transfers To Other Funds		260,240	
Other Expenditures		(333,213)	
Fund Balance Transfer		382,899	
Total	**$**	**780,453**	

ALLOCATION OF FY20 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:

	Allocation	Percent
Public Safety		
Police	$14,330,117	30.4%
Fire	8,206,032	17.4%
Highways, Streets, & Signal Department	3,451,223	7.3%
Engineering, Parks & Recreation	3,817,425	8.1%
Waste Collection & Disposal	2,598,814	5.5%
Planning & Code Administration	2,078,076	4.4%
Technology & Support Services	1,391,879	2.9%
Communications	313,325	0.7%
Economic & Community Development	1,086,939	2.3%
Finance	776,280	1.6%
Human Resources	634,682	1.3%
City Hall	259,090	0.5%
Legal Counsel	268,000	0.6%
City Administrator	264,400	0.6%
Mayor & Council	208,958	0.4%
City Clerk	163,974	0.3%
Retiree Benefits	1,486,600	3.1%
Contributions to Other Agencies	210,000	0.4%
Debt Service	2,871,737	6.1%
Capital Transfers to Other Funds	688,625	1.5%
Fund Balance Transfers	818,000	1.7%
Unallocated Expenses/Transfers *	1,282,555	2.7%
Total	**$47,206,731**	**100.0%**

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

GENERAL FUND CAPITAL INVESTMENT

The following table summarizes our history of General Fund capital investment since FY03.

Fiscal Year	Capital Outlay	Approriation To CIP Fund	GF Fund Balance Transfer to CIP	Total
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
2010/2011	69,225	666,506	-	735,731
2011/2012	658,297	336,952	-	995,249
2012/2013	88,123	1,102,759	-	1,190,882
2013/2014	177,981	832,268	-	1,010,249
2014/2015	178,836	353,507	546,903	532,343
2015/2016	248,127	822,655	103,869	1,174,651
2016/2017	235,928	1,042,752	-	1,278,680
2017/2018	131,439	307,740	632,107	1,071,285
Estimated Actual:				
2018/2019	208,592	1,013,400	289,085	1,511,077
Proposed Budget:				
2019/2020	181,057	688,625	818,000	1,687,682
2020/2021	183,057	1,961,350	-	2,144,407
2021/2022	208,057	1,658,950	-	1,867,007
2022/2023	213,057	1,205,850	-	1,418,907
2023/2024	223,057	1,291,950	-	1,515,007

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

*The proposed budget for FY20 above includes the use of General Fund Balance reserves to maintain levels needed for capital improvement projects.

BONDED DEBT OUTSTANDING

In current FY19, the budget originally included a preliminary $9.3M General Fund bond issue. However at this time, it is projected that this bond issue will be $4.1M in the General Fund and represents six of the projects approved in FY19 budget. This future 2019 bond issue is reflected in the chart below offset with current fiscal year debt service payments for a net increase in outstanding bond balances from FY18 to estimated FY19.

In the FY20 proposed budget, staff has included a general fund supported bond issue that totals $9.9M to General Fund ($3.0M), Water Fund ($175K) and Wastewater Fund ($6.7M). Also included in FY20 proposals is 2019/2020 MDE issued debt for the Water Fund in the amount of $1.5M. These proposed capital expenditures are described in detail in the Capital Improvement Program (Section 7) and in the Enterprise Funds (Section 3).

The following table illustrates the balance of bonded debt outstanding at the end of each fiscal year over a 12-year period since FY09. It is separated into tax supported general bonded debt and self-supporting enterprise fund debt for the City's Electric, Water, Wastewater, Parking, and Property Management funds. As reflected in the table below, the largest growth in total outstanding debt over this 12-year period is in the self-supporting enterprise funds.

Fiscal Year	Total Bonded Debt	General Tax Supported	Self-Supporting Enterprise
2008/2009	39,336,794	13,342,801	25,993,993
2009/2010	62,314,151	20,457,426	41,856,725
2010/2011	63,755,733	18,695,138	45,060,595
2011/2012	66,363,883	17,459,565	48,904,318
2012/2013	62,885,398	16,013,064	46,872,334
2013/2014	66,322,847	15,168,166	51,154,681
2014/2015	75,417,227	18,093,422	57,323,805
2015/2016	70,939,759	16,621,899	54,317,860
2016/2017	73,754,525	20,398,887	53,355,638
2017/2018	69,769,925	19,902,356	49,867,569
2018/2019 Estimated Actual	73,853,455	22,012,049	51,841,406
2019/2020 Proposed Budget	80,943,133	22,853,275	58,089,858
12 Year Increase in Outstanding Debt	**$ 41,606,339**	**$ 9,510,474**	**$ 32,095,865**

Finally, the City may continue to experience both direct and indirect impacts from federal spending cuts and repeated uncertainty in the Municipal Bond Market. There continue to be a variety of discussions regarding municipal bonds and how changes may impact the bond market interest rates and the cost of issuance with those bonds. As part of a prior national stimulus package, the City issued taxable Build America Bonds as part of its 2009 issuance. With this issue, the federal government was originally reimbursing 35% of the total interest paid to bondholders until December 2012 when the reimbursements were reduced. Per new federal government initiatives, this reimbursement amount may be restored temporarily for a two year period ending in FY20. For this reason, the FY20 proposed budget includes the full interest reimbursement.

DEBT LEVELS AND AFFORDABILITY

Neither State law nor the City's Charter places a limitation upon the amount of general obligation debt the City may incur. However, the City has strictly adhered to a debt management policy which is included as part of the fiscal policies section of this document to ensure it prudently and responsibly manages its debt. The debt management policy was last amended on December 16, 2014. While the City issues general obligation bonds for its utilities to lower interest costs, this debt is considered self-supporting from utility user service charges. Only non-utility general obligation financing bonds are considered to be tax supported.

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

TAX SUPPORTED GENERAL FUND OBLIGATION DEBT RATIOS

Fiscal Year	Total Taxable Assessed Value	Gov't Debt as Percentage of Total Taxable Assessed Value	Gov't Debt Per Capita	General Fund Debt Service as % of General Fund Operating Revenue
2008/2009	2,552,030	0.52%	333	5.16%
2009/2010	2,830,482	0.72%	511	5.25%
2010/2011	2,880,838	0.65%	471	6.41%
2011/2012	2,559,162	0.68%	440	6.80%
2012/2013	2,633,731	0.61%	404	5.31%
2013/2014	2,665,127	0.57%	382	4.80%
2014/2015	2,541,960	0.71%	448	4.44%
2015/2016	2,618,007	0.63%	411	4.85%
2016/2017	2,659,606	0.77%	504	5.15%
2017/2018	2,659,872	0.75%	494	5.51%
2018/2019 Estimated Actual	2,677,226	0.82%	546	5.56%
2019/2020 Proposed Budget	2,718,004	0.84%	567	6.19%
City Debt Policy		**10.00%**	**$ 1,000**	**10.00%**

GENERAL FUND

REVENUES

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

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Property Tax Revenue	$ 31,496,725	$ 31,459,870	$ 31,868,319	1.2%
Income & Other Taxes	3,764,235	3,944,927	4,225,029	12.2%
Licenses & Permits	2,174,672	2,484,900	2,113,850	-2.8%
Intergovernmental Revenues	463,694	498,816	408,864	-11.8%
Charges for Current Services	3,239,170	3,255,781	3,486,312	7.6%
Fines & Forfeitures	1,625,100	1,217,400	1,291,500	-20.5%
Administrative Allocation Revenues	1,997,500	1,997,500	1,997,500	0.0%
Contributions & Donations	101,250	27,800	30,300	-70.1%
Interest on Investments	40,000	100,000	100,000	150.0%
Other Unallocated General Revenues	300,352	327,351	263,540	-12.3%
Transfers from Other Funds	579,339	569,179	604,960	4.4%
Appropriated Use of Fund Balance	635,101	-	818,000	28.8%
Total Current Revenue	**$ 46,417,138**	**$ 45,883,524**	**$ 47,208,174**	**1.7%**

1. Overall Property Tax revenue is estimated to increase from FY19 budget to FY20 budget by $371.6K or 1.2% as a result of two primary factors. One factor is the impact of keeping the current overall real estate tax rate 1.002 per $100 of assessed values instead of the constant yield rate of 99.68 cents per $100 of assessed value ($131K). The city implemented a tier tax rate in FY19 separately for Apartments at 1.032 per $100 and plans to keep this rate unchanged as well. A second factor is a projected 1.5% growth in our assessed values given that this is third and final year of the City's triennial assessment cycle. This total increase in revenue is needed to cover rising costs for approved union salary enhancements, employer benefits, capital infrastructure improvements and updates, and annual debt service requirements. Total Property Tax revenue is the primary source of revenue for the General Fund at 69.6% excluding Transfers from Other Funds and Appropriated Use of Fund Balance and 67.5% when including these other funding sources.

2. Intergovernmental Revenues is projected to decrease overall by $54.8K or 11.8%. The Police Department had three separate COPS Hiring grants for staffing. Each of these grants covered a three year period for each applicable position with a one year employment retention period to follow. The federal reimbursement for these grants was a declining percentage each year. It is anticipated that all final federal reimbursement will be received in FY20 related to these grants.

3. The Fines & Forfeitures decrease by $333.6K or 20.5% over the FY19 budget is driven by a decline in the Safe Speed for Students program and only slight increase for the implementation of a Red Light Camera program.

4. Interest on Investments reflects an increase of $60.0K or 150.0%. The FY20 budget anticipates the continuation of current financial market trends and cash balances.

5. Appropriated Use of Fund Balance reflects a total request of $818.0K to be utilized from prior years' General Fund balance. The City had a surplus in FY18 in the General Fund which enables a portion to be allocated and utilized for FY20 capital infrastructure needs and projects. It is anticipated that the City will remain in compliance with its General Fund/Retained Earnings policy if all $818.0K is spent.

COST BY FUNCTION

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

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Police	$ 14,473,745	$ 13,916,902	$ 14,330,117	-1.0%
Fire	8,090,265	8,052,141	8,206,032	1.4%
Subtotal Public Safety	**22,564,010**	**21,969,043**	**22,536,149**	**-0.1%**
Highways, Streets, & Signal Department	3,291,835	3,443,891	3,451,223	4.8%
Engineering, Parks & Recreation	3,788,431	3,836,291	3,817,425	0.8%
Waste Collection & Disposal	2,575,924	2,558,453	2,598,814	0.9%
Planning & Code Administration	2,019,993	1,971,633	2,078,076	2.9%
Technology & Support Services	1,312,523	1,406,680	1,391,879	6.0%
Communications	288,758	318,941	313,325	8.5%
Economic & Community Development	1,501,933	1,367,677	1,086,939	-27.6%
Finance	758,822	748,346	776,280	2.3%
Human Resources	646,790	662,047	634,682	-1.9%
City Hall	295,806	239,844	259,090	-12.4%
Legal Counsel	259,887	259,887	268,000	3.1%
City Administrator	214,468	290,595	264,400	23.3%
Mayor & Council	207,297	209,181	208,958	0.8%
City Clerk	162,328	159,283	163,974	1.0%
Retiree Benefits	1,479,088	1,486,600	1,486,600	0.5%
Contributions to Other Agencies	455,000	455,000	210,000	-53.8%
Debt Service	2,608,571	2,551,706	2,871,737	10.1%
Capital Transfers to Other Funds	893,400	1,013,400	688,625	-22.9%
Fund Balance Transfers	435,101	292,183	818,000	88.0%
Unallocated Expenses/Transfers*	666,315	1,008,910	1,282,555	92.5%
Total General Fund	**$ 46,426,280**	**$ 46,249,591**	**$ 47,206,731**	**1.7%**

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

1. The Fire Department proposed FY20 budget reflects an increase of 1.4% or $115.8K. Primarily, this increase reflects a combined $169.6K total for salary enhancement for all HFD personnel, adding a third Deputy Fire Marshall, employer paid benefit increases, overtime, and pay-outs for possible retirements. Other operating categories are anticipated to decrease such as building structure maintenance costs; bi-annual medical and physical testing; professional development; and miscellaneous tools and minor equipment purchases.

2. Overall, Highway, Streets & Signal Department is proposed to be 4.8% or $159.4K higher in proposed FY20 budget. This increase is due to reallocating current city staff from Engineering to newly created Stormwater department which is now reflected under Highways, Streets & Signal effective with FY20 budget.

3. Economic & Community Development is proposed to be 27.6% or $415.0K lower than FY19 due to two primary changes: a one-time customized economic incentive was done in FY19 and the FY20 change from the Blues festival to Imagine Hagerstown, which is a 4 weekend event in June.

4. The FY20 proposed budget for Contributions to Other Agencies is estimated to be $245.0K lower than FY19 budget. This reduction includes normal agency contributions with no additional contribution to The Maryland Theatre for its expansion project in downtown Hagerstown.

5. The FY20 proposed budget for Fund Balance Transfers reflects an increase of $382.9K. As previously indicated, it is anticipated that the City will utilize Fund Balance reserve amounts from a FY18 surplus for FY20 capital infrastructure projects.

6. Unallocated Expenses/Transfers reflect an overall increase of $616.2K more in proposed FY20 budget than in FY19. This increase is a result of transferring more money to Economic Redevelopment Fund to provide funding for incentives in FY20 at amounts higher than in FY19.

EXPENDITURES BY TYPE

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

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Salaries and Wages	$ 20,294,467	$ 20,180,310	$ 20,643,911	1.7%
Employee Benefits	9,908,975	9,653,372	9,838,149	-0.7%
Total Wages and Benefits	**30,203,442**	**29,833,682**	**30,482,060**	**0.9%**
Wage & Overhead Allocations	(850,619)	(804,196)	(839,933)	-1.3%
Contracted Services	5,046,202	5,170,565	5,169,417	2.4%
Materials, Supplies & Utilities	1,990,738	2,033,481	1,998,406	0.4%
Insurance	289,568	274,479	293,797	1.5%
Advertising & Printing	245,846	232,853	214,945	-12.6%
Rentals	108,280	120,452	111,614	3.1%
Maintenance & Repairs	1,091,564	1,143,190	1,160,286	6.3%
Vehicle Expenditures	783,895	775,225	780,170	-0.5%
Professional Development	168,168	180,740	164,406	-2.2%
Communication Expenditures	374,803	372,125	370,163	-1.2%
Other General Expenditures	1,006,668	972,204	859,426	-14.6%
Unallocated General Expenditures	850,000	880,000	635,000	-25.3%
Debt Service	2,608,571	2,551,706	2,871,737	10.1%
Capital Outlay - Non CIP	193,336	208,592	181,057	-6.4%
Operating Transfers to Other Funds	987,315	998,910	1,247,555	26.4%
Capital Transfers to Other Funds	893,400	1,013,400	688,625	-22.9%
Fund Balance Transfer to CIP Fund	385,101	289,085	818,000	112.4%
Fund Balance Transfer for Invest Hag	50,000	3,098	-	-100.0%
Total All Expenditures	**$ 46,426,278**	**$ 46,249,591**	**$ 47,206,731**	**1.7%**

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

1. The $278.6K or 0.9% increase in Total Wages & Benefits reflects approved union salary enhancements and other potential salary enhancements for all full-time employee groups, increased overtime in the Fire Department, growing employer paid benefit costs for both pension plans (State of Maryland and the City's Police & Fire Plan), and other direct payroll related benefits like FICA. There is one new full-time position included in the FY20 proposed budget under the Fire Department for a Deputy Fire Marshall which was approved by Mayor & Council. At a combined total of $30.5M, General Fund Wages & Benefits represent 64.6% of the total annual operating expenditures for FY20 proposed budget and is the largest component of all General Fund expenditures.

2. Contracted Services is projected to increase $123.2K or 11.0% as a result of the increased red light camera costs, legal fees, professional services for Phase II of Stormwater cost study.

3. Unallocated General Expenditures are expected to decrease by $215.0K or 25.3% which includes normal annual contributions to agencies and no additional to The Maryland Theatre toward its expansion portion of the Urban Improvement Project. FY19 reflects a one-time $200K contribution for The Maryland Theatre.

4. The $263.2K or 10.1% increase in Debt Service reflects rising annual debt service requirements with the addition of a pending 2019 bond issue plus a potential future 2020 bond issue for General Fund projects. In FY20, annual debt service is 6.1% of all total General Fund expenditures.

5. Capital Transfers to Other Funds are expected to decrease by $204.8K or 22.9% and reflects the City's use of General Fund Balance Reserves to support capital purchases rather than only utilizing General Fund operating transfers or pay-go. A detail listing of all the projects that this will fund is located in Section 7 on pages 19-20.

6. The $432.9K increase in Fund Balance Transfer to CIP Fund reflects the utilization of FY18 surplus to cover FY20 capital infrastructure and project needs while maintaining compliance with the Fund Balance/Retained Earnings policy.

ENTERPRISE FUNDS

ELECTRIC FUND

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Operating Revenues	$ 23,894,783	$ 24,496,285	$ 24,511,713	2.6%
Operating Expenses	23,991,166	24,527,441	24,622,865	2.6%
Operating Income (Loss)	**(96,383)**	**(31,156)**	**(111,152)**	**15.3%**
Non-Operating Revenues (Expenses)	81,250	104,432	92,165	13.4%
Gain (Loss) on Fixed Asset Disposal	(20,000)	(5,000)	(20,000)	0.0%
Transfers from (to) Other Funds	54,015	54,015	5,437	-89.9%
Capital Contributions & Grants	50,000	25,000	50,000	0.0%
Increase (Decrease) in Retained Earnings	**68,882**	**147,291**	**16,450**	**-76.1%**
Add Back Depreciation	1,040,000	1,015,000	1,095,000	5.3%
Capital Outlay/Fixed Assets	(1,197,500)	(1,192,664)	(1,195,000)	-0.2%
Repayment of Principal on Debt	(41,674)	(41,674)	(43,246)	3.8%
Non-Cash Developer Contributions	(50,000)	(25,000)	(50,000)	0.0%
Net Surplus (Deficit)	**$ (180,292)**	**$ (97,047)**	**$ (176,796)**	**-1.9%**

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

1. No electric rate increases have been projected for FY20. The proposed budget reflects the power supply contract extensions through May 31, 2022 with First Energy Solutions.

2. Electric revenue shows an overall 2.6% increase which reflects the continuation of current FY19 customer trends and usage.

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

1. Purchased power costs are projected to be higher by 3.2% or $557.3K compared to FY19 budget and reflects the charge per megawatt hour (MWh) of $52.70 which was effective June 1, 2017 and higher utilization trends as experiencing in FY19.

2. Total personnel costs (salaries, overtime, and benefits) reflect a combined increase of 0.3% or $9.3K which reflects approved salary enhancements including IBEW union wage increase, non-union step increase, and increase in employer benefit contributions. The current IBEW union contract is effective through June 2022.

3. Depreciation expense reflects an increase of 5.3% or $95.0K due to anticipated investments in new capital projects and assets.

4. Capital outlay totals for fixed assets are expected to decrease slightly by <$2.5K> to total $1.2M. The Capital Improvement Program, Section 7, provides details on all the Electric Fund projects anticipated for FY20 beginning on page 121.

5. Annual debt service expenditures are expected to increase by 3.8% or $1.6K which is reflected in the Repayment of Debt Principal line above. There are no new anticipated bond issues expected for the Electric Fund.

WATER FUND

	Revised Budget 2018/2019	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Operating Revenues	$ 12,003,120	$ 11,694,796	$ 11,960,500	-0.4%
Operating Expenses	11,967,370	11,774,915	12,034,612	0.6%
Operating Income (Loss)	**35,750**	**(80,119)**	**(74,112)**	**-307.3%**
Non-Operating Revenues (Expenses)	(507,214)	(499,581)	(473,844)	-6.6%
Gain (Loss) on Fixed Asset Disposal	10,000	20,000	10,000	0.0%
Transfers from (to) Other Funds	81,553	81,553	36,388	-55.4%
Capital Contributions & Grants	2,383,250	2,619,208	502,128	-78.9%
Increase (Decrease) in Retained Earnings	**2,003,339**	**2,141,061**	**560**	**-100.0%**
Add Back Depreciation	3,525,000	3,420,000	3,635,000	3.1%
Capital Outlay/Fixed Assets	(8,420,000)	(5,420,000)	(3,495,000)	-58.5%
Repayment of Principal on Debt	(1,826,090)	(1,773,089)	(1,755,569)	-3.9%
Non-Cash Developer Contributions	(350,000)	(350,000)	-	-100.0%
Bond Proceeds	3,318,750	1,021,280	1,675,000	-49.5%
Net Surplus (Deficit)	**$ (1,749,001)**	**$ (960,748)**	**$ 59,991**	**-103.4%**

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

1. Annual rate increases have been approved through FY24. The increase effective July 1, 2019 is an average of 3% for inside customers and 3% for outside customers and is reflected in the total operating revenue slight decrease of 0.4%. The service rate increase is part of a multi-year plan to offset increasing debt service costs, rising depreciation expense, and decreasing capital contributions.

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

1. The FY19 proposed budget includes an increase of 0.6% or $67.2K for total operating expenses. The FY20 budget includes approved salary enhancements. The current AFSCME 1540 union contract is effective through June 2022. The primary reasons for this total increase are: an increase in salaries, overtime, and benefits of $89.8K; a combined decrease of $114.9K for contractual services, chemicals and minor equipment purchases like portable tools/equipment; and $121.1K increase in depreciation and other general expenses.

2. Capital outlay totals for fixed assets are estimated to decrease by <$4.9M> or 58.5% as revised amounts are included in projects for Edgemont Reservoir, Breichner WTP Improvements, and Willson Plant traveling screens in the proposed FY20 budget figures. In future years, Edgemont Reservoir has $12.0M for construction period which begins in FY20. The Capital Improvement Program, Section 7, provides details on all the Water Fund projects anticipated for FY20 budget beginning on page 141.

3. Annual debt service expenditures are expected to decrease by 3.9% or <$70.5K> as reflected in the Repayment of Debt Principal line above. This includes pending 2019 MDE loan plus additional bond needs for FY20 planned improvements.

WASTEWATER FUND

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Operating Revenues	$ 13,543,771	$ 13,718,573	$ 13,651,465	0.8%
Operating Expenses	13,221,357	13,655,671	13,750,139	4.0%
Operating Income (Loss)	**322,414**	**62,902**	**(98,674)**	**-130.6%**
Non-Operating Revenues (Expenses)	(386,209)	(334,618)	(402,176)	4.1%
Gain (Loss) on Fixed Asset Disposal	-	13,500	1,000	
Transfers from (to) Other Funds	72,312	72,312	21,717	-70%
Capital Contributions & Grants	740,000	690,000	1,190,000	60.8%
Increase (Decrease) in Retained Earnings	**748,517**	**504,096**	**711,866**	**-4.9%**
Add Back Depreciation	3,305,000	3,285,000	3,550,000	7.4%
Capital Outlay/Fixed Assets	(5,703,000)	(4,796,742)	(8,612,000)	51.0%
Repayment of Principal on Debt	(1,813,717)	(1,813,717)	(1,844,892)	1.7%
Non-Cash Developer Contributions	-	-	(500,000)	0.0%
Bond Proceeds	3,000,000	3,000,000	6,680,000	122.7%
Net Surplus (Deficit)	**$ (463,200)**	**$ 178,637**	**$ (15,026)**	**-96.8%**

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

1. Annual rate increases have been approved through FY24. The increase effective July 1, 2019 is 2%. The 2% rate increase for FY20 is reflected in the total operating revenues increase of 0.8% or $107.7K above. The rate increases are part of a multi-year plan to ensure the fund continues to be self-supporting and to meet the Wastewater revenue requirements.

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

1. The proposed FY20 budget includes an overall increase of 4.0% or $528.8K for total operating expenses. The FY20 budget includes approved salary enhancements. The current AFSCME 1540 union contract is effective through June 2022. The primary reasons for this total increase are: estimated increase in salaries and benefits of $202.7K as a result of salary enhancements per approved union contract; an increase of $66.9K in other operating expenditures; and increase of $245.0K for depreciation expense.

2. Capital outlay totals for fixed assets are projected to increase by $2.9M or 51.0%. The Capital Improvement Program, Section 7, provides details on all the Wastewater Fund projects anticipated for FY20 budget beginning on page 152. The primary reason for this increase is the Synagro Facility Upgrade Improvements anticipated to be completed in FY21 for a total of $6.5M in the proposed FY20 budget.

3. The City is anticipating borrowing $6.7M for Wastewater Fund projects in proposed FY20 budget. Annual debt service expenditures are expected to increase by 1.7% or $31.2K as reflected in the Repayment of Debt Principal line above.

PARKING FUND

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Operating Revenues	$ 955,610	$ 1,032,483	$ 1,051,862	10.1%
Operating Expenses	828,457	835,114	828,702	0.0%
Operating Income (Loss)	**127,153**	**197,369**	**223,160**	**75.5%**
Non-Operating Revenues (Expenses)	(22,930)	(17,646)	(14,094)	-38.5%
Transfers from (to) Other Funds	-	-	(10,378)	100.0%
Increase (Decrease) in Retained Earnings	**104,223**	**179,723**	**198,688**	**90.6%**
Add Back Depreciation	291,000	255,000	270,000	-7.2%
Capital Outlay/Fixed Assets	(60,000)	(63,000)	(130,000)	116.7%
Repayment of Principal on Debt	(218,351)	(203,026)	(215,979)	-1.1%
Bond Proceeds	-	-	-	0.0%
Net Surplus (Deficit)	**$ 116,872**	**$ 168,697**	**$ 122,709**	**5.0%**

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

1. Parking rate increases have been projected for proposed FY20 budget. Parking decks and permitted parking will increase as of July 1, 2019.

2. Operating revenues are anticipated to increase by 10.1% or $96.3K from FY19 budget to FY20 budget. This is primarily due to better permit and deck fee revenue in the new equipment upgraded University and A&E parking decks and an increase in total parking enforcement efforts.

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

1. Total operating expenses in the proposed FY20 budget reflects no overall increase of 0.0% or $0.3K. The primary reasons for this slight increase are: total personnel (salary, overtime, & benefit) increase of $32.5K as a result of potential salary enhancements for full-time staff; and much lower regular operating expenses. The current AFSCME 1540 union contract is effective through June 2022.

2. Depreciation expense from FY19 budget to proposed FY20 budget includes an increase of 7.2%, or $21.0K.

3. Transfer to CIP fund increased by $10.4K for proposed FY20 budget.

4. Capital outlay totals for fixed assets are projected to decrease <$70.0K> for maintenance and repairs to the parking decks and lots since the planned deck upgrades and parking system improvements were accomplished in FY18 and FY19. The Capital Improvement Program, Section 7, provides details on all the Parking Fund projects anticipated for FY20 beginning on page 168.

GOLF COURSE FUND

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Operating Revenues	$ 163,300	$ 174,275	$ 178,275	9.2%
Operating Expenses	436,777	459,546	450,930	3.2%
Operating Income (Loss)	**(273,477)**	**(285,271)**	**(272,655)**	**-0.3%**
Non-Operating Revenues (Expenses)	-	200	100	0.0%
Transfers from (to) Other Funds	273,477	285,072	272,555	-0.3%
Increase (Decrease) in Retained Earnings	**-**	**1**	**-**	**0.0%**
Add Back Depreciation	38,955	36,675	39,525	1.5%
Capital Outlay/Fixed Assets	(22,000)	(22,000)	(35,000)	59.1%
Net Surplus (Deficit)	**$ 16,955**	**$ 14,676**	**$ 4,525**	**-73.3%**

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

1. Overall operating revenues are anticipated to increase by 9.2% or $15.0K from FY19 budget to proposed FY20 budget. The current FY19 trends are ahead of the FY19 budget levels, it is anticipated that FY20 will improve even more as a result of increased promotion and advertising efforts while decreasing the amount of special rate programs and discounts given. The last rate adjustments for the Golf Course happened on July 1, 2012.

2. The operating expenses in the FY20 budget are 3.2% or $14.1K higher than FY19 budget. The FY20 budget does include salary enhancements for full-time employees as the current AFSCME 1540 union contract is effective through June 2022. The increase in total operating expenses results from $6.5K increase in total personnel costs (salary, overtime, and benefits), <$5.7K> decrease in contracted services, and $12.8K increase in other operating expenditures.

3. Depreciation expense is expected to decrease 1.5% or $0.6K from FY19 budget to FY20 proposed budget. This is a result of a small equipment purchase of a sprayer in FY20.

4. Capital outlay totals for fixed assets are expected to decrease by 59.1% or $13.0K as one piece of equipment is projected to be replaced in FY20 budget. The Capital Improvement Program, Section 7, provides details on the Golf Fund project anticipated for FY20 on page 172.

PROPERTY MANAGEMENT FUND

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
Operating Revenues	$ 350,892	$ 350,585	$ 316,804	-9.7%
Operating Expenses	483,507	454,206	505,807	4.6%
Operating Income (Loss)	**(132,615)**	**(103,621)**	**(189,003)**	**42.5%**
Non-Operating Revenues (Expenses)	8,573	8,573	8,728	1.8%
Transfers from (to) Other Funds	225,000	175,000	-	-100.0%
Increase (Decrease) in Retained Earnings	**100,958**	**79,952**	**(180,275)**	**-278.6%**
Add Back Depreciation	160,000	175,000	190,000	18.8%
Capital Outlay/Fixed Assets	(390,000)	(215,000)	(165,000)	-57.7%
Repayment of Principal on Debt	(5,085)	(5,085)	(5,107)	0.4%
Net Surplus (Deficit)	**$ (134,127)**	**$ 34,867**	**$ (160,382)**	**19.6%**

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

1. Overall operating revenues are anticipated to decrease by 9.7% or <$34.1K> primarily from rental income. This decrease is a result of rental income decreases for 14 N Potomac St occupant Dept of Labor MOSH vacating and 17-25 E. Franklin Street.

2. Total operating expenses in the proposed FY20 budget reflect an overall increase of 4.6% or $22.3K over the FY19 budget. This increase is a result of slightly higher salary personnel costs and higher other general expenses.

3. Total transfers in (out) to other funds are estimated to be $0.0K in FY20 budget which is a decrease of $225.0K over FY19 budget. This decrease is reflected in the Transfers in (out) line above and shows the amount of funding from CDBG Fund to Property Management toward the Roslyn Building Renovation project in FY19 but no transfers in FY20. which is detailed in the Capital Improvement Program Section 7 on page 174.

4. Depreciation expense is projected to increase by 18.8% or $30.0K from FY19 budget to proposed FY20 budget as a result of the infrastructure improvements being completed and planned for the Roslyn Building in FY18 and the sale of the Roslyn building in FY19.

5. Capital outlay totals for fixed assets are projected to decrease by $225.0K as a result just normal improvements for FY20. The Capital Improvement Program, Section 7, provides details on the various Property Management Fund projects anticipated for FY20 budget beginning on page 174.

SPECIAL REVENUE FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	Revised Budget 2018/19	Estimated Actual 2018/19	Proposed Budget 2019/20	Percent Change
CDBG Grant Revenues	$ 1,532,362	$ 1,532,362	$ 1,000,000	-34.7%
State Community Legacy Grant	150,000	150,000	-	-100.0%
Program Income	310,884	315,974	273,727	-12.0%
Total Operating Revenues	**1,993,246**	**1,998,336**	**1,273,727**	**-36.1%**
Commercial/Industrial Improvements	225,000	175,000	-	-100.0%
Clearance & Demolition	100,000	100,000	155,000	55.0%
Public Facilities & Improvements	1,013,435	953,435	635,000	-37.3%
Public Services	150,000	150,000	148,500	-1.0%
Contra Principal Payments		75,869	97,287	
Cost of Properties Held for Resale	-	353,679	-	0.0%
Housing Rehab	371,160	135,500	127,710	-65.6%
Administration	156,516	166,226	166,487	6.4%
Total Operating Expenditures	**2,016,111**	**2,109,709**	**1,329,984**	**-34.0%**
Net Change in Fund Balance	**$ (22,865)**	**$ (111,373)**	**$ (56,257)**	**146.0%**

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

1. Total Revenues reflect an overall decrease of 36.1% or <$719.5K> from FY19 budget. This decrease results from program income decrease associated with not selling of properties and receiving less interest on loans provided. The FY20 Entitlement award is anticipated to be 7.5% less than the FY19 Entitlement. There is chart that reflects the City's entitlement funding history in Section 4 on page 6.

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

1. Public Facilities and Improvements are $378.4K or 37.3% lower in FY20 budget and reflect less funding for projects like the continuation of handicap accessibility ramps, sidewalk construction, and a traffic signal replacement at Mulberry & Antietam. FY19 was much higher due to local program income levels being higher due to sale of property which are not events that typically repeat.

2. Public services expenditures are anticipated to remain flat as a result of the Entitlement revenue and program income cap limitation.

3. Total Housing expenses are estimated to decrease of 65.6% or $243.5K due to lower single family loan programs, residential rental rehab loan program, and lower homeownership program.

4. Overall Administration costs are projected to be $9.9K or 6.4% higher due to slightly higher salaries and benefits.

THE BUDGET SCHEDULE

The Municipal Charter of Hagerstown requires the City Administrator to submit a budget to the Mayor and Council at least 90 days before the beginning of the fiscal year. The Charter states that the "budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures." The Charter also states that the budget shall be adopted no later than June 1st of each year.

The budget schedule for this year is as follows:

December 6, 2018	First Public Hearing on Community Development funding needs held at the Washington County Free Library.
January 3 – January 18, 2019	Department budget requests and start of review meetings between Department Managers and Budget Committee.
February 5, 2019	FY20 working budget status review with Mayor and City Council
February 6, 2019	Began prioritizing department requests and developing City Administrator adjustments.
February 8, 2019	Began balancing and adjustment process by discussing proposed adjustments, obtaining further input and agreement on adjustments with departments.
March 29, 2019	City Administrator's Proposed Budget submitted to Mayor and City Council.
April 2 – May 21, 2019	Mayor and City Council review of Proposed Budget and Capital Improvement Program.
May 1, 2019	Second public hearing on Community Development Block Grant funding needs held at the Washington County Free Library
May 7, 2019	Public Hearing on Budget and Capital Improvement Program; property tax rates
May 14, 2019	Introduction of Ordinances
May 21, 2019	Adoption of budgets and CIP for all funds; set tax rate.

DISTINGUISHED BUDGET PRESENTATION AWARD

This was the 15th 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, 2018. 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 will be submitting it to GFOA to determine its eligibility for another award.

ACKNOWLEDGEMENTS

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

Preparation of the budget is a unified effort, but we must recognize the Finance Team as the lead in guiding the budget preparation. We wish to especially acknowledge Finance team members: Jennifer Peterson, Accounting/Budget Manager; Jeff Lear, Senior Financial Accountant and Brooke Garver, Senior Financial Accountant, who had key responsibilities in the process this year. The entire Finance staff deserves special acknowledgment and credit for the extra hours worked in assisting with and coordinating the production of this year's budget. Nelia Tidler, Utilities Finance Manager assisted in the preparation of utility revenue projections as well as reviewing and analyzing all of the utility fund budgets. Human Resources staff including Wendy Nussbaum provided oversight on personnel and fringe benefit budget issues. All of the mentioned contributions have resulted in this comprehensive presentation of the FY20 budget. We also would like to thank Dani Frye and Jason Miller for their administrative assistance with the budget message and coordination of the many meetings scheduled.

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

Respectfully submitted,

Michael S Spiker

Michael Spiker
Interim City Administrator

Michelle Hepburn

Michelle Hepburn
Director of Finance

Organizational Structure

City of Hagerstown Elected Officials

Mayor
Robert E.
Bruchey, II

Councilmember
Kristin B.
Aleshire

Councilmember
Austin
Heffernan

Councilmember
Emily
Keller

Councilmember
Shelley
McIntire

Councilmember
Lewis C.
Metzner

City of Hagerstown Structure

Michael Spiker, Interim City Administrator

City Wide Department Cross Matrix

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

SECTION 1 - MAYOR & COUNCIL GOALS & PRIORITIES 2018-2020

Through a combination of financial management policies, land use and forecasting, the City will ensure stability by maximizing its use of resources. To assist the Mayor and City Council, a five year forecast of the City's General and Enterprise Funds is included in the City's budget document to illustrate the financial impact of their decisions. On November 27, 2018, Mayor and Council adopted their new Goals & Priorities for 2018 through 2020. As outlined below, these priorities are categorized under ten "pillar" goals which were derived from Mayor and Council's Mission and Vision Statement that was also approved by the elected body November 27, 2018.

Vision Statement: The City of Hagerstown will promote a diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods.

Mission Statement: The City of Hagerstown shall be the model provider of the most efficient and highest quality customer services to be known as the municipal location of choice for all.

The City will emphasize the following Core Values through the implementation of the Mayor & Council's Goals & Priorities:

- Health, public safety and welfare
- Government transparency
- Providing the highest quality customer service for internal and external customers
- Creative, progressive Government
- Neighborhood protection
- Excellence and continuous improvement
- Partnerships and stakeholder feedback
- Budget Stabilization
- Reversing negative image perception by controlling image management

NEIGHBORHOODS REVITALIZATION & SUSTAINABILTY

The citizens of Hagerstown experience a high quality of life in their neighborhood.

- Create a Strategic Demolition Plan with funding model.
- Identify and prioritize blighted structures and rehabilitation of these parcels to allow placement back on the real property tax roll.
- Sustaining and improving Planning, Code and Zoning policies and laws for continued neighborhood protections.
- Promote neighborhood-based services and citizen engagement by defining neighborhood boundaries and identities and also by expanding Neighborhoods 1st programming.
- Continue to improve conditions in neighborhoods by working with owners, tenants and investors utilizing the Rental Facilities and Vacant Structures programs.

PUBLIC SAFETY

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

- Within budget support the manpower and capital needs of the City Police, Fire, Code and Public Works Departments.
- Focus attention and resources to Retention and Recruitment in the Police Department.
- Sustain a focus for the City Fire System and the all hazards mission.
- Work with State delegation and community stakeholders to develop legislation and programs to address gangs, violence, drug activity and juvenile crimes.
- Continue focus on the opioid epidemic through partnering with community stakeholders and through the continuing opioid litigation.

PUBLIC FACILITIES AND INFRASTRUCTURE

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

- Planning for construction of a third parking deck in the Urban Improvement Project area and incorporate new technologies that provide and promote a more customer-oriented parking experience throughout the City owned parking facilities and lots.
- Implementation of Stormwater Management Plan and possible fee structure to abide by the new National Pollutant Discharge Elimination System (NPDES) permit regulations.
- Support current improvement plan to the Breichner Water Plant, Edgemont Reservoir and surrounding watershed properties.
- Using the data from an updated street Pavement Condition Survey, make future pavement maintenance decisions and continue to seek restored funding of Highway User Revenue.

ECONOMIC DEVELOPMENT

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

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

- Explore creation of a City Economic Development Board.
- Continued support of the partners of the Urban Improvement Project including the City's focus on the Plaza portion.
- Review of Pre-annexation agreements and continue to explore new possibilities for annexation opportunities.
- Continued marketing of City owned properties to the private sector and attracting tenants to available space in City-owned property and managing lease agreements and lease renewals.
- Business Retention, Expansion and Attraction. Work with existing and prospective businesses and investors to retain, expand and attract jobs and investment in Hagerstown.
- Continued administration of incentive programs including the new Invest Hagerstown Grant.

BUDGET STABILIZATION

The City of Hagerstown will strive for continuous improvement of fiscally responsible decision making on both sides of the Budget equation.

- Study the possibility of City wide Payment in Lieu of taxes (PILOTS) for real property exempt parcels.
- Grow assessable base (see Neighborhood Revitalization & Sustainability).
- Promote improvements to the State tax assessment and appeals process.
- Continue to strive for the most efficient management of departmental resources and expense controls.
- Evaluate the future structure and delivery of City services within the availability of our community's financial resources and in response to the needs of Hagerstown's citizens and businesses.
- Continued review of Fiscal policies and make recommendations for any changes.
- Continue work on the new Utility Rate structures for Water, Wastewater and Electric.

PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING

The City of Hagerstown supports a rich, social and culturally vibrant community.

- Construct a Splash Pad ideally along the Hagerstown Cultural Trail.
- Continue to develop and expand programs through the Parks & Recreation Division to increase active, healthy living for our citizens.
- Continue to develop programs that add public art throughout City neighborhoods, parks and public gathering places on an annual basis.

INNOVATIVE/ PROGRESSIVE GOVERNMENT

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

- Full Service / 24 hour access to City services through implementation of a customer kiosk in the Downtown area.
- Automated Pay-by-Phone. Since our phone system and financial software do not support this ability at this time, explore the requirements and costs of this enhancement.
- Provide ability for application for all types of City permits online, 24x7 access.
- Charter and City Code amendment review. (Possible creation of Ad-Hoc committee).
- High focus on Customer Service innovations to enhance the customer service experience.
- Human Resource technology focus on ways to automate or streamline routine tasks in order to shilt time and staff resources from transactional administrative work to more strategic focuses including employee and other possible surveys.

COMMUNITY PROMOTION / PRIDE

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

- Creation of an Image/Marketing Plan with creation of creative hash tag identifier.
- Taking image management and enhancement messaging outside of Hagerstown and Washington County.
- Utilize all means of media outlets and partners to promote our messaging including our own studio and help of organizations such as MML, trade shows, professional conferences, Chamber etc.

ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM

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

- Indoor Sportsplex RFP.
- Multi-use Stadium Complex Study through the MD Stadium Authority.
- Research other opportunities for sport tourism.

CITIZEN-BASED GOVERNMENT

The City of Hagerstown believes in an ethical and financially responsible government, while supporting an engaged citizenry to make the community more than the sum of its parts.

- Promote awareness and understanding of the City's finances through accessible and easy-to-use data presentations.
- Grow the Hagerstown Strong Program - a volunteer outreach group pairing volunteers with government staff.
- Continue to support the Main Street Program and those volunteer groups.
- Grow a foundation of active and engaged residents to serve on various City boards and commissions.
- Improve access to City website information for mobile device users.
- Promote engagement of Youth in Local Government.

SECTION 1 – DEPARTMENTAL GOALS 2019

This Mayor and City Council took office in November 2016 and subsequently 2 were replaced in November 2017 and February 2018 respectively. In November 2018, they developed new Goals and Priorities that will set the foundation to be built upon during the next two years of this Administration. Our current mission: *The City of Hagerstown shall be the model provider of the most efficient and highest quality customer services to be known as the municipal location of choice for all.* This is our current focus and is carried on through the Departmental Goals of this section. You will find that some of the goals are multi-year and phases have been carried forward from 2018, and may be carried beyond 2019. We recognize that this is a working plan and that at times priorities may shift. We also understand that the plan is subject to fiscal constraints. In general, these goals as presented to you here solidify the team's commitment to the City's mission.

CITY CLERK

Update of the City's Record Retention Schedule. Staff continues to review provisions for electronic and paper documents and communications for an updated Record Retention Schedule. Staff has participated in training seminars from the Maryland State Archives. Additional online training opportunities are being reviewed. The document retention schedule is being reviewed for implementation in 2019.

Documents. Continue updating the index of the documents retained in the City Clerk's office. This goal is on-going.

Review of the City Code. Identify outdated and irrelevant language within the Code pertinent to the City Clerk's office. This goal is on-going.

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Community's City Center Plan. Implement catalyst projects identified in the 10-year Community's City Center Plan.

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

Monitor opportunities related to select catalyst projects.

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

Urban Improvement Project. The Urban Improvement Project includes expansion of the Maryland Theatre, Barbara Ingram School for the Arts (BISFA) and the University System of Maryland at Hagerstown (USMH) as well as the creation of a plaza. Support the Mayor and City Council's work to expand cultural and academic opportunities in City Center.

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

COMMUNITY DEVELOPMENT

- **Community Development Block Grant & Supported Programs.** Manage the Community Development Block Grant (CDBG) Program, which provides funding to Public Service Programs, Homeowner Rehabilitation Programs, Capital Improvement Projects and additional programs.

- **Neighborhoods 1st Program.** Manage the Neighborhoods 1st Program creating a venue for neighborhood-based citizen groups to engage and collaborate with local government in community building and placemaking through events and projects.
- **Community Engagement and Growing Volunteerism.** Lead engagement efforts and dialogue with the faith community and social service community by exploring action items that enhance our efforts to become a more sustainable and viable City. Continue to grow volunteerism to foster civic engagement and understanding of local government operations.
- **Youth Engagement.** Launch and provide support for the Hagerstown Youth Advisory Council. The effort will provide a voice for youth in City government and will foster civic engagement.
- **Strategic Demolition and Repurposing of Abandoned Property.** Work cross department to launch a program to repurpose problem, abandoned properties that fail to transfer ownership through the traditional tax sale process. This includes demolition of dilapidated, abandon property (when necessary) and transfer of ownership to a qualifying entity or homeowner.
- **Public Art.** Work cross department to identify additional locations for public art in neighborhoods throughout the City.

ECONOMIC DEVELOPMENT

- **Business Retention, Expansion and Attraction.** Work with existing and prospective business owners and investors to retain, expand and attract investment in Hagerstown. These efforts include the administration of a range of incentives and programs (Partners in Economic Progress (PEP), Invest Hagerstown Grant Programs, and others) as well as services such as grand opening and anniversary events.
- **Sports Tourism.** Research and monitor economic development opportunities related to sports and sports-tourism industries.
- **Hagerstown Revolving Loan Fund.** Manage a business revolving loan program designed to provide financing for new and expanding businesses for working capital, equipment, property acquisition and property rehabilitation.
- **Entrepreneurship and Business Resource Center.** Operate and manage the BuroBox, an entrepreneurship and business resource center at 60 West Washington Street, with the goal of growing and assisting entrepreneurs, start-ups and small businesses in the City Center.
- **NOPO Lofts and Engine Room Art Space at 36-40 North Potomac Street.** Lease and manage the NOPO (North Potomac) Lofts, four live-work studio units for artists. Operate the Engine Room Art Space. Program exhibits and use of the gallery.
- **Arts & Entertainment District.** Maintain the City's designation as an Arts and Entertainment District and manage supporting programs.
- **Main Street Hagerstown.** Maintain the City's designation as a Main Street Community and manage volunteer engagement and programs using the 5-point Main Street Maryland model: (1) Promotions; (2) Design; (3) Business Relations; (4) Clean, Safe and Green; and (5) Organization. Manage key programs such as the "Adopt-A-Block" Program, CleanUp & Beautification Days and annual events.
- **Property Management.** Lease available space in City-owned properties including attracting tenants and manage lease renewals.
- **Commercial Development and Competitive Negotiated Sale (CNS).** Catalyze commercial development by enhancing City-owned properties and marketing these properties to private investors through the Competitive Negotiated Sale process (CNS) with the goal of returning properties to the private sector for active, contributing uses.
- **Annexation Opportunities.** Explore opportunities to facilitate annexation as a means of enhancing the tax base of the City and facilitating provision of services.
- **Advisory and Ambassador Support.** Explore creation of an advisory and/or ambassadors group for City economic development efforts.

SPECIAL EVENTS AND FESTIVALS

- **City Organized, Partnered and Supported Events.** Plan and implement a range of special events and festivals delivered by the City of Hagerstown and/or in partnership. Provide support through sponsorship of additional events. Events include, but are not limited to:

Imagine Hagerstown, AugustoberFest, Thunder in the Square, the Mummer's Parade, the Tour of Washington County Downtown Criterium, the USA Cycling Downtown Criterium, the Tree Lighting event, HollyFest, the Donut Drop and more.

- **Support for Downtown Events.** Encourage and provide support to organizations that select Downtown Hagerstown as the venue for their events. Provide guidance to outside event planners with the goal of increasing the number of events held annually downtown.
- **City Farmers' Market.** Operate and manage the City Farmers' Market and explore related opportunities.

FINANCE DEPARTMENT

City's Financial Reporting Needs. In 2019, Finance will continue quarterly review meetings with Department Managers to ensure that the City's financial condition is adequately monitored. Additionally, Finance will meet the October 31 deadline for completion of the Annual Audit and Comprehensive Annual Financial Report. Finance will provide a mid-year financial update to Mayor & Council. Lastly, Finance will strive to produce a Popular Annual Financial Report to present financial data in an easy-to-use format in 2019.

Review Fiscal Policies. Staff will continue to review and recommend updates for fiscal policies in 2019 to present to Mayor and Council for approval. Finance will continue to review and recommend other fiscal policy changes in 2019 to possibly include Petty Cash and Purchasing Policy.

Issue Bond & Other Debt. In 2019, Finance will continue to monitor the capital projects included in the CIP fund. Projects that do not qualify for bond financing, are non-capitalizable, or are considered to be an operating expense will be transferred to their respective operating budgets within each fund. This process has been on-going and will continue on an annual basis. Finance will continue to work with the City's financial advisor and bond counsel to issue general obligation bonds as needed and approved for the City's approved FY19 and FY20 public improvements projects. Finally, Finance will continue to monitor unspent bond projects and funding to ensure timely compliance with bond covenants.

Customer Service. Another focus, in the Finance Department, is to continue to provide enhanced customer service internally and externally.

- Finance will review the procurement process and policies to identify ways to make it more efficient.
- Finance will begin to analyze and organize the contracts the City currently has with vendors. This will include procedures for other City departments to follow when they are involved with contract negotiations and when the contracts are finalized.
- Finance will also promote awareness and understanding of the City's finances through accessible and easy to use data presentations including working with the Information Technology department to improve the transparency portal on the City of Hagerstown website.

Software Implementation. Finance has taken the lead to continue to coordinate with our time and attendance software system vendor (Intellitime) and City Departments to get all groups live in this system. The remaining Department to implement Intellitime is Police. With weekly meetings with Police, the last area should be implemented in Intellitime by late 2019.

FIRE DEPARTMENT

- Seek equal and fair funding for all City of Hagerstown fire-rescue facilities redirected to the municipal budget from Washington County Government.
- Seek to change the governance model of the WCVFRA that provides a vote for the HFD.
- Develop a multi-year CIP project to merge, consolidate, and relocate two of five engine companies and Fire Department Headquarters.

- Add a third Deputy Fire Marshal to enable a shift work configuration and Kelley relief for on-duty Fire Marshals that will expand normal coverage to 6, 15-hour days without increasing overtime.
- Develop an in-service inspection plan for non-sprinklered commercial buildings using Insurance Service Office (ISO) criteria.
- Develop an in-service plan to inspect, flow-test, color-code and maintain fire hydrants to ISO standards.
- Create an amendment to the City Charter to: (A) assume responsibility for all elements of the all-hazards mission including Hazmat, specialty rescue and EMS; and, (B) develop a volunteer division under the centralized authority of the Hagerstown Fire Department Chief for all certified and operational volunteers.
- Develop a staffing plan and recommended sustainable revenue source to establish a three-person minimum, four persons desired, staffing for all City company's engine and ladder. In doing so, consider a joint deployment model with CRS that would enhance EMS deployment coverage throughout the city.
- Explore opportunities to fully utilize top tier candidates of the WCPS Fire-Rescue Academy for minimum staffing positions. Will require contract change via term negotiations within the current Local 1605 on-going negotiations.
- Review the existing ordinances and policies governing the City Worker's Compensation Plan as it relates to HFD that leads to creation of two categories: contested and uncontested.
- Initiate quarterly briefings with the command staffs of the HPD to establish mutual goals, opportunities and economy of scale programs.
- Fund a multi-year renovations and improvements CIP project to create a fire tactical village at the Bowman Avenue Training Center.

HUMAN RESOURCES

Negotiation of Collective Bargaining Agreements. As budget allows, Human Resources will engage in wage reopeners with all four of the City's Collective Bargaining Units in 2020. All union contracts have an end date in 2022.

Wellness Program. The Wellness Program will continue to offer comprehensive wellness initiatives with focused programs on nutrition, exercise, financial planning and stress reduction. The Wellness Program will continue to work in partnership with internal departments and nonprofit organizations of Washington County to encourage employees and their families to participate in community wellness programs. As a result of a successful employee wellness survey, the Wellness Committee will introduce new and improved wellness programs.

Healthcare Initiatives. The Healthcare Committee will provide Mayor and Council with recommended changes to the healthcare plans in an effort to reduce the increasing administrative and claims costs. Human Resources will work with the Health Care Committee to explore integrating wellness initiatives to promote healthier lifestyles (smoking cessation, participating in quarterly programs) in order to reduce premiums for medical coverage. Human Resources will host a Benefits Fair for employees, retirees and their dependents to provide education about the various benefits plans available, prior to launching online open enrollment scheduled for April and May. We will work to meet various Affordable Care Act requirements for reporting healthcare coverage for employees, retirees and dependents as required by law.

Technology. Staff will continue to automate and streamline routine tasks in order to shift time and staff resources from transactional administrative work to more strategic focuses. Re-introduction of Employee Self Service (ESS) within MUNIS to all employees to streamline HR services/communications and implementation of online benefits enrollment is planned for April and May of 2019. Introduction of the Munis ESS app is planned as an additional resource for employees to access personal, pay, tax, time off and benefits information. Staff is redesigning the HR website to create a more user friendly experience and to consolidate

various processes, policies, and forms. Additionally, the Munis Staffing/Applicant module will be expanded to allow hiring managers to review and select resumes and applications of candidates online.

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

Compensation. Human Resources will lead the effort to complete a compensation study to prepare for wage re-openers, salary compression and proposed State legislation surrounding minimum wage.

Performance Management. Staff will be utilizing Munis to develop and introduce a new performance review process.

Employee Recognition. Staff will be working to develop updated employee recognition programs this calendar year including the re-introduction of the HIP Award Program. HR will budget for the return of a City-wide employee appreciation picnic.

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

Risk Management. We will continue to work to minimize losses due to workers' compensation and liability incidents. Staff will work closely with all departments to ensure goals are met to address risk management concerns. Classroom training conducted by internal and outside instructors is paramount to reducing City losses. We plan to increase the utilization of online training through services provided by our insurers.

INFORMATION TECHNOLOGY, COMMUNICATIONS & SUPPORT SERVICES

INFORMATION TECHNOLOGY

Network Infrastructure Analysis/Upgrade. Staff will undergo an analysis of networking efficiency in how our data travels through the City computing infrastructure. Staff will identify those areas of critical need for network device replacement and/or upgrade.

Cashiering System/Credit Card Processing Upgrade. Staff, as a result of PCI Compliance auditing of our cash collection system, will be implementing chip-based credit card machines that will integrate with our MUNIS Cashiering System.

Remote Kiosk Citizen Services Implementation. Staff will be developing conceptual plans for implementation of at least one citizen service kiosk in the downtown area to assist citizens/visitors in finding their way in Hagerstown, as well as providing an additional means of conducting business with the City.

Wireless Park Implementation. Citizens and visitors will have access to wireless Internet access in various City park facilities through 2019 and beyond as staff deploy wireless hotspots in City Park and Fairgrounds Park.

Business Process/Technology Updating. Staff are meeting with Departments to better understand current business practices and how to better use the MUNIS Financial System in streamlining processes where tasks are done either manually or through a third-party software.

Anti-Phishing/Security Awareness Education. As businesses continue to receive increasing numbers of phishing and virus-laden emails into their overall mail systems, the City piloted in 2018, and will not begin implementation, of an anti-phishing/security awareness education program both on-line and in person.

Remote Data Backup Strategy Implementation. Staff will move the first of our remote backup systems out into a City building outside corporate limits as a means of better protecting City data in the event of a catastrophic emergency which would cause City Hall to lose connectivity.

Paper Reduction/Digitization Project. Staff will have meetings with various departments throughout the City needing to have decades of paper files digitized and arranging for the scanning of these documents onto disk.

Strategic Planning Update. As technology changes, it is important that the City adapts and adjusts in the most productive, yet cost effective way possible. A review of our technology gains over the past years, and a roadmap for the future will be provided.

Video Surveillance Wireless Network Expansion. Add equipment to allow for 360 degree coverage for wireless camera connections.

SUPPORT SERVICES

Integration of New Customer Credit Reporting System with MUNIS. The implementation of utilizing Online Information Exchange to pre-screen electric customers at time of service application has been successful in the application of more accurate security deposits and identifying potential issue accounts. Staff will now work with IT to integrate this third-party service directly with MUNIS Utility Billing to perform all functions on the account application process within the MUNIS UB module.

Customer Needs Automated Communication Project. Staff will begin planning for implementation of an Interactive Voice Response system that will integrate directly with the MUNIS Cashiering system to allow for direct entry of utility payment into the system. This will provide citizens with another option to pay their utility bill, as well as address some of the volume of representative assisted phone and lobby interactions.

City Hall Customer Service Lobby Reconfiguration. As the Support Services department has changed business practices to allow for all representatives to handle all customer needs in the lobby, discussions will be started to look at moving the counters on the old Utility Customer Service side of the lobby back to match the former Cashiering side of the lobby. This would allow for better queueing of customers and recognition by staff members.

COMMUNICATIONS

City Imaging/Branding Campaign. Place branding directly contributes to increased effectiveness and efficiency in how cities compete and present themselves to their citizens and the outside world. It enables the City to focus on their differentiating strengths and leverage the combined power of stakeholder resources to establish its competitive identity. Staff will work, in partnership with a qualified third-party marketing/public relations group, to develop a consistent and powerful place branding strategy that fulfills these goals.

Additional Video Programming for Social/Cable Media Channels. Staff will be developing and running new Hub City NOW! content for both Cable Channel 25 and social media outlets. These include post-Council

meeting commentaries on hot topics, department features, City business/resident highlights and other public information shows.

PARKS & ENGINEERING DEPARTMENT

PARKS & RECREATION DIVISION

New Park Development

- Kiwanis Park. Continue to work on the required reforestation and support the Historical Society on their renovation of the Saylor House including providing electric service.
- Thomas Kennedy Park. Complete the construction and celebrate the ribbon cutting of our 22nd park in May, 2019
- Hagerstown Cultural Trail. As part of the Urban Improvement Project, we will design the 550 feet long Phase II construction from Antietam Street to Washington Street. Beginning at Antietam Street (where Phase I ended), the Trail will head north through the Plaza, and then through the space where the building at 43/53 W. Washington Street will be removed, and the Trail extended to Washington Street. At Washington Street, the Trail aligns perfectly with an existing mid-block pedestrian crosswalk that existing trail that goes into University Plaza and points to the north like the City Farmers Market.

  We continue to develop events along the Trail including the Hub City 100 Miler Final Mile Walk Celebration (April), 2nd annual Dash N Splash (August), and Butterfly Parade (September).

Potterfield Pool. Renewed contract with *Community Pools Services, Inc.* to manage the pool and provide lifeguards. We plan to have a preseason event in cooperation with Bester Community of Hope. Working to replace the pool filters and pool house roof, as well as upgrading the locker rooms and splash pad by the spring 2019. Plan to continue to promote and develop swim lessons and the swim team and continue private party rentals.

Train Hub (formerly known as 202 Train Museum). Implement Strategic Plan and celebrate grand reopening of more family-friendly facility including new play equipment, pavilion, and displays. Increase usage and visitation of the facility by booking private party rentals and developing monthly recreation programs.

Hager House. Implement long term Strategic Plan that will improve the exhibits in the Museum. Increase usage and visitation to the Hager House by programming monthly themed exhibits and special themed tours. If received, staff will utilize a Maryland Heritage Area Grant to develop movies and outdoor interpretive signs for the facility. We received a grant to relocate the refurbished cannon to along the walking trail loop for installation in 2019.

Greens at Hamilton Run. Recreation staff will continue to develop partnerships to increase revenue and play at the course through league development, targeted advertising, monthly specials and promotions, and golf outings. The course has been rated by the Maryland State Golf Association and we will continue to survey our customers to learn more about how to improve their experience on our course. Tee markers and scorecard sponsors are sold bi-annually.

Recreation Initiatives

Strategic Planning. Implement Strategic Plan including:

- Marketing Plan. Look at our programs, events and facilities and determine how best to spend our marketing resources -- What are the target audiences? Where should we advertise?
- Strategic Plan. Monitor national trends in Recreation that we need to embrace.
- Fiscal Responsibility. Develop cost recovery policy, seek grants, and consider “Friends” group.
- Expand Active Lifestyle Recreation Programs. Continue our seasonal *Recreation “Fit For You” Program Guides*, develop partnerships with new instructors, and create new recreation programs

throughout the year. Consistent with City Council's goal, provide a full calendar of seasonal programs offered indoors and outdoors. The Fit Room is available for private rental.

- Walking Plan. Implementing a grant received from the Washington County Health Department to continue Parks Fitness Challenge. Continue to develop the Hub City 100 Miler Program to increase business participation and registration from the community at-large.

Miscellaneous Parks Projects

- City Park Play Equipment. Install extensive play system near the concession stand. The system was selected by students at Bester Elementary and includes equipment that is fully accessible for children in wheelchairs.
- Bleachers. Install ADA-compliant bleachers in seven parks.
- City Park Parking. Utilizing CDBG funds, design and construct new parking facility where the current gravel lot exists on top of the hill near the Mansion House.
- Emerald Ash Borer. Repeat bi-annual treatment of trees to be saved. Continued to remove other affected trees and re-plant new trees.
- Fairgrounds Park Entrance Building. Will continue efforts to keep gatekeepers house stable and re-roof a portion of the stables in 2019. As directed, staff will be applying for a grant from MHT.
- Playground Inspection. Continue extensive inspections and install ADA-compliant paths where needed.
- City Park Christmas Lights. Develop a plan to upgrade and modernize our display for the 2019 season.

ENGINEERING DIVISION

Pedestrian and Bike Projects.

- Safe Routes to School (SRTS) Signal Project. We have three of these grants now totaling $860,000. Haven Road design is complete and will be bid in February for construction of 1200 feet of sidewalks in the summer 2019. Signal replacement at Potomac/Howard is 50% designed and will be bid in late 2019. We are working on finalizing scope of work for "miscellaneous safety improvements" grant that will include radar signs, and crosswalk beacons.
- Marsh Run Trail. Use the $250,000 grant funds from MDOT for the final design of the 2,000-foot missing link of trail adjacent the Marsh Run aqueduct. 60% "TS&L" plans are now complete. Acquired the preliminary approval of CSX to install a tunnel under the rail spur across from the Public Works building.
- Bikeways Grant. Implementing our latest of five grants from SHA totaling over $350,000. We now have over 54 miles of bike paths, lanes and shared routes. Continue to implement our *2016 Bicycle Master Plan.* Downtown was recently designated by SHA as a "Bicycle and Pedestrian Priority Area".
- Sidewalks. Install sidewalks on Carr Street and First Street utilizing CDBG funds.

Transportation Projects.

- Professional Boulevard. Working with the County, finalized design the extension of Professional Court to Meritus Medical Center and Hagerstown Community College. Annexation is currently in process.
- Pavement Preservation. Using the data from an updated street Pavement Condition Survey, make future pavement maintenance decisions utilizing restored funding of Highway User Revenue.
- Tourist Area and Corridor Signing Program. Work with the Hagerstown-Washington County Convention and Visitors Bureau to take advantage of a new State Highway program to more effectively direct traffic to selected destinations. Three cultural resources in Hagerstown were deemed "eligible" by SHA in May 2016 (City Park, Municipal Stadium, and Fairgrounds Park). Current wayfinding signs are in very poor condition and we are pressing SHA to install them in 2020.

Stormwater Study and Regulations. Continue to develop strategies to comply with the Chesapeake Bay Total Maximum Daily Load (TMDL) limits and the Watershed Implementation Plan (WIP) goals. Per our new National Pollutant Discharge Elimination System (NDPES) General Permit for stormwater that was issued in

late 2018, we will work to improve operations. We completed Phase I of a stormwater utility fee study and will be working on Phase II in 2019.

Surveying/GIS.

- Surveying. Complete survey and/or construction stakeout for projects and continue to update GIS system layers including geo-referencing City drawings and plats**.** Continue to update many maps and databases as needed. Update is continual on consolidating GPS surveys that include curb locations and have calculated centerlines from these and then offset for ROW.
- Preservation of Archived Data. Update is continual on digitizing and integrating archival data into usable data/GIS layers including SHA plats and RR plats. We now have a procedure and schedule for collecting City transaction data and assimilating into our GIS. Work has begun on a "Projects Location" layer for GIS. This will eventually take all projects worked on by Engineering and produce Geo Referenced polygons and place them into a GIS layer accessible to all in this department. The photo archiving project is underway and will continue. In 2019, we'll work toward getting full participation from Engineering staff and begin to include other departments. We'll also begin to make photos available from all departments.

Miscellaneous Engineering Projects.

- Miscellaneous Projects. Complete signal replacement at Mulberry and Antietam Streets, pedestrian crossing at Salem Avenue and Liganore Avenue, handicap-accessible sidewalk ramp installation and upgrades to the concrete portion of the Marsh Run aqueduct.

RECYCLING & TRASH COLLECTION DIVISION

Refuse and Recycling Initiatives.

- Collection Contract. Continue management of the contract with Waste Management and develop new one-day recycling event in October for electronics, paint and some and hazardous materials. Develop dumpster service contract for the parks

PLANNING & CODE ADMINISTRATION

Updates and Amendments of Codes, Plans and Guidelines

- Update Building and Trades Codes in Chapter 64. Complete work of Code Review Workgroups of plumbing, HVAC, electrical, and building contractors to review the State's proposed updates and any desired local amendments. Adoption planned for March 2019.

- Land Management Code Amendments. Complete review of 2018 package of amendments with adoption in first quarter of CY 2019. Promote changes to business owners. Prepare 2019 package of business friendly amendments and update to Wireless Communication Facilities standards.

Rezonings, Annexation and Economic Development

- Rezonings. Facilitate Local Conversion District overlay zone proposals that would assist older, non-conforming mixed-use and commercial properties in our neighborhoods to be re-occupied and productive. Following action on the 2018 package of LMC amendments, begin public review process for Comprehensive Rezoning to implement the Comprehensive Plan.

- Annexation. Develop Strategic Annexation Plan to proactively pursue tracts of land with pre-annexation agreements and other lands which would benefit the tax base of the city.

- Development Review. Facilitate speedy processing of site plans, subdivisions, and building plan proposals for the city and pre-annexation agreements for outside city development. Support UIP project with regular site visits.

Protection of Neighborhoods from Nuisances

- Blight Removal. Complete process for demolition of the collapsing building at 335 Jonathan Street and the half-demolished duplex on North Cannon Avenue. Evaluate blighted vacant structures and develop Strategic Demolition Plan to remove blight from our neighborhoods. Work with other departments on plan to put No Bid, Tax Sale Properties into new hands.

- Trash, Debris and Weed Abatement. Develop flyers on how to correct typical code violations.

- Rental Licensing and Vacant Structures Programs. Continue preparation for inspection of the Never Inspected Rental Units and conduct public education to landlords of July 1 code changes. Explore means of increasing resources with Fire Department to strengthen efforts on identification, securing and inspection of vacant structures.

Continue Efforts to Facilitate and Enhance Development Review Process and Customer Service

- Process and Customer Service Enhancements. Continue to make process enhancements where appropriate to be business friendly and provide fast, yet excellent service. Assess utilization of staff resources to ensure top priority is speedy and thorough permit inspections for our customers. Roll out on-line permit application process in first quarter of CY 2019.

- Customer Input. Review feedback from December investor meetings and develop enhancements to meet expectations of our customers.

- Customer Service Training. The entire department will participate in Kantola customer service training modules for government employees. Develop appropriate trainings related to expectations expressed by investors in December.

Promotion Plan to Improve Public Perception of Interaction with Our Department

- Social Media Committee. The PCAD Committee will work with Communications Manager on development of a plan to utilize social media and other promotion tools to positively promote the department.

POLICE DEPARTMENT

Engaging the Community. Community engagement for the Police Department relies on information and the receiving of feedback through a variety of sources. The Department will continue to follow the tenants of 21st Century Policing. Street officer participation in community events and meetings to listen and share information will continue. Information will also be shared through the increased use of social media and our website to provide timely and relevant information. Feedback through our website, community meetings, and involvement with the faith-based, minority and ethnic community groups will be used to shape our responses, service needs and recruiting concepts.

Recruitment & Retention. Like all other law enforcement agencies, we are faced with challenges in hiring and retention. HPD must continually scan our market and workforce for trends that affect our workforce. We will also focus on identifying non-salary based factors that make our department an attractive place to work.

Quality of Work Life. Employee safety and career development will continue to take shape this year. The employee driven safety committee will meet to discuss issues and specialized training programs focusing on officer safety will be sought after. Career development will take shape by utilizing individual surveys and interviews of staff to develop training and education to further the employee's career. Specific training areas in such fields as Advanced Emergency Medical Training, Accident Reconstruction, and Drug and Gang Interdiction and leadership/supervision training will promote career development.

Diversion Programs. The Department will implement two diversion programs, one for youths, and another for adults that target minor quality of life crimes. The primary goal of the program is to reduce the occurrence of crime by diverting offenders from the traditional justice system and providing an alternative to formal processing. The benefits of diversion programs are many, and include: reducing both adult and youth recidivism; providing treatment or other services needed by offenders and their families; improving outcomes for offenders; assuring offenders are held accountable for their actions; protecting the community; addressing the victim's needs.

City Ordinance and Legislative Improvements. The Department will work throughout the year to improve upon local city ordinances using innovative and evidence-based programs to enhance public safety. Automated Speed Enforcement and Red light cameras will continue to utilized, monitored, and expanded. The department will continue to work with the State on the original intersections on state roads in our city for installation in 2019/20.

Crime Camera Replacement. Significant investments were made in 2015 to replace the aging crime cameras throughout the City. Infrastructure and camera replacements have been completed in the Jonathan Street area and the Cultural Trail area. This replacement continues to provide additional security measures to assist in the reduction of crime in this area. Goal for the downtown loop continues as funding becomes available through the budget or future Economic Development monies. Equipment has been purchased and the infrastructure component is still moving forward in 2019/20.

PUBLIC WORKS

BUILDING MAINTENANCE

Remodel/Expansion of Human Resources Office. The Human Resources office in City Hall is currently not large enough given the number of employees within this department. Plans are to possibly expand the office into the first floor conference room thereby creating new offices for staff. Work will continue on a master plan followed by the remodel.

Vacant Space. Approximately 2,000 square feet of office space was vacated in the Elizabeth Hager Center in January 2019. The space is in good shape and hopefully will be filled in the near future. Staff will work with the new tenant on remodeling and preparing the space for occupation.

STREETS

Storm Water Management. Continue to work closely with the Engineering Department on the new National Pollutant Discharge Elimination System (NPDES) permit. This includes the collection and removal of street debris via street sweeping, implementation of Standard Operation Procedures (SOP) on "good housekeeping" procedures and maintenance/cleaning of stormwater inlets.

Festival and Event Support. Public Works will continue support services such as setup, clean up and traffic control for the numerous events held in the streets and downtown. These include the Augustoberfest, Mummers Parade, Donut Drop, multiple 5K races and bike races to name a few. These events are sponsored by local businesses and vendors in support of the downtown.

Private Property Abatements. Calendar year 2018 saw a 24% increase in the number of abatements over the previous calendar year with a total of 397 abatements completed. Property abatements address long

ignored issues by the property owner such as trash, debris and weeds. Efforts will continue to address these issues within 1–3 days of receiving the work orders from the Planning and Code Administration office.

TRAFFIC CONTROL

Signalized Intersections. Staff maintains 136 signalized intersections of which 35 are owned by the State of Maryland. Optimization of the signal timing is crucial to efficient traffic flows across the city. The goal will continue to be a strong focus on maintenance, repair and timing adjustments as needed to ensure the equipment operates correctly and continuously. Upgrades to signal detection from traffic loops to camera detection will continue as part of the street overlay program in coordination with the Engineering Department.

CENTRAL MAINTENANCE GARAGE (CMG)

Customer Service. CMG customers include all the departments within City government. The facility is fully staffed and equipped. The focus will be on customer service and cost control. Labor and materials are charged to each department for the provided services. No overhead is charged on parts.

PARKING SYSTEM

Third Parking Deck. Continue working towards the construction of a third parking deck in the Urban Improvement Project area. This includes the purchase of property first followed by the design of the deck. Land acquisition is scheduled for FY20. The FY19 Budget Book, CIP 56-C0713, indicates a 359 space parking deck. A final design with the total number of spaces will be determined at a later date.

New and Improved Parking Technologies. The parking decks were upgraded in 2018 with the latest technology for ease of use by the customer providing a better customer experience. The next step will be to incorporate new and improved technologies for those parking on the street or in the parking lots. There are various means in which drivers can pay using a credit card including pay-by-phone, kiosks or parking meter heads that accept credit cards. Staff will look into each method to determine which technology will provide the best customer service.

UTILITIES DEPARTMENT

ELECTRIC

Rate Structure & Revenue. The financial operations of the Electric Division is managed to minimize any variations to the existing rate structure. The rates defined in the wholesale power supply contract provides us with stable purchase power projections through May 31, 2022, where weather trends reduce our ability to project revenue through sales. A combination of revenue losses and projected increases in wages and benefits will force the Division to continue to extend the life of our existing assets as required.

MELP. The final phase of the demolition and site grading has been completed. The terrain has been stabilized and the environmental portion will be finalized after seed germination and vegetation growth in the spring of 2019.

Energy Storage System Projects. The land lease and purchase power agreements with Alevo have been succeeded by Innolith for the Energy Storage Systems (ESS) site located at the Frederick Street Substation. This system interconnects with the HLD subtransmission system and performs PJM system grid reliability services; specifically voltage and frequency support.

Distribution System Improvements. Recognizing and planning improvements to the distribution system proactively improves reliability by reducing outage duration and frequency. Underground primary cable and equipment labeling continues throughout residential developments to more accurately map and identify cable routes. Engineering designs are in progress for reconductoring of overhead lines to increase capacity between feeder ties. Substation improvements are in the beginning stages to revitalize the spare bus at Wesel for increased capacity to relieve loads on the western portion of our service territory.

WATER

Water Five Year Rate Model. Staff will continue to manage the financial operations of the Water Division to ensure that the recently updated five year rate model is properly implemented. FY20 rates are under review and include a 3% rate increase and will establish rates for the next five years (FY20-24). The City will continue to update the financial model annually with our rate consultants, Municipal & Financial Services Group. The current five year model was updated and presented to Mayor and City Council in November 2018.

Water Production and Pump Station Facilities. Staff continues to work with Hazen and Sawyer and MDE regarding improvements at the RCW Plant and Pump Stations 2,3,4 and 6. Replacement of the Traveling Screens (originally installed in 1976) is underway and is all work is expected be completed in late FY19. Funding for this project included MDE Loan and Grant. The FY20 improvements include replacement of the heating system which was originally installed in the late 1920's (C0166). MDE approved a $1M Grant to offset the cost of replacing the low service pumps at RCW and the pumps at Pump Station 4 – this work is currently underway and will be completed in FY19. Staff will work with Hazen and Sawyer to develop a RFQ to install tank mixing systems for the Henson and Showalter tanks - $245K has been budgeted to complete this work (C0651 and C0166).

Edgemont Water Facilities. In FY19/20 the Study and Design to repair the Toe Drain and remove and replace the Ogee and spillway per MDE Dam Safety Division requirements will be complete. CIP C0168 contains $12M budgeted amount over the next three fiscal years to complete the Edgemont Improvements. Upgrades will be necessary to the Breichner Plant to convert to chloramines as the secondary disinfectant and to comply with the LT2ESWTR. Additional upgrades will include replacement of the electrical and SCADA equipment, improvements to internal piping and enhanced filtration sufficient to treat the raw water supply. Engineering and construction upgrades are expected to cost approximately $5.25M which is funded through CIP C0405 beginning FY21.

Distribution and Metering Upgrades. The Water Division will continue with system rehabilitation and main replacement projects through the leak detection program, hydrant and valve program, and through coordinated efforts with the City/County/State roadway rehabilitation projects (C0709). This CIP assists greatly in reducing system operational issues related to water main and equipment failures. The planning and development of the transmission main replacement project will focus on valve replacement in FY19 and FY20 (C0167). The metering program (CIP 653) will continue in FY20 with $320K budgeted to test, replace, and/or rebuild meters to ensure meter reading and billing accuracy. The meter program also includes funds to purchase meters for new services.

WASTEWATER

Wastewater Five Year Rate Model. Staff will continue to manage the financial operations of the Wastewater Division to ensure that the recently updated five year rate model is properly implemented. FY20 rates are under review and include a 2% rate increase and will establish rates for the next five years (FY20-24). The City will continue to update the financial model annually with our rate consultants, Municipal & Financial Services Group. The current five year model was updated and presented to Mayor and City Council in November 2018.

Synagro Operations. Scheduled for completion in calendar year 2019 under CIP 712, the Synagro Wastewater Treatment Plant Sludge Storage, Sludge Thickening and Pelletizing Equipment Replacement Project was funded in the amount of $10.5 Million for the design, permitting, procurement, installation, and commissioning work to complete modifications to the existing solids processing facilities. The project provides redundant storage of thickened sludge, replacement of the Dissolved Air Flotation (DAF) unit and complete replacement or rehabilitation of all equipment in the Pelletizing Building. Staff, Synagro, GHD Engineering, and Johnston Construction have been working together in a Design Build effort since 2014 to renew all solids handling and processing equipment which has been in service at the Plant for over 30 years.

Wastewater Collection System. Administrative and Collections staff continue to utilize the Capacity Management Operation & Maintenance (CMOM) Plan evaluation and procedure documentation. This document allowed the Wastewater Division to meet MDE Consent Judgment mandates and plan for the future maintenance and operational needs of our wastewater collection system. The projects will be completed utilizing existing staff and equipment as well as contractors to complete relining work as funds become available. This project addresses the extraneous flow from Inflow and Infiltration (I&I) entering the wastewater collection system by replacing or relining existing defective pipe and other associated infrastructure. Mr. Rehab, Inc. continues relining work associated with identified I&I remediation projects. Staff will continue to work with MDE to secure future grants. Staff has budgeted $400K in FY20.

Wastewater Treatment Plant. Wastewater Treatment Plant (WWTP) staff will continue to refine our processes as they relate to the Enhanced Nutrient Removal (ENR) initiatives at our facility. The City recently received a Grant from MDE for the replacement of the existing Mixer Motors on the Oxygen Aeration Basin Deck with High Efficiency Motors and also replaced the main switch gear in the control building under CIP C0584. Staff is in the process of renewing the NPDES permit for the WWTP which will expire in 2019. The current permitted capacity of the plant is 8 MGD average daily flow.

ADMINISTRATIVE

Regulatory Requirements. The Utilities Department Administrative, Regulatory, and Engineering staff will work to meet all regulatory reporting parameters including but not limited to the MD Public Service Commission, Federal Energy Regulatory Commission, the Maryland Department of the Environment, the US Environmental Protection Agency, and all local agencies reporting for FY19.

City Enhancements. The Utilities Department Administrative, Regulatory, and Engineering staff continues to assist the Department of Community and Economic Development in projects related to economic development, the MELP project, and all the committees that assist in the operation and revitalization of the City.

Utility Billing. The Utilities Department Utility Billing staff continues to work with Arista to ensure all bills are generated correctly and received by our customers in a timely manner. Staff will continue to respond to all customer service calls professionally and efficiently to ensure customers' needs are properly addressed.

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 12.1 square miles; its population is 40,306 according to the most recent 2017 census estimate.

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

The City Administrator serves as the chief administrative officer of the City and is responsible to the Council for the administration of all City affairs. The 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 wastewater service, parks and recreation, public improvements, economic development, planning and zoning, property management, and general administrative services.

FUND ACCOUNTING

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

GOVERNMENTAL FUNDS:

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

Special Revenue Funds – These funds, such as the Community Development Block Grant Fund, Flexible Spending Fund, Economic Redevelopment 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 include, but are not limited to, grants from other governmental agencies, appropriations from other City funds, outside financing, and prior year's appropriated fund balances.

PROPRIETARY FUNDS:

Enterprise Funds - Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that costs of providing goods or services are to be recovered primarily through user charges. The Electric Fund, Water Fund, Wastewater Fund, Parking Fund, Golf Course Fund, 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 the recognition and timing of when revenues and expenditures are recorded in the accounts and reported in the financial statements. All governmental and expendable trust funds use the modified accrual basis of accounting and budgeting. Certain revenues, primarily property taxes, are accrued when they are both measurable and available. In addition, certain grant revenues are accrued when the funds are earned. Expenditures are generally recognized when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due. All proprietary and non-expendable trust funds use the accrual basis of accounting and budgeting; which means that expenses are recorded when the liabilities are incurred and revenues are recorded when earned.

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

Explanation of Funds:

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

Explanation of Funds (continued):

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

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

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

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

GENERAL FUND
SECTION 2

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STATEMENT OF REVENUE,EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 Proposed	2019/20 Adopted	2019/20 % CHANGE
REVENUES BY TYPE						
Property Taxes	$ 29,674,582	$ 31,496,725	$ 31,459,870	$ 31,868,319	$ 31,868,319	1.2%
Income and Other Taxes	3,668,062	3,764,235	3,944,927	4,225,029	4,225,029	12.2%
Licenses and Permits	2,157,177	2,174,672	2,484,900	2,113,850	2,113,850	-2.8%
Intergovernmental Revenues	571,515	463,694	498,816	408,864	408,864	-11.8%
Charges for Current Services	3,139,885	3,239,170	3,255,781	3,486,312	3,486,312	7.6%
Fines and Forfeitures	1,166,174	1,625,100	1,217,400	1,291,500	1,291,500	-20.5%
Unallocated General Revenues	2,519,185	2,439,102	2,452,651	2,391,340	2,391,340	-2.0%
Transfers from Other Funds	566,210	579,339	569,179	604,960	604,960	4.4%
Bond Proceeds	-	-	-	-	32,100	100.0%
Appropriated Use of Fund Balance	-	635,101	-	818,000	818,000	28.8%
Total Current Revenues	**$ 43,462,790**	**$ 46,417,138**	**$ 45,883,524**	**$ 47,208,174**	**$ 47,240,274**	**1.8%**
EXPENDITURES BY DEPARTMENT						
0101001-Council	$ 133,665	$ 142,654	$ 147,521	$ 143,646	$ 143,646	0.7%
0101002-Mayor	62,414	64,643	61,660	65,312	65,312	1.0%
0103001-City Administrator	210,388	214,468	290,595	264,400	264,400	23.3%
0103002-City Clerk	158,544	162,328	159,283	163,974	163,974	1.0%
0103003-Community Affairs	142,264	-	-	-	-	0.0%
0103004-Legal Counsel	198,300	259,887	259,887	268,000	268,000	3.1%
0103005-Public Functions	323,205	571,464	428,253	402,576	402,576	-29.6%
0103006-Communications	256,766	288,758	318,941	313,325	313,325	8.5%
0107001-Finance & Accounting	682,995	758,822	748,346	776,280	776,280	2.3%
0107200-Information Technology	852,909	861,060	930,039	896,458	896,458	4.1%
0107206/201-Support Services	482,388	451,463	476,641	495,421	495,421	9.7%
0109001-Planning	385,227	437,133	429,319	435,714	435,714	-0.3%
0109002-Annexation	-	8,800	3,435	8,800	8,800	0.0%
0109003-City Hall	208,337	295,806	239,844	259,090	259,090	-12.4%
0109004-Engineering & Construction	1,131,494	1,217,025	1,128,929	1,112,604	1,112,604	-8.6%
0109005-Human Resources	656,653	646,790	662,047	634,682	634,682	-1.9%
Total General Government	5,885,549	6,381,101	6,284,740	6,240,282	6,240,282	-2.2%
0110XXX-Police Department	13,387,027	14,473,745	13,916,902	14,330,117	14,330,117	-1.0%
0112001-Fire Department	7,694,594	8,090,265	8,052,141	8,206,032	8,206,032	1.4%
0114001-Code Administration	1,387,477	1,574,060	1,538,879	1,633,562	1,633,562	3.8%
0116XXX-Signal Department	445,498	457,490	519,136	576,084	576,084	25.9%
Total Public Safety	22,914,596	24,595,560	24,027,058	24,745,795	24,745,795	0.6%
0120001-Street Lighting	618,932	-	-	-	-	0.0%
0121001-Snow Removal	217,511	363,213	244,902	263,265	263,265	-27.5%
0122001-Street Cleaning	237,455	-	-	-	-	0.0%
0123XXX-Gas Station & Maint Garage	414,775	455,030	536,283	552,738	552,738	21.5%
0124001-7-PW & Street Operations	947,752	1,409,826	1,393,884	1,199,272	1,199,272	-14.9%
0124008-Central Equipment Building	110,305	95,294	93,267	98,914	98,914	3.8%
0124009-Stormwater Management	39,953	510,982	656,419	760,950	760,950	48.9%
Total Highways & Streets	2,586,683	2,834,345	2,924,755	2,875,139	2,875,139	1.4%
0130001-Waste Collection & Disposal	2,294,415	2,575,924	2,558,453	2,598,814	2,598,814	0.9%
0140001-Department of Recreation	497,566	480,484	508,679	562,791	562,791	17.1%
0140202-Swimming Pools	205,583	166,974	185,419	175,375	175,375	5.0%
0140204-Farmers Market	80,477	76,651	76,475	76,672	76,672	0.0%
0140401-Municipal Stadium	31,882	33,922	43,422	38,087	38,087	12.3%
0140402-Hager House	30,855	39,259	48,985	44,461	44,461	13.3%
0140403-Train Museum	77,578	22,025	68,531	28,061	28,061	27.4%
0145XXX-City Parks	1,612,852	1,828,740	1,852,326	1,856,046	1,856,046	1.5%
Total Culture & Recreation	2,536,793	2,648,055	2,783,837	2,781,493	2,781,493	5.0%

STATEMENT OF REVENUE,EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 Proposed	2019/20 Adopted	2019/20 % CHANGE
0150001-Community & Economic Development	$ 346,049	$ 853,818	$ 862,949	$ 607,691	$ 607,691	-28.8%
0150002-Neighborhoods First	48,320	-	-	-	-	0.0%
0150004-Housing & Community Development	147,005	-	-	-	-	0.0%
Total Community & Economic Development	541,374	853,818	862,949	607,691	607,691	-28.8%
0160001-Retiree Benefits	1,449,253	1,479,088	1,486,600	1,486,600	1,486,600	0.5%
0166001-Contributions-Other Agencies	195,000	455,000	455,000	210,000	242,100	-46.8%
0162001-Inventory Adjustments	8,975	10,000	10,000	10,000	10,000	0.0%
0168001-Contingency	-	(331,000)	-	25,000	25,000	-107.6%
Total Unallocated General Expenses	1,653,228	1,613,088	1,951,600	1,731,600	1,763,700	9.3%
0190001-Debt Service-Prin	1,726,847	1,932,986	1,863,766	2,163,338	2,163,338	11.9%
0191001-Debt Service- Interest & Issuance Costs	668,335	675,585	687,940	708,399	708,399	4.9%
Total Debt Service	2,395,182	2,608,571	2,551,706	2,871,737	2,871,737	10.1%
0195001-Operating Transfers to Other Funds	517,797	987,315	998,910	1,247,555	1,247,555	26.4%
0195002-Capital Transfers to CIP & Other Funds	632,107	893,400	1,013,400	688,625	688,625	-22.9%
0195002-Fund Balance Transfer for CIP Projects	307,740	385,101	289,085	818,000	818,000	112.4%
0195002-Fund Balance Transfer for Invest Hag	4,146	50,000	3,098	-	-	-100.0%
Total Transfers to All Other Funds	1,461,790	2,315,816	2,304,493	2,754,180	2,754,180	18.9%
Total Expenditures & Transfers	**$ 42,269,610**	**$ 46,426,278**	**$ 46,249,591**	**$ 47,206,731**	**$ 47,238,831**	**1.8%**
Excess (Deficiency) of Revenues over Expenditures	**$ 1,193,180**	**$ (9,140)**	**$ (366,067)**	**$ 1,443**	**$ 1,443**	
Beginning Fund Balance	**$ 10,430,610**	**$ 11,623,790**	**$ 11,623,790**	**$ 11,257,723**	**$ 11,257,723**	
Less Budgeted Use of Fund Balance	-	(635,101)	-	(818,000)	(818,000)	
Ending Fund Balance	**$ 11,623,790**	**$ 10,979,549**	**$ 11,257,723**	**$ 10,441,166**	**$ 10,441,166**	
Detail of Ending Fund Balance						
Nonspendable	$ 167,197	$ 400,000	$ 400,000	$ 400,000	$ 400,000	
Restricted	-	-	-	-	-	
Committed	250,000	250,000	250,000	462,500	462,500	
Assigned	1,248,537	1,250,000	1,250,000	1,250,000	1,250,000	
Unassigned	9,958,056	9,079,549	9,357,723	8,328,666	8,328,666	
Ending Fund Balance	$ 11,623,790	$ 10,979,549	$ 11,257,723	$ 10,441,166	$ 10,441,166	
Unassigned Fund Balances as: % of Operating Budget Less Transfers to All Other Funds	24.4%	20.6%	21.3%	18.7%	18.7%	
Number of Months Expenditures	2.9	2.5	2.6	2.2	2.2	

GENERAL FUND REVENUES
Property Taxes
31,459,870
31,868,319
Income and Other Taxes
3,944,927
4,225,029
Licenses and Permits
2,484,900
2,113,850
Intergovernmental Revenues
498,816
408,864
Charges for Current Services
3,255,781
3,486,312
Fines and Forfeitures
1,217,400
1,291,500
Unallocated General Revenues
2,452,651
2,391,340
Transfers from Other Funds
569,179
604,960
Appropriated Use of Fund Balance
0
818,000
Est Act FY18/19
Prop Bud FY19/20

GENERAL FUND EXPENDITURES
General Government
6,284,740
6,240,282
Public Safety
24,027,058
24,745,795
Highways & Streets
2,924,755
2,875,139
Waste Collection
2,558,453
2,598,814
Parks and Recreation
2,783,837
2,781,493
Comm & Econ Dev
862,949
607,691
Unallocated Expenses
1,951,600
1,731,600
Debt Service
2,551,706
2,871,737
Capital Transfers
1,013,400
688,625
Operating Transfers
998,910
1,247,555
Fund Balance...
292,183
818,000
Est Act FY18/19
Prop Bud FY19/20

TOTAL PROPOSED FY20 BUDGET EXPENDITURES $47,206,731

REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
CURRENT REVENUES					
Property Taxes	$ 29,674,582	$ 31,496,725	$ 31,459,870	$ 31,868,319	1.2%
Income and Other Taxes	3,668,062	3,764,235	3,944,927	4,225,029	12.2%
Licenses and Permits	2,157,177	2,174,672	2,484,900	2,113,850	-2.8%
Intergovernmental Revenues	571,515	463,694	498,816	408,864	-11.8%
Charges for Current Services	3,139,885	3,239,170	3,255,781	3,486,312	7.6%
Fines and Forfeitures	1,166,174	1,625,100	1,217,400	1,291,500	-20.5%
Unallocated General Revenues	2,519,185	2,439,102	2,452,651	2,391,340	-2.0%
Total Current Revenues	**$ 42,896,580**	**$ 45,202,698**	**$ 45,314,345**	**$ 45,785,214**	**1.3%**
OTHER FINANCING SOURCES					
Transfers from Other Funds	$ 566,210	$ 579,339	$ 569,179	$ 604,960	4.4%
Appropriated Fund Balance to Econ Redevelopment:Invest Hagerstown	-	50,000	-	-	100.0%
Appropriated Fund Balance to CIP Fund:Capital Expenditures	-	385,101	-	818,000	112.4%
Appropriated Fund Balance to General Fund	-	200,000	-	-	100.0%
Total Other Financing Sources	**$ 566,210**	**$ 1,214,440**	**$ 569,179**	**$ 1,422,960**	**17.2%**
Total Ending Revenues and Other Financing Sources	**$ 43,462,790**	**$ 46,417,138**	**$ 45,883,524**	**$ 47,208,174**	**1.7%**

CITY ASSESSABLE TAX BASE AND PROPERTY TAX REVENUE TRENDS AFTER ADJUSTING FOR CURRENT YEAR TAX CREDITS, ABATEMENTS, AND REFUNDS (TWENTY-FIVE YEAR HISTORY)

	Total Assessable Base* (in millions)	Assessable Base - % Chg from Prior Yr	City Portion Only Real Estate Tax Rate	Real Estate & Prop Tax Revenues (in thousands)	Property Taxes - % Chg from Prior Yr	Direct and Overlapping Tax Rates			
						City	County	State	Combined
Actual 1993/1994	1,063	3.3%	0.684	8,397	2.5%	0.684	0.884	0.084	1.652
Actual 1994/1995	1,122	5.6%	0.684	8,810	4.9%	0.684	0.884	0.084	1.652
Actual 1995/1996	1,195	6.5%	0.680	9,156	3.9%	0.680	0.884	0.084	1.648
Actual 1996/1997	1,237	3.6%	0.680	9,742	6.4%	0.680	0.884	0.084	1.648
Actual 1997/1998	1,264	2.2%	0.680	9,821	0.8%	0.680	0.924	0.084	1.688
Actual 1998/1999	1,278	1.1%	0.696	10,210	4.0%	0.696	0.924	0.084	1.704
Actual 1999/2000	1,326	3.8%	0.692	10,388	1.7%	0.692	0.924	0.084	1.700
Actual 2000/2001	1,380	4.0%	0.692	10,756	3.5%	0.692	0.948	0.084	1.724
Actual 2001/2002	1,471	6.6%	0.732	11,708	8.9%	0.732	0.948	0.084	1.764
Actual 2002/2003	1,491	1.4%	0.768	12,873	10.0%	0.768	0.948	0.084	1.800
Actual 2003/2004	1,550	3.9%	0.783	13,555	5.3%	0.783	0.948	0.132	1.863
Actual 2004/2005	1,640	5.8%	0.798	14,597	7.7%	0.798	0.948	0.132	1.878
Actual 2005/2006	1,843	12.4%	0.798	16,123	10.5%	0.798	0.948	0.112	1.858
Actual 2006/2007	2,103	14.1%	0.798	18,200	12.9%	0.798	0.948	0.112	1.858
Actual 2007/2008	2,297	9.2%	0.798	19,742	8.5%	0.798	0.948	0.112	1.858
Actual 2008/2009	2,552	11.1%	0.788	21,676	9.8%	0.788	0.948	0.112	1.848
Actual 2009/2010	2,830	10.9%	0.788	23,959	10.5%	0.788	0.948	0.112	1.848
Actual 2010/2011	2,881	1.8%	0.788	24,132	0.7%	0.788	0.823	0.112	1.723
Actual 2011/2012	2,559	-11.2%	0.788	21,386	-11.4%	0.788	0.823	0.112	1.723
Actual 2012/2013	2,634	2.9%	0.788	22,216	3.9%	0.788	0.823	0.112	1.723
Actual 2013/2014	2,665	1.2%	0.788	22,398	0.8%	0.788	0.823	0.112	1.723
Actual 2014/2015	2,542	-4.6%	0.898	24,325	8.6%	0.898	0.823	0.112	1.833
Actual 2015/2016	2,618	3.0%	0.913	25,586	5.2%	0.913	0.823	0.112	1.848
Actual 2016/2017	2,660	1.6%	0.913	25,991	1.6%	0.913	0.823	0.112	1.848
Actual 2017/2018	2,660	0.0%	0.941	26,857	3.3%	0.941	0.823	0.112	1.876
Estimated 2018/2019: All	*2,677*	0.7%	*1.002*	*28,660*	*6.7%*	*1.002*	*0.823*	*0.112*	*1.937*
Estimated 2018/2019: Apts	*237*	N/A	*1.032*	*2,451*	*N/A*	*1.032*	*0.823*	*0.112*	*1.967*
Proposed 2019/2020: All	*2,718*	*1.5% ***	*1.002*	*29,068*	*** 1.4%*	*1.002*	*0.823*	*0.112*	*1.937*
Estimated 2019/2020: Apts	*241*	*1.5% ****	*1.032*	*2,488*	*1.5%*	*1.032*	*0.823*	*0.112*	*1.967*

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

**The assessable base value per the February 2019 Constant Yield Notice memo reflects an expected real property assessed value of 2,587 which is an increase of 0.52% over current levels. The City chart above assumes a slightly higher average assessable base value which includes personal property values. In addition, the chart above reflects the average value for all of FY20 and not just the value estimated to be on July 1.

***In addition, the city implemented a different tier tax rate for all Apartment classifications. The numbers and data for "All" include the Apartment classifications and are representative of total dollars and value to the city.

Each penny on the real estate tax rate generates additional revenue of	**$ 263,000**
Each penny on the personal property tax rate generates additional revenue of	**$ 12,000**

PROPERTY TAXES - PROPOSED REVENUES
FISCAL YEAR 2019/2020

DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Current Year Levy	$26,857,129	$28,717,125	$28,659,744	$ 29,068,219	1.2%
Interest on Delinquent Taxes	192,315	150,000	160,000	160,000	6.7%
Prior Years' Levy-Net	(100,965)	(100,000)	(101,000)	(101,000)	1.0%
Payment in Lieu of Taxes	2,756,906	2,760,100	2,777,260	2,775,100	0.5%
Tax Discounts & Credits Allowed	(30,803)	(30,500)	(36,134)	(34,000)	11.5%
Total Property Taxes	**$29,674,582**	**$31,496,725**	**$31,459,870**	**$ 31,868,319**	**1.2%**

Revenues from property taxes are based on assessments established by the State Department of Assessment and Taxation. The real estate tax rate for FY19 was $1.002 per $100 of assessed value on all but apartments; and $1.032 per $100 for apartments. The business personal property rate was $2.505 per $100 of assessed value in FY19.

FY20 is the third year of the City's trienniel reassessment period. The February 2019 Constant Yield Tax Rate Certification memo reflects a combined increase in real estate assessed values of 0.52% which repesents a $131.0K increase in real estate revenue for FY20 if no changes are made to the tax rate. The real estate property constant yield rate certified by the State for FY20 that would generate the same dollar amount of gross real tax revenues, (before local property tax credits) is $0.9968 per $100 of assessed value which is $0.005 less than the City's current FY19 tax rate. The proposed budget for FY20 includes the following: an estimated growth of 1.5% increase in the assessable base from historical trends and no increase in 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 6. Several years ago, the Mayor and City Council took action with Washington County to limit the maximum annual growth in assessments on owner occupied residential real estate to 5.0%. The cap had been 10.0%, which is still the maximum cap for State tax purposes.

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

The estimated actual for FY19 when compared with the FY19 budget is expected be about 0.1% less than originally budgeted or $36.8K. Personal property tax related to business personal property is expected to be slightly lower than originally budgeted for FY19. The original budget for business personal property tax revenue was $3.03M and it is estimated that revenue for FY19 will be $3.00M.

Adopted FY19 to Proposed FY20

Overall, the proposed property tax revenue for FY20 is expected to increase by $371.5K when compared to the FY19 budget. The FY20 proposed budget does include all the following: estimated growth of 1.5% in overall assessable base values based on historical trends and continuation of real estate tiered tax rate for Apartments. Total property tax revenue continues to be the primary source of revenue in the General Fund or approximately 67.5% in FY20 proposed budget.

This primary revenue sources helps to fund various expenditures including: existing services provided to the community, economic incentives to businesses, annual debt service requirements, and employees' salaries and benefits. This funding source is vital to the City's future sustainability and growth. FY20 is the third year of City's trienniel reassessment cycle.

INCOME AND OTHER TAXES - PROPOSED REVENUES
FISCAL YEAR 2019/2020

DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Income Tax	$ 2,177,627	$ 2,400,000	$ 2,550,000	$ 2,550,000	6.3%
Admissions & Amusement Tax	410,160	330,000	350,000	350,000	6.1%
Financial Corporations	34,214	34,214	34,214	34,214	0.0%
Enterprise Zone Tax Credits	27,707	12,123	10,815	10,815	-10.8%
Room Tax - Tourism Promotions	202,103	188,000	200,000	205,000	9.0%
Police Protection	737,861	729,898	729,898	730,000	0.0%
State Aid For Fire Service	78,390	70,000	70,000	70,000	0.0%
Highway User Revenues	-	-	-	275,000	100.0%
Total Income and Other Taxes	**$ 3,668,062**	**$ 3,764,235**	**$ 3,944,927**	**$ 4,225,029**	**12.2%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

When compared to the FY19 adopted budget, FY19 estimated actual is anticipated to be 4.8% or $180.6K higher. Of the total $180.6K, $150.0K is attributable to an increase in state income tax receipts from the local share of State Income Tax.

Adopted FY19 to Proposed FY20

Overall, the proposed budget for FY20 Income & Other Taxes Revenue is expected to increase by 12.2% or $460.7K over the FY19 budget. The same trends occurring in FY19 are expected to continue into FY20. Primarily, this increase is driven by a combined increase of $150.0K in Income Taxes and $275.0K in Highway User Revenue to cover General Fund debt expenses.

In FY10, the City experienced significant reductions in this total revenue source due to the elimination of the County Tax Differential revenue sharing, and a decrease of approximately $1.8 million in Highway User Revenue from the State. Even with more recent growth in other areas, the total funding available to the City from this revenue source is lower than historical levels.

As the current graph indicates, revenues are expected to increase back up to FY17 levels as a result of Income Tax revenues, Room Tax income, and Highway User Revenues. Overall, revenues are expected to increase from FY19 to FY20.

LICENSES & PERMITS - PROPOSED REVENUES
FISCAL YEAR 2019/2020

DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Traders Licenses	$ 98,724	$ 100,000	$ 100,000	$ 100,000	0.0%
Utility License Fee	500	-	-	-	0.0%
Vendor Permits from City Clerk	2,700	3,500	3,000	3,000	-14.3%
Cable TV Franchise Fee	383,202	388,700	361,000	180,000	-53.7%
General Construction Permits	-	-	50,000	1,000	100.0%
Street Digging Permits	37,158	60,000	100,000	60,000	0.0%
Curbs, Sidewalks, & Driveways	940	3,000	3,000	3,000	0.0%
Storm Water Management Permits	2,910	3,000	7,500	5,000	66.7%
Grading Permits	16,514	8,000	30,000	25,000	212.5%
Right of Way Permits	3,836	4,000	4,000	4,000	0.0%
Building Permits (Fire)	69,826	66,757	70,000	65,000	-2.6%
Fireworks Permits	1,250	1,750	500	500	-71.4%
Blasting Permits	-	150	700	350	133.3%
Plumbing Dept-Licenses	6,310	10,500	10,500	6,000	-42.9%
Contractor's Licenses	14,075	5,000	5,000	15,000	200.0%
Electrical Licenses	5,940	28,000	28,000	6,000	-78.6%
Residential Rental Licenses	700,279	700,000	700,000	710,000	1.4%
Uncollected- Residential Licenses	(42,387)	(40,000)	40,000	40,000	-200.0%
Building Permits	231,691	230,325	370,000	275,000	19.4%
Plumbing Permits	75,939	75,000	75,000	75,000	0.0%
Electrical Permits	115,728	120,000	120,000	120,000	0.0%
Mechanical Permits	59,020	52,000	52,000	52,000	0.0%
Pre-Sale Code Inspection	-	200	-	-	-100.0%
Re-Inspection Fee	50	1,000	1,000	1,000	0.0%
Property Abatement Billings -Engineering	-	5,000	5,000	5,000	0.0%
Property Abatement Billings -Code	244,786	202,590	202,000	215,000	6.1%
Vacant Residential Structure Fee	83,650	95,000	95,000	95,000	0.0%
Vacant Commercial Structure Fee	7,000	10,000	10,000	10,000	0.0%
Admin Fee for Excise Tax	3,021	2,500	3,000	3,000	20.0%
Secure Vacant Structure Fee	2,700	2,700	2,700	3,000	11.1%
Technology Fee	29,215	35,000	35,000	35,000	0.0%
Unattended Donation Bin Fee	2,600	1,000	1,000	1,000	0.0%
Total Licenses and Permits	**$ 2,157,177**	**$ 2,174,672**	**$ 2,484,900**	**$ 2,113,850**	**-2.8%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

FY19 licenses and permit revenues are projected to be over budget by 14.3% or $310.2K. It is anticipated that Cable TV Franchise Fees will be below original budget expectations by $27.7K based on year-to-date activity. Offsetting this decrease, revenue projections for General Construction Permits, Traders Licenses, and Street Digging Permits will be a combined $229.6K higher than original estimates.

Adoopted FY19 to Proposed FY20

Overall, the proposed FY20 budget is expected to be 2.8% or approximately $60.8K less than FY19 budget. This decrease is a result of half the expected revenue expected in Cable TV Franchise Fees due to a possible FCC ruling. Additionally, Contractor and Electrical licenses are both renewed every other year. As a result, revenue associated with Contractor and Electrical licenses reflected above are higher every other year. Last, Building Permits revenue is expected to be $44.6K higher in FY20 budget.

INTERGOVERNMENTAL REVENUES - PROPOSED REVENUES
FISCAL YEAR 2019/2020

DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
County Grant: School Resource Officers	$ 313,757	$ 266,424	$ 338,544	$ 338,544	27.1%
State Grant: Blues Fest	17,961	15,000	-	-	-100.0%
State Grant: Imagine Hagerstown	-	-	13,002	13,000	100.0%
DEA/NTF Reimbursed OT Grants	66,647	72,870	37,870	37,870	-48.0%
Federal Grants: Various COPS Hiring Grants	173,150	109,400	109,400	19,450	-82.2%
Total Intergovernmental	**$ 571,515**	**$ 463,694**	**$ 498,816**	**$ 408,864**	**-11.8%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

The estimated actual for FY19 is expected to be 7.6% or $35.1K higher than originally budgeted in FY19 as a result of an increase in the amount received for the School Resource Officer.

Adopted FY19 to Proposed FY20

Overall, the proposed budget for FY20 is expected to be 11.8% or $54.8K less than FY19 budget. The Police Department currently has approval for three separate COPS Hiring grants. The federal reimbursement for these grants are over a three year period and have declining reimbursement percentage each year. It is anticipated that only the most recent 2015 grant will still be reimbursed in FY20 and is reflected with a 82.2% or $89.9K reduction over FY19 budget levels. The offsetting increase in revenue is due to the newest School Resource Officer being reimbursed for salary and benefits.

The graph to the left depicts the Intergovernmental revenue history. The graph reflects the cyclical nature of federal grant reimbursement for the Police Department COPS Hiring grants which are based on a declining reimbursement percentage each year. As mentioned above, the Police Department had three grants of this nature. Reimbursement is over a three year period as each position is staffed and is not necessarily a calendar three year period. It is anticipated that the final reimbursement for these federal COPS Hiring Grants will occur in FY20.

CHARGES FOR CURRENT SERVICES - PROPOSED REVENUES
FISCAL YEAR 2019/2020

DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Refuse Collection Fees	$ 2,579,249	$ 2,764,950	$ 2,754,075	$ 2,774,075	0.3%
Potterfield Swimming Pool	60,016	64,700	67,200	67,000	3.6%
Public Function Event Revenues	45,005	57,850	10,737	9,400	-83.8%
Other Service Charges	455,615	351,670	423,769	635,837	80.8%
Total Charges for Current Services	**$ 3,139,885**	**$ 3,239,170**	**$ 3,255,781**	**$ 3,486,312**	**7.6%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Overall, estimated actual revenue for FY19 is anticipated to be over budget by 0.5% or $16.6K when compared with the FY19 budget. Based on actual to date trends, FY19 estimated projections for Other Service Charges is anticipated to be $72.0K or 20.5% higher than FY19 budget. This is a result of higher Police security services, higher gasoline billings to outsiders, and a smaller reserve for Miscellaneous Revenue. The anticipated increase in revenues related to the Potterfield Swimming Pool are a reflection of a slight increase in use the City experienced in July-Sept 2018. Last, a new event called Imagine Hagerstown will replace the City's BluesFest event. The event will occur during 4 weekends in June 2019. With the changes to the event, there will be less revenue and less costs than originally included for the 2-day event in the FY19 budget.

Adopted FY19 to Proposed FY20

In total, Charges for Current Services in the FY20 budget are expected to be 7.6% or $247.1K higher than FY19 budget. This increase reflects the continuation of the trends experienced and anticipated for FY19 projected actuals. It is estimated that Refuse Collection Fees will slightly increase 0.3% or $9.1K in FY20. The major increase in FY20 revenues will be labwork revenues since the County will begin to pay for some of these services. Decreases will occur in Public Functions due to the change in format of the Imagine Hagerstown event. The City is currently working on Phase I of a SWM study for future discussions but no funding has been included within the General Fund in FY20 budget for this initiative.

FINES & FORFEITURES - PROPOSED REVENUES
FISCAL YEAR 2019/2020

DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Abatement Administrative Fees - Code Admin	$ (66,842)	$ 40,000	$ 40,000	$ 40,000	0.0%
Confiscated Revenue	12,331	7,500	7,500	8,000	6.7%
Excessive Use Fees	24,994	7,000	12,000	24,300	247.1%
Fire Code Violations	9,500	2,000	2,000	2,000	0.0%
Municipal Infractions - Code Admin	79,442	110,000	50,000	110,000	0.0%
Municipal Infractions - Police Dept	-	100	100	100	0.0%
Municipal Infractions - Planning	-	300	-	300	0.0%
Parking Tickets and Late Fees	9,900	8,000	5,600	6,600	-17.5%
Parking Tickets - Estimate for Uncollectible	(6,820)	-	-	-	0.0%
Red Light Violation Fine	72,600	200,000	175,000	200,000	0.0%
Safe Speed for Students Program	1,023,793	1,350,000	950,000	950,000	-29.6%
Safe Speed for Students Program - Est Uncollect	7,176	(100,000)	(25,000)	(50,000)	-50.0%
Tech Appeals Board Filing Fees	100	200	200	200	0.0%
Total Fines and Forfeitures	**$ 1,166,174**	**$ 1,625,100**	**$ 1,217,400**	**$ 1,291,500**	**-20.5%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Estimated actual revenue for FY19 is expected to be under budget by 25.1% or $407.7K. There are three primary reasons for the decline: Code Administation Municipal Infractions, the Red Light Camera Program, and the Safe Speed for Students Program. The Municipal Infractions reflects current year activity and charges and offsetting prior years' final reconciliations and adjustments. The Red Light Camera Program has produced less revenue than anticipated. The Safe Speed for Students Program is recognizing a decrease in revenue due to a change in driver habits.

Adopted FY19 to Proposed FY20

The FY20 budget for total Fines and Forfeitures revenue sources are 20.5% or $333.6K less than FY19 budget. The anticipated decrease in the Safe Speed for Students Program of 29.6% or $400K is a primary reason. While it is estimated that all twelve (12) cameras will continue to be operational in FY20, it is anticipated that revenue will remain flat or decrease in future years as the purpose of the speed cameras, to slow the speed of drivers in school zones, is fulfilled.

UNALLOCATED GENERAL REVENUES - PROPOSED REVENUES
FISCAL YEAR 2019/2020

DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Administrative Allocation Revenues	$ 1,997,500	$ 1,997,500	$ 1,997,500	$ 1,997,500	0.0%
Interest on Investments	81,627	40,000	100,000	100,000	150.0%
Rental Income	190,834	207,985	199,590	198,290	-4.7%
Sale of Land & Other Assets	39,898	14,318	43,060	4,500	-68.6%
Contributions & Donations	100,417	101,250	27,800	30,300	-70.1%
Other General Revenue	108,909	78,049	84,701	60,750	-22.2%
Total Unallocated General Revenues	**$ 2,519,185**	**$ 2,439,102**	**$ 2,452,651**	**$ 2,391,340**	**-2.0%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

The FY19 actual is projected to be $13.5K or 0.6% higher than FY19 budget. The main increases are Interest on Investments and Sale of Land & Other Assets categories. The decrease in Contributions & Donations is reflective of the change to the City's BluesFest event specifically within Sponsorship Donations. This decline reflects a change in the overall BluesFest event from a 2-day event to a 4-weekend event in June 2019.

Adopted FY19 to Proposed FY20

The proposed FY20 budget is anticipated to decrease over the FY19 budget by 2.0% or $47.7K in total. It is anticipated that the only growth over the FY19 budget will be in Interest on Investments as trends continue as experiencing in FY18. The decrease of $70.9K or 70.1% in Contributions & Donations is primarily a result of less BluesFest Sponsorship Donations with the change in this event venue to a 4-weekend event. Likewise, there are offsetting decreases in Sale of Land & Other Assets and Other General Revenue. There is a combined decrease of $27.1K in the FY19 budget for Sale of Land & Other Assets and total Other General Revenue. Selling of assets and insurance reimbursements for equipment are mostly one-time events that do not recur. For this reason, it is difficult to predict or expect to receive funding from these sources and the result is a variance from year to year in these categories.

TRANSFERS FROM OTHER FUNDS & OTHER FINANCING SOURCES - PROPOSED REVENUES
FISCAL YEAR 2019/2020

DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Transfer from Health Insurance Fund	$ 542,881	$ 536,815	$ 536,815	$ 580,000	8.0%
Transfer from CIP Fund	-	12,364	12,364	-	-100.0%
Transfer from CDBG Fund	23,329	30,160	20,000	24,960	-17.2%
Total Transfers from Other Funds & Other Financing Sources	**$ 566,210**	**$ 579,339**	**$ 569,179**	**$ 604,960**	**4.4%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Overall, estimated actual revenue for FY19 is expected to be slightly lower than FY19 budget. The FY19 estimated actuals includes updated trends of annual spending for a part-time CDBG funded inspector.

Adopted FY19 to Proposed FY20

FY20 proposed budget is estimated to increase $25.6K from FY19 budget due to another transfer included in FY20. Transfers from Health Insurance Fund include the annual $40K toward the City's employee wellness program plus a one-time $580.0K payment. The Health Insurance Fund is a separate City Fund that accumulates and pays for all costs associated with active and retiree health insurance. Throughout the year, all other City Funds provide funding to the Health Insurance Fund based on an equivalent insurance premium determined annually by CBIZ. The Health Insurance Fund has had lower costs than anticipated and has accumulated a fund balance. For all of the reasons stated, staff is recommending a one-time transfer of the FY18 actual total surplus of $819.0K to be allocated to the General Fund (70.9%); Electric Fund (7.7%); Water Fund (11.3%); and Wastewater Fund (10.1%). Further, it is important to note that staff would not recommend this transfer if all three conditions were not met. After this transfer, the Health Insurance Fund Balance Reserve will still be in compliance with the City's revised Fund Balance/Retained Earnings Policy included in Section 9 of the budget book.

DEPARTMENT / PROGRAM OVERVIEW

The Mayor is elected for a four year term to represent the City in all official capacities and provide leadership to the City Council and community at large. The Municipal Charter of Hagerstown states the Mayor shall be the chief elected executive officer of the City and shall see that the Ordinances of the City, provisions of the Charter, and City Council policies and resolutions are faithfully executed, preside over the Legislative branch, and report to the City Council on the condition of City affairs. The annual salary for the Mayor is established by Ordinance at $28,000.

DEPARTMENT / PROGRAM OBJECTIVES

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

• Provide leadership and participate with the Maryland Municipal League, Tri-County Council, and other County, State, and Federal officials to develop and implement goals.

• Serve as spokesperson for City programs, services, and new initiatives.

• Represent the City at public events and functions.

• The Mayor and City Council typically hold 38 Work Session meetings along with 12 Regular Session meetings a year.

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

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

• The Mayor and City Council hold public hearings throughout the year to provide the public with appropriate information as well as to receive the community's feedback and input.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of Mayor and Council meetings	**50**	**50**	**50**
Average number of meetings representing City (e.g. board/commission)	**35**	**35**	**35**
Average number of community functions	**25**	**25**	**25**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 47,871	$ 48,169	$ 48,169	$ 48,169	0.0%
Benefits	12,575	13,153	9,602	13,238	0.6%
Personnel Subtotal	**60,446**	**61,322**	**57,771**	**61,407**	**0.1%**
Operating Expenditures	1,967	3,321	3,889	3,905	17.6%
Operating Subtotal	**1,967**	**3,321**	**3,889**	**3,905**	**17.6%**
Total Expenditures	**$ 62,414**	**$ 64,643**	**$ 61,660**	**$ 65,312**	**1.0%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 62,414**	**$ 64,643**	**$ 61,660**	**$ 65,312**	**1.0%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

FY19 estimated actuals are expected to be 4.6% or $2.9K below FY19 budget due to decrease in benefits.

Adopted FY19 to Proposed FY20

There are no significant changes from FY19 budget to proposed FY20 budget.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	0.33	0.33	0.33	0.33
Staffing Total	0.33	0.33	0.33	0.33
Unfunded positions	0.00	0.00	0.00	0.00

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

DEPARTMENT / PROGRAM OVERVIEW

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

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

DEPARTMENT / PROGRAM OBJECTIVES

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

• Provide leadership and participate with the Maryland Municipal League, Tri-County Council, and other County, State, and Federal officials to develop and implement goals.

• Serve as spokesperson for City programs, services, and new initiatives.

• Represent the City at public events and functions.

• The Mayor and City Council typically hold 38 Work Session meetings along with 12 Regular Session meetings a year.

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

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

• The Mayor and City Council hold public hearings throughout the year to provide the public with appropriate information as well as to receive the community's feedback and input.

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

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of Mayor and Council meetings	**50**	**50**	**50**
Average number of meetings representing City (e.g. board/commission)	**30**	**30**	**30**
Average number of community functions attended representing the City	**25**	**25**	**25**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 38,770	$ 40,000	$ 40,000	$ 40,000	0.0%
Benefits	53,663	64,005	61,741	57,237	-10.6%
Personnel Subtotal	**92,434**	**104,005**	**101,741**	**97,237**	**-6.5%**
Operating Expenditures	41,232	37,849	44,980	46,009	21.6%
Capital Outlay	-	800	800	400	-50.0%
Operating Subtotal	**41,232**	**38,649**	**45,780**	**46,409**	**20.1%**
Total Expenditures	**$ 133,665**	**$ 142,654**	**$ 147,521**	**$ 143,646**	**0.7%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 133,665**	**$ 142,654**	**$ 147,521**	**$ 143,646**	**0.7%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

FY19 estimated actuals are anticipated to be higher than FY19 budget due to an increase in operating expenses, specifically conferences and lodging.

Adopted FY19 to Proposed FY20

The proposed FY20 budget is anticipated to increase in comparison to FY19 budget levels due to increases in conferences and lodging.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	5.00	5.00	5.00	5.00
Staffing Total	5.00	5.00	5.00	5.00
Unfunded positions	0.00	0.00	0.00	0.00

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

DEPARTMENT / PROGRAM OVERVIEW

The City Charter requires a primary and general election every four years for the Mayor and five City Councilmembers. The election schedule coincides with the Presidential Election. The Washington County Board of Elections conduct the election, in accordance with provisions of the State of Maryland. The Primary Election was held on April 26, 2016 and the General Election was held on November 8, 2016. Five of the newly elected Mayor and Councilmembers took office on November 28, 2016. A recount was conducted for the fifth Council seat and that Councilmember took office on December 2, 2016. Subsequent to election results of November 2016, two of the five have left the Council positions and two new Councilmembers were appointed.

Hagerstown voter turnout in the General Election was 64%. Voter turnout in the previous General Election (2012) was 67%. In 2009, before the election schedule was changed, voter turnout was at 15%.

PERFORMANCE INDICATORS

	2009	2012	2016
Number of Candidates Filing	**25**	**15**	**15**
Number of Registered Voters at General Election	**20,969**	**20,898**	**23,251**
Number of Registered Voters at Primary Election	**16,814**	**15,504**	**22,560**
Number Voting in General Election	**3,173**	**14,095**	**14,797**
Number Voting in Primary Election	**1,988**	**4,062**	**7,404**

DEPARTMENT / PROGRAM OVERVIEW

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

DEPARTMENT / PROGRAM OBJECTIVES

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

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

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

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

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

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

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

PERFORMANCE INDICATORS

The City Administrator prepares and presents:

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

The City Administrator also supports:

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

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 159,671	$ 159,969	$ 229,236	$ 194,969	21.9%
Benefits	44,546	46,730	52,922	59,417	27.1%
Overtime	(39)	50	50	50	0.0%
Personnel Subtotal	**204,178**	**206,749**	**282,208**	**254,436**	**23.1%**
Operating Expenditures	6,209	7,719	8,386	8,964	16.1%
Capital Outlay	-	-	-	1,000	100.0%
Operating Subtotal	**6,209**	**7,719**	**8,386**	**9,964**	**29.1%**
Total Expenditures	**$ 210,388**	**$ 214,468**	**$ 290,595**	**$ 264,400**	**23.3%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 210,388**	**$ 214,468**	**$ 290,595**	**$ 264,400**	**23.3%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

FY19 estimated actuals are expected to be to be 36.5% or $75.4K higher than the adopted budget due to salaries and benefits. The salary of the previous City Administrator overlaps with the salary of the Interim City Administrator.

Adopted FY19 to Proposed FY20

The proposed FY20 budget is expected to increase 23.3% over the FY19 adopted budget due to salary and benefit increases with the Interim City Administrator's retirement payment.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	1.33	1.33	1.33	1.33
Staffing Total	1.33	1.33	1.33	1.33
Unfunded positions	0.00	0.00	0.00	0.00

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

DEPARTMENT / PROGRAM OVERVIEW

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

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

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

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

DEPARTMENT / PROGRAM OBJECTIVES

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

• The City Clerk is the staff liaison for the City Ethics Commission. The Commission is responsible for ensuring the appropriate officials are following the guidelines of the City's Ethics Code. The Commission met twice in 2018 and provided the required certification to the State Ethics Commission by the October deadline.

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

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of Ordinances Processed	**30**	**21**	**30**
Number of Resolutions Processed	**49**	**61**	**65**
Number of Licenses and Permits Issued	**100**	**52**	**50**
Number of Mayor and Council meetings processed	**50**	**50**	**50**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 106,208	$ 110,515	$ 110,515	$ 110,515	0.0%
Benefits	31,358	31,374	28,559	33,219	5.9%
Personnel Subtotal	**137,566**	**141,889**	**139,074**	**143,734**	**1.3%**
Contractual Services	3,327	3,500	3,450	3,450	-1.5%
Operating Expenditures	16,457	16,938	16,759	16,791	-0.9%
Capital Outlay	1,194	-	-	-	0.0%
Operating Subtotal	**20,978**	**20,438**	**20,209**	**20,241**	**-1.0%**
Total Expenditures	**$ 158,544**	**$ 162,328**	**$ 159,283**	**$ 163,974**	**1.0%**
REVENUES BY TYPE					
Departmental Revenue	$ 101,924	$ 103,500	$ 103,000	$ 103,000	-0.5%
Total Revenues	**$ 101,924**	**$ 103,500**	**$ 103,000**	**$ 103,000**	**-0.5%**
Expenditures, net of Revenues	**$ 56,620**	**$ 58,828**	**$ 56,283**	**$ 60,974**	**3.6%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

In total, expenditures and revenues are expected to be at budgeted levels.

Adopted FY19 to Proposed FY20

There are no significant changes from FY19 budget to proposed FY20 budget.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	1.34	1.34	1.34	1.34
Part time	0.50	0.50	0.50	0.50
Staffing Total	1.84	1.84	1.84	1.84
Unfunded positions	0.00	0.00	0.00	0.00

The City Clerk shares one part-time Communications Staff Assistant position with the Communications Department.

DEPARTMENT / PROGRAM OVERVIEW

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

DEPARTMENT / PROGRAM OBJECTIVES

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

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

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

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

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of Ordinances Processed	**30**	**21**	**30**
Number of Resolutions Processed	**49**	**61**	**65**
Number of Approved Contracts and Agreements	**70**	**70**	**70**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ -	$ -	$ -	$ -	0.0%
Personnel Subtotal	**-**	**-**	**-**	**-**	**0.0%**
Contractual Services	189,094	252,000	252,000	260,000	3.2%
Operating Expenditures	9,205	7,887	7,887	8,000	1.4%
Operating Subtotal	**198,300**	**259,887**	**259,887**	**268,000**	**3.1%**
Total Expenditures	**$ 198,300**	**$ 259,887**	**$ 259,887**	**$ 268,000**	**3.1%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 198,300**	**$ 259,887**	**$ 259,887**	**$ 268,000**	**3.1%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

FY19 estimated actuals are expected to be on target with the FY19 budget.

Adopted FY19 to Proposed FY20

Proposed FY20 budget is 3.1% or $8K higher than adopted FY19 budget.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	0.00	0.00	0.00	0.00
Staffing Total	0.00	0.00	0.00	0.00
Unfunded positions	0.00	0.00	0.00	0.00

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

DEPARTMENT / PROGRAM OVERVIEW

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

Accounting Function

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

Budget Function

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

DEPARTMENT / PROGRAM OBJECTIVES

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

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

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

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

• **Software Implementation**: Finance has taken the lead to continue to coordinate with our time and attendance software system vendor (Intellitime) and City Departments to get all groups live in this system. The remaining Department to implement Intellitime is Police. With weekly meetings with Police, the last area should be implemented in Intellitime by late 2019.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Performance Measures			
Maintain the City's bond rating:			
Standard and Poor's AA-	AA	AA	AA
Moody's Investors Service A2 or higher	Aa3	Aa3	Aa3
Receive GFOA distinguished Budget Presentation award	Yes/ 13 yrs	Yes/ 14 yrs	Yes/ 15 yrs
Receive GFOA Comprehensive Annual Financial Reporting award	Yes/ 23 yrs	Yes/ 24 yrs	Yes/ 25 yrs
Workload Measures			
Bond sales executed	1	1	1
Number of individual employee payrolls processed	25,772	25,850	25,925
Number of vendor invoices processed	10,553	10,600	10,600
Number of Pcard transactions processed	7,755	7,800	7,800
Number of Purchase Orders issued	1,372	1,400	1,400

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 489,685	$ 535,210	$ 535,210	$ 556,830	4.0%
Benefits	136,415	153,175	143,698	151,100	-1.4%
Overtime	8	200	150	150	-25.0%
Personnel Subtotal	**626,109**	**688,585**	**679,058**	**708,080**	**2.8%**
Contractual Services	25,972	29,872	30,900	28,717	-3.9%
Operating Expenditures	27,588	37,865	36,137	36,983	-2.3%
Capital Outlay	3,326	2,500	2,250	2,500	0.0%
Operating Subtotal	**56,886**	**70,237**	**69,287**	**68,200**	**-2.9%**
Total Expenditures	**$ 682,995**	**$ 758,822**	**$ 748,346**	**$ 776,280**	**2.3%**
REVENUES BY TYPE					
Departmental Revenue	$ 34,727,324	$ 37,224,090	$ 36,802,834	$ 38,223,283	2.7%
Total Revenues	**$ 34,727,324**	**$ 37,224,090**	**$ 36,802,834**	**$ 38,223,283**	**2.7%**
Expenditures, net of Revenues	**$ (34,044,329)**	**$ (36,465,267)**	**$ (36,054,488)**	**$ (37,447,003)**	**2.7%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

It is projected that total expenditures for the department will be 1.4% or $10.4K lower than FY19 budget. Total personnel costs are expected to be 1.4% under budget. This decrease is a result of lower estimated benefit charges. Contractual services are over budget by 3.4% or $1.0K as a result of extending the audit contract with our existing vendor SB&Company. Additionally, departmental revenue is anticipated to be $421.2K or 1.1% lower than budget. This decline is a result of a $170.0K increase in State and County shared and $635.0K in fund balance reserves only reflected as a budget revenue source.

Adopted FY19 to Proposed FY20

From the FY19 budget to the FY20 proposed budget, overall total personnel expenditures are anticipated to increase by 2.8% or $19.4K and operating expenditures to decrease by 2.9% or $2.0K. The $19.4K increase in salary expenditures is due to fully staffing the department and potential salary enhancements. Contractual services are estimated to be 3.9% or $1.1K lower in proposed FY20 budget compared to FY19 budget levels. This decrease is due to a new 2 year contract extension with the auditors, SB&Company. Lastly, departmental revenue is anticipated to be 2.7% or $999.1K more than FY19 budget as a result of higher total property tax revenue, higher State and County shared tax, and higher investment earnings.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	8.50	8.50	8.50	8.40
Staffing Total	8.50	8.50	8.50	8.40
Unfunded positions	0.00	0.00	0.00	0.00

In FY20, Finance will share in the allocation of a Storekeeper/Clerk III with the Water Fund.

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:

• **Network Infrastructure Analysis / Upgrade:** Staff will undergo an analysis of networking efficiency in how our data travels through the City computing infrastructure. Staff will identify those areas of critical need for network device replacement and/or upgrade.
• **Cashiering System / Credit Card Processing Upgrade:** Staff, as a result of PCI Compliance auditing of our cash collection system, will be implementing chip-based credit card machines that will integrate with our MUNIS Cashiering System.
• **Remote Kiosk Citizen Services Implementation:** Staff will be developing conceptual plans for implementation of at least one citizen service kiosk in the downtown area to assist citizens / visitors in finding their way in Hagerstown, as well as providing an additional means of conducting business with the City.
• **Video Surveillance Wireless Network Expansion:** Add equipment to allow for 360 degree coverage for wireless camera connections.
• **Anti-Phishing / Security Awareness Education:** As businesses continue to receive increasing numbers of phishing and virus-laden emails into their overall mail systems, the City piloted in 2018, and will now begin implementation of an anti-phishing / security awareness education program both online and in person.
• **Computing in the Field:** Staff will continue the proliferation of tablet computing following the MUNIS upgrade in an effort to get more information into the hands of our field staff without having to return to the office. This capability will also be a benefit following the Time and Attendance system implementation where staff will be able to report information from the field. Tablets/mobile devices are being tested with Internet hotspots, with mobile units being deployed in HFD for continued process testing.
• **Remote Data Backup Strategy Implementation:** Staff will move the first of our remote backup systems out into a City building outside corporate limits as a means of better protecting City data in the event of a catastrophic emergency which would cause City Hall to lose connectivity.
• **Business Process / Technology Updating:** Staff are meeting with departments to better understand current business practices and how to better use the MUNIS Financial System in streamlining processes where tasks are done either manually or through third-party software.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of City-wide personal computers	**255**	**271**	**276**
Number of PC Software programs supported	**30**	**31**	**30**
Number of Help Desk tickets	**2,171**	**2,422**	**2,500**
# of SPAM e-mails blocked daily	**23,344**	**33,252**	**40,000**
Phone calls managed through our central switch	**391,241**	**392,500**	**395,250**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 334,515	$ 314,039	$ 385,000	$ 341,956	8.9%
Benefits	126,812	129,793	123,336	111,476	-14.1%
Overtime	8,323	3,400	850	-	-100.0%
Personnel Subtotal	**469,650**	**447,232**	**509,186**	**453,432**	**1.4%**
Contractual Services	543	2,500	2,500	2,500	0.0%
Operating Expenditures	379,281	408,178	415,203	437,376	7.2%
Capital Outlay	3,436	3,150	3,150	3,150	0.0%
Operating Subtotal	**383,261**	**413,828**	**420,853**	**443,026**	**7.1%**
Total Expenditures	**$ 852,910**	**$ 861,060**	**$ 930,039**	**$ 896,458**	**4.1%**
REVENUES BY TYPE					
Departmental Revenue	$ 9,438	$ 9,500	$ 9,500	$ 9,500	0.0%
Total Revenues	**$ 9,438**	**$ 9,500**	**$ 9,500**	**$ 9,500**	**0.0%**
Expenditures, net of Revenues	**$ 843,472**	**$ 851,560**	**$ 920,539**	**$ 886,958**	**4.2%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

In total, FY19 actual expenditures are projected to be over FY19 budget by 8.0% or $68.9K. Total personnel expenditures are expected to be 13.9% or $61.9K higher. Other expenditures are forecasted to remain level to actual.

Adopted FY19 to Proposed FY20

Increases in FY20 budget are predominantly due to a generalized 4.1% increase in hardware/software maintenance contract renewals and taxes for a copier lease. All other expense categories remained flat or were decreased.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	5.34	5.34	5.34	5.34
Part time	0.00	0.00	0.00	0.00
Staffing Total	5.34	5.34	5.34	5.34
Unfunded positions	1.00	1.00	1.00	1.00

One FT position in IT will be vacant as of 2/28 for FY18, and remain unfunded through FY20.

DEPARTMENT / PROGRAM OVERVIEW

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

DEPARTMENT / PROGRAM OBJECTIVES

• **Integration of New Customer Credit Reporting System with MUNIS:** The implementation of utilizing Online Information Exchange to pre-screen electric customers at time of service application has been successful in the application of more accurate security deposits and identifying potential issue accounts. Staff will now work with IT to integrate this third-party service directly with MUNIS Utility Billing to perform all functions on the account application process within the MUNIS UB module.

• **Customer Needs Automated Communication Project:** Staff will begin planning for implementation of an Interactive Voice Response system that will integrate directly with the MUNIS Cashiering system to allow for direct entry of utility payment into the system. This will provide citizens with another option to pay their utility bill, as well as address some of the volume of representative assisted phone and lobby interactions.

• **City Hall Customer Service Lobby Reconfiguration:** As the Support Services department has changed business practices to allow for all representatives to handle all customer needs in the lobby, discussions will begin to look at moving the counters on the old Utility Customer Service side of the lobby back to match the former Cashiering side of the lobby. This would allow for better queuing of customers and recognition by staff members.

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

• **Support Services Strategic Plan:** The changes in our capabilities to provide effective customer service and cash processing require a revisiting of how the department does business both with internal City departments as well as our external customers. Reviews of our utility collection process, cash management operation, tax collection, and reporting processes will all be documented and reviewed by staff, with recommendations on implementation.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of calls offered into Support Services queue	**54,247**	**55,261**	**57,000**
Number of calls serviced in Support Services	**45,266**	**41,256**	**48,400**
Average hold time (in Seconds)	**203**	**308**	**250**
Number of counter transactions handled in City Hall	**74,651**	**81,077**	**83,000**
Total customers served	**119,917**	**122,333**	**131,000**
Dollar amount of transactions processed in City Hall	**$ 52,789,101**	**$ 53,722,254**	**$ 55,000,000**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 384,330	$ 397,108	$ 368,000	$ 405,597	2.1%
Benefits	133,432	136,445	128,064	140,442	2.9%
Overtime	4,802	2,000	2,500	2,500	25.0%
Personnel Subtotal	**522,564**	**535,553**	**498,563**	**548,539**	**2.4%**
Contractual Services	264,423	224,799	265,800	265,800	18.2%
Operating Expenditures	(306,150)	(313,939)	(293,372)	(324,268)	3.3%
Capital Outlay	1,551	5,050	5,650	5,350	5.9%
Operating Subtotal	**(40,176)**	**(84,090)**	**(21,922)**	**(53,118)**	**-36.8%**
Total Expenditures	**$ 482,388**	**$ 451,463**	**$ 476,641**	**$ 495,421**	**9.7%**
REVENUES BY TYPE					
Departmental Revenue	$ 37,374	$ 32,000	$ 42,000	$ 45,000	40.6%
Total Revenues	**$ 37,374**	**$ 32,000**	**$ 42,000**	**$ 45,000**	**40.6%**
Expenditures, net of Revenues	**$ 445,014**	**$ 419,463**	**$ 434,641**	**$ 450,421**	**7.4%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

FY19 estimated actuals are projected to be higher than FY19 budget by 3.6% or $15.2K. Personnel expenses are estimated to be under budget by 6.9% or $36.9K. In total, departmental revenue projections are expected to increase by 31.3% or $10.0K.

Adopted FY19 to Proposed FY20

The proposed FY20 budget for personnel expenses is expected to be slightly higher due to approved union contract salary enhancements. Department revenue is expected to increase by 40.6% or $13.0K.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	5.66	5.66	5.66	5.66
Part time	3.00	3.00	3.00	3.00
Staffing Total	8.66	8.66	8.66	8.66
Unfunded positions	0.00	0.00	0.00	0.00

There are no full-time staffing changes proposed for Support Services. Support Services and Cashiering utilize 3 part-time positions.

DEPARTMENT / PROGRAM OVERVIEW

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

DEPARTMENT / PROGRAM OBJECTIVES

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

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

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

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

• Maintain position control systems.

• Administration of the four union contracts and personnel policies.

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

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Bargaining Unit Contracts	4	4	4
Per Employee Health Plan Costs	$ 12,787	$ 13,500	$ 13,726
Per Retiree Health Plan Costs	$ 4,934	$ 5,180	$ 6,882
Number of Employment Applications Received	1,363	1,540	1,610
Number of Regular FT employees hired	35	45	40
Number of non-regular employees hired	28	25	25
Retirements	10	15	18
Voluntary Separations	50	40	40
Involuntary Separations	4	4	4
Number of Injury Reports	75	80	78
Number of Property Claims	40	36	38
Number of General Liability Claims	18	22	20
Number of Police Liability Claims	4	4	4
Number of Auto Claims	60	58	60

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 386,406	$ 406,447	$ 387,926	$ 382,017	-6.0%
Benefits	129,947	121,646	155,626	146,921	20.8%
Overtime	378	126	400	400	217.5%
Personnel Subtotal	**516,731**	**528,219**	**543,952**	**529,338**	**0.2%**
Contractual Services	98,265	67,935	66,935	61,726	-9.1%
Operating Expenditures	40,454	45,360	45,884	41,318	-8.9%
Capital Outlay	1,202	5,276	5,276	2,300	-56.4%
Operating Subtotal	**139,922**	**118,571**	**118,095**	**105,344**	**-11.2%**
Total Expenditures	**$ 656,653**	**$ 646,790**	**$ 662,047**	**$ 634,682**	**-1.9%**
REVENUES BY TYPE					
Departmental Revenue	$ -	$ -	$ -	$ -	0.0%
Total Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 656,653**	**$ 646,790**	**$ 662,047**	**$ 634,682**	**-1.9%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

In total, FY19 estimated actual is expected to be 2.4% or $15.2K over FY19 budget. Personnel costs are the primary reason for the budget variance.

Adopted FY19 to Proposed FY20

In total, FY20 expenses are estimated to be 1.9% or $12.1K lower than FY19 budget levels. Total personnel costs are estimated to be 0.2% or $1.1K higher. A salary study costing $18.0K projected to be completed in FY19 is not included in FY20.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	5.00	5.00	5.00	5.00
Part time	4.00	4.00	4.00	4.00
Seasonal	1.00	1.00	1.00	1.00
Staffing Total	10.00	10.00	10.00	10.00
Unfunded positions	0.00	0.00	0.00	0.00

The Human Resources Department staffs the information/security desk at City Hall with part-time positions plus has a part-time HR Representative. One seasonal employee is staffed to fill in for clerical/administrative positions throughout the City on an as-needed basis.

DEPARTMENT / PROGRAM OVERVIEW

The Communications Department was incorporated into the Technology and Support Services Department in November 2015. This department manages all communications generated by City departments and acts as the point of contact for all news/press related activities. The group maintains and provides custom programming for our Public/Educational/Government (PEG) Channel 25, as well as produces the City Mayor and Council broadcasts both on cable and streaming Internet video for our citizens. Communications staff manages and maintains our City website, Facebook channel, YouTube channel, and all other social media activity.

DEPARTMENT / PROGRAM OBJECTIVES

• **City Imaging / Branding Campaign:** Place branding directly contributes to increased effectiveness and efficiency in how cities compete and present themselves to their citizens and the outside world. It enables the City to focus on their differentiating strengths and leverage the combined power of stakeholder resources to establish its competitive identity. Staff will work, in partnership with a qualified third-party marketing / public relations group, to develop a consistent and powerful place branding strategy that fulfills these goals.

• **Consolidated Communications Plan:** Staff will work across departments to coordinate marketing and promotions in an effort to leverage resources and more effectively promote all aspects of city government. This process will facilitate a more efficient workflow by having a determined communications plan each month. Promotions will be delivered across multiple platforms, including print, digital, social media and video advertising in local and regional markets.

• **Enhancing the City Website:** Staff will work with our site vendor, CivicPlus, as well as department representatives, to identify ways of utilizing the website to enhance customer service and information-delivering methods. This includes exploring various modules and revising page layouts to more effectively present information.

• **Additional Video Programming for Social / Cable media channels:** Staff will be developing and running new Hub City NOW! content for both Cable Channel 25 and social media outlets. These include post-Council meeting commentaries on hot topics, department features, City business / resident highlights, and other public information shows.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
YouTube Lifetime video views	**143,061**	**189,494**	**200,000**
YouTube subscribers	**486**	**635**	**800**
Website visits	**444,300**	**476,201**	**500,000**
Facebook likes	**11,754**	**12,373**	**14,000**
Twitter followers	**1,843**	**2,041**	**2,500**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 139,501	$ 157,103	$ 157,103	$ 160,353	2.1%
Benefits	40,508	36,355	42,196	44,490	22.4%
Personnel Subtotal	**180,009**	**193,458**	**199,299**	**204,843**	**5.9%**
Contractual Services	-	-	25,000	25,000	100.0%
Operating Expenditures	76,647	94,300	92,642	81,482	-13.6%
Capital Outlay	110	1,000	2,000	2,000	100.0%
Operating Subtotal	**76,757**	**95,300**	**119,642**	**108,482**	**13.8%**
Total Expenditures	**$ 256,766**	**$ 288,758**	**$ 318,941**	**$ 313,325**	**8.5%**
REVENUES BY TYPE					
Departmental Revenue	$ 110	$ -	$ 87	$ -	0.0%
Total Revenues	**$ 110**	**$ -**	**$ 87**	**$ -**	**0.0%**
Expenditures, net of Revenues	**$ 256,656**	**$ 288,758**	**$ 318,854**	**$ 313,325**	**8.5%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

FY19 estimated projections are over FY19 budget levels by a total of 10.4% or $30.0K. FY19 estimated actual includes a $25.0K consultanting fee for the City's new branding campaign. It is anticipated that personnel costs will be over budget by 3.0% or $5.8K. The Communications department includes a part-time position shared with the City Clerk as well as videographers. The videographers' work schedule can fluctuate which contributes in part to the increase over FY19 budget amounts.

Adopted FY19 to Proposed FY20

FY20 budget expenditures are 8.5% or $24.5K higher compared to FY19 budget amounts. FY20 budget includes another $25.0K consulting fee for the City's new branding campaign.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	2.10	2.10	2.10	2.10
Part time	2.50	2.50	2.50	2.50
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	4.60	4.60	4.60	4.60
Unfunded positions	0.00	0.00	0.00	0.00

The Communications Department was split out as a stand alone department in the middle of FY16 after budget completion. Prior to this time, the employees were part of Community and Economic Development budget and included in its staffing summary numbers. Even with this change, the employee count remained the same and no new positions were created related to Communications.

DEPARTMENT / PROGRAM OVERVIEW

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

DEPARTMENT / PROGRAM OBJECTIVES

Recognizing that time is money for the development community, PCAD constantly assesses our processes to ensure we are providing exceptional service in a timely fashion while planning for the future of the City through visionary yet realistic plans, flexible regulations, progressive programs, and customer-friendly processes. We remain focused on development and administration of progressive protective legislation for smart development and redevelopment. Our development review, permitting, and inspections staff strive to ensure speed and accuracy in permit issuance and careful assessment of code compliance in inspections to protect our citizens and properties. Customer service and permitting enhancements are ongoing to make Hagerstown a location of choice for investors. In FY20 PCAD will continue to protect the quality of life in our community, enhance property values, and grow the tax base through development of a strategic demolition plan for nuisance properties, a strategic annexation plan for opportunities to grow the City's tax base, and neighborhood improvement plans to remove blight and foster improvements. In addition, PCAD will work with other City departments and stakeholders to implement the recommendations in the Community's City Center Plan and the City's comprehensive plan, *visionHagerstown 2035*. PCAD will continue work on a postive messaging plan with Communications to promote all that we do and are doing to enhance the City's reputation as an effective and efficient partner to our neighborhoods and the development community.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Value of Commercial Investment (in thousands)	$ 60,689	$ 45,752	$ 50,000
Value of Residential Investment (in thousands)	$ 8,430	$ 10,250	$ 10,250
Assessed Value of Newly Annexed Land (in thousands)	$ -	$ 386	$ 750
Number of New Home Starts	34	40	56
Percent of HDC applicant affirmed cases	100%	99%	99%
Number of Site Plans Reviewed	24	17	17
Volume of Inspections Performed	18,759	20,000	20,000
Number of Inspections Appealed	2	0	0
Number of Zoning Certificates issued for new businesses*	32	30	30
Number of Rental Units Licensed	9,491	9,600	9,600
Number of Vacant Residential Properties Licensed	388	400	400
Number of Vacant Non-Residential Properties Licensed	30	35	35
Value of Abatements performed by the City (in thousands)	$ 111	$ 210	$ 209

*Applies only to new businesses that need a business license from the Courthouse

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,113,637	$ 1,233,991	$ 1,193,400	$ 1,265,264	2.5%
Benefits	449,036	462,843	456,463	484,040	4.6%
Overtime	3,187	3,905	3,761	3,761	-3.7%
Personnel Subtotal	**1,565,860**	**1,700,739**	**1,653,624**	**1,753,065**	**3.1%**
Contractual Services	523	6,290	2,290	7,000	11.3%
Operating Expenditures	205,156	308,314	311,324	314,411	2.0%
Capital Outlay	1,165	4,650	4,395	3,600	-22.6%
Operating Subtotal	**206,843**	**319,254**	**318,009**	**325,011**	**1.8%**
Total Expenditures	**$ 1,772,703**	**$ 2,019,993**	**$ 1,971,633**	**$ 2,078,076**	**2.9%**
REVENUES BY TYPE					
Departmental Revenue	$ 1,630,790	$ 1,758,041	$ 1,883,962	$ 1,866,315	6.2%
Total Revenues	**$ 1,630,790**	**$ 1,758,041**	**$ 1,883,962**	**$ 1,866,315**	**6.2%**
Expenditures, net of Revenues	**$ 141,913**	**$ 261,952**	**$ 87,671**	**$ 211,761**	**-19.2%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Overall, personnel costs are expected to be 2.8% less than budgeted in FY19 due to vacancy savings. Total operating expenditures are expected to be 0.4% less than budgeted. Funds budgeted for abatement of nuisance properties will be utilitized to eradicate larger blight issues in our neighborhoods. Overall revenues are expected to be up 7.2% mainly due to increased development activity and growth in licensed rental and vacant properties.

Adopted FY19 to Proposed FY20

Overall, personnel costs are anticipated to increase by 3.1% or $52.3K from FY19 budget to FY20 budget due to filled vacancies and by filling the vacant part-time, as needed building and trades inspector positions. Total operating expenditures are anticipated to remain relatively the same as FY19 budget amounts. The budget for contractual services will remain flat. Revenues are anticipated to increase with continued growth in development activity and licensed rental and vacant properties. Explorations continue on potential to transfer perpetual tax lien properties to new owners, which would reduce abatement costs and increase property tax revenues. A proactive demolition strategic plan will help reduce on-going abatement costs and increase property values in surrounding properties. Proactive annexation strategies are another means of increasing property tax revenues.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	20.00	20.00	20.00	20.00
Part time	1.00	1.00	1.00	1.00
Seasonal	3.00	3.00	3.00	3.00
Staffing Total	24.00	24.00	24.00	24.00
Unfunded positions	0.00	0.00	0.00	0.00

In FY19, PCAD neighborhood services staffing went down by one full-time employee to allow an increase of one full-time employee for building inspections. In FY19 and FY20, PCAD will attempt to fill the part-time, as-needed building and trades inspector positions to help provide coverage and meet expectations of our customers.

PLANNING AND CODE ADMINISTRATION - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2019/2020

EXPENDITURES BY PROGRAM

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES					
Planning	$ 385,227	$ 437,133	$ 429,319	$ 435,714	-0.3%
Annexation	-	8,800	3,435	8,800	0.0%
Code Administration	1,387,477	1,574,060	1,538,879	1,633,562	3.8%
Total Expenditures	**$ 1,772,703**	**$ 2,019,993**	**$ 1,971,633**	**$ 2,078,076**	**2.9%**
REVENUES					
Departmental Revenue	$ 1,630,790	$ 1,758,041	$ 1,883,962	$ 1,866,315	6.2%
Total Revenues	**$ 1,630,790**	**$ 1,758,041**	**$ 1,883,962**	**$ 1,866,315**	**6.2%**
Expenditures, net of Revenues	**$ 141,913**	**$ 261,952**	**$ 87,671**	**$ 211,761**	**-19.2%**

DEPARTMENT / PROGRAM OVERVIEW
The Department of Community and Economic Development (DCED) works in collaboration with all City Departments, our residents, businesses, current and prospective investors, and visitors to advance the economy, image, and quality of life in Hagerstown.

The Department has three primary function areas: **Community Development** to grow strong neighborhoods; **Economic Development** to support business growth; and **Special Events and Festivals** to celebrate community pride.

DEPARTMENT / PROGRAM OBJECTIVES

• **Community's City Center Plan**: Implement catalyst projects identified in the 10-year Community's City Center Plan.
Catalyst Project #1: Office Development and Recruitment
Catalyst Project #2: Maryland Theatre Expansion of Programming and Facilities
Catalyst Project #3: USMH Expansion Support
Catalyst Project #5: Linking City Park/WCMFA and the A&E District with Trail & New Housing
Catalyst Project #6: Expanded Downtown Arts/Events Programming
Catalyst Project #8: Expanded and Targeted Home Ownership Support

Monitor opportunities related to select catalyst projects.
Catalyst Project #4: Hotel/Conference Center and Heritage Center/Commemorative Park
Catalyst Project #7: Expanded Operations of the City Farmer's Market

• **Urban Improvement Project:** The Urban Improvement Project includes expansion of the Maryland Theatre, Barbara Ingram School for the Arts (BISFA), and the University System of Maryland at Hagerstown (USMH) as well as the creation of a plaza. Support the Mayor and City Council's work to expand cultural and academic opportunities in City Center.

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

COMMUNITY DEVELOPMENT

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

• **Neighborhoods 1st Program:** Manage the Neighborhoods 1st program creating a venue for neighborhood-based citizen groups to engage and collaborate with local government in community building and placemaking through events and projects.

• **Community Engagement and Growing Volunteerism:** Lead engagement efforts and dialogue with the faith community and social service community by exploring action items that enhance our efforts to become a more sustainable and viable City. Continue to grow volunteerism to foster civic engagement and understanding of local government operations.

• **Youth Engagement:** Launch and provide support for the Hagerstown Youth Advisory Council. The effort will provide a voice for youth in City government and will foster civic engagement.

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

• **Public Art:** Work cross department to identify additional locations for public art in neighborhoods throughout the City.

ECONOMIC DEVELOPMENT

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

• **Sports Tourism:** Research and monitor economic development opportunities related to sports and sports-tourism industries.

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

• **Entrepreneurship and Business Resource Center:** Operate and manage the BuroBox, an entrepreneurship and business resource center at 60 West Washington Street, with the goal of growing and assisting entrepreneurs, start-ups and small businesses in the City Center.

• **NOPO Lofts and Engine Room Art Space at 36-40 N. Potomac Street:** Lease and manage the NOPO (North Potomac) Lofts, four (4) live-work studio units for artists. Operate the Engine Room Art Space, Program exhibits, and use of the gallery.

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

• **Main Street Hagerstown:** Maintain the City's designation as a Main Street Community and manage volunteer engagement and programs using the 5-point Main Street Maryland model: 1. Promotions 2. Design 3. Business Relations 4. Clean, Safe and Green and 5. Organization. Manage key programs such as the "Adopt-A-Block" program, CleanUp & Beautification Days, and annual events.

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

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

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

• **Advisory and Ambassador Support:** Explore creation of an advisory and/or ambassadors group for City economic development efforts.

SPECIAL EVENTS AND FESTIVALS

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

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

• **City Farmers' Market:** Operate and manage the City Farmers' Market and explore related opportunities.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of event attendees*	**151,000**	**154,000**	**155,000**
Number of volunteer hours	**3,500**	**3,500**	**3,500**
Number of business grand openings/anniversary celebrations	**25**	**25**	**25**
Number of new/retained jobs tied to incentive agreements	**90**	**90**	**125**
New investment tied to incentives**	**$ 30,200,000**	**$ 3,000,000**	**$ 6,000,000**

*Includes 80,000 for the Alsatia Parade
**2017/2018 Includes $30 million investment by Pinnacle Foods

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 418,380	$ 457,887	$ 457,887	$ 466,939	2.0%
Benefits	147,278	151,674	157,474	149,341	-1.5%
Overtime	902	-	-	-	0.0%
Personnel Subtotal	**566,560**	**609,561**	**615,361**	**616,280**	**1.1%**
Contractual Services	126,809	155,970	72,853	73,820	-52.7%
Operating Expenditures	389,664	731,151	673,956	393,290	-46.2%
Capital Outlay	4,287	5,250	5,508	3,550	-32.4%
Operating Subtotal	**520,759**	**892,371**	**752,317**	**470,660**	**-47.3%**
Total Expenditures	**$ 1,087,319**	**$ 1,501,933**	**$ 1,367,678**	**$ 1,086,940**	**-27.6%**
REVENUES BY TYPE					
Departmental Revenue	$ 395,495	$ 397,343	$ 265,410	$ 267,015	-32.8%
Total Revenues	**$ 395,495**	**$ 397,343**	**$ 265,410**	**$ 267,015**	**-32.8%**
Expenditures, net of Revenues	**$ 691,824**	**$ 1,104,590**	**$ 1,102,268**	**$ 819,925**	**-25.8%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total personnel costs are anticipated to be slightly higher than FY19 budget by 1.0% or $5.8K. Additionally, operating expenditures are 15.7% or $140.0K lower than budget and departmental revenue amounts are expected to be under budget by 33.2% or $131.9K, both due primarily, in part to budget modifications to the new Imagine Hagerstown Festival. Formerly the Western Maryland Blues Festival, the budget reflects the goal of budgeting more realistic revenue and more controlled expenditures for this event and by decreasing the event from four (4) days to two (2) days.

Adopted FY19 to Proposed FY20

In total, personnel costs are projected to be 1.1% or $6.7K higher in proposed FY20 budget compared to current FY19 budget. This represents the potential for salary enhancements and anticipation that all positions will remain filled all year. Proposed FY20 budget for operating expenditures are 47.3% or $421.7K lower than FY19 budget amounts and revenue amounts are projected to be under FY19 budget amounts by 32.8% or $131.9K both due primarily in part to budget modifications to the new Imagine Hagerstown Festival. The proposed FY20 budget reflects modifications made to the former Western Maryand Blues Festival budget within Public Functions. The same figures for the modified event are used for both FY19 estimated actual and the FY20 proposed budget.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	6.75	6.75	6.75	6.75
Part time	2.00	2.00	2.00	1.30
Seasonal	0.00	0.00	0.00	0.00
Staffing Total	8.75	8.75	8.75	8.05
Unfunded positions	0.00	0.00	0.00	0.00

Originally, this department included Planning & Code Administration and Communication employees which are now reflected separately beginning with FY17 data.

EXPENDITURES BY PROGRAM

	2017/18	2018/19		2019/20	2019/20
		BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
EXPENDITURES					
Community Affairs	$ 142,264	$ -	$ -	$ -	0.0%
Public Functions	323,205	571,464	428,253	402,576	-29.6%
Farmers Market	80,477	76,651	76,475	76,672	0.0%
Community & Economic Dev	346,049	853,818	862,949	607,691	-28.8%
Neighborhoods First	48,320	-	-	-	0.0%
Housing & Community Dev	147,005	-	-	-	0.0%
Total Expenditures	**$ 1,087,319**	**$ 1,501,933**	**$ 1,367,678**	**$ 1,086,940**	**-27.6%**
REVENUES					
Departmental Revenue	$ 395,495	$ 397,343	$ 265,410	$ 267,015	-32.8%
Total Revenues	**$ 395,495**	**$ 397,343**	**$ 265,410**	**$ 267,015**	**-32.8%**
Expenditures, net of Revenues	**$ 691,824**	**$ 1,104,590**	**$ 1,102,268**	**$ 819,925**	**-25.8%**

The department consolidated department accounts in FY19 for efficiency. The figures in "Community and Economic Development" include in total Economic Development, Community Development and Neighborhoods First. The figures in "Public Functions" include in total Public Functions and Community Affairs. Figures are relatively the same in support of the same programs, but are displayed differently. The total expenditures, net of revenue for the department shows an overall decrease of 25.8%.

DEPARTMENT / PROGRAM OVERVIEW

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

Engineering Division

The Engineering Division is primarily focused on street improvements, traffic flow, and storm water management (SWM). Engineering is also responsible for preparing construction documents for various capital improvement projects identified in Section 7 of the City budget document. This includes the annual pavement preservation program, construction of parking facilities, upgrades to storm drains and repairs to other public facilities like bridges. Engineering Division staff prepare contract documents, bid projects, administer contracts, and inspect the construction performed. Engineering Division staff are also involved in land development reviews, 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 provided contribute directly to the health and well being of the entire Hagerstown community. The primary goal is to provide all Hagerstown citizens high quality recreational and leisure opportunities in safe, modern, and well maintained parks and facilities. Staff are constantly responding to change, developing new programs, adding and upgrading facilities, so that residents, businesses and visitors 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 each week, the City's contractor also collects yard waste, and recycling, and collection of trash and recycling at small commercial establishments.

DEPARTMENT / PROGRAM OBJECTIVES

In FY19/20, Parks & Engineering staff will complete the following:

Engineering Division

• Staff will continue to implement the MDE requirements for pollution reduction from storm water runoff and develop a Stormwater Utility.

• Transportation initiatives in FY19/20 include pavement preservation, finalizing Professional Blvd design, bridge improvements based on recent inspections, sidewalk and bike lane installation.

• Other miscellaneous projects would be the design of phase II of the Cultural Trail (and Urban Improvement Project plaza), Safe Routes to School projects, design of the Marsh Run Trail, reconstruction of Pangborn Park lake, and repairs to Marsh Run concrete wall.

Parks and Recreation Division

• Open Kennedy Park

• Publish biannual Recreation Program Guide and add new recreation programs such as fitness programs, dance classes, cycling, and outdoor recreation. Provide quality events to the public including 100-Miler, Hoedown, City Park Lighting, etc.

• Other goals for FY19/20 include improvements to the Potterfield Pool, new initiatives at the Train Hub and Hager House, installation of new play system in City Park, completion of bathroom upgrades at FIT Room, installation of ADA-compliant bleachers, design of parking upgrades in City Park, upgrading our holiday lights in City Park, and improvements at the stadium.

Solid Waste Collection and Disposal

• Monitor collection contract with Waste Management. Establish dumpster contract in the parks. Expand the electronics recycling event to include paper shredding and hazardous waste collection. Monitor the changes in the recycling commodities market.

PERFORMANCE INDICATORS - ENGINEERING

	2017/18	2018/19	2019/20
Number of Contracts and RFP's	17	25	22
Curb and Sidewalk Permits Issued	88	55	100
Traffic Complaints Resolved	150	165	160
Work Orders issued to Public Works	100	112	100

PERFORMANCE INDICATORS - PARKS

	2017/18	2018/19	2019/20
Number of Public Parks	21	21	22
Acres of Park Land	303	303	304
Number of Pavilion Reservations	350	336	350
City Park Bandshell Reservations	55	49	50
Municipal Stadium: Number of Suns Spectators (in 000s)	83	84	65
Miles of Bike Lanes and Paths	54	55	59
Hager House Visitors	4,063	3,934	4,200
Hager House Promotions/Events	12	12	13
Hagerstown 202 Railroad Museum Promotions/Events	9	9	11
202 Railroad Visitors	2,355	2,554	2,700

PERFORMANCE INDICATORS - GENERAL RECREATION

	2017/18	2018/19	2019/20
Number of Events	22	24	22
Number of Recreation Programs	70	80	80

PERFORMANCE INDICATORS - POTTERFIELD POOL

	2017/18	2018/19	2019/20
Number of Days in Full Operation	101	82	90
Number of Private Rentals	22	22	22
Number of Season Passes (all types)	38	56	60
Daily Paid Attendance (non camp)	13,271	11,169	13,000
Total Attendance	16,382	14,646	16,500

PERFORMANCE INDICATORS - WASTE COLLECTION

	2017/18	2018/19	2019/20
Tons of Garbage Collected Curbside	11,179	11,623	11,600
Tons of Yard Waste Collected	1,080	1,120	1,100
Tons of Recyclables Collected	2,631	2,334	2,400
Residential Units Served	14,593	14,602	14,650
Commercial Units served	67	93	100

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,770,765	$ 1,914,479	$ 1,884,901	$ 1,889,160	-1.3%
Benefits	664,800	723,318	674,048	679,391	-6.1%
Overtime	8,671	17,600	9,882	9,882	-43.9%
Personnel Subtotal	**2,444,235**	**2,655,397**	**2,568,831**	**2,578,433**	**-2.9%**
Contractual Services	2,627,407	2,927,346	2,941,267	2,943,656	0.6%
Operating Expenditures	798,477	774,910	864,648	882,499	13.9%
Capital Outlay	12,109	6,700	19,999	11,650	73.9%
Operating Subtotal	**3,437,992**	**3,708,956**	**3,825,914**	**3,837,806**	**3.5%**
Total Expenditures	**$ 5,882,227**	**$ 6,364,353**	**$ 6,394,745**	**$ 6,416,239**	**0.8%**
REVENUES BY TYPE					
Departmental Revenue	$ 3,036,975	$ 3,181,865	$ 3,325,683	$ 3,251,115	2.2%
Total Revenues	**$ 3,036,975**	**$ 3,181,865**	**$ 3,325,683**	**$ 3,251,115**	**2.2%**
Expenditures, net of Revenues	**$ 2,845,253**	**$ 3,182,488**	**$ 3,069,062**	**$ 3,165,124**	**-0.5%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total personnel costs are expected to be 3.3% or $86.5K lower than FY19 budget due to no longer recording vacancy savings. Offsetting these decreases, total operating expenses are projected to be over budget by 3.2% or $116.9K driven primarily by capital outlay, wage allocations, and maintenance and repairs. Last, total departmental revenue is expected to be 4.5% or $143.8K over the FY19 budget amounts. This growth in revenue is due to an increase in street digging permits, grading permits, and general construction permits.

Adopted FY19 to Proposed FY20

In total, personnel costs are projected to be 2.9% or $76.9K lower in proposed FY20 budget compared to FY19 budget amounts due to a slightly smaller staff. Total operating expenditures are anticipated to be 3.5% or $128.8K higher in FY20 and includes increases for contractual services related to trash/recycling. Finally, departmental revenue amounts are projected to be 2.2% or $69.2K higher in FY20 budget associated with higher recreation program participation, merchandise sales, and permits revenue.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	27.92	27.92	27.92	26.41
Part time	9.00	7.00	7.00	7.00
Seasonal	21.00	24.00	24.00	23.00
Staffing Total	57.92	58.92	58.92	56.41
Unfunded positions	3.00	3.00	3.00	4.00

Four vacant positions will remain unfunded in FY20. The Department has 23 part-time seasonal employees for grounds maintenance, park attendants, Potterfield Pool cashiers, Hager House guides, the train museum attendants, and sanitation/recycling inspector.

EXPENDITURES BY PROGRAM

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES					
Engineering	$ 1,131,495	$ 1,217,025	$ 1,128,929	$ 1,112,604	-8.6%
Waste Collection and Disposal	2,294,415	2,575,924	2,558,453	2,598,814	0.9%
Recreation	497,566	480,484	508,679	562,791	17.1%
Swimming Pool	205,583	166,974	185,419	175,375	5.0%
Municipal Stadium	31,882	33,922	43,422	38,087	12.3%
Hager House	30,855	39,259	48,985	44,461	13.3%
Train Museum	77,578	22,025	68,531	28,061	27.4%
Parks Division	1,612,852	1,828,740	1,852,326	1,856,046	1.5%
Total Expenditures	**$ 5,882,227**	**$ 6,364,353**	**$ 6,394,745**	**$ 6,416,239**	**0.8%**
REVENUES					
Departmental Revenue	$ 3,036,975	$ 3,181,865	$ 3,325,683	$ 3,251,115	2.2%
Total Revenues	**$ 3,036,975**	**$ 3,181,865**	**$ 3,325,683**	**$ 3,251,115**	**2.2%**
Expenditures, net of Revenues	**$ 2,845,253**	**$ 3,182,488**	**$ 3,069,062**	**$ 3,165,124**	**-0.5%**

DEPARTMENT / PROGRAM OVERVIEW

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

In 2020, the Hagerstown Police Department will continue to focus resources in the areas of Intelligence-Led Policing and Community Oriented Policing. Through the use of analytical software, the department will continue to refine the use of its Predictive Policing program. A more traditional style of evidence-based policing, known as Problem-Solving Policing, will also continue through the city-wide Neighborhood Policing program. These two initiatives of Intelligence-Led Policing and Community Oriented Policing will serve as the basis for the department's goals and objectives for 2019-2020.

DEPARTMENT / PROGRAM OBJECTIVES

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

PATROL: Maintains pro-active patrol to detect criminal activity and reduce the opportunities for offenders to commit crimes; has primary responsibility for initial response to calls for service; initial investigations; order maintenance; protection of life and property; and traffic enforcement and problem solving. The Safe Speed for Students [Speed Cameras] system, Parking Enforcement, Police Auxiliaries, and the School Resource Officer program are also managed through the patrol division.

CRIMINAL INVESTIGATIONS: Primary responsibilities are to conduct follow-up investigations originating in the Patrol Division, provide the initial response to more complex investigations, and assist the State Attorney's Office with the prosecution of violators. A civilian coordinator along with two detectives are also assigned to oversee the department's Safe Streets initiative which conducts investigations on known repeat criminal offenders. One detective is also dedicated to work on child abuse and domestic violence cases.

PROFESSIONAL STANDARDS: Conducts internal affairs investigation.

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

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

NARCOTICS TASK FORCE: A joint task force with HPD, Washington County Sheriff's Office, Washington County State's Attorney, and the Drug Enforcement Administration; conducts regional mid-level and 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.

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

TRAINING: The supervisor assigned to the training division coordinates all in-service training for the department and serves as the department's liaison to the Hagerstown Community College Police Academy. The supervisor is a certified police instructor and teaches various courses in both areas. This position also carries the responsibility of the department's safety coordinator.

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

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

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

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

RED LIGHT CAMERAS: The department completed the preliminary steps required for implementation. In 2018, two (2) two red light cameras were installed at intersections where red light violations are prevalent. Red light cameras will continue to be utilized, monitored, and expanded. The department will continue to work with the State on the original intersections on state roads in city limits for installation in 2020.

DEPARTMENT / PROGRAM OBJECTIVES (continued)

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

NEIGHBOORHOOD POLICING: In 2018 the Department implemented a city-wide community engagement program designed to identify and solve problems that contribute to crime and the fear of crime in our neighborhoods. The Neighborhood Guardianship Program, funded through a grant from the Office of Community Oriented Policing, will have four officers assigned to specific neighborhoods to address systemic issues. These officers will be working in concert with the current neighborhood officers in using the Problem-Solving approach to policing. These officers will then coordinate activities using various police and other city services to improve the quality of life in each neighborhood.

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

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

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

DOWNTOWN PRESENCE: Maintaining a strong police presence in our downtown will continue to be a primary objective. In FY17 the department revised its staffing strategy and began assigning officers from each patrol squad to maintain a proactive downtown police presence. This will continue into 2020, with the goal of maintaining 24/7 coverage.

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

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

DIFFERENTIAL POLICING: The department recognizes the need to use alternative reporting methods to improve service to the community and efficiency within the agency. Efforts will continue this year to utilize Auxiliary Police for minor crime reporting and prevention initiatives, along with on-line reporting and telephone reporting as an added convenience to the community. These different response types and options increase the availability of our police officers for regular duties.

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

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

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

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Total calls for service	**61,944**	**55,604**	**58,775**
Criminal arrests	**2,656**	**2,658**	**2,675**
Juvenile arrests	**503**	**526**	**530**
CDS arrests	**245**	**224**	**245**
Domestic Violence Calls for Service	**1,178**	**1,238**	**1,250**
Mental Health Related Emergency Petitions	**747**	**628**	**700**
Accidents with injuries	**215**	**264**	**250**
Total Crime Rate*	**0.049**	**0.043**	**0.043**
Violent Crime Rate*	**0.007**	**0.005**	**0.005**
Property Crime Rate*	**0.041**	**0.039**	**0.039**
Volunteer response hours	**11,451**	**10,800**	**11,000**
Automated Speed Enforcement Citations	**28,815**	**24,888**	**25,000**
Funded Full-time Sworn Personnel	**112**	**112**	**112**
Funded Full-time Civilian Personnel	**15**	**15**	**15**

*= number of crimes per resident

EXPENDITURE AND REVENUE SUMMARY

	2017/18	2018/19		2019/20	2019/20
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 6,578,078	$ 7,382,074	$ 6,583,464	$ 7,124,805	-3.5%
Benefits	3,265,797	3,439,924	3,222,813	3,415,077	-0.7%
Overtime	820,315	744,870	996,420	739,550	-0.7%
Personnel Subtotal	**10,664,190**	**11,566,868**	**10,802,697**	**11,279,432**	**-2.5%**
Contractual Services	995,579	970,531	1,133,602	1,132,717	16.7%
Operating Expenditures	1,639,820	1,807,108	1,851,338	1,802,170	-0.3%
Capital Outlay	87,437	129,239	129,265	115,800	-10.4%
Operating Subtotal	**2,722,836**	**2,906,878**	**3,114,205**	**3,050,687**	**4.9%**
Total Expenditures	**$ 13,387,026**	**$ 14,473,745**	**$ 13,916,902**	**$ 14,330,118**	**-1.0%**
REVENUES BY TYPE					
Departmental Revenue	$ 2,655,868	$ 2,854,542	$ 2,571,356	$ 2,567,586	-10.1%
Total Revenues	**$ 2,655,868**	**$ 2,854,542**	**$ 2,571,356**	**$ 2,567,586**	**-10.1%**
Expenditures, net of Revenues	**$ 10,731,158**	**$ 11,619,203**	**$ 11,345,546**	**$ 11,762,533**	**1.2%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Overall personnel costs are anticipated to be 6.6% or $764.1K lower than budget. Overtime totals are expected to be 33.8% or $251.5K over FY19 budget as a result of vacant positions. Total operating expenditures reflect an increase of 7.1% or $207.3K over FY19 budget levels. This increase is primarialy related to contractual fees under the red light camera program. Overall, departmental revenue is estimated to be 9.9% or $283.1K lower than budget primarily as a result of a decrease speed camera violation fines.

Adopted FY19 to Proposed FY20

In total, personnel costs are projected to be 2.5% or $287.4K less for proposed FY20 budget compared to FY19 budget levels. The decrease in wages reflects the youthfulness of the department. Total benefit costs are 0.7% or $24.8K less than FY19 as a result of a youthful workforce. Operating expenditures reflect an increase of 4.9% or $143.8K for FY20 budget. Departmental revenue is expected to decrease by 10.1% or $286.9K for FY20. Revenue for the twelve (12) Safe Speed cameras for FY20 is projected to be similiar to FY19 at $950K. This is a significant decrease from the FY19 budget projection of $1.35M.

Increased revenue from the Washington County Board of Education (School Resource officers) and the Washington County Sheriffs office (WMRCL) offset declining federal grant revenue for the COPS Hiring grants and decreased revenue from speed camera violation fines.

EXPENDITURES BY PROGRAM

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES					
Police Administration	$ 912,926	$ 856,006	$ 913,001	$ 911,923	6.5%
HPD Information Technology	272,160	334,440	334,440	345,730	3.4%
Community Programs	40,082	40,321	40,537	40,321	0.0%
Police Records	191,047	196,058	206,003	239,386	22.1%
Communication / Dispatch	459,638	464,107	461,954	464,009	0.0%
Professional Services	355,580	465,139	469,212	384,165	-17.4%
HPD Building	174,590	179,737	178,470	176,762	-1.7%
Western Maryland Laboratory	348,995	372,463	420,991	444,062	19.2%
Police K-9	7,930	10,600	10,000	10,190	-3.9%
Police Academy	-	-	-	(320,000)	100.0%
Evidence & Property	88,295	88,291	101,105	110,626	25.3%
Patrol	6,771,228	7,616,784	7,064,647	7,877,199	3.4%
Criminal Investigation Division	1,768,323	1,829,475	1,505,820	1,438,516	-21.4%
Patrol Vehicles	397,623	399,092	424,508	406,664	1.9%
Narcotics Task Force	956,918	987,303	990,113	1,005,890	1.9%
Police Auxiliary	10,243	12,800	12,209	12,300	-3.9%
Speed Camera Enforcement	590,556	621,129	611,596	610,078	-1.8%
Red Light Camera Program	40,892	-	172,296	172,296	100.0%
Total Expenditures	**$ 13,387,026**	**$ 14,473,745**	**$ 13,916,902**	**$ 14,330,118**	**-1.0%**
REVENUES					
Departmental Revenue	$ 2,655,868	$ 2,854,542	$ 2,571,356	$ 2,567,586	-10.1%
Total Revenues	**$ 2,655,868**	**$ 2,854,542**	**$ 2,571,356**	**$ 2,567,586**	**-10.1%**
Expenditures, net of Revenues	**$ 10,731,158**	**$ 11,619,203**	**$ 11,345,546**	**$ 11,762,533**	**1.2%**

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	126.00	126.00	126.00	127.00
Part time	14.00	14.00	14.00	13.00
Seasonal	0.00	0.00	0.00	2.00
Staffing Total	140.00	140.00	140.00	142.00
Unfunded positions	1.00	1.00	1.00	0.00

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

DEPARTMENT / PROGRAM OVERVIEW

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

DEPARTMENT / PROGRAM OBJECTIVES

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

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

• Training: Operate and maintain the FD Training Center on Bowman Ave. This includes a burn building, training tower, classroom building, test pit, SCBA maze, and pump test pit. Maintain certification levels for all personnel that meet or exceed minimum standards and industry best practices. Ensure that training classes are available for volunteer personnel during non-traditional business hours including nights and weekends. A multi-year CIP plan for the training center is planned.

• Goals: Work with Washington County Volunteer Fire & Rescue Association (WCVFRA), Washington County Department of Emergency Services (WCDES), automatic aide partners, and political leaders to change the governance model of the local fire service and establish a sustainable revenue source for fire-rescue services. Implement the recommendations of the HFD Strategic Plan to guide the future path of the department. Strengthen the Emergency Preparedness Program, participate in the WC Emergency Management EOC, and further collaborate with all partners to increase the efficiency and effectiveness of public safety in Hagerstown.

PERFORMANCE INDICATORS

	CY16	CY17	CY18
Number of emergency incidents within City limits	11,599	12,178	12,723
Number of HFD Unit Responses	3,768	3,956	3,734
EMS Events	10,245	10,757	11,055
Fire Events	1,912	2,007	1,668
Civilian Fire Injuries	17	18	15
Civilian Fire Deaths	3	3	1
# of Incidents with Recorded Fire Loss	105	105	110
Annual $ Fire Loss	$837,360	$879,228	$1,774,276
90% fractile turnout time (alerting to enroute) mins	2.22	2.23	1.56
90% fractile response time (on scene) mins	6.37	6.40	6.34
90% travel time (Response minus turnout) mins	4.15	4.17	4.78
Percent of structure fire causes identified	100.0%	100.0%	100.00%
Ratio of arrests to convictions by Fire Marshall Office	N/A	N/A	N/A
Number of Inspections	2,904	3,049	3,778
Number of free smoke detectors installed	611	641	742
Number of educational programs presented	626	652	689
Number of people attending educational programs	6,123	6,429	6,848
Average number of firefighters responding per incident	5	5	5
# of active volunteer firefighters/officers	37	45	23
# of volunteers firefighters that received LOSAP benefits	N/A	N/A	N/A

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 4,761,348	$ 4,785,841	$ 4,810,152	$ 5,000,891	4.5%
Benefits	2,142,911	2,271,451	2,226,639	2,201,020	-3.1%
Overtime	298,328	325,000	325,000	350,000	7.7%
Personnel Subtotal	**7,202,587**	**7,382,292**	**7,361,791**	**7,551,911**	**2.3%**
Contractual Services	19,538	76,100	77,160	49,650	-34.8%
Operating Expenditures	467,234	620,974	602,290	592,942	-4.5%
Capital Outlay	5,235	10,900	10,900	11,530	5.8%
Operating Subtotal	**492,007**	**707,974**	**690,350**	**654,122**	**-7.6%**
Total Expenditures	**$ 7,694,594**	**$ 8,090,265**	**$ 8,052,141**	**$ 8,206,032**	**1.4%**
REVENUES BY TYPE					
Departmental Revenue	$ 133,173	$ 150,107	$ 147,200	$ 143,150	-4.6%
Total Revenues	**$ 133,173**	**$ 150,107**	**$ 147,200**	**$ 143,150**	**-4.6%**
Expenditures, Net of Revenues	**$ 7,561,421**	**$ 7,940,158**	**$ 7,904,941**	**$ 8,062,882**	**1.5%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total personnel costs for estimated actual FY19 are expected to be slightly under budget by 0.3% or $20.5K. Overtime is expected to remain within budget for FY19. It is anticipated that total operating expenditures will be 2.5% or $17.6K under budget in FY19.

Adopted FY19 to Proposed FY20

In total, personnel costs are projected to be 2.3% or $169.6K over FY19 budget amounts. This increase reflects potential salary enhancement for all HFD personnel, adding a third Deputy Fire Marshall, overtime increases, and termination payouts that occur when staff retire, as there are 6 employees eligible for retirement. Contractual services are projected to be 34.8% or $26.4K lower than FY19 due to stress tests changing every year, alternating with physicals, and no additional staffing contractor needed. Operating expenditures are estimated to be slightly lower than FY19 budget related to the following: miscellaneous tools, clothing, uniforms and safety apparel; professional development; and other general expense items.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	77.00	77.00	77.00	78.00
Staffing Total	77.00	77.00	77.00	78.00
Unfunded positions	6.00	6.00	6.00	6.00

The Fire Department has six (6) vacant full time positions, which will remain unfunded during FY20. Also in FY20 is the addition of a full time Deputy Fire Marshall.

DEPARTMENT / PROGRAM OVERVIEW

The Public Works Department provides for the maintenance of streets, traffic control devices, building facilities and the city's fleet of vehicles and equipment. Street maintenance includes repairs (potholes, storm drains), street cleaning, and snow operations of approximately 153 miles of streets and alleys within the city. Traffic control works closely with the Engineering Department to maintain and coordinate the 136 signaled intersections. Thousands of traffic signs also fall under this division. Facilities maintenance includes multiple buildings including City Hall, Elizabeth Hager Center, 60 W. Washington St., the Central Equipment Building, 36 - 40 North Potomac St., Market House, and the parking decks. Fleet maintenance involves the repairs of vehicles and equipment for every city department including all utilities, parks, public works, fire, and police.

DEPARTMENT / PROGRAM OBJECTIVES

• To continue to work closely with the Engineering Department on the new National Polluntant Discharge Elimination System (NPDES) permit. This includes the collection and removal of street debris via the City's two street sweepers, implementation of Standard Operating Procedures (SOP) on "good housekeeping" procedures, and maintenance/cleaning of the stormwater inlets. Related to this will be the repair and reconstruction of many of the more than 4,000 storm drains.

• Calendar year 2018 saw a 24% increase in the number of private property abatements over the previous calendar year with a total of 397 abatements completed. Property abatements address long ignored issues by the property owner such as trash, debris, and weeds. Efforts continue to address these issues in a very timely manner upon receiving direction from the Planning and Code Administration office.

• Staff maintains 136 signalized intersections of which 35 are owned by the State of Maryland. Optimization of the signal timing is crucial to efficient traffic flows across the city. The goal will continue to be a strong focus on maintenance, repair, and timing adjustments as needed to ensure the equipment operates correctly and continously. Upgrades to signal detection from the traffic loops to camera detection will continue as part of the street overlay program in coordination with the Engineering Department.

• The Central Maintenance Garage (CMG) is the fleet maintenance center. The customers are internal city departments. The facility is fully staffed and equipped. The focus of CMG will be on customer service and cost control. Labor and materials is charged to each department for the provided services. No overhead is charged on parts.

• Support of existing and new events in the downtown including Augustoberfest, Mummers Parade, Donut Drop, bike races, and muliple 5K runs will continue to be of major importance. Work includes clean up, set up, and traffic control.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of lane miles swept	**9,100**	**10,000**	**11,000**
Snow storm costs	**$ 217,511**	**$ 363,213**	**$ 381,576**
Tons of Salt Used	**1,130**	**2,200**	**2,000**
Bulk Trash Collections	**278**	**290**	**300**
Traffic Islands Maintained	**170**	**170**	**170**
Public Trash Cans Maintained	**175**	**184**	**184**
Signaled Intersections	**136**	**136**	**136**
Sign Work Orders	**125**	**120**	**120**
Vehicles & Equipment Maintained	**380**	**378**	**378**
Property Abatements	**407**	**550**	**550**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,453,552	$ 1,568,513	$ 1,616,834	$ 1,622,153	3.4%
Benefits	649,328	648,000	683,590	665,141	2.6%
Overtime	33,772	35,971	33,500	33,000	-8.3%
Personnel Subtotal	**2,136,652**	**2,252,484**	**2,333,924**	**2,320,294**	**3.0%**
Contractual Services	251,156	329,361	296,809	315,383	-4.2%
Operating Expenditures	842,325	986,975	1,033,602	1,056,410	7.0%
Capital Outlay	10,387	18,821	19,399	18,227	-3.2%
Operating Subtotal	**1,103,868**	**1,335,157**	**1,349,810**	**1,390,020**	**4.1%**
Total Expenditures	**$ 3,240,519**	**$ 3,587,641**	**$ 3,683,734**	**$ 3,710,314**	**3.4%**
REVENUES BY TYPE					
Departmental Revenue	$ 168,110	$ 126,811	$ 163,313	$ 127,250	0.3%
Total Revenues	**$ 168,110**	**$ 126,811**	**$ 163,313**	**$ 127,250**	**0.3%**
Expenditures, net of Revenues	**$ 3,072,409**	**$ 3,460,830**	**$ 3,520,421**	**$ 3,583,064**	**3.5%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total personnel expenditures from the FY19 budget compared to the FY19 estimated actual reflect an increase of 3.6% or $81.4K. In total, operating expenses are anticipated to be 1.1% or $14.6K over budget due to higher electricity costs and more staff charged within Public Works and less time charged out to other areas. Departmental revenue is expected to be 28.8% or $36.5K higher than budget due to reimbursement from the County to use the City's fuel island station for its fleet of vehicles and from sale of assets that is periodic and difficult to predict.

Adopted FY19 to Proposed FY20

In total, personnel expenditures are projected to be 3.0% or $67.8K higher in proposed FY20 budget compared to FY19. This increase is a result of salary enhancements per the approved 1540 AFSCME union contract. Overall, operating expenses are projected to increase by 4.1% or $54.8K as a result of the current trends and changes in work allocation assumptions. It is anticipated that more staff time will be spent within Public Works division and less allocated out to other areas. Departmental revenue is expected to remain flat with FY19 budget levels.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	32.90	32.90	32.90	29.41
Seasonal	7.00	7.00	7.00	8.00
Staffing Total	39.90	39.90	39.90	37.41
Unfunded positions	4.00	4.00	4.00	4.00

In response to revenue reductions in FY09, the Public Works Department staff was reduced and positions were unfunded. The FY20 budget reflects maintaining the current four (4) full-time position as unfunded.

EXPENDITURES BY PROGRAM

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES					
City Hall	$ 208,337	$ 295,806	$ 239,844	$ 259,090	-12.4%
Signal Department	445,499	457,490	519,136	576,084	25.9%
Street Lighting	618,932	-	-	-	0.0%
Snow Removal	217,511	363,213	244,902	263,265	-27.5%
Street Cleaning	237,455	-	-	-	0.0%
Gas Station & Maintenance Garage	414,775	455,030	536,283	552,738	21.5%
Public Works & Streets Operations	947,752	1,409,826	1,393,884	1,199,272	-14.9%
Central Equipment Building	110,305	95,294	93,267	98,914	3.8%
Stormwater Management	39,953	510,982	656,419	760,950	48.9%
Total Expenditures	**$ 3,240,519**	**$ 3,587,641**	**$ 3,683,734**	**$ 3,710,314**	**3.4%**
REVENUES					
Departmental Revenue	$ 168,110	$ 126,811	$ 163,313	$ 127,250	0.3%
Total Revenues	**$ 168,110**	**$ 126,811**	**$ 163,313**	**$ 127,250**	**0.3%**
Expenditures, net of Revenues	**$ 3,072,409**	**$ 3,460,830**	**$ 3,520,421**	**$ 3,583,064**	**3.5%**

The department consolidated department accounts in FY19 for efficiency and to create a designated Stormwater Management account. The figures in "Public Works & Street Operations" now include Street Lighting. The figures in "Stormwater Management" now include Street Cleaning. The total expenditures, net of revenue for the department shows an overall increase of 3.5%.

DEBT SERVICE - PRINCIPAL AND INTEREST

Debt Service is used to account for the principal and interest payment expense on the City's loans, bonds and lease financings. Remaining outstanding loans for FY20 proposed budget include the following current issues: 2004, 2005, 2006, 2009A, 2009B, 2014, 2015A, 2015B, 2017A, 2017B, 2018A and 2019A public improvement bond issues, and a 2012 loan issuance for financing of recycling totes. In addition, the following anticipated bond issue is included: 2020A future public improvement bond issue. Finally, the annual debt service requirements for capital improvement program items (listed in detail in Section 7 of the budget book) funded with bond financing are included in this section. Currently, the City has no lease financing.

RETIREE HEALTH COSTS

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

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

INVENTORY ADJUSTMENTS

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

CAPITAL IMPROVEMENTS PROGRAM AND FUND BALANCE APPROPRIATIONS

The current year portion of the general governmental capital improvements from the five-year CIP Program are accounted for in a separate Capital Improvements Program (CIP) Fund. The Capital Improvements Program transfer represents the General Fund's current funding requirements for capital projects anticipated to begin during each year. In addition, no funds were committed to the Invest Hagerstown incentive program due to completion of the $1.5M funding.

OPERATING TRANSFERS TO OTHER FUNDS

Transfers to the Golf Course Fund represent the amount necessary from the General Fund to cover this fund's annual operating and capital expenditure needs in excess of revenues generated by the fund itself. The FY20 budget includes a $975,000 operating transfer to the Economic Redevelopment Fund which would be utilized for community-based initiatives that support the vision of the City. 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. There are no anticipated Special Revenue Grant Fund transfers estimated for the FY20 budget.

CONTINGENCY RESERVES

This account group includes funds that are expected to be required during the coming year for a number of General Fund activities. The funds will not be transferred into the appropriate accounts until they are required. In FY20, there is a reserve of $105,000 for savings associated with the management of future vacancies in various departments and $130,000 in general contingency for miscellaneous items such as salary pay-outs upon employee terminations.

CONTRIBUTIONS TO OTHER AGENCIES POLICY

Contributions to Other Agencies accounts for the contributions the City makes to several organizations. A formal policy was originally adopted on November 25, 2014, with a revision on October 20, 2015, to better define the criteria and the overall funding limits. Several organizations were identified as core agencies and the complete process and details are located in Section 9 Fiscal Policies & Glossary on pages 6-7.

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 ADOPTED	2019/20 % CHANGE
DEBT SERVICE-PRINCIPAL AND INTEREST						
2004 General Obligation Bonds	$ 122,733	$ 122,979	$ 122,979	$ 122,955	$ 122,955	0.0%
2005 Public Facilities Bonds	330,053	329,817	329,817	328,943	328,943	-0.3%
2006 Public Facilities Bonds	646,759	649,266	649,266	650,501	650,501	0.2%
2009-A Public Facilities Bonds	404,847	412,176	412,176	418,939	418,939	1.6%
2009-B Public Facilities Bonds (Build America Bond)	187,969	181,531	190,365	190,365	190,365	4.9%
2012 Tote Loan	73,101	73,101	73,101	73,101	73,101	0.0%
2014 Public Improvements Bond	36,127	36,124	36,124	36,124	36,124	0.0%
2015-A Public Facilities Bond	215,046	218,075	218,075	218,658	218,658	0.3%
2015-B Public Facilities Bond	48,853	46,607	46,607	46,080	46,080	-1.1%
2017-A Public Facilities Bond	270,616	273,950	273,950	273,309	273,309	-0.2%
2017-B Public Facilities Bond	35,451	34,887	34,887	34,331	34,331	-1.6%
2018-A Public Facilities Bond	23,629	158,248	116,175	116,175	116,175	-26.6%
2019-A Public Facilities Bond	-	71,810	48,184	325,811	325,811	353.7%
2020-A Public Facilities Bond	-	-	-	36,445	36,445	0.0%
Total Expenses	$ 2,395,184	$ 2,608,571	$ 2,551,706	$ 2,871,737	$ 2,871,737	10.1%
RETIREE HEALTH COSTS						
Health Insurance	$ 1,401,973	$ 1,431,274	$ 1,439,000	$ 1,439,000	$ 1,439,000	0.5%
Dental Insurance	47,280	47,814	47,600	47,600	47,600	-0.4%
Total Expenses	$ 1,449,253	$ 1,479,088	$ 1,486,600	$ 1,486,600	$ 1,486,600	0.5%
INVENTORY ADJUSTMENTS						
Physical Inventory Adjustments	$ 907	$ 5,000	$ 5,000	$ 5,000	$ 5,000	0.0%
E&O Inventory Write-offs	8,068	5,000	5,000	5,000	5,000	0.0%
Total Expenses	$ 8,975	$ 10,000	$ 10,000	$ 10,000	$ 10,000	0.0%
CIP, FUND BALANCE APPROPRIATIONS, AND OTHER TRANSFERS						
Capital Transfers to - CIP Fund	$ 307,740	$ 893,400	$ 1,013,400	$ 688,625	$ 688,625	-22.9%
GF Fund Balance to - CIP Fund	632,107	385,101	289,085	818,000	818,000	112.4%
GF Fund Balance to - Economic Redevelopment for Invest Hagerstown Program	4,146	50,000	3,098	-	-	-100.0%
Total Expenses	$ 943,993	$ 1,328,501	$ 1,305,583	$ 1,506,625	$ 1,506,625	13.4%
OPERATING TRANSFERS TO OTHER FUNDS						
Golf Course Fund	$ 279,076	$ 273,477	$ 285,072	$ 272,555	$ 272,555	-0.3%
Economic Redevelopment Fund	125,000	675,000	675,000	975,000	975,000	44.4%
Grant Fund	113,721	38,838	38,838	-	-	-100.0%
Total Expenses	$ 517,797	$ 987,315	$ 998,910	$ 1,247,555	$ 1,247,555	26.4%
CONTINGENCY RESERVES						
Vacancy Savings	$ -	$ (350,000)	$ -	$ (105,000)	$ (105,000)	-70.0%
General Contingency	-	19,000	-	130,000	130,000	584.2%
Total Expenses	$ -	$ (331,000)	$ -	$ 25,000	$ 25,000	-107.6%
CONTRIBUTIONS TO OTHER AGENCIES						
Art Museum	$ 40,500	$ 50,500	$ 50,500	$ 50,500	$ 50,500	0.0%
Brooke's House	-	28,100	28,100	-	-	-100.0%
Community Rescue Service	45,000	45,000	45,000	44,000	25,100	-44.2%
Discovery Station	-	-	2,500	2,500	2,500	100.0%
Doleman Black Heritage Museum	-	-	12,000	-	-	100.0%
Hagerstown Municipal Band	18,000	18,000	18,000	17,000	18,000	0.0%
Hagerstown Neighborhood Develop Partnership	28,450	28,450	28,450	32,450	32,450	14.1%
Maryland Symphony Orchestra	17,550	17,550	17,550	16,550	16,550	-5.7%
Maryland Theatre	9,000	209,000	209,000	9,000	59,000	-71.8%
Washington County Free Library	31,500	31,500	31,500	30,500	30,500	-3.2%
Washington County Historical Society	5,000	5,000	5,000	4,000	4,000	-20.0%
Unspecified Agency Contributions	-	21,900	7,400	3,500	3,500	-84.0%
Total Contributions to Other Agencies	$ 195,000	$ 455,000	$ 455,000	$ 210,000	$ 242,100	-46.8%

SCHEDULE OF PUBLIC FUNCTIONS
FISCAL YEAR 2019/2020

FUNCTION DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Augustoberfest (City Services)	$ 16,890	$ 20,000	$ 20,000	$ 20,000	0.0%
A&E District Event	1,720	-	-	-	100.0%
BISFA Gala and Auction	3,000	3,000	3,000	-	0.0%
Blues Festival (City Services)	13,682	52,000	-	-	0.0%
Blues Festival	152,346	184,750	1,533	-	0.0%
Christmas Decorating	14,190	18,000	18,000	18,000	0.0%
Fairgrounds July 4th Fireworks	35,616	30,000	36,054	37,200	24.0%
Film Festival	1,500	1,500	1,500	-	0.0%
Ghost Tours	-	-	-	750	100.0%
Hagerstown Official Commemorations	-	-	3,000	5,000	100.0%
Hollyfest/Tree Lighting	2,270	3,500	3,500	3,500	0.0%
Imagine Hagerstown (City Services)	-	-	14,000	14,000	100.0%
Imagine Hagerstown	-	-	79,418	81,900	100.0%
Maryland Theatre Wind Downs	4,000	4,000	4,000	-	0.0%
Miscellaneous Downtown Events	25,500	30,500	30,500	38,450	26.1%
Miss Maryland Pageant	9,683	9,000	9,000	9,000	0.0%
Mummers Parade	21,273	20,000	21,060	22,000	10.0%
Taste of the Arts	-	-	-	2,500	100.0%
Thunder in the Square	-	-	-	1,500	100.0%
University of MD Systems Gala	-	1,000	1,000	-	0.0%
University Plaza Events	3,918	-	-	-	100.0%
Velo Club Bike Race	2,750	3,200	2,750	-	0.0%
Wesel Official's Visit to Hagerstown	2,655	3,000	-	-	0.0%
Subtotal Public Function Events	**$ 310,993**	**$ 383,450**	**$ 248,315**	**$ 253,800**	**-33.8%**
Christmas In The Park	20,556	15,000	15,000	15,000	0.0%
City Park Festival	6,428	7,000	7,000	7,000	0.0%
Fairgrounds Harvest Hoedown	9,649	8,500	7,733	8,000	-5.9%
Fishing Tournament-Pangborn	1,039	1,000	1,000	1,000	0.0%
Music by the Lake	6,732	5,500	7,500	7,500	36.4%
Subtotal Recreation Events	**44,404**	**37,000**	**38,233**	**38,500**	**4.1%**
Total Recreation Events	**$ 355,397**	**$ 420,450**	**$ 286,548**	**$ 292,300**	**-30.5%**

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
CITY COUNCIL 0101001-5865 Computer Equipment	Replace Computer	Replace As Needed	400
CITY ADMINISTRATOR 0103001-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	500
0103001-5865 Computer Equipment	Replace Computer	Replace As Needed	500
TOTAL CITY ADMINISTRATOR			**1,000**
COMMUNICATIONS 0103006-5865 Computer Equipment	Replace Computer	Replace As Needed	2,000
FINANCE & ACCOUNTING 0107001-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	500
0107001-5865 Computer Equipment	Upgrade Hardware And Software	Improve Quality Of Service	2,000
TOTAL FINANCE & ACCOUNTING			**2,500**
INFORMATION TECHNOLOGY 0107200-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	750
0107200-5865 Computer Equipment	Replace Computers	Replace As Needed	2,400
TOTAL INFORMATION TECHNOLOGY			**3,150**
SUPPORT SERVICES 0107201-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	1,000
0107201-5865 Computer Equipment	Replace Computers	Replace As Needed	1,700
0107201-5867 Communication Equipment	Phone Parts Not Under Maintenance	Replace As Needed	400
TOTAL SUPPORT SERVICES			**3,100**

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
CASHIERING			
0107206-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	1,000
0107206-5864 Calculators & Typewriters	Replace Calculators	Replace As Needed	250
0107206- 5865 Computer Equipment	Replace Computer	Improve Quality Of Service	1,000
TOTAL CASHIERING			**2,250**
PLANNING			
0109001-5865 Computer Equipment	Replace Computer	Replace As Needed	2,400
CITY HALL BUILDING			
0109003-5821 Office Buildings	Replace A/C Units	Replace As Needed	1,800
0109003-5839 Portable Tools/Equipment	Replace Tools	Replace As Needed	600
0109003-5863 Decorative & Lighting	Replace Carpets, Furniture, And Remodel City Administrator's Office	Replace As Needed	5,000
TOTAL CITY HALL BUILDING			**7,400**
CITY ENGINEER			
0109004-5861 Desks, Chairs & Tables	Replace Furniture	Replace As Needed	200
0109004-5865 Computer Equipment	Replace Computers	Replace As Needed	2,000
TOTAL CITY ENGINEER			**2,200**
HUMAN RESOURCES			
0109005-5865 Computer Equipment	Replace Computer	Replace As Needed	2,300
TOTAL HUMAN RESOURCES			**2,300**
POLICE ADMINISTRATION			
0110001-5855 Portable Equipment	ID Printer And Accessories	Replace As Needed	500
0110001-5861 Desks, Chairs & Tables	Conference Table and Chairs	Replace As Needed	500
TOTAL POLICE ADMINISTRATION			**1,000**

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
POLICE INFORMATION TECHNOLOGY 0110003-5865 Computer Equipment	Replace Notebooks, Desktops, Monitors, Servers, Tablets	Replace As Needed	80,000
POLICE BUILDING 0110204-5830 Non-Portable Equipment	Replace Equipment	Replace As Needed	500
0110204-5839 Portable Tools/Equipment	Replace Tools & Equipment	Replace As Needed	300
TOTAL POLICE BUILDING			**800**
WESTERN MARYLAND LAB 0110205-5832 Photography Equipment	Maintenance and Purchase Photographic Equipment	Required For Forensic Documentation	1,000
0110205-5833 Laboratory Equipment	Purchase Lab Equipment	Replace Aging And Outdated	1,500
TOTAL WESTERN MARYLAND LAB			**2,500**
POLICE K9 PROGRAM 0110206-5839 Portable Tools/Equipment	Purchase Of K-9 Equip (Sleeves, Leashes, Etc.)	Replace Worn Equipment	500
POLICE PATROL 0110401-5834 Firearms, Body Armor	Police Officer Use / Safety Equipment - Ballistic Vests	Replacement Of Expired Vests & Purchase Of New Vests	20,000
0110401-5839 Portable Tools & Other Equipment -	Purchase Moving Radar Units - LIDAR Speed Measuring Device	New Equipment Needed	10,000
0110401-5867 Communication Equipment	Portable Radios	Replace As Needed	1,000
TOTAL POLICE PATROL			**31,000**
FIRE DEPARTMENT 0112001-5861 Desks, Chairs & Tables	Purchase Office Furniture	Replace As Needed	2,500
0112001-5865 Computer Equipment	Purchase Computers	Replace As Needed	8,000
0112001-5867 Communication Equipment	Portable Radios	Replace As Needed	1,030
TOTAL FIRE DEPARTMENT			**11,530**

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
CODE ADMINISTRATION 0114001-5865 Computer Equipment	Purchase Computers	Replace As Needed	1,200
TOTAL CODE ADMINISTRATION			**1,200**
TRAFFIC CONTROL 0116003-5839 Portable Tools & Other Equipment	Replace Power Tools	Replace As Needed	486
CENTRAL MAINTENANCE GARAGE 0123003-5839 Portable Tools & Other Equipment	Tools Needed For Garage	Replace As Needed	5,100
0123003- 5861 Desks, Chairs & Tables	Replace Table And Chairs	Replace As Needed	472
0123003-5865 Computer Equipment	Replace Computer	Replace As Needed	3,000
TOTAL CENTRAL MAINTENANCE GARAGE			**8,572**
PUBLIC WORKS LABOR FORCE 0124001-5839 Portable Tools & Other Equipment	Replace Tools & Equipment	Replace As Needed	750
0124001-5856 Mowers	Repair Mowers	Replace As Needed	200
TOTAL PUBLIC WORKS LABOR FORCE			**950**
CENTRAL EQUIPMENT BUILDING 0124008-5839 Portable Tools & Other Equipment	Replace Tools & Equipment	Replace As Needed	500
0124008-5861 Desks, Chairs & Tables	Replacement A/C Units	Replace As Needed	319
TOTAL CENTRAL EQUIPMENT BUILDING			**819**
RECREATION ADMINISTRATION 0140001-5865 Computer Equipment	Replace Computers	Replace As Needed	2,250
HAGER HOUSE 0140402-5865 Computer Equipment	Replace Computers	Replace As Needed	200

GENERAL FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
PARKS AND EQUIPMENT DEPARTMENT 0145000-5837 Playground & Parks Equipment	Benches	Memorial Bench Program	7,000
ECONOMIC DEVELOPMENT & ADMIN 0150001-5865 Computer Equipment	Replace Computer	Replace As Needed	2,800
0150001-5867 Communication Equipment	Replace Equipment	Replace As Needed	750
TOTAL ECONOMIC DEVELOPMENT & ADMIN			**3,550**
TOTAL CAPITAL OUTLAY			**$ 181,057**

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ENTERPRISE FUNDS
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ENTERPRISE FUNDS - COMBINING STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	ELECTRIC FUND	WATER FUND	WASTEWATER FUND	PARKING FUND	GOLF COURSE FUND	PROPERTY MANAGEMENT FUND	TOTAL
OPERATING REVENUES							
Service Charges	$23,751,700	$11,091,580	$ 13,320,500	$ 1,051,862	$152,500	$ 310,404	$ 49,678,546
Other Revenues	760,013	868,920	570,965	-	25,775	6,400	2,232,073
Total Operating Revenues	**24,511,713**	**11,960,500**	**13,891,465**	**1,051,862**	**178,275**	**316,804**	**51,910,619**
OPERATING EXPENSES							
Production and Treatment	17,913,775	3,512,327	4,990,521	-	-	-	26,416,623
Transmission, Distribution & Collection	2,537,606	2,234,579	1,862,025	-	-	-	6,634,210
Selling, General & Administrative	3,076,484	2,652,706	3,347,593	558,702	411,405	315,807	10,362,697
Depreciation	1,095,000	3,635,000	3,550,000	270,000	39,525	190,000	8,779,525
Total Operating Expenses	**24,622,865**	**12,034,612**	**13,750,139**	**828,702**	**450,930**	**505,807**	**52,193,055**
Operating Income (Loss)	**(111,152)**	**(74,112)**	**141,326**	**223,160**	**(272,655)**	**(189,003)**	**(282,436)**
NON-OPERATING REVENUES (EXPENSES)							
Interest Earned	103,928	30,300	40,000	9,000	100	13,000	196,328
Premium on Bonds	-	4,440	4,274	271	-	-	8,985
Interest/Bond Issuance Expense	(11,763)	(508,584)	(446,450)	(23,365)	-	(4,272)	(994,434)
Gain (Loss) on Capital Assets	(20,000)	10,000	1,000	-	-	-	(9,000)
Total Other Income (Expense)	**72,165**	**(463,844)**	**(401,176)**	**(14,094)**	**100**	**8,728**	**(798,121)**
Net Income before Contributions & Transfers	**(38,987)**	**(537,956)**	**(259,850)**	**209,066**	**(272,555)**	**(180,275)**	**(1,080,557)**
OTHER FINANCING SOURCES (USES)							
Benefit Charges	-	502,128	450,000	-	-	-	952,128
Developer Contributions	50,000	-	500,000	-	-	-	550,000
Operating & Capital Transfers from Other Funds	63,562	94,513	79,842	-	272,555	-	510,472
Operating & Capital Transfers to Other Funds	(58,125)	(58,125)	(58,125)	(10,378)	-	-	(184,753)
Increase (Decrease) in Retained Earnings	**16,450**	**560**	**711,866**	**198,688**	**-**	**(180,275)**	**747,289**
ADJUST RETAINED EARNINGS TO A UNRESTRICTED CASH FLOW BASIS							
Add Back Depreciation	1,095,000	3,635,000	3,550,000	270,000	39,525	190,000	8,779,525
Capital Outlay/Fixed Assets	(1,195,000)	(3,495,000)	(8,612,000)	(130,000)	(35,000)	(165,000)	(13,632,000)
Repayment of Principal on Debt	(43,246)	(1,755,569)	(1,844,892)	(215,979)	-	(5,107)	(3,864,793)
Non-Cash Developer Contributions	(50,000)	-	(500,000)	-	-	-	(550,000)
Bond Proceeds	-	1,675,000	6,680,000	-	-	-	8,355,000
Net Sources (Uses) of Cash	**$ (176,796)**	**$ 59,991**	**$ (15,026)**	**$ 122,709**	**$ 4,525**	**$ (160,382)**	**$ (164,979)**
Beginning Fund Balance	**$16,010,119**	**$88,571,092**	**$ 50,203,464**	**$ 7,258,421**	**$534,918**	**$ 4,621,371**	**$ 167,199,385**
Ending Fund Balance	**$16,026,569**	**$88,571,652**	**$ 50,915,330**	**$ 7,457,109**	**$534,918**	**$ 4,441,096**	**$ 167,946,674**

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

• Managing the financial operations of the Electric Division to ensure that our existing rate structure remains in place. Our revenue stream is primarily driven by heating and cooling seasons versus unpredictable weather trends, which is a challenge to project.

• The Electric Division strives to provide reliable electric service to all customers. The Division also works to ensure we are providing the most cost effective energy source in the immediate region.

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

• The land lease agreements with Alevo has changed hands with Innolith. The new name has not altered the lease payments or operation of the infrastructure. During periods of high energy demand, these systems can be called to temporarily support the transmission and generation system in the PJM region. This technology is primarily used to correct distortions in the 60 Hz frequency sometimes caused by renewable energy systems such as wind and solar.

• Staff continues to trim trees in identified areas to improve system reliability. Contractors are assisting with areas inaccessible to HLD lineworkers. Projected expenditure and other contracted overhead line maintenance in FY20 is $150,000.

• The Hagerstown Light Department is in the second year of a five year wholesale power purchase agreement with First Energy Solutions. With this, HLD customers can expect a steady electric rate through the contract ending on May 31, 2022.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of Residential Customers	**14,500**	**14,500**	**14,500**
Number of Commercial Customers	**2,590**	**2,590**	**2,590**
Million Kilowatt-hours Purchased	**318**	**318**	**318**
Million Kilowatt-hours Sold	**312**	**312**	**312**
Customer Average Interruption Duration Index (Hours/customer)	**1**	**1**	**1**
Number of Employees	**29.55**	**31.55**	**31.51**
Number of Customers Served per Employee	**553**	**553**	**542**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 1,887,698	$ 2,058,840	$ 2,053,991	$ 2,116,658	2.8%
Benefits	584,815	1,183,141	1,179,237	1,135,337	-4.0%
Overtime	74,133	97,750	80,700	97,000	-0.8%
Personnel Subtotal	**2,546,646**	**3,339,731**	**3,313,928**	**3,348,995**	**0.3%**
Contractual Services	298,611	418,363	483,508	497,096	18.8%
Operating Expenditures	20,162,414	19,160,072	19,677,505	19,644,274	2.5%
Operating Cap Exp (Cap Outlay)	424	-	-	-	0.0%
Other General Expenses	1,034,098	1,110,225	1,074,725	1,222,388	10.1%
Operating Subtotal	**21,495,547**	**20,688,660**	**21,235,738**	**21,363,758**	**3.3%**
Total Expenditures	**$ 24,042,193**	**$ 24,028,391**	**$ 24,549,666**	**$ 24,712,753**	**2.8%**
REVENUES BY TYPE					
Departmental Revenue	24,775,182	24,097,273	24,696,957	24,729,203	2.6%
Total Revenues	**$ 24,775,182**	**$ 24,097,273**	**$ 24,696,957**	**$ 24,729,203**	**2.6%**
Revenues, excess of Expenditures	**$ (732,989)**	**$ (68,882)**	**$ (147,291)**	**$ (16,450)**	**-76.1%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total operating expenditures are projected to remain relatively stable. Contractual service expeditures are projected to increase as decorative streetlight pole refinishing and transformer refurbishment services are procured.

Adopted FY19 to Proposed FY20

Personnel costs are expected to increase as a result of a 2.0% IBEW union contractual wage increase, non-union step increase, and a 3.0% increase to employer benefit contributions. The expenditure and revenue trends are expected to remain stable. Contractual service expenditures for vegetation management will increase to compensate for the wage increases. The vegetation management program has improved sytem reliability by decreasing outage frequencies and overtime expenditures. Revenues such as the land lease payments continue to be received for the Energy Storage System site located at the Frederick Street Substation and pole attachment fees are also collected from various telecommunication companies. Planned Capital Improvement projects will continue to enhance system reliability by adding capacity in areas deprived of adequate transfer capability.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	29.55	31.55	31.55	31.51
Staffing Total	29.55	31.55	31.55	31.51
Unfunded positions	6.00	4.00	4.00	4.00

The Division will continue to maintain operational costs within levels at or below revenues generated through FY20.

ELECTRIC FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
OPERATING REVENUES					
Service Charges	$ 23,822,864	$ 23,142,000	$ 23,751,700	$ 23,751,700	2.6%
Other Revenues	770,438	752,783	744,585	760,013	1.0%
Total Operating Revenues	**24,593,302**	**23,894,783**	**24,496,285**	**24,511,713**	**2.6%**
OPERATING EXPENSES					
Purchased Power	18,230,707	17,356,500	17,913,775	17,913,775	3.2%
Distribution Expenses	2,218,617	2,522,277	2,485,666	2,537,606	0.6%
Customer Accounts Expenses	886,868	847,505	849,496	841,413	-0.7%
Selling, General & Administrative	1,708,884	2,224,884	2,263,504	2,235,071	0.5%
Depreciation	963,276	1,040,000	1,015,000	1,095,000	5.3%
Total Operating Expenses	**24,008,352**	**23,991,166**	**24,527,441**	**24,622,865**	**2.6%**
Operating Income (Loss)	**584,950**	**(96,383)**	**(31,156)**	**(111,152)**	**15.3%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	126,545	94,475	117,657	103,928	10.0%
Interest/Bond Issuance Expense	(14,606)	(13,225)	(13,225)	(11,763)	-11.1%
Gain (Loss) on Capital Assets	(17,360)	(20,000)	(5,000)	(20,000)	0.0%
Total Other Income (Expense)	**94,579**	**61,250**	**99,432**	**72,165**	**17.8%**
Net Income before Operating Transfers	**679,529**	**(35,133)**	**68,276**	**(38,987)**	**11.0%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers to Capital Improvements Fund	(1,875)	(4,000)	(4,000)	(58,125)	1353.1%
Transfers from Health Insurance Fund	53,079	58,015	58,015	63,562	9.6%
Total Transfers From (To) Funds	**51,204**	**54,015**	**54,015**	**5,437**	**-89.9%**
CAPITAL CONTRIBUTIONS					
Developer Contributions	2,256	50,000	25,000	50,000	0.0%
Total Capital Contributions	**2,256**	**50,000**	**25,000**	**50,000**	**0.0%**
Increase (Decrease) in Retained Earnings	**732,989**	**68,882**	**147,291**	**16,450**	**-76.1%**
Add Back Depreciation	963,276	1,040,000	1,015,000	1,095,000	5.3%
Capital Outlay/Fixed Assets	(814,353)	(1,197,500)	(1,192,664)	(1,195,000)	-0.2%
Repayment of Principal	(39,848)	(41,674)	(41,674)	(43,246)	3.8%
Non-Cash Developer Contributions	(2,256)	(50,000)	(25,000)	(50,000)	0.0%
Changes in Working Capital	(797,437)	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ 42,371**	**$ (180,292)**	**$ (97,047)**	**$ (176,796)**	**-1.9%**
Beginning Fund Balance	**$ 15,129,839**	**$ 15,862,828**	**$ 15,862,828**	**$ 16,010,119**	**0.9%**
Ending Fund Balance	**$ 15,862,828**	**$ 15,931,710**	**$ 16,010,119**	**$ 16,026,569**	**0.6%**

SERVICE CHARGE COMPARISON AS OF FEBRUARY 2019

Shown above are comparative residential rates based on an average usage of 800 kWh per month. The Hagerstown Light Department has an approved wholesale power contract extension with First Energy Solutions at a rate of $52.70 per MWh effective June 1, 2017 through May 31, 2022.

ELECTRIC CONSUMPTION FROM 2015 - 2020

Per 1,000,000 KWH

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

ELECTRIC FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
ELECTRIC REVENUES					
Sales of Electric-Unbilled Readings	$ (62,065)	$ -	$ (75,000)	$ (75,000)	100.0%
Residential Lighting	12,442,383	11,555,900	12,204,000	12,204,000	5.6%
Residential Metering	1,990	2,000	2,000	2,000	0.0%
Commercial Lighting	5,008,988	4,799,000	5,031,000	5,031,000	4.8%
Commercial Metering	7,509	6,600	7,000	7,000	6.1%
Power Pl(09)	1,932,383	1,911,500	1,958,000	1,958,000	2.4%
Power Ph(10)	3,704,889	4,102,000	3,832,000	3,832,000	-6.6%
High Voltage-Newstech	119,936	119,000	118,000	118,000	-0.8%
Dusk to Dawn	20,923	20,000	20,000	20,000	0.0%
Street Lighting	624,201	605,000	633,700	633,700	4.7%
Traffic Lighting	21,727	21,000	21,000	21,000	0.0%
Total Electric Revenues	**23,822,864**	**23,142,000**	**23,751,700**	**23,751,700**	**2.6%**
OTHER REVENUES					
Pole Rental/Attachment Fees	28,717	28,000	35,000	35,000	25.0%
Rents from Electric Properties	16,500	18,000	12,000	12,000	-33.3%
Building Rental-CMG	40,200	40,200	40,200	41,400	3.0%
Rent Income - Sub-Station	3,101	3,101	3,403	3,403	9.7%
Late Fees	190,342	200,000	200,000	200,000	0.0%
Miscellaneous Electric Revenue	96,952	40,000	40,000	40,000	0.0%
Reconnection Charges	88,054	100,000	100,000	100,000	0.0%
Customer Reimbursed Overtime	-	15,000	5,000	5,000	-66.7%
Scrap Sales	22,469	10,000	10,000	10,000	0.0%
Recovery of Inventory	28,166	40,000	40,000	40,000	0.0%
Interconnection Application Fee	150	500	-	500	0.0%
Insurance Reimbursements	61,046	50,000	50,000	50,000	0.0%
Recovery of Notes Receivable-F.U.F.	192,116	204,982	204,982	218,710	6.7%
Bad Check Charges	2,625	3,000	4,000	4,000	33.3%
Total Other Revenues	**770,438**	**752,783**	**744,585**	**760,013**	**1.0%**
Total Operating Revenues	**$ 24,593,302**	**$ 23,894,783**	**$ 24,496,285**	**$ 24,511,713**	**2.6%**

ELECTRIC FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Electric Fund Vehicle Replacement-C0090 Replace fleet vehicles scheduled for replacement under the Vehicle Replacement Program.	Replace Fleet Vehicles	Replace deteriorating mobile equipment to improve safety for workers and to reduce service restoration time	200,000
Telemetry Equipment-C0111 Construction of communication networks to facilitate transmission of data from installed devices in the Electric System.	Communication Equipment	Improve service, increase system reliability	15,000
Security Improvements-C0178 Upgrade the aged building and site security systems.	Video Surveillance	Deter theft and/or vandalism of electric utility assets	25,000
System Reconductoring-C0259 Upgrade power in distribution lines.	Poles, Towers & Fixtures, Overhead Devices	Improve service and reliability	50,000
SCADA System- C0441 Upgrade Current SCADA software and hardware.	Communication Equipment	Improve load monitoring and outage restoration	2,500
Underground Replacement-C0540 Replace aging underground primary cable in various areas throughout HLD service territory identified by the feeder inspection program.	Replace Underground Cable	Replacing sections of aged primary cable will improve electric reliability in various developments and/or locations	25,000
Building & Site Improvements-C0542 Improvements to HLD facility on East Baltimore Street.	Replace interior lighting in garage and stock room areas.	Cost avoidance, planned improvement, and improved service	25,000
Streetlight Replacement-C0546 Replace direct buried streetlight circuit, obsolete fixtures, and non-standard poles.	Street Lighting	Unable to provide for replacement materials for uniformity. Existing cable is in poor condition	10,000
Test Equipment-C0609 Procure/repair test equipment to improve maintenance programs and power quality for customers.	Station Equipment	Improve reliability of service	55,000
Substation Breaker Replacement-C0776 Replace aging breakers in substation to maintain reliability.	Replace Substation Breakers on maintenance cycle to reduce equipment failure	Increase Reliability of Service	40,000
Substation Upgrades-C0778 Increase electrical capacity and system improvements within substations.	Station Equipment	Increase Reliability of Service	60,000
Spare Regulators-C0797 Purchase and/or refurbish voltage regulators and controllers for substations.	Station Equipment	Replace, refurbish, and repair sub-station voltage regulators as needed to maintain levels within limits mandated by the MD Public Service Commission	20,000

ELECTRIC FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Wildlife Protection-C0802 Purchase and install wildlife protection on substation equipment.	Station Equipment	Power outages caused by wildlife within the substations will be reduced and reliability will increase. There will also be a decrease in maintenance repair and/or replacement costs of damaged equipment caused by wildlife	10,000
Feeder Coordination-C0833 Remove, relocate, replace, and/or adjust Circuit Breakers, Reclosers, Fuses, Switches, and Capacitors.	Poles, Towers & Fixtures, O/H Conductors & Devices, and Underground Conductors & Devices	Improve system reliability and power quality	25,000
Circuit Upgrades-C0842 Construct final section of 34.5 kV subtransmission loop between substations.	Poles, Towers, & Fixtures, and O/H Conductors & Devices	Improve ability to switch load between substations improving service outage restoration times	80,000
SUBTOTAL PROJECT EXPENSES			**$ 642,500**
5085001-581001 General Plant - Structure	Administrative Building	Replace worn office furniture and computer equipment	5,000
5085001-583002 Dist-Station Equipment	Costs of installation of station 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	50,000
5085001-583004 Dist-Poles, Towers & Fixtures	Costs of installation of poles, towers, and fixtures used for supporting overhead distribution conductors and service wires.	To upgrade service to electrical customers and to continue periodic replacement of aged equipment	90,000
5085001-583005 Dist-Overhead Conductors and Devices	Costs of installation of overhead conductors & devices for distribution purposes, including the installation of overhead primary cable, insulators, arrestors, switches and other line hardware.	To upgrade existing facilities and to continue periodic replacement of aged equipment	50,000
5085001-583006 Dist-Underground Conduit	Costs of installation on underground conduit and tunnels used for housing distribution cables or wires.	To meet the need of electrical customers who are upgrading or installing new services	10,000
5085001-583007 Dist-Underground Conductors and Devices	Costs of installation of underground conductors and devices used for distribution purposes.	To upgrade existing primary electrical wires and for the installation of new primary underground conductors to maintain the reliability of the distribution systems	20,000

ELECTRIC FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5085001-583008 Dist-Line Transformers	Costs of installation of overhead & underground distribution line transformers and voltage regulators for use in transforming electricity to the voltage at which it is to be used by the customer.	To meet the needs of electrical customers who are upgrading their services or building new homes and to replace aging units already in service	125,000
5085001-583009 Dist-Services	Costs of installation of overhead & underground conductors leading from a point where wires leave the last pole of an overhead system, or if an underground system, the distribution box of manholes.	To meet the needs of electrical customers who are upgrading their services and building new homes	50,000
5085001-583010 Dist-Meters	Costs of installation of meters or devices for use in measuring the electricity delivered to users.	To meet the needs of electrical customers who are upgrading their services and building new homes and to replace obsolete meters currently in the system, as required by the Maryland Public Service Commission	20,000
5085001-583013 Dist-Street & Signal Lighting	Costs of installation of equipment used wholly for public streets.	To provide adequate street lighting for City residents	80,000
5085001-583014 Tools, Shop & Garage Equipment	Cost of tools, implements, and equipment used in construction, repair work, general shops and garages.	To maintain and provide miscellaneous improvements to utility construction equipment and facilities	15,000
5085001-5860 General Plant - Office Furniture, Fixtures, & Equipment	Administrative Building	Replace worn office furniture and computer equipment	10,000
5085001-5867 Communication Equipment	Costs of installation of telephone and wireless equipment for general use in connection with utility operations	To maintain Supervisory Control and Data Control (SCADA), radio communication, telephone service, etc	2,500
TOTAL CAPITAL OUTLAY			**$ 1,170,000**

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 Goals and Priorities through the Division's assistance to all City Departments in the realization of all applicable objectives. As part of the Public Facilities and Infrastructure goals to establish and maintain quality services and infrastructure that supports residents and businesses in a cost effective manner, the Water Division continues to work with Hazen and Sawyer to ensure the long-term viability of the Edgemont Reservoir and the W.M. Breichner Plant. Staff supports the Mayor and Council's core values regarding Health, Safety, and Welfare and, as such, continues to make improvements to the Water System that are consistent with both the Water Master Plan and the Capital Improvement Plan to ensure compliance with all Federal and State regulatory programs and requirements identified in the Safe Drinking Water Act and Clean Water Act.

• The Water Division is responsible for the treatment and distribution of 10.0 MGD (2018 average daily demand) of potable water to all City residents and surrounding communities in Washington County. The water system is comprised of approximately 425 miles of water mains, the R.C. Willson and W.M. Breichner treatment plants, four pumping stations, and eight water storage tanks. The Division has undergone many improvements which include the improvements to system potable water storage, electrical and treatment, and piping upgrades at R.C. Willson and numerous water distribution main replacements. These improvements help ensure a reliable cost effective water supply to all customers served by the City of Hagerstown.

• To further assist in our financial commitment to our customers, the Division applied for and has been awarded grants for planned projects to include the replacement of the Traveling Screens at R.C. Willson Water Treatment Plant, storage tank mixing systems, and new pumps at two pump stations. The Water Fund has submitted a request for additional MDE funding for repairs to the Edgemont Reservoir to address ongoing seepage concerns. Funding will be requested for the W.M. Breichner Plant for compliance with the LT2ESWTR and Stage 2 DBPR once work is underway at Edgemont. Water Distribution will continue the Leak Detection Program to meet MDE water loss reduction plan requirements. The Department will continue to test all large commercial/industrial meters annually. The Water Division will continue with system rehabilitation and main replacement projects through the leak detection program, hydrant and valve program, and through coordinated efforts with the City/County/State roadway rehabilitation projects. Capital Project Improvement Planning assists greatly in reducing system operational issues related to water main and equipment failures.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of Inside City Customers	**13,370**	**13,420**	**13,470**
Number of Outside City Customers	**16,100**	**16,150**	**16,200**
Million Gallons Produced	**3,681**	**3,670**	**3,707**
Million Gallons Accounted For	**3,364**	**3,553**	**3,373**
Percentage of Unaccounted for Water	**8.6%**	**9.0%**	**9.0%**
Number of Employees	**50.52**	**50.02**	**50.36**
Number of Customers Served per Employee	**583**	**591**	**589**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 2,904,963	$ 2,940,557	$ 2,969,760	$ 3,017,811	2.6%
Benefits	777,849	1,372,166	1,358,757	1,364,166	-0.6%
Overtime	171,367	116,000	141,000	136,500	17.7%
Personnel Subtotal	**3,854,179**	**4,428,723**	**4,469,517**	**4,518,477**	**2.0%**
Contractual Services	338,624	639,513	582,663	524,596	-18.0%
Operating Expenditures	3,115,527	3,313,184	3,242,035	3,295,339	-0.5%
Operating Cap Exp (Cap Outlay)	49,474	60,500	60,250	60,750	0.4%
Other General Expenses	3,726,672	4,080,030	3,964,932	4,202,159	3.0%
Operating Subtotal	**7,230,297**	**8,093,227**	**7,849,880**	**8,082,844**	**-0.1%**
Total Expenditures	**$ 11,084,476**	**$ 12,521,950**	**$ 12,319,397**	**$ 12,601,321**	**0.6%**
REVENUES BY TYPE					
Departmental Revenue	12,532,868	14,525,289	14,460,458	12,601,881	-13.2%
Total Revenues	**$ 12,532,868**	**$ 14,525,289**	**$ 14,460,458**	**$ 12,601,881**	**-13.2%**
Expenditures, net of Revenues	**$ (1,448,392)**	**$ (2,003,339)**	**$ (2,141,061)**	**$ (560)**	**-100.0%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

The Water Division has reduced staff and currently has 4 positions unfunded in FY19. Vehicle replacement purchases are limited and based on repair cost versus replacement cost. All external seminars and non-certification training are monitored for consistency with programmatic needs. Capital Improvement Projects are anticipated to be $5.25M in FY19 compared to the original $8.4M in FY19 budget due to timing delays with several projects. Total operating revenues for FY19 estimated actual is anticipated to be $308.3K or 2.5% less than FY19 budget. The Water Division utilizes common sense approaches related to energy consumption, chemical usage, and employee sharing in an effort to realize growth in retained earnings.

Adopted FY19 to Proposed FY20

In total, personnel costs for FY20 budget are expected to be $89.7K or 2.0% more than FY19 budget as a result of approved AFSCME 1540 union contracts and potential salary enhancements for other staff. Total operating expenditures are projected to decrease by $10.3K or 0.1%. The Water Division continues to work with MDE to secure low interest State Revolving Loans and Drinking Water Grant Funds in an effort to ensure compliance with mandated regulatory requirements. Finally, FY20 revenue reflects the first year of the updated Five Year Cost of Service Study Rate Model. Staff will continue to work with Municipal Financial Services to maintain the integrity of the Rate Model.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	50.52	50.02	50.02	50.36
Seasonal	3.00	3.00	3.00	4.00
Staffing Total	53.52	53.02	53.02	54.36
Unfunded positions	4.00	4.00	4.00	4.00

The Division will continue to monitor operational costs and revenue through FY20 and beyond by the managing of the financial operations and insuring that our recently updated rate model is followed.

WATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 PROPOSED
OPERATING REVENUES					
Service Charges	$ 10,567,657	$ 11,134,700	$ 10,815,000	$ 11,091,580	-0.4%
Other Revenues	1,070,045	868,420	879,796	868,920	0.1%
Total Operating Revenues	**11,637,702**	**12,003,120**	**11,694,796**	**11,960,500**	**-0.4%**
OPERATING EXPENSES					
Source of Supply	41,753	58,200	26,700	35,500	-39.0%
Pumping & Water Treatment	3,407,100	3,802,807	3,654,991	3,476,827	-8.6%
Transmission & Distribution	2,021,770	1,989,354	2,141,929	2,234,579	12.3%
Selling,General & Administrative	1,887,835	2,592,009	2,531,295	2,652,706	2.3%
Depreciation	3,229,817	3,525,000	3,420,000	3,635,000	3.1%
Total Operating Expenses	**10,588,275**	**11,967,370**	**11,774,915**	**12,034,612**	**0.6%**
Operating Income (Loss)	**1,049,427**	**35,750**	**(80,119)**	**(74,112)**	**-307.3%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	50,787	32,765	30,300	30,300	-7.5%
Premium on Bonds	10,602	10,601	10,601	4,440	-58.1%
Interest/Bond Issuance Expense	(494,328)	(550,580)	(540,482)	(508,584)	-7.6%
Gain (Loss) on Capital Assets	21,121	10,000	20,000	10,000	0.0%
Total Other Income (Expense)	**(411,818)**	**(497,214)**	**(479,581)**	**(463,844)**	**-6.7%**
Income Before Contribs. & Transfers	**637,609**	**(461,464)**	**(559,700)**	**(537,956)**	**16.6%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers to Capital Improvements Fund	(1,875)	(4,000)	(4,000)	(58,125)	1353.1%
Transfers from Health Insurance Fund	76,308	85,553	85,553	94,513	10.5%
Total Transfers From (To) Funds	**74,433**	**81,553**	**81,553**	**36,388**	**-55.4%**
CAPITAL CONTRIBUTIONS					
Water Benefit Charges	721,380	500,000	502,128	502,128	0.4%
Grants in Aid of Construction	-	1,533,250	1,767,080	-	-100.0%
Developer Contributions	14,970	350,000	350,000	-	-100.0%
Total Capital Contributions	**736,350**	**2,383,250**	**2,619,208**	**502,128**	**-78.9%**
Increase (Decrease) in Retained Earnings	**1,448,392**	**2,003,339**	**2,141,061**	**560**	**-100.0%**
Add Back Depreciation	3,229,817	3,525,000	3,420,000	3,635,000	3.1%
Capital Outlay/Fixed Assets	(1,736,861)	(8,420,000)	(5,420,000)	(3,495,000)	-58.5%
Repayment of Principal on Debt	(1,738,939)	(1,826,090)	(1,773,089)	(1,755,569)	-3.9%
Non-Cash Developer Contributions	(14,970)	(350,000)	(350,000)	-	-100.0%
Changes in Working Capital	(683,213)	-	-	-	0.0%
Bond Proceeds	-	3,318,750	1,021,280	1,675,000	-49.5%
Net Sources (Uses) of Cash	**$ 504,226**	**$ (1,749,001)**	**$ (960,748)**	**$ 59,991**	**-103.4%**
Beginning Fund Balance	**$ 84,981,639**	**$ 86,430,031**	**$ 86,430,031**	**$ 88,571,092**	**2.5%**
Ending Fund Balance	**$ 86,430,031**	**$ 88,433,370**	**$ 88,571,092**	**$ 88,571,652**	**0.2%**

SERVICE CHARGE COMPARISON AS OF FEBRUARY 2019
(Rates presented are strictly City)

The service charge comparison shows that the quarterly charges for a typical water customer is significantly less expensive in Hagerstown than any other comparable utility in the region. A typical water customer is defined as a City resident using 13,000 gallons of water per quarter.

WATER CONSUMPTION FROM 2015 - 2020

The water consumption comparison reflects a similar usage rate among City and County Residential consumers. For Non-Residential consumers, the chart reflects that County Non-Residential customers consume a significant amount more than City Non-Residential consumers.

WATER FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
WATER SERVICES					
Metered Sales-Unbilled	$ 5,108	$ -	$ -	$ -	0.0%
Water Fixed Charge - City	537,957	548,000	552,000	558,960	2.0%
Water Fixed Charge - County	2,020,919	2,051,000	2,081,000	2,122,620	3.5%
Metered City Water	1,676,740	1,734,000	1,724,000	1,774,000	2.3%
Metered County Water	6,326,933	6,801,700	6,458,000	6,636,000	-2.4%
Total Service Charges	**10,567,657**	**11,134,700**	**10,815,000**	**11,091,580**	**-0.4%**
OTHER REVENUES					
Contracted Services	51,453	40,000	31,000	40,000	0.0%
Reconnection Charges	42,065	50,000	50,000	50,000	0.0%
Water Service Application Fee	23,920	20,000	20,000	20,000	0.0%
Water Transfer Fee	54,270	45,000	45,000	45,000	0.0%
W.C.S.D. Consumption Data Service	64,543	60,000	60,000	60,000	0.0%
Review/Inspection Fee	18,904	20,000	13,000	20,000	0.0%
Insurance Reimbursements	34,758	2,500	976	-	-100.0%
Rent-City Employees	26,400	20,620	20,620	20,620	0.0%
Late Fees	118,745	125,000	150,000	125,000	0.0%
Miscellaneous Other Revenues	69,180	32,000	32,000	32,000	0.0%
County Debt Service Surcharge	21,309	21,200	20,600	21,200	0.0%
Cell Tower Rent	11,500	10,000	11,500	10,000	0.0%
Fire Protection	160,189	165,000	165,000	168,000	1.8%
Plumbing	356,494	250,000	250,000	250,000	0.0%
Net Gain/Loss-Scrap Sales	13,952	5,000	8,000	5,000	0.0%
Bad Check Charges	2,363	2,100	2,100	2,100	0.0%
Total Other Revenues	**1,070,045**	**868,420**	**879,796**	**868,920**	**0.1%**
Total Operating Revenues	**$ 11,637,702**	**$ 12,003,120**	**$ 11,694,796**	**$ 11,960,500**	**-0.4%**

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Water Fund Vehicles-C0117 Replace 2007 #201 SUV ($25,000), 2005 #208 Ford F550 ($85,000), 2005 #214 SUV ($25,000), 2001 #228 Backhoe ($150,000), 2000 #252 GMC ($25,000)	Vehicle Replacement	Replace units - reduced maintenance costs anticipated	310,000
RC Willson WTP Improvements-C0166 Various plant improvements each year for equipment replacement to include pumps, motors, communication equipment, etc.	Equipment	Improve service and increase system reliability	290,000
Willson Transmission Mains-C0167 Emergency valve replacement.	Transmission/ Distribution	Replace deteriorated infrastructure - reliability	220,000
Edgemont Reservoir Improvements-C0168 Continue to monitor reservoir and make required MDE Improvements, Complete study and begin design.	Land Improvements	Improve system and increase reliability	1,800,000
Breichner WTP Improvements-C0405 Plant upgrades will be a result of the implementation of existing and proposed Safe Drinking Water Act requirements as well as Clean Water Act requirements.	Equipment	Replace and/or upgrade aging equipment to achieve compliance and to continue to ensure a back-up water supply	60,000
Administrative & Eng. Equipment-C0648 Upgrade computer equipment and info-water program.	Computer Equipment & Software	Replace and/or upgrade engineering computer hardware and software	10,000
Pump Station Improvements-C0651 Replacement of critical equipment, design and installation of mixing systems for the Showalter and Henson tanks.	Infrastructure	Replace and/or upgrade deteriorating infrastructure reliability	245,000
Distribution Services-C0653 Continue the fire line metering program which will include the evaluation of unmetered fire lines and installation of a fire meter.	Meter Replacement	Replace aging equipment to ensure water and sewer rates are an accurate reflection of the required revenue	320,000
Distribution System Rehabilitation-C0709 Continue the leak detection program and replace aging infrastructure throughout the Distribution System.	Infrastructure	Replace deteriorating infrastructure, improve safety for workers, and improve customer service	200,000

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Water SCADA System-C0820 Upgrade MP2 Software and software/hardware required SCADA upgrades.	Equipment	Replace and/or upgrade aging equipment and facilities	40,000
SUBTOTAL PROJECT EXPENSES			**$ 3,495,000**
5270501-5833 Laboratory Equipment-Willson	Laboratory Equipment	Maintain laboratory equipment	4,000
5270501-5839 Portable Tools/Equipment-Willson	Portable Tools and Equipment	Replace portable tools and equipment as needed	3,000
5270501-5861 Desks-Chairs-and Tables-Willson	Desks, Chairs, Tables	To replace office furniture as needed	500
5270501-5865 Computer Equipment-Willson	Computer Equipment	Replace worn equipment as needed	2,500
5270501-5867 Communication Equipment-Willson	Communication Equipment	To replace communication equipment as needed	4,000
5270502-5825 Residential Buildings-Pump Stations	Park Ave. Office - Facility Maintenance	Routine facility maintenance required	1,000
5270502-5833 Laboratory Equipment-Pump Stations	Laboratory Equipment	Replace laboratory equipment	2,000
5270502-5861 Desks-Chairs-Tables-Pump Stations	Desks, Chairs, Tables	To replace office furniture as needed	500
5270502-5865 Computer Equipment-Pump Stations	Computer Equipment	Replace worn equipment as needed	4,000
5270502-5867 Communication Equipment-Pump Stations	Communication Equipment	To replace communication equipment as needed	3,000
5270503-5861 Desks-Chairs-and Tables-Laboratory	Desks, Chairs, Tables	To replace office furniture as needed	500

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5270503-5865 Computer Equipment-Laboratory	Computer Equipment	Replace worn equipment as needed	500
5271001-5825 Residential Buildings-Source of Supply	Maintain Residential/ Rental Properties	Rental property maintenance (3 properties)	5,000
5271001-5865 Computer Equipment-Source of Supply	Computer Equipment	Replace worn equipment as needed	1,500
5272501-5836 Traffic Lights-Signs-Etc.-Distribution	Traffic Control Equipment	Replace traffic control equip (signs, light bar, etc.)	2,500
5272501-5839 Portable Tools/Equipment-Distribution	Portable Tools and Equipment	Replace portable tools and equipment as needed	12,000
5272501-5855 Portable Equipment-Distribution	Portable Tools and Equipment	Replace portable tools and equipment as needed	2,500
5272501-5861 Desks-Chairs-and Tables-Distribution	Desks, Chairs, Tables	To replace office furniture as needed	500
5272501-5865 Computer Equipment-Distribution	Computer Equipment	Replace worn equipment as needed	2,500
5272501-5867 Communication Equipment-Distribution	Communication Equipment	To replace communication equipment as needed	250
5274001-5861 Desks-Chairs and Tables-Admin & General	Desks, Chairs, Tables	To replace office furniture as needed	500
5274001-5865 Computer Equipment-Admin & General	Computer Equipment	Replace worn equipment as needed	3,000

WATER FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5274502-5861 Desks-Chairs and Tables-Customer Accounts	Desks, Chairs, Tables	To replace office furniture as needed	500
5274502-5865 Computer Equipment-Customer Accounts	Computer Equipment	Replace worn equipment as needed	3,000
5274502-5867 Communication Equipment-Customer Accounts	Communication Equipment	To replace communication equipment as needed	1,500
TOTAL CAPITAL OUTLAY			**$ 3,555,750**

DEPARTMENT / PROGRAM OVERVIEW

The Mission of the Utilities Department is to enhance the quality of life in our community by providing reliable, competitively priced utility services through skilled, safety-oriented, and customer focused employees. The success of our organization depends on teamwork, professionalism, and overall excellence achieved through our commitment to our core values. Customer and employee communication, cooperation, innovation, and integrity in each process we perform are keystones to the success of the department. The Utilities Department is responsible for the management of public utilities (Electric, Wastewater, and Water) collectively serving a population of nearly 88,000 customers. The Department is responsible for all billing operations, collection of revenue, and the oversight of all operating and capital expenses.

DEPARTMENT / PROGRAM OBJECTIVES

• The Wastewater Division supports the Mayor and Council's Strategic Plan through the Division's assistance to all City Departments in the realization of all applicable objectives. As part of the City's approved Strategic Plan, Focus Area "A Safe and Healthy Community," Wastewater continues the successful operation of the Enhanced Nutrient Removal components of the wastewater treatment plant in order to achieve the highest quality effluent that available technology can provide.

• The Wastewater Division is responsible to the conveyance and treatment of an average of 9.50 MG per day of wastewater for calendar year 2018. The WWTP is currently permitted to treat an average daily flow of 8.0 MGD. The collection system is comprised of over 157 miles of gravity sewer, 23 wastewater pumping stations, 8.24 miles of forcemain, 330 Grinder Pumps, and approximately 4.68 miles of Low Pressure Sewer. The infrastructure ensures that all customers served by the City of Hagerstown receive consistently reliable service. The Division is currently working with Synagro to upgrade the sludge handling facilities at the Wastewater Treatment Plant. Phase One of that project addresses the need for redundant facilities to store and thicken sludge prior to being transferred to the Pelletizing Facility. Phase Two will address the upgrade and/or replacement of equipment within the Pelletizing Facility. Improvements to the Pelletizing Facility will ensure that the City, in conjunction with its contractor Synagro, will continue to provide a high quality service that is cost effective. Staff continues to refine our processes as they relate to the Enhanced Nutrient Removal (ENR) initiatives at our Wastewater Treatment Plant (WWTP) and we have been awarded $240,000 from our 2018 Operations and Maintenance Grant submission.

• The City is investing approximately $10.5 million to upgrade the sludge thickening, storage, and pelletizing facilities at the Wastewater Treatment Plant. These facilities were originally constructed in the early 1980's and are in need of replacement. The Division entered into a 10 year contract extension with Synagro, who will perform the work of designing, procuring, and constructing needed major capital improvements to the Facility, including immediate capital improvements and subsequent capital improvements throughout the contract term. In FY18 the City completed over $600,000 of improvements to reduce and eliminate Inflow and Infiltration (I&I) from our wastewater collection systems which included $300,000 of matching grant funds from the MDE. Large portions of our wastewater collection systems were constructed in the early 1900's and require major rehabilitation to extend the life of the system for years to come. In order to manage our long-term debt, the division will only accept grant funding for the I&I project.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of Inside City Customers	**13,100**	**13,120**	**13,150**
Number of Outside City Customers	**6,716**	**6,720**	**6,750**
Annual Million Gallons/Day Treated	**6.70**	**6.50**	**9.50**
Inflow/Infiltration Million Gallons/Day Treated	**2.60**	**2.31**	**3.35**
Available Allocation in Thousand Gallons (carryover)	**798**	**798**	**1,130**
Number of Employees	**46.26**	**46.76**	**46.56**
Number of Customers Served per Employee	**425**	**426**	**432**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 2,732,918	$ 2,733,147	$ 2,824,975	$ 2,876,082	5.2%
Benefits	655,786	1,364,567	1,393,470	1,404,840	3.0%
Overtime	83,434	73,000	92,000	92,500	26.7%
Personnel Subtotal	**3,472,138**	**4,170,714**	**4,310,445**	**4,373,422**	**4.9%**
Contractual Services	1,639,872	1,681,613	1,715,463	1,698,441	1.0%
Operating Expenditures	4,025,500	4,049,030	4,330,463	4,115,977	1.7%
Operating Cap Exp (Cap Outlay)	14,203	15,000	14,300	12,300	-18.0%
Other General Expenses	3,437,525	3,734,097	3,680,006	4,054,575	8.6%
Operating Subtotal	**9,117,100**	**9,479,740**	**9,740,232**	**9,881,293**	**4.2%**
Total Expenditures	**$ 12,589,238**	**$ 13,650,454**	**$ 14,050,677**	**$ 14,254,715**	**4.4%**
REVENUES BY TYPE					
Departmental Revenue	14,302,112	14,398,971	14,554,773	14,966,581	3.9%
Total Revenues	**$ 14,302,112**	**$ 14,398,971**	**$ 14,554,773**	**$ 14,966,581**	**3.9%**
Expenditures, net of Revenues	**$ (1,712,874)**	**$ (748,517)**	**$ (504,096)**	**$ (711,866)**	**-4.9%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

The Wastewater Division continues to carry 2 positions unfunded in the Collection System for FY19. All external seminars and non-certification training continue to be monitored. Capital improvement projects have increased from $5.7M budgeted in FY19 to $8.6M estimated in FY19. From FY14 to FY19 our total revenues have increased from $11.6M to a projected $14.3M ($2.7M increase) due to a gradual rate increase approved for FY15 through FY19. A 2.0% gradual increase per year from FY20 to FY24 was approved. 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, vehicle re-utilization, etc.

Adopted FY19 to Proposed FY20

Total personnel expenditures reflect an increase of approximately $202.7K or 4.9% from FY19 budget to FY20 budget as a net result of change in staff and potential salary enhancements and related employer payroll costs. In total, operating expenses are projected to increase by 4.2% or $401.5K for increased depreciation as a result of infrastructure improvements made. FY20 revenue reflects the first year of the updated Five Year Cost of Service Study Rate Model. Staff submitted our annual funding request to the MDE for the ENR Operation and Maintenance Grant which has been awarded for the last 6 years to POTW's that have been upgraded to provide Enhanced Nutrient Removal. The CIP for the Wastewater Division began upgrading the Sludge Handling Facilities in 2015 and has budgeted $10.5 Million to complete the upgrade of the Sludge Thickening, Storage and Pelletizing Facilities.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	46.26	46.76	46.76	46.56
Staffing Total	46.26	46.76	46.76	46.56
Unfunded positions	2.00	2.00	2.00	2.00

The Division will continue to monitor operational costs and revenue through FY20 and beyond by the managing of the financial operations and insuring that our recently updated rate model is followed.

WASTEWATER FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
OPERATING REVENUES					
Service Charges	$ 12,809,480	$ 13,218,186	$13,065,700	$ 13,320,500	0.8%
Other Revenues	446,786	325,585	652,873	330,965	1.7%
Operating Revenues	**13,256,266**	**13,543,771**	**13,718,573**	**13,651,465**	**0.8%**
Grant Operating Revenue	**240,000**	**240,000**	**240,000**	**240,000**	**0.0%**
OPERATING EXPENSES					
Plant Expenses	4,779,173	4,886,299	5,200,884	4,990,521	2.1%
Laboratory Expenses	287,469	301,121	298,813	302,219	0.4%
Collections	1,495,249	1,392,769	1,560,791	1,559,806	12.0%
Selling, General & Administrative	2,589,822	3,336,168	3,310,183	3,347,593	0.3%
Depreciation	3,059,454	3,305,000	3,285,000	3,550,000	7.4%
Total Operating Expenses	**12,211,167**	**13,221,357**	**13,655,671**	**13,750,139**	**4.0%**
Operating Income (Loss)	**1,285,099**	**562,414**	**302,902**	**141,326**	**-74.9%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	64,378	30,000	47,500	40,000	33.3%
Premium on Bonds	8,888	8,888	8,888	4,274	-51.9%
Interest/Bond Issuance Expense	(376,195)	(425,097)	(391,006)	(446,450)	5.0%
Gain (Loss) on Sale of Capital Assets	31,188	-	13,500	1,000	100.0%
Total Other Income (Expense)	**(271,741)**	**(386,209)**	**(321,118)**	**(401,176)**	**3.9%**
Income before Contribs. & Transfers	**1,013,358**	**176,205**	**(18,216)**	**(259,850)**	**-247.5%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers to Capital Improvements Fund	(1,875)	(4,000)	(4,000)	(58,125)	1353.1%
Transfers from Health Insurance Fund	76,306	76,312	76,312	79,842	4.6%
Total Transfers From (To) Funds	**74,431**	**72,312**	**72,312**	**21,717**	**-70.0%**
CAPITAL CONTRIBUTIONS					
Benefit Charges	470,417	500,000	450,000	450,000	-10.0%
Grants in Aid of Construction	154,669	-	-	-	0.0%
Developers Contributions	-	-	-	500,000	100.0%
Total Capital Contributions	**625,086**	**500,000**	**450,000**	**950,000**	**90.0%**
Increase (Decrease) in Retained Earnings	**1,712,874**	**748,517**	**504,096**	**711,866**	**-4.9%**
Add Back Depreciation	3,059,454	3,305,000	3,285,000	3,550,000	7.4%
Capital Outlay/Fixed Assets	(1,700,321)	(5,703,000)	(4,796,742)	(8,612,000)	51.0%
Repayment of Principal on Debt	(1,780,992)	(1,813,717)	(1,813,717)	(1,844,892)	1.7%
Non-Cash Capital Contributions	-	-	-	(500,000)	100.0%
Changes in Working Capital	(1,056,815)	-	-	-	0.0%
Bond Proceeds	-	3,000,000	3,000,000	6,680,000	122.7%
Net Sources (Uses) of Cash	**$ 234,200**	**$ (463,200)**	**$ 178,637**	**$ (15,026)**	**-96.8%**
Beginning Fund Balance	**$ 47,986,494**	**$ 49,699,368**	**$49,699,368**	**$ 50,203,464**	**1.0%**
Ending Fund Balance	**$ 49,699,368**	**$ 50,447,885**	**$50,203,464**	**$ 50,915,330**	**0.9%**

The service charge comparison shows the quarterly charges for a typical wastewater customer is less expensive in Hagerstown than any other comparable utility in the region. A typical wastewater customer is defined as a City resident with a usage of 13,000 gallons per quarter.

The chart reflects a slight decline in Residential City customers since 2015.

WASTEWATER FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
WASTEWATER SERVICES					
Fixed Service Charge - City	$ 1,643,827	$ 1,672,000	$ 1,688,000	$ 1,718,000	2.8%
Fixed Service Charge - County	726,123	732,000	740,700	755,500	3.2%
Fixed Service Charge - Joint Service	710,196	716,000	746,000	761,000	6.3%
Service Charges-Unbilled	13,286	-	-	-	0.0%
Metered City Wastewater	5,334,280	5,483,500	5,434,000	5,542,000	1.1%
Metered County Wastewater	2,552,938	2,652,500	2,615,000	2,667,000	0.5%
Metered Joint Service Wastewater	1,722,821	1,856,000	1,736,000	1,771,000	-4.6%
Low-Pressure System Charge	106,010	106,186	106,000	106,000	-0.2%
Total Service Charges	**12,809,480**	**13,218,186**	**13,065,700**	**13,320,500**	**0.8%**
OTHER REVENUES					
Wastwater Application Fees	2,950	2,000	2,000	2,000	0.0%
Wastewater Connection Charges	2,400	2,000	2,400	2,400	20.0%
Review/Inspection Fee	315	10,000	700	500	-95.0%
Industrial Permit Maintenance Fee	7,250	5,500	5,500	5,500	0.0%
Reimbursements	9,507	6,914	3,132	-	-100.0%
Insurance Reimbursements	2,278	-	-	-	0.0%
Lab Testing	-	700	-	-	-100.0%
Industrial Surcharges	125,844	75,000	100,000	100,000	33.3%
Rental Income	12,035	13,871	13,400	13,865	0.0%
Late Fees	211,162	200,000	198,000	198,000	-1.0%
Miscellaneous Revenue	69,173	5,600	326,000	7,000	25.0%
Net Gain/Loss-Scrap Sales	3,872	4,000	1,741	1,700	-57.5%
Total Other Revenues	**446,786**	**325,585**	**652,873**	**330,965**	**1.7%**
Total Operating Revenues	**$ 13,256,266**	**$ 13,543,771**	**$ 13,718,573**	**$ 13,651,465**	**0.8%**

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Vehicle Replacement Program-C0004 Replace 2002 #595 Tandem Dump Truck ($180,000), 2006 #536 Chevy Silverado Pickup ($45,000), 2008 #524 Ford F250 Super Cab ($45,000), 2011 #506 Chevy HHR Van ($25,000)	Vehicle Replacement	Replacement units - reduced maintenance costs anticipated	295,000
Manhole Raising-C0267 Raise Manholes to meet new street grade, replace 3 inch thick lids with lighter more accessible lids.	Manhole Raising and Manhole Cover Replace-ment	As part of the City's Annual Pavement Preservation Program	25,000
Pumping Station Improvements-C0299 Replacement and upgrades to Collection System Pump Stations; these stations convey Waste-water to Wastewater Treatment Plant from low lying areas.	Pump Station Rehabilitation Project	Reduce maintenance and increase safety and security of stations	75,000
Collection System Rehabilitation-C0327 Collection System personnel to continue point repairs throughout the system, service connection & main rehabilitation, and manhole rehabilitation.	Construction	Reducing the inflow and infiltration will provide future recapturing of allocation for the WWTP	400,000
East End Pump Station-C0565 Construction of lift station on Hebb Road	Construction	New station needed to promote growth and development	575,000
WWTP Equipment-C0584 Replaces various aging equipment or adds additional new equipment to maintain efficient operations and permit compliance.	Equipment	Deteriorating Equipment that has reached the end of its use-ful life cycle requires replace-ment to maintain reliable and continuous operations	225,000
Buildings and Structures-C0585 Construct 3 sided shed for parking at Administrative Building ($30,000), Expand Pole Barn for equipment storage ($40,000), Replace roof on Operations Building ($150,000).	Construction	Aging structures that require repairs and improvements	220,000
Oxygen System Improvements-C0657 Begin replacement of acuators and valves on oxygen distribution system at OAB deck.	Equipment	Improve reliability, efficiencies, and maintain MDE compliance	50,000

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Solids Processing Pelletizer & WWTP Improvements-C0711 Upgrade or replace equipment in the Sludge Pelletizing facility (Synagro).	Equipment	Improve reliability and maintain MDE compliance	100,000
Synagro Facility Upgrade Improvements-C0712 Phase 2: Synagro will upgrade the pelletizing facility as part of their extended contract.	Equipment Upgrades	Improve reliability and maintain MDE compliance	6,000,000
Collection System Equipment-C0713 Replaces various aging equipment or adds additional new equipment. New 80kVA trailer mounted, portable emergency generator for Pump Stations.	Equipment	Reduce annual maintenance costs, and long-term CIP planning	80,000
Laboratory Equipment-C0745 Replaces various aging equipment or adds additional new equipment.	Equipment	Improve reliability of existing equipment	10,000
Grinder Pump Replacement Program-C0767 Replace 20 Grinder Pumps.	Equipment	Replace deteriorating equipment	112,000
SSES City-Wide-CS Rehab-C0800 Correct infiltration & inflow into the Wastewater Collection System by replacement or re-lining defective piping.	Piping	Reducing the inflow & infiltration will provide future recapturing of allocation for the WWTP	100,000
Eliminate Pump Stations-C0832 Design, permitting, and construction of gravity main and package Pump Station to eliminate Pump Station #6.	Installation of 12" Gravity Main	Reduce annual operating costs	330,000
Truck Lines and Laterals-C0834 Purchase or transfer of Infrastructure.	Infrastructure	Provide efficient use of Wastewater Infrastructure throughout system	15,000
SUBTOTAL PROJECT EXPENSES			**$ 8,612,000**
5471501-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn materials	500
5471501-5865 Computer Equipment	Computer Equipment	Replace worn equipment	1,200

WASTEWATER FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
5471501-5867 Communication Equipment	Two-way Radios	Operators safety for 24-7 operations	1,000
5472601-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn equipment	500
5472601-5865 Computer Equipment	Computer Equipment	Replace worn equipment	2,500
5472601-5867 Communication Equipment	Radios and SCADA System Upgrades	Normal replacement of worn equipment	500
5472701-5833 Lab Equipment	WW Lab Equipment	Replace worn equipment	3,000
5472701-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn office furniture and equipment	100
5472701-5865 Computer Equipment	Computer Equipment	Replace worn equipment	1,000
5474001-5861 Office Furniture and Equipment	Office Furniture and Equipment	Normal replacement of worn office furniture and equipment	500
5474001-5865 Computer Equipment	Computer Equipment	Replace worn equipment	1,500
TOTAL CAPITAL OUTLAY			**$ 8,624,300**

DEPARTMENT / PROGRAM OVERVIEW

The mission of the Parking System is to provide convenient and safe parking options at affordable rates for the residents, businesses, and visitors to downtown Hagerstown. This is accomplished with 625 spaces in 2 parking decks, over 360 spaces on the streets, and 750 spaces in 13 parking lots around the city. Six of the lots are neighborhood lots that provide additional free parking for residents. A systems supervisor oversees full time and part time employees to collect money from the meters, invoice permit customers, and maintain the facilities. Parking enforcement responsibilities also fall under this department.

The number of parking spaces dropped slightly. This was due to the sale of 43 - 53 W. Washington St. which contained a small parking lot. There was also the loss of 4 metered spaces along Rochester Place near the District Court. Parking at these 4 spaces was replaced with the installation of electrical transformers as part of the Urban Improvement Project.

DEPARTMENT / PROGRAM OBJECTIVES

• Staff will revisit the pay-by-cell technology for parking meters. The program allows drivers to pay for parking via a phone application or by calling an 800 number. No cash is exchanged or required. Customers register a credit card online and the system accesses this information to pay for parking. Rates will have to be raised to make this a financially viable method of payment. Other parking enhancements such as kiosks and meter heads that accept credit cards will also be investigated as possible options.

• Parking lot improvements will focus on the Rochester Parking Lot. All the wall caps need either replaced, re-set, or both. Fencing that separates the upper lot from the lower will be replaced. A mural of the Rochester Mansion painted on the center wall has fallen into disrepair and will be restored. New line striping will be placed. An area in the southwest corner is planned to be landscaped to improve the aesthetics near the Women's Club.

• New parking rates went into effect July 1, 2018, for the parking decks and permitted parking. The rates will adjust again on July 1, 2019. New student rates went into effect February 1, 2019, providing for discounted parking in the Central Lot, Market House Lot, and the Rochester Lot.

• Planning for construction of a third parking deck in the Urban Imrpovement Project area. It is a Mayor and Council priority to move forward on this long discussed project to provide additional parking in the southwest quad.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Parking Decks			
No. of Parking Spaces	**625**	**625**	**625**
No.of Permit Holders (avg. per week)	**605**	**566**	**575**
Revenue			
Meters: Fees & Permits	**$355,310**	**$404,123**	**$413,464**
Decks: Fees & Permits	**$410,558**	**$414,360**	**$424,398**
Parking Enforcement	**$183,458**	**$214,000**	**$214,000**
Number of Parking Lots	**12**	**13**	**13**
Number of Parking Lot Permit Holders (avg per month)	**320**	**296**	**300**
Total Parking Spaces (Lots & Street)	**1,091**	**1,091**	**1,074**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 288,608	$ 279,555	$ 312,547	$ 305,141	9.2%
Benefits	123,200	103,005	108,470	107,766	4.6%
Overtime	4,564	1,233	3,400	3,400	175.8%
Personnel Subtotal	**416,372**	**383,793**	**424,417**	**416,307**	**8.5%**
Contractual Services	8,688	13,363	20,663	13,396	0.2%
Operating Expenditures	90,583	139,301	134,034	126,199	-9.4%
Operating Cap Exp (Cap Outlay)	1,377	1,000	1,000	2,800	180.0%
Other General Expenses	277,096	319,187	289,194	303,743	-4.8%
Operating Subtotal	**377,744**	**472,851**	**444,891**	**446,138**	**-5.6%**
Total Expenditures	**$ 794,116**	**$ 856,644**	**$ 869,308**	**$ 862,445**	**0.7%**
REVENUES BY TYPE					
Departmental Revenue	963,119	960,867	1,049,031	1,061,133	10.4%
Total Revenues	**$ 963,119**	**$ 960,867**	**$ 1,049,031**	**$ 1,061,133**	**10.4%**
Expenditures, net of Revenues	**$ (169,003)**	**$ (104,223)**	**$ (179,723)**	**$ (198,688)**	**90.6%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total personnel expenditures for FY19 estimated actual are anticipated to be higher than budget by $40.6K. In total, operating expenses are expected to be 5.9% or $27.9K lower than budget primarily due to updated depreciation trends being lower than originally anticipated. Departmental revenues are expected to be 9.2% or $88.1K higher than budget due to higher parking deck fees and more parking enforcement revenue.

Adopted FY19 to Proposed FY20

Total personnel expenditures for FY20 proposed budget are 8.5% or $32.5K higher than FY19 budget. Operating expenditures are anticipated to decrease by $26.7K or 5.6% as a result of budgeting for slightly lower operating expenditures due to the new parking deck equipment being installed in FY18. Depreciation expense is expected to be $21.0K less than the FY19 budget. Departmental revenues are expected to increase similarly to the trend experienced in the current year. As a result, departmental revenue is $100.2K, or 10.4% higher than the FY19 budget.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	2.20	2.20	2.20	2.20
Part time	10.00	10.00	10.00	10.00
Seasonal	2.00	0.00	2.00	2.00
Staffing Total	14.20	12.20	14.20	14.20
Unfunded positions	0.00	0.00	0.00	0.00

There was no change in staffing from FY18 to FY20.

PARKING FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
OPERATING REVENUES					
University District Parking Deck	$ 248,290	$ 278,000	$ 262,820	$ 269,538	-3.0%
A & E Parking Deck	162,268	198,140	151,540	154,860	-21.8%
Parking Lot Fees	355,310	355,470	404,123	413,464	16.3%
Net Parking Fines	183,458	124,000	214,000	214,000	72.6%
Other Revenue	2,501	-	-	-	0.0%
Total Operating Revenues	**951,827**	**955,610**	**1,032,483**	**1,051,862**	**10.1%**
OPERATING EXPENSES					
University District Parking Deck	124,813	135,810	143,753	138,090	1.7%
A & E Parking Deck	150,396	155,907	168,566	162,408	4.2%
Other Parking Facilities	185,452	164,667	185,704	173,203	5.2%
Parking Enforcement Expenses	56,360	81,073	82,091	85,001	4.8%
Depreciation	239,762	291,000	255,000	270,000	-7.2%
Total Operating Expenses	**756,783**	**828,457**	**835,114**	**828,702**	**0.0%**
Operating Income (Loss)	**195,044**	**127,153**	**197,369**	**223,160**	**75.5%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	9,535	3,500	14,791	9,000	157.1%
Premium on Bonds	1,757	1,757	1,757	271	-84.6%
Interest/Bond Issuance Expense	(36,833)	(28,187)	(34,194)	(23,365)	-17.1%
Total Other Income (Expense)	**(25,541)**	**(22,930)**	**(17,646)**	**(14,094)**	**-38.5%**
Income Before Contribs. & Transfers	**169,503**	**104,223**	**179,723**	**209,066**	**100.6%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers to Capital Improvements Fund	(500)	-	-	(10,378)	100.0%
Total Transfers From (To) Funds	**(500)**	**-**	**-**	**(10,378)**	**100.0%**
Increase (Decrease) in Retained Earnings	**169,003**	**104,223**	**179,723**	**198,688**	**90.6%**
Add Back Depreciation	239,762	291,000	255,000	270,000	-7.2%
Capital Outlay/Fixed Assets	(256,481)	(60,000)	(63,000)	(130,000)	116.7%
Repayment of Principal on Debt	(181,990)	(218,351)	(203,026)	(215,979)	-1.1%
Changes in Working Capital	20,402	-	-	-	0.0%
Bond Proceeds	280,000	-	-	-	0.0%
Net Sources/(Uses)of Cash	**$ 270,696**	**$ 116,872**	**$ 168,697**	**$ 122,709**	**5.0%**
Beginning Fund Balance	**$ 6,909,695**	**$ 7,078,698**	**$ 7,078,698**	**$ 7,258,421**	**2.5%**
Ending Fund Balance	**$ 7,078,698**	**$ 7,182,921**	**$ 7,258,421**	**$ 7,457,109**	**3.8%**

PARKING FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
UNIVERSITY DISTRICT PARKING DECK					
Parking Deck Permits	$ 222,654	$ 230,000	$ 216,720	$ 223,438	-2.9%
Parking Deck Fees	41,352	40,000	55,000	55,000	37.5%
Downtown Promotions	1,939	7,000	3,000	3,000	-57.1%
Parking Deck Coupons	173	1,500	-	-	-100.0%
Validation Fees	9,218	22,000	29,000	29,000	31.8%
Park N Shop	(1,551)	(2,500)	(5,900)	(5,900)	136.0%
Volume Parking Discount	(25,495)	(20,000)	(35,000)	(35,000)	75.0%
Total University District Deck Revenues	**248,290**	**278,000**	**262,820**	**269,538**	**-3.0%**
A&E PARKING DECK					
Parking Deck Permits	107,689	150,000	98,000	101,000	-32.7%
Parking Deck Fees	56,439	50,000	55,400	55,400	10.8%
Downtown Promotions	-	-	-	-	0.0%
PEP Discounts	(1,860)	(1,860)	(1,860)	(1,540)	-17.2%
Total A&E Parking Deck Revenues	**162,268**	**198,140**	**151,540**	**154,860**	**-21.8%**
PARKING LOT REVENUES					
Street Meters	108,105	110,000	119,000	119,000	8.2%
Antietam Street Lot Meters	22,495	25,000	23,000	23,000	-8.0%
Bryan Center Lot Meters	223	350	750	750	114.3%
Central Lot Meters	33,482	40,000	33,000	33,000	-17.5%
Market House Lot Meters	1,803	2,500	1,700	1,700	-32.0%
Rochester Lot Meters	610	500	1,700	1,700	240.0%
Central Lot Permits	62,064	45,000	61,484	64,322	42.9%
Church Street Lot Permits	41,898	50,000	51,500	51,500	3.0%
Market House Lot Permits	44,332	43,000	44,333	44,333	3.1%
Rochester Lot Permits	6,631	7,000	25,656	32,279	361.1%
Departmental Charges-Parking Permits	36,547	35,000	45,000	45,000	28.6%
Free Parking - 41 E Franklin Street	(1,152)	(1,152)	(1,200)	(1,248)	8.3%
Free Parking - 39 E Franklin Street	(1,728)	(1,728)	(1,800)	(1,872)	8.3%
Total Parking Lot Revenues	**355,310**	**355,470**	**404,123**	**413,464**	**16.3%**
PARKING TICKET REVENUES					
Fines-Traffic Violations	3,790	4,000	4,000	4,000	0.0%
Original Issuance	133,555	100,000	137,000	137,000	37.0%
Late fees	120,903	80,000	133,000	133,000	66.3%
Uncollectable Parking Tickets	(74,790)	(60,000)	(60,000)	(60,000)	0.0%
Total Parking Ticket Revenues	**183,458**	**124,000**	**214,000**	**214,000**	**72.6%**
Insurance Reimbursements	2,501	-	-	-	0.0%
Sale of Assets	-	-	-	-	0.0%
Total Other Revenues	**2,501**	**-**	**-**	**-**	**0.0%**
Total Operating Revenues	**$ 951,827**	**$ 955,610**	**$ 1,032,483**	**$ 1,051,862**	**10.1%**

PARKING FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Upgrades to Parking Decks-C0749 General repairs and improvements to both decks.	General Repairs and Improvements	Continued refurbishments to prevent deterioration of the facility.	30,000
Parking Lot Improvements-C0857 Improve the overall condition of surface parking lots: Rochester Lot parking lot pavement preservation, sidewalk improvements, and lighting improvements.	Parking Lot Improvements	Preservation of the pavement allows the pavement to last much longer before total replacement is necessary. Sidewalk improvements include handicap accessible ramps to meet ADA requirements. Light improvements by transitioning to LED lights improve security while reducing energy costs.	100,000
SUBTOTAL PROJECT EXPENSES			**$ 130,000**
5674013-5861 Desks-Chairs-Tables	Office Equipment	Replace as needed	1,000
TOTAL CAPITAL OUTLAY			**$ 131,000**

DEPARTMENT / PROGRAM OVERVIEW

Constructed in 1932 by private individuals, the Greens at Hamilton Run has a mature course layout that new courses cannot equal. The City of Hagerstown has operated the golf course since 1947. We pride ourselves on beautiful greens, beautiful views, and well maintained fairways. The course is a 9-hole par 35 course featuring all the amenities of more expensive courses. Our rates are very economical, the location is convenient off of Route 40, and the course provides for a quick round of golf.

Standard green fee rates were last updated in 2012. In the last few years we have replaced all tee markers, installed yardage markers, installed new bridges over Hamilton Run, and made general improvements to the course. All carts are leased in a piggyback on a Washington County contract and are new starting in 2018. The course itself is in very good condition and the clubhouse was completely renovated in 2012 to provide an area for players to relax and enjoy food and beverages before and after their rounds.

DEPARTMENT / PROGRAM OBJECTIVES

- Recreation staff will strive to decrease costs during 2019 by continuing to implement several ideas from last season.
- We will strive to increase revenue by targeting slower times for a special (such as afternoons between noon and 4:00PM), adding a league (JLG), and continuing our Loyalty Card program.
- Meritus will introduce men's health screenings and health talks in the clubhouse.
- In 2019, we plan to add sand traps and will continue to seek grants to relocate the stream on Holes #2 and #6.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of 9-hole Rounds started	**11,180**	**11,113**	**11,000**
Number of Rounds started	**9,458**	**9,355**	**9,300**
Average daily rounds of golf	**43**	**42**	**41**
Number of cart rentals	**6,805**	**6,668**	**6,500**
Number of golf leagues	**1**	**1**	**2**
Number of golf tournaments	**8**	**7**	**5**
Pro Shop Sales (in $)	**$ 18,650**	**$20,500**	**$20,500**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 163,905	$ 171,924	$ 172,884	$ 169,955	-1.1%
Benefits	100,335	96,889	107,068	100,395	3.6%
Overtime	8,066	2,000	7,000	7,000	250.0%
Personnel Subtotal	**272,306**	**270,813**	**286,952**	**277,350**	**2.4%**
Contractual Services	25,560	20,458	14,831	14,747	-27.9%
Operating Expenditures	118,477	106,551	119,368	119,308	12.0%
Operating Cap Exp (Cap Outlay)	-	-	1,721	-	0.0%
Other General Expenses	36,754	38,955	36,675	39,525	1.5%
Operating Subtotal	**180,791**	**165,964**	**172,595**	**173,580**	**4.6%**
Total Expenditures	**$ 453,097**	**$ 436,777**	**$ 459,547**	**$ 450,930**	**3.2%**
REVENUES BY TYPE					
Departmental Revenue	453,097	436,777	459,547	450,930	3.2%
Total Revenues	**$ 453,097**	**$ 436,777**	**$ 459,547**	**$ 450,930**	**3.2%**
Expenditures, net of Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total expenditures reflect a 5.2% or a $22.7K increase from the adopted budget to estimated actual for FY19. Estimated actual operating revenue is projected to be $10.9K higher than FY19 adopted budget. Departmental revenue is expected to be $22.7K or 5.2% higher than FY19 budget due to an increase in the general fund stipend.

Adopted FY19 to Proposed FY20

In total, personnel expenditures are planned to increase by 2.4% or $6.5K. Of this total, overtime expenses include an increase of $5.0K as a result of some scheduling and union contract language. Contractual services are expected to decrease by $5.7K or 27.9%. Total departmental revenue reflects a total increase of 3.2% or $14.1K. The total anticipated stipend needed in FY20 from the general fund is $272.5K.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	2.25	2.25	2.25	2.25
Part time	2.00	1.00	1.00	1.00
Seasonal	3.00	3.00	3.00	3.00
Staffing Total	7.25	6.25	6.25	6.25
Unfunded postions	0.00	0.00	0.00	0.00

Overall, staffing for the Golf Course will remain steady with the same number of employees. However, some staff will be allocated for additional time spent in other areas in FY19 and FY20 which is reflected in the slight decrease in full-time staffing above.

GOLF COURSE FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
OPERATING REVENUES					
Green Fees	$ 91,215	$ 80,000	$ 91,000	$ 91,000	13.8%
Cart Rentals	54,058	53,000	55,000	55,000	3.8%
Tournaments and Specials	5,227	8,000	6,500	6,500	-18.8%
Other Revenues	23,521	22,300	21,775	25,775	15.6%
Total Operating Revenues	**174,021**	**163,300**	**174,275**	**178,275**	**9.2%**
OPERATING EXPENSES					
Operating Expenses	416,343	397,822	422,871	411,405	3.4%
Depreciation	36,754	38,955	36,675	39,525	1.5%
Total Operating Expenses	**453,097**	**436,777**	**459,546**	**450,930**	**3.2%**
Operating Income (Loss)	**(279,076)**	**(273,477)**	**(285,271)**	**(272,655)**	**-0.3%**
NONOPERATING REVENUES (EXPENSES)					
Interest Earned	-	-	200	100	100.0%
Total Other Income (Expense)	**-**	**-**	**200**	**100**	**100.0%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers from General Fund	279,076	273,477	285,072	272,555	-0.3%
Total Transfers From (To) Funds	**279,076**	**273,477**	**285,072**	**272,555**	**-0.3%**
CAPITAL CONTRIBUTIONS					
Capital Contributions	-	-	-	-	0.0%
Total Capital Contributions	**-**	**-**	**-**	**-**	**0.0%**
Increase (Decrease) in Retained Earnings	**-**	**-**	**1**	**-**	**0.0%**
Add Back Depreciation	36,754	38,955	36,675	39,525	1.5%
Capital Outlay/Fixed Assets	(29,994)	(22,000)	(22,000)	(35,000)	59.1%
Changes in Working Capital	6,068	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ 12,828**	**$ 16,955**	**$ 14,676**	**$ 4,525**	**-73.3%**
Beginning Fund Balance	**$ 534,917**	**$ 534,917**	**$ 534,917**	**$ 534,918**	**0.0%**
Ending Fund Balance	**$ 534,917**	**$ 534,917**	**$ 534,918**	**$ 534,918**	**0.0%**

GOLF COURSE FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
GREENS REVENUES					
Greens Fees-Weekday,Regular,9-Hole	86,350	80,000	86,000	86,000	7.5%
Season Pass- Regular Individual	4,865	-	5,000	5,000	100.0%
Total Greens Revenues	**91,215**	**80,000**	**91,000**	**91,000**	**13.8%**
GOLF CART REVENUES					
Cart Rentals-Regular, 9-Holes	54,058	53,000	55,000	55,000	3.8%
Total Golf Cart Revenues	**54,058**	**53,000**	**55,000**	**55,000**	**3.8%**
TOURNAMENTS & SPECIALS	**5,227**	**8,000**	**6,500**	**6,500**	**-18.8%**
OTHER REVENUES					
Rental of Golf Clubs	264	400	400	400	0.0%
Contributions/Other Sponsorships	600	800	100	100	-87.5%
Tee Marker/Scorecard Sponsorship	3,950	500	-	4,000	700.0%
Golf Course Concession Revenues	4,535	4,000	4,000	4,000	0.0%
Golf Course Vending Revenues	6,527	8,000	8,000	8,000	0.0%
Golf Course Alcohol Revenues	7,589	8,500	8,500	8,500	0.0%
Property Rent-Golf Course	-	-	1,000	1,000	100.0%
Discounts/Promotions	-	-	(325)	(325)	100.0%
Miscellaneous Golf Revenues	56	100	100	100	0.0%
Total Other Revenues	**23,521**	**22,300**	**21,775**	**25,775**	**15.6%**
Total Operating Revenues	**$ 174,021**	**$ 163,300**	**$ 174,275**	**$ 178,275**	**9.2%**

GOLF COURSE FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Golf Course -Vehicles/Equipment-C0395 Replace 2004 Cushman Sprayer #389	Vehicle and Equipment Replacement Schedule	Replace deteriorated equipment. Maintain reliable and efficient equipment necessary to operate and maintain golf course.	35,000
TOTAL CAPITAL OUTLAY			**$ 35,000**

DEPARTMENT / PROGRAM OVERVIEW

The Property Management Fund provides professional stewardship over downtown property owned by the City and leased to area businesses or other government agencies. This fund includes the Elizabeth Hager Center, Small Business Incubator, 36 - 40 North Potomac Street (Studios on NoPo) and the Fire Police Headquarters near the Fairgrounds. The fund is a self-supporting Enterprise Fund. The Roslyn Building at 23 East Franklin Street was sold in the Spring of 2019.

Expenditures are assigned to specific tenant cost centers where applicable and remaining general costs are allocated based on square footage.

DEPARTMENT / PROGRAM OBJECTIVES

• The City acquired 60 West Washington Street in FY11 and initiated the renovation of the building. The building is now fully renovated. Utilizing funds from a USDA RBEG Grant, furnishing and fit out of the business incubator space has been completed. This space will be used as a business resource center for entrepreneurs and growing businesses. Program planning has been completed and BuroBox operations are now underway. The name "BuroBox" is German which translates to "OfficeBox" and is representative of Hagerstown's German heritage. The front commercial space is occupied by Fresh Academicz. The rear classroom and office space remains occupied by USMH.

• The City acquired 36-40 North Potomac Street in FY12 utilizing CDBG funds. The residential renovations in 2013 created four studio apartment units on the upper floors and all apartments are currently leased. CDBG funds and Community Legacy funds were used to complete the residential portion of the project. The art gallery renovations, funded with Economic Redevelopment and Citi Foundation Grant funds, were completed in 2015 and the gallery is now operational with rotating art exhibits throughout the year.

• Planned repairs for FY20 and future fiscal years include: Replacement of roof at 60 West Washington Street.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of leases:			
Elizabeth-Hager Center	**7**	**5**	**5**
Roslyn Building	**3**	**3**	**0**
Fire Police Headquarters	**1**	**1**	**1**
Small Business Incubator (60 W. Washington St)	**8**	**9**	**10**
36-40 North Potomac Street	**5**	**5**	**5**
Alms House	**0**	**0**	**0**

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
EXPENDITURES BY TYPE					
Salary and Wages	$ 73,212	$ 83,856	$ 23,695	$ 84,070	0.3%
Benefits	24,460	25,119	24,664	25,475	1.4%
Overtime	-	-	-	-	0.0%
Personnel Subtotal	**97,672**	**108,975**	**48,359**	**109,545**	**0.5%**
Contractual Services	17,048	30,262	33,151	23,054	-23.8%
Operating Expenditures	183,685	183,670	197,096	183,208	-0.3%
Operating Cap Exp (Cap Outlay)	-	600	600	-	0.0%
Other General Expenses	155,836	164,427	179,427	194,272	18.2%
Operating Subtotal	**356,569**	**378,959**	**410,274**	**400,534**	**5.7%**
Total Expenditures	**$ 454,241**	**$ 487,934**	**$ 458,633**	**$ 510,079**	**4.5%**
REVENUES BY TYPE					
Departmental Revenue	376,856	588,892	538,585	329,804	-44.0%
Total Revenues	**$ 376,856**	**$ 588,892**	**$ 538,585**	**$ 329,804**	**-44.0%**
Expenditures, net of Revenues	**$ 77,385**	**$ (100,958)**	**$ (79,952)**	**$ 180,275**	**-278.6%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Salaries and Wages are expected to be lower than FY19 budget by $60.6K. Operating expenditures are anticipated to be higher than budget by $31.3K or 8.3%. In total, revenues are projected to be lower than budget by $50.3K due to a $50.0K reduction in the transfer from the CDBG fund.

Adopted FY19 to Proposed FY20

Salaries and Wages are projected to remain flat to FY19 budget. Operating expenditures are planned to increase by $21.5K, or 5.7% due to depreciation expense. In addition, departmental revenues are expected to decrease by 44.0% or $259.1K, largely due to the Dept. of Labor-MOSH vacating 14 N. Potomac St. and the anticipated sale of 17-25 E. Franklin St.

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full time	0.90	0.90	0.90	0.90
Part time	1.00	1.00	1.00	0.70
Staffing Total	1.90	1.90	1.90	1.60
Unfunded positions	0.00	0.00	0.00	0.00

PROPERTY MANAGEMENT FUND - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
OPERATING REVENUES					
Rent from Tenants	$ 353,276	$ 344,492	$ 344,185	$ 310,404	-9.9%
Other Revenues	3,550	6,400	6,400	6,400	0.0%
Total Operating Revenues	**356,826**	**350,892**	**350,585**	**316,804**	**-9.7%**
OPERATING EXPENSES					
Selling, General and Administrative Expenses	298,403	323,507	279,206	315,807	-2.4%
Depreciation	151,338	160,000	175,000	190,000	18.8%
Total Operating Expenses	**449,741**	**483,507**	**454,206**	**505,807**	**4.6%**
Operating Income (Loss)	**(92,915)**	**(132,615)**	**(103,621)**	**(189,003)**	**42.5%**
NON-OPERATING REVENUES (EXPENSES)					
Interest Earned	14,414	13,000	13,000	13,000	0.0%
Interest/Bond Issuance Expense	(4,499)	(4,427)	(4,427)	(4,272)	-3.5%
Total Other Income (Expense)	**9,915**	**8,573**	**8,573**	**8,728**	**1.8%**
Net Income (Loss) Before Transfers	**(83,000)**	**(124,042)**	**(95,048)**	**(180,275)**	**45.3%**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers from CDBG Fund	-	225,000	175,000	-	-100.0%
Total Transfers From (To) Funds	**-**	**225,000**	**175,000**	**-**	**-100.0%**
CAPITAL CONTRIBUTIONS					
Grants in Aid of Construction	5,616	-	-	-	0.0%
Total Capital Contributions	**5,616**	**-**	**-**	**-**	**0.0%**
Increase (Decrease) in Retained Earnings	**(77,385)**	**100,958**	**79,952**	**(180,275)**	**-278.6%**
Add Back Depreciation	151,338	160,000	175,000	190,000	18.8%
Capital Outlay/Fixed Assets	(91,240)	(390,000)	(215,000)	(165,000)	-57.7%
Repayment of Principal on Debt	(5,052)	(5,085)	(5,085)	(5,107)	0.4%
Changes in Working Capital	5,817	-	-	-	0.0%
Bond Proceeds	-	-	-	-	0.0%
Net Sources (Uses) of Cash	**$ (16,522)**	**$ (134,127)**	**$ 34,867**	**$ (160,382)**	**19.6%**
Beginning Fund Balance	**$ 4,618,804**	**$ 4,541,419**	**$ 4,541,419**	**$ 4,621,371**	**1.8%**
Ending Fund Balance	**$ 4,541,419**	**$ 4,642,377**	**$ 4,621,371**	**$ 4,441,096**	**-4.3%**

PROPERTY MANAGEMENT FUND - PROPOSED OPERATING REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
Rent - 2-6 N Potomac Street, 1st Floor	$ 175,290	167,100	167,100	167,100	0.0%
Rent - 14 N Potomac Street, Suite 200A/B	20,400	34,248	34,248	34,706	1.3%
Rent - 14 N Potomac Street, Suite B-2	(74)	-	-	-	0.0%
Rent - 6 N Potomac Street	19,306	19,306	19,306	19,306	0.0%
Rent - 14 N Potomac Street, Suite B-3	32,282	18,000	20,196	-	-100.0%
Rent - 17 E Franklin Street	9,450	9,713	7,285	-	-100.0%
Rent - 25 E Franklin Street	5,550	7,400	5,553	-	-100.0%
Rent - 14 N Potomac Suite 200B Rm 59	2,334	2,334	2,334	2,334	0.0%
Rent - 60 W Wash Ste 102	100	-	4,800	2,400	100.0%
Rent - 790-800 Potomac Avenue	16,315	13,000	15,273	16,000	23.1%
Rent - 40 N Potomac Street	20,320	20,901	15,600	16,068	-23.1%
Rent - 60 W Washington St Rear	31,703	31,590	31,590	31,590	0.0%
Rent - 38 N Potomac Street	20,300	20,900	20,900	20,900	0.0%
Total Rent from Tenants	**353,276**	**344,492**	**344,185**	**310,404**	**-9.9%**
Membership Dues	3,550	6,400	6,400	6,400	0.0%
Total Other Revenues	**3,550**	**6,400**	**6,400**	**6,400**	**0.0%**
Total Operating Revenues	**$ 356,826**	**$ 350,892**	**$ 350,585**	**$ 316,804**	**-9.7%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Rental income from tenants and other revenues are anticipated to be within budget for FY19.

Adopted FY19 to Proposed FY20

The total rents from tenants for FY20 will decrease by 9.9% or $34.1K largely due to the Dept. of Labor-MOSH vacating 14 N. Potomac St. and the anticipated sale of 17-25 E. Franklin St.

PROPERTY MANAGEMENT FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Elizabeth Hager Center-C0803 Painting, Various Leasehold Improvements, Replacement of HVAC Units ($20,000) Replace windows on second floor of DLLR building, Paint exterior ($25,000)	Office Use for City's Tenants	New HVAC should be more efficient, possibly saving on heating and cooling costs. Replace windows in accordance with DLLR lease extension.	55,000
Hagerstown Small Business Center-C0828 Total building roof replacement ($90,000)	Building Renovation	Provide space for new and existing downtown businesses.	90,000
36-40 North Potomac Street-C0836 Reconstruct rear wall at restaurant	Building Renovation	Building located at 36-40 N Potomac was acquired in order to create artist housing in the A&E District.	20,000
TOTAL CAPITAL OUTLAY			**$ 165,000**

SPECIAL REVENUE FUNDS
SECTION 4

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Special Revenue Funds
Community Development Block Grant Fund
Economic Redevelopment Fund
Business Revolving Loan Fund
Forest Conservation Fund
Upper Floors Redevelopment Fund
Flexible Spending Fund
Excise Tax Fund
Grant Fund

SPECIAL REVENUE FUNDS -COMBINED STATEMENT OF REVENUES AND EXPENDITURES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	CDBG FUND	ECONOMIC REDEV FUND	BUSINESS REVOLVING LOAN FUND	FOREST CONSERV FUND	FLEXIBLE SPENDING FUND	EXCISE TAX FUND	GRANT FUND	TOTAL
REVENUES								
Grant Revenues	$ 1,000,000	$ -	-	$ -	$ -	$ -	$ 342,379	$ 1,342,379
Program Income	273,727	-	132,662	-	-	-	-	406,389
Interest on Investments	-	700	500	-	200	100	50	1,550
Reforestation Fees	-	-	-	10,000	-	-	-	10,000
State Funding Pass Thrus: Urban Improve Proj	-	920,000	-	-	-	-	-	920,000
Other Revenues	-	23,815	500	-	(200)	-	-	24,115
Total Revenues	**1,273,727**	**944,515**	**133,662**	**10,000**	**-**	**100**	**342,429**	**2,704,433**
EXPENDITURES								
New Loan Expenditures	-	-	100,000	-	-	-	-	100,000
Clearance/Demolition	155,000	-	-	-	-	-	-	155,000
Public Facilities and Improvements	635,000	-	-	-	-	-	-	635,000
Public Services	148,500	-	-	-	-	-	-	148,500
Contra Principal Payments	97,287	-	-	-	-	-	-	97,287
Housing Rehab	127,710	-	-	-	-	-	-	127,710
Administration	166,487	27,137	13,502	-	-	-	-	207,126
Public Safety	-	-	-	-	-	-	342,379	342,379
PEP Subsidized Rent Payments	-	131,500	-	-	-	-	-	131,500
City Center Redevelopment: Invest Hagerstown	-	525,000	-	-	-	-	-	525,000
City-Wide Redevelopment: Invest Hagerstown	-	110,000	-	-	-	-	-	110,000
Homeownership Grant: Invest Hagerstown	-	110,000	-	-	-	-	-	110,000
Rental Property Rehab:Invest Hagerstown	-	55,000	-	-	-	-	-	55,000
USMH Housing Catalyst #3	-	24,000	-	-	-	-	-	24,000
State Funding Pass Thrus: Urban Improve Proj	-	920,000	-	-	-	-	-	920,000
Total Expenditures	**1,329,984**	**1,902,637**	**113,502**	**-**	**-**	**-**	**342,379**	**3,688,502**
Excess of Revenues Over (under) Expenditures	**(56,257)**	**(958,122)**	**20,160**	**10,000**	**-**	**100**	**50**	**(984,069)**
OTHER FINANCING USES								
Operating Transfers From Other Funds	-	975,000	-	-	-	-	-	975,000
Operating Transfers (to) Other Funds	-	-	-	(40,000)	-	-	-	(40,000)
Total Other Financing Uses	**-**	**975,000**	**-**	**(40,000)**	**-**	**-**	**-**	**935,000**
Net Change in Fund Balance	**(56,257)**	**16,878**	**20,160**	**(30,000)**	**-**	**100**	**50**	**(49,069)**
Beginning Fund Balance	**2,303,180**	**1,137,961**	**1,093,478**	**78,259**	**(4,744)**	**2,544**	**173,988**	**4,784,666**
Ending Fund Balance	**$ 2,246,923**	**$ 1,154,839**	**$ 1,113,638**	**$ 48,259**	**$ (4,744)**	**$ 2,644**	**$ 174,038**	**$ 4,735,597**
DETAIL OF ENDING FUND BALANCE								
Restricted	$ 2,246,923	$ -	$ -	$ -	$ -	$ -	$ 174,038	2,420,961
Committed	-	1,000,000	-	-	-	-	-	1,000,000
Assigned	-	154,839	1,113,638	48,259	(4,744)	2,644	-	1,314,636
Ending Fund Balance	**$ 2,246,923**	**$ 1,154,839**	**$ 1,113,638**	**$ 48,259**	**$ (4,744)**	**$ 2,644**	**$ 174,038**	**$ 4,735,597**

DEPARTMENT / PROGRAM OVERVIEW

The Department of Community and Economic Development (DCED) administers the City's Community Development Block Grant Program (CDBG). The primary objective of the federally funded CDBG Program is the development of a viable urban community.

Hagerstown is an entitlement grantee under the CDBG Entitlement Program. Entitlement grantees receive an annual allocation of Federal CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD). These funds must be used for community based programs and activities that meet one of the three CDBG National Objectives.

The three National Objectives are:

- Benefit to low and moderate income persons (Primary Objective);
- Aid in the prevention or elimination of slums or blight;
- Meeting a need having a particular urgency

From 1989 through 2011, the average CDBG entitlement amount received by the City was $1,034,875. From 2012 through 2018, federal budget cuts significantly reduced the City's CDBG funding resulting in an average entitlement amount of $682,565 over this seven year period. After seven years of the significantly reduced entitlement amounts, the City's FY19 entitlement amount was increased to $757,083. The City's FY20 CDBG entitlement amount is estimated to be $700,000. At this time, an exact entitlement amount for FY20 has not been provided by HUD due to the ongoing federal budget process.

DEPARTMENT / PROGRAM OBJECTIVES

- Consistent with the National Objectives and Hagerstown's five year CDBG consolidated plan, the FY20 CDBG budget concentrates funds on neighborhood based projects that improve the housing stock and enhance the quality of life for Hagerstown residents. Current and future Community Development projects are being implemented to enhance the City's urban core and strengthen neighborhoods throughout the City. Housing programs include funding for both private/public partnership projects and City sponsored projects.

- The DCED works in cooperation with other City Departments to carry out neighborhood based projects. Proposed Public Facility projects to be carried out in cooperation with the Department of Parks & Engineering for FY20 include City Park parking area accessibility enhancements, Cultural Trail splash pad park construction, and sidewalk accessibility ramp construction.

- The FY20 CDBG budget also proposes support for local public service providers. Public service providers must carry out eligible activities that meet critical, identifiable, and unmet community needs for low and moderate income City residents. Public Service providers must also have clear goals and specific, measurable, and realistic evaluation criteria.

PERFORMANCE INDICATORS

	2017/18	2018/19	2019/20
Number of Active Loans Outstanding	**26**	**37**	**42**
Value of Active Loans Portfolio ($000)	**$ 1,301**	**$ 1,468**	**$ 1,510**
Down Payment Assistance Cases	**10**	**7**	**13**
CDBG Single Family Rehabilitation Projects	**19**	**20**	**20**
Citizens Assisted Through Public Services	**933**	**900**	**950**
Overall Low/Moderate Benefit Ratio (%)	**96%**	**95%**	**95%**
Total Administrative Costs as Percent of Total Expenditures	**17%**	**17%**	**18%**

COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2019/2020

EXPENDITURE SUMMARY

	2017/18	2018/19		2019/20	2019/20
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
Commercial/Industrial Improvements	$ -	$ 225,000	$ 175,000	$ -	-100.0%
Clearance and Demolition	-	100,000	100,000	155,000	55.0%
Public Facilities and Improvements	167,097	1,013,435	953,435	635,000	-37.3%
Public Services	105,000	150,000	150,000	148,500	-1.0%
Contra Principal Payments	152,448	-	75,869	97,287	100.0%
Cost of Properties Held for Resale	-	-	353,679	-	0.0%
Housing Rehab	109,905	371,159	135,500	127,710	-65.6%
Administration	135,933	156,517	166,227	166,487	6.4%
Total Expenditures	**$ 670,383**	**$ 2,016,111**	**$ 2,109,710**	**$ 1,329,984**	**-34.0%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

In FY19, CDBG funding was provided for a part-time code inspector position focused on improving the quality of life in City neighborhoods. Funding for this position is also included in the FY20 budget. Administrative and personnel costs associated with various activities will remain in compliance with the regulatory cap of 20%.

A cooperative effort with the Parks & Engineering Department lead to the following neighborhood based projects in FY19:

- Accessibility Ramp Improvements
- Mulberry/Antietam Intersection and Crosswalk Improvements
- Salem/Linganore Intersection and Crosswalk Improvements
- New Sidewalk Construction

Mid-year CDBG budget amendments resulted in additional neighborhood based projects being completed in FY19:

- Potterfield Pool Renovations and Enhancements
- Accessibility improvements in City Parks
- Medal of Honor Triangle Reconstruction

Adopted FY19 to Proposed FY20

Due to the ongoing federal budget process, the City's FY20 entitlement amount has not been determined. Based on a reduced estimated entitlement amount and a reduction in unspent entitlement monies carried over from previous years, FY20 budget expenditures will be significantly less compared to the adopted FY19 budget. Even if CDBG grant amounts are similar from year to year, projects that span multiple fiscal years, carry over funding from projects competed under budget, and fluctuations in program income can result in significant budget variation from year to year.

The FY20 budget includes funds for moving forward with several initiatives in the Strategic Plan and the Community's City Center Plan including neighborhood sidewalk improvements, public park improvements, homeownership support, demolition of vacant and abandoned structures, and various neighborhood based projects.

In cooperation with multiple City departments, community partners, and Neighborhood 1st groups, efforts will be made to carry out neighborhood based projects throughout the City. This includes projects being carried out with or without CDBG funding.

STAFFING SUMMARY

		FY19		
	FY18	**Bud**	**Est Act**	**FY20**
Full time	2.00	2.00	2.00	2.00
Staffing Total	2.00	2.00	2.00	2.00
Unfunded positions	0.00	0.00	0.00	0.00

Full time employee count will remain flat for FY20.

COMMUNITY DEVELOPMENT BLOCK GRANT - COMPARATIVE INCOME STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES					
CDBG Grant Entitlements	$ 350,848	$ 1,532,362	$ 1,532,362	$ 1,000,000	-34.7%
State Community Legacy Grant	22,680	150,000	150,000	-	-100.0%
Program Income	267,459	310,884	315,496	273,727	-12.0%
Interest on Investments	34	-	350	-	0.0%
Other Revenues	165	-	128	-	0.0%
Total Operating Revenues	**641,186**	**1,993,246**	**1,998,336**	**1,273,727**	**-36.1%**
EXPENDITURES					
Commercial/Industrial Improvements	$ -	$ 225,000	$ 175,000	$ -	-100.0%
Clearance and Demolition	-	100,000	100,000	155,000	55.0%
Public Facilities and Improvements	167,097	1,013,435	953,435	635,000	-37.3%
Public Services	105,000	150,000	150,000	148,500	-1.0%
Contra Principal Payments	152,448	-	75,869	97,287	100.0%
Cost of Properties Held for Resale	-	-	353,679	-	0.0%
Housing Rehab	109,905	371,159	135,500	127,710	-65.6%
Administration	135,933	156,517	166,227	166,487	6.4%
Total Operating Expenditures	**670,383**	**2,016,111**	**2,109,710**	**1,329,984**	**-34.0%**
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	**$ (29,197)**	**$ (22,865)**	**$ (111,374)**	**$ (56,257)**	**146.0%**
Beginning Fund Balance	**2,443,751**	**2,414,554**	**2,414,554**	**2,303,180**	**-4.6%**
Ending Fund Balance	**$ 2,414,554**	**$ 2,391,689**	**$ 2,303,180**	**$ 2,246,923**	**-6.1%**

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
GRANTS					
CDBG Grant Entitlements (HUD)					
B14 Entitlement	28,497	-	188,459	-	0.0%
B15 Entitlement	75,914	-	174,585	-	0.0%
B16 Entitlement	36,108	265,755	337,434	-	-100.0%
B17 Entitlement	210,329	509,524	289,884	100,000	-80.4%
B18 Entitlement	-	757,083	542,000	200,000	-73.6%
B19 Entitlement	-	-	-	700,000	100.0%
State Community Legacy Grant	22,680	150,000	150,000	-	-100.0%
Total Grants	373,528	1,682,362	1,682,362	1,000,000	-40.6%
PROGRAM INCOME					
Sale of Properties	81,355	200,000	200,000	130,000	-35.0%
Principal Repayments on Loans	152,448	72,524	75,869	97,287	34.1%
Interest Income on Loans	33,656	38,360	39,627	46,440	21.1%
Total Program Income	267,459	310,884	315,496	273,727	-12.0%
INVESTMENT EARNINGS	34	-	350	-	0.0%
OTHER REVENUES					
Miscellaneous Revenues	165	-	128	-	0.0%
Total Other Revenues	165	-	128	-	0.0%
Total Operating Revenues	**$ 641,186**	**$ 1,993,246**	**$ 1,998,336**	**$ 1,273,727**	**-36.1%**

The CDBG Entitlement Funding History graph and chart below illustrate the CDBG Entitlement current year amounts awarded to the City for FY15–FY19, and the CDBG Entitlement amount estimated to be awarded to the City for FY20. Each year, funding that has not been expended is carried forward as an operating revenue into the next fiscal year. Subsequently, the amounts reported under the heading CDBG Grant Entitlements (HUD) in the above table of Proposed Operating Revenues represent the current year Entitlement funding plus any unspent Entitlement funding from prior years.

From the CDBG Entitlement Funding History graph and chart below, the amount of Federal funding awarded to the City for CDBG Entitlement funds remained relatively steady overall from FY15 through FY18 with reductions in funding in FY16 before 2.1% and 2.0% increases in FY17 and FY18 to bring the entitlement to $21.0K above the FY15 level. In FY19, the City received a 13.4% increase in funding. In FY20, the City expects a 7.5% decrease in funding.

CDBG Entitlement Funding History

	FY15	FY16	FY17	FY18	FY19	FY20 Estimated
Percent Change	-3.0%	-0.7%	2.1%	2.0%	13.4%	-7.5%
CDBG Entitlement	$646,183	$641,604	$654,941	$667,757	$757,083	$700,000

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
COMMERCIAL/INDUSTRIAL IMPROVEMENTS					
Commercial Rehab-City Owned Property	-	225,000	175,000	-	-100.0%
Total Commercial/Industrial Improvements	-	225,000	175,000	-	-100.0%
CLEARANCE & DEMOLITION					
City - Downtown Buildings	-	100,000	100,000	155,000	55.0%
Total Clearance & Demolition	-	100,000	100,000	155,000	55.0%
CONTRA PRINCIPAL PAYMENTS	152,448	-	75,869	97,287	100.0%
COST OF PROPERTIES HELD FOR RESALE	-	-	353,679	-	0.0%
PUBLIC FACILITIES & IMPROVEMENTS					
Handicap Ramps	65,526	120,250	100,250	110,000	-8.5%
City Sidewalk Construction	2,876	221,833	181,833	-	-100.0%
Traffic Signal Replacement	-	300,000	250,000	-	-100.0%
Medal of Honor Triangle	-	70,000	70,000	-	-100.0%
Neighborhood Parks	39,323	79,870	79,870	375,000	369.5%
Potterfield Pool Improvements	-	174,500	174,500	-	-100.0%
Loans	-	-	-	150,000	100.0%
Prospect Ave Cwalk - Traf Beacon	59,372	16,982	16,982	-	-100.0%
Crosswalk Construction/Improvements	-	30,000	80,000	-	-100.0%
Total Public Facilities & Improvements	167,097	1,013,435	953,435	635,000	-37.3%
PUBLIC SERVICES *					
REACH Shelter Security	-	-	-	20,000	100.0%
Community Free Clinic	39,000	48,286	48,286	48,000	-0.6%
Girl's Inc Supper Program	8,300	10,276	10,276	10,000	-2.7%
Children in Need	4,900	6,067	6,067		-100.0%
Senior Living Alternative Meals	42,500	52,619	52,619	52,000	-1.2%
CAC Financial Literacy	4,600	5,695	5,695	5,500	-3.4%
Undesignated Public Services	-	-	-	6,000	100.0%
Together With Families	5,700	7,057	7,057	7,000	-0.8%
Crime Camera Equipment	-	20,000	20,000	-	-100.0%
Total Public Services	105,000	150,000	150,000	148,500	-1.0%
HOUSING REHAB					
Res Single Fam Emergency Repair	24,466	24,999	40,000	30,000	20.0%
Homeownership Program	17,597	-	6,500	-	0.0%
Habitat Repair Program	10,100	18,000	18,000	18,000	0.0%
Commission on Aging	29,314	18,000	18,000	18,000	0.0%
HNDP Downpayment & Settlement	3,500	24,500	14,000	18,000	-26.5%
Single Family Loan Program	3,125	100,000	75,000	50,000	-50.0%
Residential Rental Rehabilitation Loan	17,370	130,000	150,000	-	-100.0%
Contra Expense - Single Family Loan Program	(20,495)	-	(225,000)	(50,000)	100.0%
CDBG Administration (Residential Rental)	-	8,000	4,000	-	-100.0%
CDBG Administration (Home Ownership)	-	8,000	4,000	4,000	-50.0%
CDBG Administration (Single Family)	-	8,000	4,000	14,000	75.0%
Code Admin PT Inspector	23,329	30,160	20,000	24,960	-17.2%
Home Ownership Acq. Resale	62,081	75,000	150,000	-	-100.0%
Contra Expense - Home Ownership Acq. Resale	(62,081)	(75,000)	(150,000)	-	-100.0%
Residential Rental Rehabilitation	-	750	500	-	-100.0%
Residential Single Family Rehabilitation	1,599	750	6,500	750	0.0%
Total Housing Rehab	109,905	371,159	135,500	127,710	-65.6%

COMMUNITY DEVELOPMENT BLOCK GRANT - PROPOSED OPERATING EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
ADMINISTRATION **					
Salary and Wages	93,073	105,080	105,081	107,245	2.1%
Allocated Labor - Salaried	-	(24,000)	(12,000)	(18,000)	-25.0%
Retirement Deficit Payment	11,382	11,951	11,951	12,549	5.0%
Retirement Contribution - State	8,460	9,402	8,844	10,001	6.4%
FICA Taxes	7,015	7,931	7,931	8,097	2.1%
Life Insurance	159	177	177	179	1.1%
Workers Compensation	3,610	3,675	3,675	3,750	2.0%
Health Insurance	10,064	11,235	11,235	11,235	0.0%
Health Insurance-Retiree	8,400	8,400	8,400	8,400	0.0%
Dental Insurance	336	385	385	385	0.0%
Dental Insurance-Retiree	247	296	296	296	0.0%
Employee Discounted Parking	1,728	1,476	1,476	1,476	0.0%
Office Supplies	5	400	250	400	0.0%
Computer Software & Supplies	3	275	100	275	0.0%
Dues, Subscriptions & Periodicals	-	450	125	350	-22.2%
Advertising & Printing	4,791	1,750	1,850	1,850	5.7%
Legal Fees	2,416	3,000	4,200	3,500	16.7%
Auditing Fees	2,048	2,074	2,074	1,902	-8.3%
Medical Services	30	-	-	-	0.0%
Public Transportation Expenses	-	100	25	100	0.0%
Lodging & Meals	-	1,000	500	1,000	0.0%
Conference & Seminar Fees	42	600	500	600	0.0%
Postage Expenses	6	75	35	75	0.0%
Other General Expenses	(23,198)	5,001	5,001	5,000	0.0%
Photocopy Expenses	-	200	-	75	-62.5%
Buildings & Contents Insurance	1,844	1,991	1,991	1,947	-2.2%
Public Officials	783	903	-	-	-100.0%
General Liability Insurance	75	140	-	-	-100.0%
Interest Exp. - Escrowed Taxes	65	200	75	200	0.0%
Communication Expense	2,336	1,850	1,850	1,850	0.0%
Capital Outlay	213	500	200	1,750	250.0%
Total Administration	135,933	156,517	166,227	166,487	6.4%
Total Expenditures	**$ 670,383**	**$ 2,016,111**	**$ 2,109,710**	**$ 1,329,984**	**-34.0%**

* HUD cap on Public Services costs must be under 15%, Formula: Public Svc Costs/(CY Entitlement + PY Program Income)
** HUD Cap on Administration costs must be under 20%, Formula: Admin Costs/(CY Entitlement + CY Program Income)

COMMUNITY DEVELOPMENT BLOCK GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
1050001-5861 Desks, Chairs, & Tables	Office furniture, cabinets, and shelves	Replace worn equipment	250
1050001-5865 Computer Equipment	Computer equipment	Replace worn or obsolete equipment	1,500
TOTAL CAPITAL OUTLAY			**$ 1,750**

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 businesses and home ownership through the Invest Hagerstown Programs. Additionally, this fund is used for the Partners in Economic Progress (PEP) Program, holding real property for resale, and related development activities. Revenues in this fund consist of periodic transfers from other funds, State Grant funds (when available), and a transfer from the General Fund to continue carrying out strategic revitalization efforts through Invest Hagerstown.

BUSINESS REVOLVING LOAN FUND

This fund is designed to assist in the retention, expansion, and attraction of businesses within the City. The Business Revolving Loan Fund was initially funded through a grant from the Maryland Department of Business and Economic Development (now Maryland Commerce Department) and City Community Betterment Funds. This program provides financing for new and expanding businesses for working capital, equipment, and rehabilitation. In order to expand loan opportunities, the City continues to seek additional funding for the Revolving Loan Fund through partnership with the State of Maryland. For FY20, it is anticipated that program income will allow $100,000 in new loans to be made.

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. In return, this funding is utilized by the City to plant trees.

FLEXIBLE SPENDING FUND

This fund accounts for the City Flexible Spending Account (FSA) Program. Funds are transferred into this fund on a pre-tax basis for employees participating in the FSA Program for reimbursed medical and dependent care costs. The City's savings in social security and medicare costs from this pre-tax funding are used to pay for the program's administrative cost.

EXCISE TAX FUND

This fund accounts for the City's share of the County excise taxes collected by the City. There is a building excise tax on all building construction in Washington County. Effective March 2014, the City stopped assessing and collecting the City's portion of this fee and instead administers and collects only the County's portion less two percent (2%) for the adminstrative oversight provided.

GRANT FUND

In FY07 the City, created a separate special revenue fund to account for operating grant revenues from various federal, state, and local agencies and related expenditures. This fund allows grant revenues and expenditures to be tracked separately by grant projects. Local matches, if required, are shown as transfers in from other funds. Unspent grant funds are carried over from year-to-year until expended for their intended purpose.

DEPARTMENT / PROGRAM OVERVIEW

The Economic Redevelopment Fund includes a property resale initiative in the budget. The highlighted initiative is the strategic resale project located at 170 West Washington Street.

170 West Washington Street:

A property located at the western gateway to the City Center underwent enhancements to remedy a blighting influence on the surrounding neighborhood and promote a more positive image of the downtown. The City of Hagerstown purchased the property at 170 West Washington Street from Frederick County Bank in March of 2013. The property had been vacant for a significant amount of time, which was impacting the immediate area, including churches and the St. Mary School. Using Economic Redevelopment funds, the City demolished the rear motel portion of the property, leveling the rear lot to make it ready for either new construction or parking, depending on a subsequent owner's needs. Roof replacement, window replacement, and exterior painting were completed by FY16. These improvements will allow the City to more effectively promote the building for redevelopment. State Community Legacy funding was matched with Economic Redevelopment funds to complete the additional exterior work.

Due to the location and historical value of the structure, this property was selected to be one of the City's strategic acquisition and redevelopment projects. The property is currently being marketed for resale back to the private sector for final redevelopment.

170 West Washington Street Funding Sources and Uses

Expenditures	FY13-15	FY16	FY17	FY18-20	Total
Acquisition	$ 28,140	-	-	-	$ 28,140
Demolition/Construction/Rehabilitation	$ 175,878	$ 160,166	$ 11,517	-	$ 347,561
Total	$ 204,018	$ 160,166	$ 11,517	-	$ 375,701

Funding Sources	FY13-15	FY16	FY17	FY18-20	Total
Economic Redevelopment	$ 130,870	$ 58,315	$ 11,517	-	$ 200,701
Community Legacy	$ 73,148	$ 76,852	-	-	$ 150,000
Proceeds - Sale of 11-16 Public Square	-	$ 25,000	-	-	$ 25,000
Total	$ 204,018	$ 160,166	$ 11,517	-	$ 375,701

Invest Hagerstown Program:

In order to stimulate redevelopment and investment in Hagerstown, the Mayor and City Council created multiple incentive programs under the Invest Hagerstown initiative. Each incentive program offered substantial City incentives for commercial redevelopment, mixed-use redevelopment, and residential investment.

Invest Hagerstown – Initial Program

The initial program was funded in FY14 with $1,500,000 in funding from General Fund Reserves. The Invest Hagerstown Program provided grants up to $250,000 for eligible redevelopment projects in the City Center and up to $50,000 for eligible redevelopment projects City-wide. The City partnered with the private sector to assist in moving development forward. This program resulted in a combined private and public investment City-wide estimated at $4,173,000.

The Invest Hagerstown Program also provided down payment/rehab grants up to $7,500 for homebuyers purchasing a vacant home within the City of Hagerstown. The Invest Hagerstown Program also provided down payment/rehab incentives for homebuyers in City Center and a rental subsidy for renters in City Center with the goal of attracting a more diversified population Downtown. This program assisted 24 homeowners City wide and 7 homeowners in City Center for a toal of 31 homeowners. The program also assisted 18 renters in City Center.

By the end of FY19, all of the funding will be expended or committed for this program. A funding chart of the initial Invest Hagerstown program is shown below.

Invest Hagerstown Program Incentives		FY14-17	FY18	FY19	Future
Expenditures	**Designated**	**Actual**	**Actual**	**Est. Actual**	**Commitment**
Community First Third Grant	$ 1,200,000	$ 950,077	$ (77)	$ -	$ 250,000
Downtown Rental Program	$ 50,000	$ 50,000		$ -	$ -
Downtown Residency Program	$ 70,000	$ 70,000		$ -	$ -
City-Wide Residency Program	$ 180,000	$ 172,679	$ 4,300	$ 3,021	$ -
Total Expenditures per Year	**$ 1,500,000**	**$ 1,242,756**	**$ 4,223**	**$ 3,021**	**$ 250,000**

After initial funding for Invest Hagerstown was utilized, DCED offered down payment/rehab incentives funded through a State Community Legacy Grant in FY18 and FY19.

During FY19, $200,000 committed for the Invest Hagerstown program was temporarily reallocated to provide The Maryland Theatre expansion project a grant. As a result of a FY18 actual surplus in the General Fund, the original $200K has now been restored back to the intial Invest Hagerstown. At such time in the future that a Class A office building will be built, the City will fund the $250,000 that was included in the original Request for Qualifications bid in December 2014.

Invest Hagerstown – Refunded FY19 Program
The Invest Hagerstown program was refunded in FY19 with $800,000 in funding from the General Fund to support four (4) components.

1. City Center Redevelopment Grant Program – Grants from a minimum of $150,000 to a maximum of $250,000 and requiring a minimum 2:1 match from the developer. Projects ranging $450,000 to $750,000+

2. City-Wide Redevelopment Grant Program – Grants from a minimum of $5,000 to a maximum of $25,000 and requiring a minimum 2:1 match from the developer. Projects ranging $15,000 to $75,000+

3. Homeownership Grant Program – Additional funding to existing program that provides down payment/rehab grants of $7,500 City Wide. Property must be built prior to 1960 and be vacant for 12 months. Or the property may be a conversion of a rental of 2 or more units to a single unit, owner-occupied home.

4. Rental Property Rehabilitation Grant Program – Grants of $7,500 for rental property rehabilitation to market rate rental and requiring 2:1 match. Projects $22,500+

By the end of FY19, all of the funding is expected to be expended or committed for this program.

Invest Hagerstown – FY20 Program
The FY20 Budget includes continued funding of the Invest Hagerstown Program. The components of the program are expected to model similarly to the FY19 program with some possible variation.

A funding chart for the new Invest Hagerstown program is shown below.

Invest Hagerstown Program Incentives *	**FY19**	**FY19**	**FY20**
Expenditures	**Designated**	**Est Actual**	**Budget**
City Center Redevelopment	$ 350,000	$ 350,000	$ 525,000
City Wide Redevelopment	$ 75,000	$ 75,000	$ 110,000
Homeownership	$ 75,000	$ 75,000	$ 110,000
Rental Property Rehabilitation	$ 50,000	$ 50,000	$ 55,000
Total Expenditures per Year	**$ 550,000**	**$ 550,000**	**$ 800,000**

* A separately approved Economic Incentive for $250K was provided to a developer outside the Invest Hagerstown Program in FY19

ECONOMIC REDEVELOPMENT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES					
Interest on Investments	$ 1,617	$ 700	$ 1,600	$ 700	0.0%
State Community Legacy Grant	143,537	390,000	215,000	-	-100.0%
State Funding Pass Thrus: Urban Improve Project	-	900,000	600,000	920,000	2.2%
Other Revenues	21,413	32,400	23,506	23,815	-26.5%
Total Revenues	**166,567**	**1,323,100**	**840,106**	**944,515**	**-28.6%**
EXPENDITURES					
Administrative Expenditures	25,230	20,000	21,935	19,940	-0.3%
Current Property Expenditures	11,002	7,203	8,203	7,197	-0.1%
PEP Subsidized Rent Payments	84,523	131,500	105,000	131,500	0.0%
Sign and Facade Grants	-	15,000	15,000	-	-100.0%
Comm First Third Grant: Invest Hagerstown	-	50,000	-	-	-100.0%
City-Wide Residency Prog:Invest Hagerstown	4,300	-	3,021	-	0.0%
Citywide Down Payment	52,500	25,000	17,500	-	-100.0%
City Center Down Payment	20,000	30,000	10,000	-	-100.0%
City Center Redevelopment: Invest Hagerstown	-	350,000	350,000	525,000	50.0%
City-Wide Redevelopment: Invest Hagerstown	-	75,000	75,000	110,000	46.7%
Homeownership Grant: Invest Hagerstown	-	75,000	75,000	110,000	46.7%
Rental Property Rehab:Invest Hagerstown	-	50,000	50,000	55,000	10.0%
USMH Housing Catalyst #3 *	-	207,500	205,200	24,000	-88.4%
State Funding Pass Thrus: Urban Improve Project	-	900,000	600,000	920,000	2.2%
Loss on Sale of Capital Assets	621,761	-	9,724	-	0.0%
Total Expenditures	**819,316**	**1,936,203**	**1,545,583**	**1,902,637**	**-1.7%**
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	125,000	125,000	125,000	175,000	40.0%
Transfers from General Fund: Invest Hag Incentives	-	550,000	550,000	800,000	45.5%
Transfers from GF Fund Bal:Invest Hagerstown	4,146	50,000	3,098	-	-100.0%
Transfers from Upper Floors Fund	29,962	-	-	-	0.0%
Transfers (to) CDBG	(81,355)	-	-	-	0.0%
Total Other Financing Sources	77,753	725,000	678,098	975,000	34.5%
Net Change in Fund Balance	**(574,996)**	**111,897**	**(27,379)**	**16,878**	**-84.9%**
Beginning Fund Balance	**1,740,336**	**1,165,340**	**1,165,340**	**1,137,961**	**-2.3%**
Ending Fund Balance	**$ 1,165,340**	**$ 1,277,237**	**$ 1,137,961**	**$ 1,154,839**	**-9.6%**

* FY19 Budget and FY19 Estimated Actual include a $200K Community Legacy grant pass thru.

BUSINESS REVOLVING LOAN FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES & LOAN REPAYMENTS					
Program Income:					
Principal Repayments on Loans	$ -	$ -	$ 386,000	$ 100,000	100.0%
Interest from Loans	52,141	21,720	22,362	32,662	50.4%
Interest on Investments	1,597	450	1,276	500	11.1%
Miscellaneous Revenues	719	1,200	1,200	500	-58.3%
Total Revenues	**54,457**	**23,370**	**410,838**	**133,662**	**471.9%**
EXPENDITURES, NEW LOANS & OTHER WORKING CAPITAL					
Salary, Wages and Benefits	10,628	11,180	11,134	11,552	3.3%
Contractual Services	5,207	2,508	1,500	1,750	-30.2%
Capital Outlay	-	-	200	200	100.0%
New Loan Expenditures	-	125,000	386,000	100,000	-20.0%
Allowance for Uncollectible Loans	(60,118)	-	-	-	0.0%
Total Expenditures	**(44,283)**	**138,688**	**398,834**	**113,502**	**-18.2%**
Net Change in Fund Balance	**98,740**	**(115,318)**	**12,004**	**20,160**	**-117.5%**
Beginning Fund Balance	**982,734**	**1,081,474**	**1,081,474**	**1,093,478**	**1.1%**
Ending Fund Balance	**$ 1,081,474**	**$ 966,156**	**$ 1,093,478**	**$ 1,113,638**	**15.3%**

STAFFING SUMMARY

	FY18	FY19 Bud	FY19 Est Act	FY20
Full Time	0.15	0.15	0.15	0.15
Staffing Total	0.15	0.15	0.15	0.15

UPPER FLOORS REDEVELOPMENT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES					
Interest on Investments	$ 98	$ -	$ -	$ -	0.0%
Total Revenues	**98**	**-**	**-**	**-**	**0.0%**
OTHER FINANCING SOURCES (USES)					
Transfers (to) Bus Revolving Loan Fund	-	-	-	-	0.0%
Transfers (to) Econ. Redevelopment Fund	(29,962)	-	-	-	0.0%
Total Other Financing Sources	**(29,962)**	**-**	**-**	**-**	**0.0%**
Net Change in Fund Balance	**(29,864)**	**-**	**-**	**-**	**0.0%**
Beginning Fund Balance	**29,864**	**-**	**-**	**-**	**0.0%**
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

*The Upper Floors Redevelopment Fund was closed and remaining cash, loans, and fund balance was consolidated into the Economic Redevelopment Fund effective February 28, 2018.

FOREST CONSERVATION FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 BUDGET	2019/20 % CHANGE
REVENUES					
Reforestation Fees	$ 7,068	$ 8,000	$ 40,000	$ 10,000	25.0%
Interest on Investments	210	-	-	-	0.0%
Total Revenues	**7,278**	**8,000**	**40,000**	**10,000**	**25.0%**
OTHER FINANCING SOURCES (USES)					
Transfers (to) CIP Fund	(13,199)	(10,000)	-	(40,000)	300.0%
Total Other Financing Sources	**(13,199)**	**(10,000)**	**-**	**(40,000)**	**300.0%**
Net Change in Fund Balance	**(5,921)**	**(2,000)**	**40,000**	**(30,000)**	**1400.0%**
Beginning Fund Balance	**44,180**	**38,259**	**38,259**	**78,259**	**104.6%**
Ending Fund Balance	**$ 38,259**	**$ 36,259**	**$ 78,259**	**$ 48,259**	**33.1%**

FLEXIBLE SPENDING FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES					
Interest on Investments	$ 231	$ 25	$ 200	$ 200	700.0%
Employer FICA Savings	-	-	-	-	0.0%
Unreimbursed Employee Deductions	(240)	4,000	(500)	(200)	-105.0%
Total Revenues	**(9)**	**4,025**	**(300)**	**-**	**-100.0%**
EXPENDITURES					
Contractual Services	4,594	3,900	3,900	-	-100.0%
Other General Expense	995	-	-	-	0.0%
Total Expenditures	**5,589**	**3,900**	**3,900**	**-**	**-100.0%**
Net Change in Fund Balance	**(5,598)**	**125**	**(4,200)**	**-**	**-100.0%**
Beginning Fund Balance	**5,054**	**(544)**	**(544)**	**(4,744)**	**772.1%**
Ending Fund Balance	**$ (544)**	**$ (419)**	**$ (4,744)**	**$ (4,744)**	**1032.2%**

EXCISE TAX FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES					
Interest on Investments	$ 188	$ 50	$ 150	$ 100	100.0%
Total Revenues	**188**	**50**	**150**	**100**	**100.0%**
OTHER FINANCING SOURCES (USES)					
Transfers (to) CIP Fund	(19,629)	-	-	-	0.0%
Total Other Financing Sources	**(19,629)**	**-**	**-**	**-**	**0.0%**
Net Change in Fund Balance	**(19,441)**	**50**	**150**	**100**	**100.0%**
Beginning Fund Balance	**21,835**	**2,394**	**2,394**	**2,544**	**6.3%**
Ending Fund Balance	**$ 2,394**	**$ 2,444**	**$ 2,544**	**$ 2,644**	**8.2%**

GRANT FUND - PROPOSED EXPENSES AND REVENUES
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES:					
Interest on Investments	$ 331	$ -	$ 375	$ 50	100.0%
Federal Grants	68,984	106,933	103,434	105,185	-1.6%
State Grants	296,589	312,544	312,544	237,194	-24.1%
Total Revenues	**365,904**	**419,477**	**416,353**	**342,429**	**-18.4%**
EXPENDITURES:					
Salary and Wages	193,036	124,133	102,913	92,453	-25.5%
Benefits	20,759	5,311	12,058	4,572	-13.9%
Overtime	141,739	133,394	144,367	165,224	23.9%
Personnel Subtotal	**355,534**	**262,838**	**259,338**	**262,249**	**-0.2%**
Contractual Services	90,131	43,037	43,037	25,475	-40.8%
Operating Expenditures	9,167	50,456	50,457	-	-100.0%
Capital Outlay	17,990	74,984	74,984	34,434	-54.1%
Other General Expenses	6,472	27,000	27,000	20,221	-25.1%
Operating Subtotal	**123,760**	**195,477**	**195,478**	**80,130**	**-59.0%**
TOTAL EXPENDITURES	**479,294**	**458,315**	**454,816**	**342,379**	**-25.3%**
OTHER FINANCING SOURCES (USES)					
Transfers from General Fund	113,721	38,838	38,838	-	-100.0%
Total Other Financing Sources	**113,721**	**38,838**	**38,838**	**-**	**-100.0%**
Net Change in Fund Balance	**331**	**-**	**375**	**50**	**100.0%**
Beginning Fund Balance	**173,282**	**173,613**	**173,613**	**173,988**	**0.2%**
Ending Fund Balance	**$ 173,613**	**$ 173,613**	**$ 173,988**	**$ 174,038**	**0.2%**

Activity in this fund is dependent on grants that we receive. The following grants have been included for next year:

			2019/20 PROPOSED
Police Department	FY20 HPD New Body Armor	5,000	
	FY18 Bulletproof Vest Partnership Program	11,275	
	FY19 Coverdell Forensic Science Improvement Program	18,159	
	FY20 GVRG Cease Fire	45,000	
	FY20 Maryland Criminal Intelligence Network	153,998	
	FY17 JAG Program	20,381	
	FY19 Hagerstown PD MHSO Traffic Safety Program	3,500	
	FY20 Hagerstown PD MHSO Traffic Safety Program	14,000	
	FY19 Lethality Assessment Coordinator	20,000	
	FY19 Washington/Baltimore HIDTA	17,870	
	FY20 Community Program Fund	25,696	
	FY20 Domestic Violence Data Entry Program	7,500	
Total Police Department			**342,379**
Total Grant Revenues			**$ 342,379**

GRANT FUND CAPITAL EXPENSES
FISCAL YEAR 2019/2020

ACCOUNT NO./DESCRIPTION	OUTLINE OF USE	JUSTIFICATION	COST
Future Coverdell Forensic Science Grant 1610000-5833 Laboratory Equipment	Police Use	Purchase of laboratory equipment	18,159
Future State Body Armor Grant 1610000-5834 Fire Arms, Body Armor	Police Use	Purchase of new body armor and bulletproof vest	5,000
Future Bulletproof Vest Partnership 1610000-5834 Fire Arms, Body Armor	Police Use	Purchase of new body armor and bulletproof vest	11,275
TOTAL CAPITAL OUTLAY			**$ 34,434**

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SERVICE AND TRUST FUNDS
SECTION 5

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SERVICE & TRUST FUND - COMBINING STATEMENT
FISCAL YEAR 2019/2020

ACCOUNT DESCRIPTION	WORKERS COMPENSATION	HEALTH CARE	DENTAL CARE	BLOOM-CARLILE	TOTAL
OPERATING REVENUES					
Premium Revenues	$ 1,173,050	$ 7,948,480	$ 425,476	$ -	$ 9,547,006
Prescription Rebates	-	371,000	-	-	371,000
Total Operating Revenues	**$ 1,173,050**	**8,319,480**	**425,476**	**-**	**9,918,006**
OPERATING EXPENSES					
Medical Loss Reimbursement, Stop Loss Reinsurance, & Excess Insurance	1,075,619	7,228,233	351,959	-	8,655,811
OPEB Trust Contributions	-	650,000	-	-	650,000
Legal Fees, Claims Administrative Expenses & Injury and Damage Awards	142,476	375,000	40,005	-	557,481
Health Savings Acct Contributions	-	47,000	-	-	47,000
Wellness Program		52,000			52,000
Audit Fees	308	308	308	-	924
Community Assistance Expenditures	-	-	-	4,600	4,600
Total Operating Expenses	**$ 1,218,403**	**8,352,541**	**392,272**	**4,600**	**9,967,816**
Operating Income (Loss)	**$ (45,353)**	**(33,061)**	**33,204**	**(4,600)**	**(49,810)**
NON OPERATING REVENUES (EXPENSES)					
Investment Earnings	300	27,000	3,500	200	31,000
Total Other Income (Expense)	**$ 300**	**27,000**	**3,500**	**200**	**31,000**
Net Income before Operating Transfers	**$ (45,053)**	**(6,061)**	**36,704**	**(4,400)**	**(18,810)**
TRANSFERS FROM (TO) OTHER FUNDS					
Transfers (to) - General Fund	-	(580,000)	-	-	(580,000)
Transfers (to) -Electric Fund	-	(63,562)	-	-	(63,562)
Transfers (to)- Water Fund	-	(94,513)	-	-	(94,513)
Transfers (to) -Wastewater Fund	-	(79,842)	-	-	(79,842)
Total Transfers From (To) Funds	**-**	**(817,917)**	**-**	**-**	**(817,917)**
Increase (Decrease) in Retained Earnings	**$ (45,053)**	**$ (823,978)**	**$ 36,704**	**$ (4,400)**	**$ (836,727)**
Beginning Fund Balance	**1,433,461**	**4,322,532**	**497,279**	**94,079**	**6,347,351**
Ending Fund Balance	**$ 1,388,408**	**$ 3,498,554**	**$ 533,983**	**$ 89,679**	**$ 5,510,624**

WORKERS COMPENSATION FUND OVERVIEW
The Worker's Compensation fund was created in 1995 to help smooth potential large fluctuations in the City's worker's compensation cost that might occur under a large deductive insurance program the City used from September 1, 1995 through 1998. 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 of the insurance carrier.

Effective July 1, 2015 the City transitioned from a traditional 100% coverage insurance to a self-insurance program which had been in place since September 1, 1998. The fund will continue to serve as a conduit to collect charges based on historical allocations from each fund and category of workers and will be used to pay actual claim costs and other fees.

HEALTH CARE FUND OVERVIEW
The Health Care fund was created in 2000 to manage the City's new self-insurance program for health care. Under this self-funded plan, the City pays a standard monthly administrative fee for each covered member and accepts claims risk up to a specific stop loss for each individual covered. Plan changes may occur during collective bargaining negotiations for future periods. In addition, there is a second level of insurance called the aggregate stop loss which assures that the City does not pay more than the maximum projected expenses. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's employees, retirees and dependents as determined by our actuarial consultants, CBIZ. These billings represent funding sources for the Health Care Fund from which all health care related administrative and medical reimbursement costs are paid.

DENTAL CARE FUND OVERVIEW
The Dental Care fund was created in 2006 to manage the City's new self-insurance program for dental care. Under this self-funded plan, the City pays a standard monthly administrative fee for each covered member and processes claims up to a maximum $2,000 limit per covered individual, dependent upon type of plan chosen. Plan changes may occur during collective bargaining negotiations for future periods. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's employees, retirees and dependents as determined by our actuarial consultants, CBIZ. These billings represent funding sources for the Dental Care fund from which all dental care related administrative and medical reimbursement costs are paid.

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

The Washington County Community Action Council has been administering disbursement of these funds on a no-cost basis for the City since 1983. All funds are disbursed based on an agreed upon operating policy and are reviewed by the Clerk's Office for compliance with the program guidelines.

WORKERS COMPENSATION FUND - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2019/2020

EXPENDITURE AND REVENUE SUMMARY

	2017/18	2018/19		2019/20	2019/20
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
REVENUES BY TYPE					
Premium Revenues	$ 1,129,042	$ 1,149,538	$ 1,149,538	$ 1,173,050	2.0%
Interest Income from Investments	45	(50)	300	300	-700.0%
Total Revenues	**$ 1,129,087**	**$ 1,149,488**	**$ 1,149,838**	**$ 1,173,350**	**2.1%**
EXPENDITURES BY TYPE					
Excess Insurance	157,281	174,681	174,681	174,681	0.0%
Claims Expense	793,422	883,264	883,264	900,938	2.0%
Administrative Expenses	20,305	56,039	56,039	56,039	0.0%
Audit Fees	332	336	336	308	-8.3%
Legal Fees	23,698	40,503	31,503	40,503	0.0%
Other Professional Services Fees	43,267	43,434	45,434	45,934	5.8%
Total Expenditures & Transfers	**$ 1,038,305**	**$ 1,198,257**	**$ 1,191,257**	**$ 1,218,403**	**1.7%**
Expenditures, net of Revenues	**$ (90,782)**	**$ 48,769**	**$ 41,419**	**$ 45,053**	**-7.6%**
Beginning Fund Balance	1,384,098	1,474,880	1,474,880	1,433,461	-2.8%
Ending Fund Balance	**$ 1,474,880**	**$ 1,426,111**	**$ 1,433,461**	**$ 1,388,408**	**-2.6%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total expenditures for FY19 estimated actual are anticipated to be slighty below the FY19 budget due to a reduction in legal fees. In addition, the revenue is anticipated to remain flat for the adopted budget FY19 compared to the estimated actual for FY19. The premium revenues reflect amounts charged to all other City funds and were established with slightly higher rates based on anticipated expenses.

Adopted FY19 to Proposed FY20

Total expenditures for FY20 are projected to be 1.7% higher than the FY19 budget, or $20.1K due to higher anticipated claims expense . In addition, revenue will increase slightly by 2.1% or $23.9K.

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES BY TYPE					
Premium Revenues-City	$ 6,455,160	$ 6,659,987	$ 6,656,190	$ 6,601,588	-0.9%
Premium Revenues-Employees	1,070,559	1,104,942	1,104,942	1,104,942	0.0%
Premium Revenues-Retirees	230,968	242,273	241,700	241,950	-0.1%
Prescription Rebates	142,632	75,000	149,863	371,000	394.7%
Interest from Investments	25,707	13,300	27,000	27,000	103.0%
Total Revenues	**$ 7,925,026**	**$ 8,095,502**	**$ 8,179,695**	**$ 8,346,480**	**3.1%**
EXPENDITURES BY TYPE					
Medical Loss Reimbursements	5,735,412	6,341,975	6,228,702	6,877,173	8.4%
Claims Reserve Expense	(188,551)	75,000	50,000	50,000	-33.3%
Health Savings Acct Contributions	48,750	53,250	46,875	47,000	-11.7%
Administrative Expenses	354,181	338,722	357,042	375,000	10.7%
Audit Fees	332	336	336	308	-8.3%
Stop Loss Reinsurance Expense	199,026	255,896	250,427	301,060	17.6%
Wellness Program	-	40,000	40,000	52,000	30.0%
OPEB Trust Contributions	650,000	650,000	650,000	650,000	0.0%
Total Expenditures	**$ 6,799,150**	**$ 7,755,179**	**$ 7,623,382**	**$ 8,352,541**	**7.7%**
Transfers to General Fund	542,881	536,815	536,815	580,000	8.0%
Transfers to Electric Fund	53,079	58,015	58,015	63,562	9.6%
Transfers to Water Fund	76,308	85,553	85,553	94,513	10.5%
Transfers to Wastewater Fund	76,306	76,312	76,312	79,842	4.6%
Total Transfers	**$ 748,574**	**$ 756,695**	**$ 756,695**	**$ 817,917**	**8.1%**
Total Expenditures & Transfers	**$ 7,547,724**	**$ 8,511,874**	**$ 8,380,077**	**$ 9,170,458**	**7.7%**
Expenditures, net of Revenues	**$ (377,302)**	**$ 416,372**	**$ 200,382**	**$ 823,978**	**97.9%**
Beginning Fund Balance	4,145,612	4,522,914	4,522,914	4,322,532	-4.4%
Ending Fund Balance	**$ 4,522,914**	**$ 4,106,542**	**$ 4,322,532**	**$ 3,498,554**	**-14.8%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

As a result of a decrease in medical claim costs, claims reserve and stop loss reinsurance expense, total expenditures are projected to be approximately 1.7% or $131.8K less than originally included in the budget. In the current year to date, the City has experienced lower actual paid claims than was anticipated when preparing the FY19 budget. The associated premium revenues charged and paid by the City remained in line with the FY19 budget.

Adopted FY19 to Proposed FY20

As a result of a current trends for medical expense claims and administrative expenses, the expenditures for proposed FY20 are projected to be 7.7% or $597.3K higher than FY19 budget, excluding transfers to other funds. Due to the projected increase in medical expenses, the revenues charged across all City funds in FY20 budget also increased compared to the FY19 budget. In FY20, the budget includes a transfer from the health insurance fund to other city funds. This transfer represents a FY18 actual surplus which will be returned on a percentage allocation to the city funds that provided the funding originally and is consistent with the city's Fund Balance/Retained Earnings Policy. This transfer is not a normal recurring item.

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES BY TYPE					
Premium Revenues-City	$ 188,998	$ 195,497	$ 194,718	$ 196,593	0.6%
Premium Revenues-Employees	160,086	170,989	158,883	158,883	-7.1%
Premium Revenues-Retirees	65,305	78,277	70,000	70,000	-10.6%
Interest from Investments	2,261	1,150	3,000	3,500	204.3%
Total Revenues	**$ 416,650**	**$ 445,913**	**$ 426,601**	**$ 428,976**	**-3.8%**
EXPENDITURES BY TYPE					
Medical Claims Expense	283,248	349,789	314,000	346,959	-0.8%
Administrative Expenses	38,175	40,131	40,131	40,005	-0.3%
Claims Reserve Expense	4,541	5,000	5,000	5,000	0.0%
Audit Fees	331	336	336	308	-8.3%
Total Expenditures & Transfers	**$ 326,295**	**$ 395,256**	**$ 359,467**	**$ 392,272**	**-0.8%**
Expenditures, net of Revenues	**$ (90,355)**	**$ (50,657)**	**$ (67,134)**	**$ (36,704)**	**-27.5%**
Beginning Fund Balance	339,790	430,145	430,145	497,279	15.6%
Ending Fund Balance	**$ 430,145**	**$ 480,802**	**$ 497,279**	**$ 533,983**	**11.1%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

Total expenditures for FY19 estimated actual compared to FY19 budget are lower by 9.1% or $35.8K as a result of lower actual dental claims paid. Revenues also decreased over FY19 budget by 4.3% or $19.3K primarily due to lower premium contributions by employees than budgeted.

Adopted FY19 to Proposed FY20

As a result of current trends in dental claims for FY19 and historical data provided by our consultant CBIZ, the dental claims expenditures for proposed FY20 budget are expected to decrease by 0.8% or $2.8K over FY19 budget. This decline is a continuation of the trend reflected in the FY19 actual to date as well as the FY18 actual experience. Overall, expenses are expected to decrease by $3.0K or 0.8%. Additionally, the revenues and premiums charged are expected to decrease by 3.8% or $16.9K as a result of the actual claim experience to date.

BLOOM-CARLILE TRUST FUND - PROGRAM FINANCIAL SUMMARY
FISCAL YEAR 2019/2020

EXPENDITURE AND REVENUE SUMMARY

	2017/18 ACTUAL	2018/19 BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED	2019/20 % CHANGE
REVENUES BY TYPE					
Interest Earned	$ 300	$ 200	$ 250	$ 200	0.0%
Total Revenues	**$ 300**	**$ 200**	**$ 250**	**$ 200**	**0.0%**
EXPENDITURES BY TYPE					
Utilities	4,602	2,400	4,600	4,600	91.7%
Shelter	-	2,400	-	-	-100.0%
Total Expenditures & Transfers	**$ 4,602**	**$ 4,800**	**$ 4,600**	**$ 4,600**	**-4.2%**
Expenditures, net of Revenues	**$ 4,302**	**$ 4,600**	**$ 4,350**	**$ 4,400**	**-4.3%**
Beginning Fund Balance	102,731	98,429	98,429	94,079	-4.4%
Ending Fund Balance	**$ 98,429**	**$ 93,829**	**$ 94,079**	**$ 89,679**	**-4.4%**

BUDGET HIGHLIGHTS AND SIGNIFICANT CHANGES

Adopted FY19 to Estimated Actual FY19

It is anticipated that we will need to appropriate about $4.4K from accumulated prior years earnings to cover the shortfall between FY19 interest earnings and FY19 expenses. This shortfall is a result of the amount pledged to the Community Action Council with the change made to this program to assist the poor and needy of Hagerstown. Finance will continue to monitor this fund to ensure that a long-term balance is maintained between interest earnings and total expenditures.

Adopted FY19 to Proposed FY20

For many years, the budget limited the pledge to the Community Action Council to the next year's anticipated interest earnings. This limitation withheld assistance to the poor and needy of Hagerstown in economic slumps when the need was the greatest. In addition, interest rates had declined over this same period of time which led to even less interest revenue being generate. Our FY20 budget continues to reflect our modification to treat this fund more as a flow of funds annuity with a steady annual stipend which will be continually replenished from investment earnings over a long-term time frame. Finance will monitor this fund so that a long-term balance between earnings and expenditures is maintained.

FINANCIAL PROJECTIONS
SECTION 6

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ALL FUNDS PROJECTIONS
FISCAL YEAR 2020/2024
INTRODUCTION

This Section provides revenue, expenditure and capital outlay projections for the General Fund and City Utilities, as well as the City's Parking, Golf Course, Property Management, 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 FY2019/20 Proposed Budget as a baseline.
- Maintaining a broader view of the impact of the current budget process, fiscal policies, service levels, and Capital Improvement Plans.
- Enabling us to forecast the possible results of our current business plans and decisions to become more proactive in financial management and planning efforts.
- Reviewing and analyzing the impact of expected fiscal and economic trends on the City's financial condition.
- Reviewing the sufficiency of projected revenues in meeting projected expenditures.
- Analyzing the financial impact and affordability of the capital improvement programs.
- Reviewing the timing and amounts of needed debt financing and its fiscal impact.
- Determining the timing and magnitude of required revenue rate adjustments.

The projections are based on information available to staff as of March 1, 2019. Although every effort has been made to be realistic in developing these projections, it is important to note that revenues and expenditures rarely proceed in a totally predictable manner. These projections can, however, provide an important tool for the City's long-term financial planning.

- Percentages of projected changes are indicated in the column after the FY2019/20 Proposed Budget. Items without a percentage have been individually projected by year. An "S" indicates that there is a supporting schedule with more detail.
- The interest income rate is projected to have slight growth for most funds in FY2019/20 and future years as a result of current market rates, interest rates adjustments made by the Federal Reserve System, and available cash balances.
- The Wage & Benefits projections contain potential salary enhancements for FY2019/20 for all full-time employee groups. (See Section 1 for specific wage history trends by employee group). The projections include a combination of salary enhancements annually from FY2019/20 through FY2023/24. Additionally, the projections include savings associated with funded vacant positions in the General Fund; and anticipate funded vacancy savings to occur into the future through FY2023/24. The City has four collective bargaining union groups and all four of the groups have approved contracts in place that expire on June 30, 2022.
- The overall average projected increase in employee benefits range from 3.6% to 5.6% primarily due to expected increases over the next several years in the City's Health, Dental and Retirement Program costs. It is important to note that FY2019/20 includes a one-time potential distribution of the Health Insurance's surplus from FY2017/18.
- Debt service includes current commitments to repay principal and interest on governmental obligations, as well as, projected debt requirements identified in the capital improvement plan. Future debt costs are based on a 2.00% through 4.75% interest rate range over a 20, 25, or 30 year term and includes both City issued bonds and MDE issued bonds/loans.
- In addition to covering 100% of the claims and cost incurred for retired employees, the City makes annual contributions to a separate trust account for Other Post-Employment Benefits (OPEB). The annual amount to be contributed in FY2019/20 and all future projections through FY2023/24 is $650K.
- In June 2015, GASB issued Statement No. 75 Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, which requires an employers' unfunded actuarial postemployment (or retiree health/dental insurance) liability to be recorded on the financials. This statement was implemented and reflected in the City's financial statements beginning with FY2017/18.

- In general, total revenue growth (excluding the "NEEDED REVENUE SOURCE" amount) is projected to increase from $2.0 million in FY2020/21 to $2.7 million in FY2021/22. Due to several contributing factors, new and / or increased revenue sources are needed beginning in FY2020/21 to help offset estimates for future periods. The primary factors that impact the projections for FY2020/21 include:
    - Funding equipment and Capital Improvement Program with annual operating revenue
    - Minimal growth anticipated in existing City revenue sources
    - Preliminary projection of 4.0% increase for all salary and related benefits costs
    - Increasing annual contracted services of approximately 2.0%
    - Preliminary overall inflation factors on insurance, supplies, and maintenance contracts

- In FY2019/20, the city implemented a tiered tax rate for real estate. The property tax rate is proposed to remain at the current rates: $1.002 per $100 for real estate on all except Apartments; $1.032 per $100 for real estate on Apartments; and $2.505 per $100 for personal property. The annual Constant Yield certification from the State Department of Assessments & Taxation received in February 2019 reflects slight market growth of 0.5% during the third and final year of the City's triennial assessment period. The total estimated property tax revenue represents 69.6% of current revenue sources in FY2019/20 and is important to cover existing city service levels, rising employer payroll costs (including benefits like health insurance, dental insurance, pension contributions), inflation increases on most expense categories, and annual debt service requirements. For future years, the projections include slight growth in property tax revenue in FY2020/21 through FY2023/24 to occur through increased assessed values or other adjustments if assessed values decline.

- The County Tax Rebate was terminated by the County after the FY2009/10. It was replaced by a County Tax Rate differential provided directly to City property owners which started in 2010/11. The County rate in the City is currently $0.125 cents per $100 assessed value less than the outside City rate and is estimated to stay the same for 2019/20 and future years.

- From FY2018/19 to FY2019/20 budget, the overall City portion of Income & Other Taxes is expected to increase by 12.2% with growth anticipated in most areas. FY2019/20 includes some Highway User Revenue (HUR) directly in the General Fund to cover a portion of the annual debt service requirements for projects that had to be funded with bonds when HUR funding was drastically decreased by the state. It is projected for overall annual growth to remain minimal with increases ranging from 1.3% to 1.5% through FY2023/24; except during FY2022/23 projections of slight decrease due to declining utilization of HUR as annual debt service requirements reduce. The projections include modest continued growth in income tax, admission and amusement tax, and hotel/motel room tax based on the current economy and trends.

- The Safe Speed for Students Program (an automated speed camera program) began in phases in April 2012. This revenue is included in Fines and Forfeitures and is used exclusively to support public safety activities. In FY2019/20 budget, Safe Speed revenue represents 2.0% or $1.0 million of total operating revenue and is expected to remain flat at $1.0 million in revenue through FY2023/24.

- The Red Light Camera Program began in FY2018/19. The City participates in this program with Howard County Consortium. A few camera locations were established on local roads and intersections only; but, staff will continue to work with the State to identify problematic state road intersections for placement of additional cameras. Future projections reflect estimated annual growth of $50K.

- A municipality has the authority to implement a Stormwater management fee. The City completed Phase I of a study which assessed a cost rate model and identified applicable properties. The City is moving forward with Phase II beginning in Spring/Summer 2019 to further define a cost rate model for future presentations and discussions. At this time, the future projections do not include any revenue from a Stormwater management fee or a separate Stormwater fund. However due to legislative mandates, the CIP budget does include project expenditures over the next five years. The funding for these specific projects will be funded with grants, general fund supported debt, and a potential future Stormwater fee revenue source.

- Most operating grant revenues and related expenditures are separately reflected in the Grants Fund. In FY2019/20 and prior years, there were three federal COPS Hiring Grants (2012, 2013, and 2015) secured by the Hagerstown Police Department reflected in the General Fund. It is anticipated that these grants will be fully satisfied and completed in current FY2018/19 which is reflected in the declining revenue from FY2019/20 to FY2020/21.

- Wage & Benefit projections include four collective bargaining union contracts and non-union employees. All four collective bargaining contracts currently expire on June 30, 2022 with wage re-openers. As a result, the projections include a continuation of combined salary enhancements annually through FY2023/24. The projection includes savings associated with vacancies in funded positions that occur throughout the normal course of business. There is a schedule of unfunded positions for reference only; there are no dollars reflected in the FY2019/20 budget for unfunded positions and savings.

- The overall average projected changes in employee benefits range from 3.6% to 5.6% primarily due to expected increases over the next several years in the City's Pension Contributions, and Health and Dental Program costs.

- Annual debt service expenditures represent 6.2% of all general fund expenditures in FY2019/20 budget, or $2.9 million. As reflected on the debt service schedule on page 12, annual debt service requirements are expected to fluctuate annually from FY2019/20 through FY2023/24 as the city continues to pay-off prior bonds and add issue new bonds for infrastructure investments. The changes beginning in FY2020/21 through FY2023/24 are respectively <1.6%>, 20.2%. <10.7%>, and 8.2%.The detail on each project that will be funded by future debt issues are reflected in Section 7, page 16.

- The remaining other expenditure categories are projected to increase based on a combination of historic trends and inflation factors.

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
REVENUES										
Property Taxes	$ 26,041	$ 26,917	$ 28,736	$ 28,683	$ 29,093	S	$ 29,920	$ 30,502	$ 31,097	$ 31,844
Payments in Lieu of Taxes	2,841	2,756	2,760	2,778	2,776	S	2,778	2,781	2,783	2,785
Total property taxes	**28,882**	**29,673**	**31,496**	**31,461**	**31,869**		**32,699**	**33,283**	**33,880**	**34,629**
	1.5%	*2.7%*	*6.1%*	*-0.1%*	*1.2%*		*2.6%*	*1.8%*	*1.8%*	*2.2%*
Income Tax	2,628	2,178	2,400	2,550	2,550	2.0%	2,601	2,653	2,706	2,760
Highway User Revenues	-	-	-	-	275		254	257	134	135
Police / Fire Protection	818	816	800	800	800	0.5%	804	808	812	816
Admission Tax	444	410	330	350	350	0.5%	352	354	355	357
Financial Corporations	34	34	34	34	34		34	34	34	34
Room Tax - Tourism Promotion	188	202	188	200	205	2.0%	209	213	218	222
Enterprise Zone Tax Credits	31	28	12	11	11		25	25	25	25
Total Income & Other Taxes	**4,143**	**3,668**	**3,764**	**3,945**	**4,225**		**4,279**	**4,344**	**4,284**	**4,349**
	9.3%	*-11.5%*	*2.6%*	*4.8%*	*12.2%*		*1.3%*	*1.5%*	*-1.4%*	*1.5%*
Total Tax & Shared Revenues	**33,025**	**33,341**	**35,260**	**35,406**	**36,094**		**36,978**	**37,627**	**38,164**	**38,979**
	2.4%	*1.0%*	*5.8%*	*0.4%*	*2.4%*		*2.4%*	*1.8%*	*1.4%*	*2.1%*
Refuse Service Fees	2,258	2,579	2,765	2,754	2,774	2.5%	2,843	2,914	2,987	3,062
Other Service Charges	557	561	475	500	710	2.0%	572	584	595	607
Residential Rental Licenses & Vacant Structures	740	749	765	845	855	2.0%	872	890	907	925
Cable TV Franchise	396	383	389	361	180	2.0%	184	187	191	195
Other Licenses & Permits	787	1,025	1,021	1,279	1,079	1.0%	1,090	1,101	1,112	1,123
Safe Speed for Students Program	978	1,035	1,250	925	900		1,000	1,000	1,000	1,000
Red Light Camera Program	-	69	200	175	200		250	300	350	400
Other Fines & Forfeitures	185	63	175	117	192	3.0%	198	204	210	216
*Stormwater Management Fees**	-	-	-	-	-		-	-	-	-
Admin Allocation	2,031	1,998	1,998	1,998	1,998	2.0%	2,038	2,079	2,120	2,163
Interest	47	82	40	100	100	3.0%	103	106	109	113
Rental Income	172	191	208	200	198		198	218	219	220
Grants	471	572	463	499	409	S	377	377	377	377
Other Revenues	304	815	773	725	701	S	159	159	159	159
NEEDED REVENUE SOURCE	-	-	-	-	-		***2,013***	***2,656***	***2,301***	***2,776***
Total Other Revenues	**8,926**	**10,122**	**10,522**	**10,478**	**10,296**		**11,897**	**12,774**	**12,638**	**13,336**
Total Revenues	**41,951**	**43,463**	**45,782**	**45,884**	**46,390**		**48,874**	**50,401**	**50,802**	**52,315**
% Revenue Growth	*0.5%*	*3.6%*	*5.3%*	*0.2%*	*1.3%*		*5.4%*	*3.1%*	*0.8%*	*3.0%*
Appropriated Fund Balance to Econ Redevelopment:Invest Hagerstown	-	-	385	-	-		-	-	-	-
Appropriated Fund Balance to CIP Fund:Capital Expenditures	-	-	50	-	818		-	-	-	-
Appropriated Fund Balance:General Fund	-	-	200	-	-		-	-	-	-
Total Other Funding Sources	**-**	**-**	**635**	**-**	**818**		**-**	**-**	**-**	**-**
Total Funding Sources	**$ 41,951**	**$ 43,463**	**$ 46,417**	**$ 45,884**	**$ 47,208**		**$ 48,874**	**$ 50,401**	**$ 50,802**	**$ 52,315**

During FY19 City Staff and an Advisory Committee began working with an independent consultant on a Stormwater Management Study. At this time, there are no revenues included in future projections specifically for this service.

****FY21 projections currently estimate additional $2.0M in changes needed. This $2.0M reflects funding equipment and CIP transfers with annual operations, combined 1.0% growth in current revenue sources, an overall preliminary estimate of 3.5% increase for all payroll related costs, growing annual debt service to fund priority projects, infrastructure and capital needs, and cover overall inflation factors on items such as insurance, supplies, and maintenance contracts.***

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
EXPENDITURES										
Salaries and Wages	$ 18,793	$ 19,362	$ 20,294	$ 20,181	$ 20,645	S	$ 21,331	$ 21,849	$ 22,480	$ 23,025
Fringe Benefits -										
Active Employees	7,878	8,029	8,430	8,166	8,351	S	8,826	9,124	9,450	9,768
Retirees	1,515	1,449	1,479	1,487	1,487	S	1,560	1,636	1,716	1,800
Total Wages & Benefits	**28,186**	**28,840**	**30,203**	**29,834**	**30,483**		**31,717**	**32,609**	**33,645**	**34,594**
	0.4%	*2.3%*	*4.7%*	*-1.2%*	*0.9%*		*4.0%*	*2.8%*	*3.2%*	*2.8%*
Contracted Services	4,416	4,603	5,046	5,171	5,169	S	5,328	5,445	5,566	5,690
Advertising & Printing	245	211	246	233	215	2.0%	219	224	228	233
Rentals	99	110	108	120	112		110	110	110	110
Maintenance & Repairs	905	995	1,092	1,143	1,160		950	950	975	975
Vehicle Expenses	824	774	784	775	780	2.0%	796	812	828	844
Materials, Supplies & Utilities	1,806	1,867	1,991	2,034	1,998	3.0%	2,058	2,120	2,183	2,249
Professional Development	129	110	168	181	164		170	175	180	185
Communication	375	370	375	372	370		370	372	374	376
Wage & Overhead Allocation	(974)	(1,000)	(851)	(804)	(840)		(874)	(899)	(927)	(953)
Other General Expenditures	571	569	1,007	972	859		864	869	874	879
Insurance	209	215	290	274	294	5.0%	309	324	340	357
Unallocated Gen'l Expenditures	594	618	850	880	635		637	637	639	641
Capital Outlay - Non-CIP	236	131	193	209	181		183	208	213	223
Debt Service	2,160	2,395	2,609	2,552	2,872	S	2,827	3,399	3,035	3,284
Operating Transfers to Other Funds	428	518	987	999	1,248	S	1,250	1,388	1,332	1,336
Capital Transfers to CIP Fund	1,043	308	893	1,013	689		1,961	1,659	1,206	1,292
Fund Balance Transfers to CIP Fund	-	632	385	289	818		-	-	-	-
Fund Balance Trans for Invest Hag	794	4	50	3	-		-	-	-	-
Total Expenditures	**42,046**	**42,270**	**46,426**	**46,250**	**47,207**		**48,874**	**50,402**	**50,802**	**52,314**
% Expenditures Growth	*2.1%*	*0.5%*	*9.8%*	*-0.4%*	*1.7%*		*3.5%*	*3.1%*	*0.8%*	*3.0%*
Surplus / (Deficit)	**$ (95)**	**$ 1,193**	**$ (9)**	**$ (366)**	**$ 1**		**$ 0**	**$ (0)**	**$ 0**	**$ 0**
Real Estate Tax Rates: All Classes	**$ 0.913**	**$ 0.941**	**$ 1.002**	**$ 1.002**	**$ 1.002**		**$ 1.002**	**$ 1.002**	**$ 1.002**	**$ 1.002**
Change in Tax Rates	**$ -**	**$ 0.028**	**$ 0.061**	**$ 0.061**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**
Each penny on the real estate tax rate generates additional revenue of	**$ 257**	**$ 256**	**$ 259**	**$ 259**	**$ 263**		**$ 271**	**$ 276**	**$ 282**	**$ 290**
Personal Property Tax Rates	**$ 2.283**	**$ 2.353**	**$ 2.505**	**$ 2.505**	**$ 2.505**		**$ 2.505**	**$ 2.505**	**$ 2.505**	**$ 2.505**
Change in Tax Rates	**$ -**	**$ 0.070**	**$ 0.153**	**$ 0.153**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**
Each penny on the personal property tax rate generates additional revenue of	**$ 12**	**$ 13**	**$ 12**	**$ 12**	**$ 12**		**$ 12**	**$ 12**	**$ 12**	**$ 12**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
PROPERTY TAXES
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG% *	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Real Estate - Full Year Levy	**$ 23,397**	**$ 24,335**	**$ 26,031**	**$ 26,031**	**$ 26,421**		**$ 27,250**	**$ 27,782**	**$ 28,339**	**$ 29,067**
% Increase	***1.3%***	***4.0%***	***7.0%***	***7.0%***	***1.5%***		***3.1%***	***2.0%***	***2.0%***	***2.6%***
Personal Property - UnInc	65	66	50	57	56	0.5%	56	57	57	57
Personal Property - Corp	2,783	2,980	3,030	3,000	3,000	0.5%	3,015	3,030	3,045	3,060
Homestead Tax Credit	(73)	(91)	(95)	(116)	(110)		(100)	(100)	(100)	(100)
Enterprise Zone Tax Credit Progra	(64)	(53)	(24)	(22)	(24)		(75)	(75)	(75)	(75)
Tax Exemption - Real Estate	(117)	(380)	(275)	(290)	(275)		(255)	(223)	(203)	(203)
Total Current Year's Levy	**25,991**	**26,857**	**28,717**	**28,660**	**29,068**		**29,891**	**30,471**	**31,063**	**31,807**
Reserve for Uncollect Taxes	(96)	(101)	(100)	(101)	(101)		(101)	(101)	(101)	(101)
Total Adj - Prior Yrs Levies	**(96)**	**(101)**	**(100)**	**(101)**	**(101)**		**(101)**	**(101)**	**(101)**	**(101)**
Current Years Levy	176	192	150	160	160		165	168	172	176
Total Interest on Delinq Tax	**176**	**192**	**150**	**160**	**160**		**165**	**168**	**172**	**176**
Tax Discounts/Allows - C/Yr	(30)	(31)	(31)	(36)	(34)		(35)	(36)	(36)	(37)
Total Tax Discounts/Allows	**(30)**	**(31)**	**(31)**	**(36)**	**(34)**		**(35)**	**(36)**	**(36)**	**(37)**
Total Property Taxes	**26,041**	**26,917**	**28,736**	**28,683**	**29,093**		**29,920**	**30,502**	**31,097**	**31,844**
% Increase	*1.4%*	*3.4%*	*6.8%*	*-0.2%*	*1.2%*		*2.8%*	*1.9%*	*1.9%*	*2.4%*
Hag Housing Authority	111	110	100	105	105	0.8%	106	107	108	108
Bethel Gardens	22	-	12	10	13	0.8%	13	13	13	13
Liberty Property	153	147	150	165	160	0.8%	161	163	164	165
CW Brooks Mid-Rise	8	9	8	8	8	0.8%	8	8	8	8
Electric Fund	532	532	532	532	532	0.0%	532	532	532	532
Water Fund	660	660	660	660	660	0.0%	660	660	660	660
Wastewater Fund	1,298	1,298	1,298	1,298	1,298	0.0%	1,298	1,298	1,298	1,298
Property Management Fund	57	-	-	-	-	0.0%	-	-	-	-
Total Pymts in Lieu of Taxes	**2,841**	**2,756**	**2,760**	**2,778**	**2,776**		**2,778**	**2,781**	**2,783**	**2,785**
% Increase	*2.5%*	*-3.0%*	*0.1%*	*0.7%*	*0.6%*		*0.1%*	*0.1%*	*0.1%*	*0.1%*
Total Property Taxes	**$ 28,882**	**$ 29,673**	**$ 31,496**	**$ 31,461**	**$ 31,869**		**$ 32,699**	**$ 33,283**	**$ 33,880**	**$ 34,629**
% Increase	*1.5%*	*2.7%*	*6.1%*	*-0.1%*	*1.2%*		*2.6%*	*1.8%*	*1.8%*	*2.2%*

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
ASESSABLE BASE TABLE

	Total Assessable Base Values* (in millions)	Assessable Base - % Change from Prior Year	Real Estate Tax Rate	Real Estate Tax Rate -% Change from Prior Year	Real Estate and Property Tax Revenue (in thousands)	Property Taxes - % Change from Prior Year
Actual 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%	0.680	0.0%	9,821	0.8%
Actual 1998/1999	1,278	1.1%	0.696	2.4%	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	3.5%
Actual 2001/2002	1,471	6.6%	0.732	5.8%	11,708	8.9%
Actual 2002/2003	1,491	1.4%	0.768	4.9%	12,873	10.0%
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%	21,676	9.8%
Actual 2009/2010	2,830	10.9%	0.788	0.0%	23,959	10.5%
Actual 2010/2011	2,881	1.8%	0.788	0.0%	24,132	0.7%
Actual 2011/2012	2,559	-11.2%	0.788	0.0%	21,386	-11.4%
Actual 2012/2013	2,634	2.9%	0.788	0.0%	22,216	3.9%
Actual 2013/2014	2,665	1.2%	0.788	0.0%	22,398	0.8%
Actual 2014/2015	2,542	-4.6%	0.898	14.0%	24,325	8.6%
Actual 2015/2016	2,618	3.0%	0.913	1.7%	25,586	5.2%
Actual 2016/2017	2,660	1.6%	0.913	0.0%	25,991	1.6%
Actual 2017/2018	2,660	0.0%	0.941	3.1%	26,857	3.3%
Estimated 2018/2019: All	**2,677**	**0.7%**	**1.002**	**6.5%**	**28,660**	**6.7%**
Estimated 2018/2019: Apts	*237*	*N/A*	*1.032*	*9.7%*	*2,451*	***N/A***
Proposed 2019/2020: All	**2,718**	**1.5% ****	**1.002**	**0.0%**	**29,068 ****	**1.4%**
Proposed 2019/2020: Apts	*241*	*1.5% ****	*1.032*	*0.0%*	*2,488*	*1.5%*
Projected 2020/2021: All	2,799	3.0%	1.002	0.0%	29,891	2.8%
Projected 2021/2022: All	2,856	2.0%	1.002	0.0%	30,471	1.9%
Projected 2022/2023: All	2,914	2.0%	1.002	0.0%	31,062	1.9%
Projected 2023/2024: All	2,988	2.5%	1.002	0.0%	31,807	2.4%

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

**The assessable base value per the February 2019 Constant Yield Notice memo reflects an expected real property assessed value of 2,587 which is an increase of 0.52% over current levels. The City chart above assumes a slightly higher average assessable base value which includes personal property values. In addition, the chart above reflects the average value for all of FY20 and not just the value estimated to be on July 1.

***In addition, the city implemented a different tier tax rate for all Apartment classifications. The numbers and data for "All" include the Apartment classifications

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
ASESSABLE BASE TABLE
(IN THOUSANDS)

	ACTUAL 2016/17	ACTUAL 2017/18	EST. ACTUAL 2018/19	PROPOSED BUDGET 2019/20	PROJECTED 2020/21
For Full Year Levy	$ 23,397	$ 24,335	$ 26,031	$ 26,421	$ 27,250
Enterprise Zone Tax Credit Program	(64)	(53)	(22)	(24)	(75)
Tax Exemption - Real Estate	(117)	(380)	(290)	(275)	(255)
Homestead Tax Credit Cap	(73)	(91)	(116)	(110)	(100)
Net Real Estate Taxes	**23,143**	**23,811**	**25,603**	**26,012**	**26,820**
	1.6%	2.9%	7.5%	1.6%	3.1%
Unincorporated Personal Property	65	66	57	56	56
Corporate Personal Property	2,783	2,980	3,000	3,000	3,015
Total Personal Property	**2,848**	**3,046**	**3,057**	**3,056**	**3,071**
	1.5%	7.0%	0.4%	0.0%	0.5%
Current Year's Levy	**$ 25,991**	**$ 26,857**	**$ 28,660**	**$ 29,068**	**$ 29,891**
	1.6%	3.3%	6.7%	1.4%	2.8%
Real EstateTax Rate	**$ 0.913**	**$ 0.941**	**$ 1.002**	**$ 1.002**	**$ 1.002**
Real EstateTax Rate - Apartments Only	*$ 0.913*	*$ 0.941*	*$ 1.032*	*$ 1.032*	*$ 1.032*
Business Property Tax Rate	**$ 2.283**	**$ 2.353**	**$ 2.505**	**$ 2.505**	**$ 2.505**
Assessable Base					
Real Property	$ 2,534,830	$ 2,530,393	$ 2,555,190	$ 2,596,008	$ 2,676,645
	1.6%	-0.2%	1.0%	1.6%	3.1%
[(Net Real Estate Taxes / Tax Rate)/10)]					
Business Personal Property	124,775	129,479	122,036	121,996	122,595
	1.5%	3.8%	-5.7%	0.0%	0.5%
[Total Personal Property / Tax Rate]					
Total Assessable Base	**$ 2,659,606**	**$ 2,659,872**	**$ 2,677,226**	**$ 2,718,004**	**$ 2,799,240**
	1.6%	0.0%	0.7%	1.5%	3.0%

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
GRANT AND OTHER REVENUES
(IN THOUSANDS)

GRANT REVENUES

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Planning Department: Grants										
Heritage Area Planning Grant	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Various Departments: Grants										
Reimbursement FEMA Grants	-	-	-	-	-		-	-	-	-
All Other Departmental Grants	19	18	15	13	13		-	-	-	-
Police Department: Grants										
DEA Reimbursed Overtime	59	67	55	20	20		20	20	20	20
HIDTA NTF Reimbursed Overtime	-	-	18	18	18		18	18	18	18
COPS Hiring Grants - 2012, 2014, and 2016	252	173	109	109	19		-	-	-	-
School Resource Officers Grant	141	314	266	339	339		339	339	339	339
Total Grant Revenues	**$ 471**	**$ 572**	**$ 463**	**$ 499**	**$ 409**		**$ 377**	**$ 377**	**$ 377**	**$ 377**

OTHER REVENUES

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Sale of Land & Other Property										
Fire & Police Dept Equipment	12	5	6	4	4		4	4	4	4
Other	32	35	9	39	1		7	7	7	7
Total Land Sale/Other	**44**	**40**	**15**	**43**	**5**		**11**	**11**	**11**	**11**
Contributions & Donations	105	100	101	28	30		35	35	35	35
Miscellaneous Revenues	93	109	78	85	61		85	85	85	85
Other Revenues	**198**	**209**	**179**	**113**	**91**		**120**	**120**	**120**	**120**
Transfers from Economic Redevelopment Fund	-	-	-	-	-		-	-	-	-
Transfers from CDBG Fund	26	23	30	20	25		28	28	28	28
Transfers from Health Ins Fund	36	543	537	537	580		-	-	-	-
Transfers from Capital Improvements Fund	-	-	12	12	-		-	-	-	-
Total Transfers from Other Funds	**62**	**566**	**579**	**569**	**605**		**28**	**28**	**28**	**28**
Total Other Revenues	**$ 304**	**$ 815**	**$ 773**	**$ 725**	**$ 701**		**$ 159**	**$ 159**	**$ 159**	**$ 159**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
SALARIES AND FRINGE BENEFITS
(IN THOUSANDS)

SALARIES AND WAGES

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ. *3.000%*	2021/22 PROJ. *2.500%*	2022/23 PROJ. *3.000%*	2023/24 PROJ. *2.500%*
BASE WAGES										
Regular Wages-Salaried	$ 4,345	$ 5,663	$ 8,158	$ 6,053	$ 5,450		$ 5,614	$ 5,754	$ 5,926	$ 6,075
Regular Wages-Hourly	9,739	8,813	11,206	11,936	13,563		13,970	14,319	14,749	15,117
Sick Leave Pay	445	454	-	-	-		-	-	-	-
Holiday Pay	837	821	-	-	-		-	-	-	-
Vacation Pay	1,189	1,244	-	-	-		-	-	-	-
Compensatory Time Used	225	158	4	-	-		-	-	-	-
Personal Leave	200	242	-	-	-		-	-	-	-
Temporary & Seasonal	633	617	716	701	772	0.50%	776	780	784	788
Sick Pay - PT and Seasonal	-	5	-	-	-		5	6	7	8
Vacation Pay on Terminatior	52	166	166	118	145		80	80	80	80
Unfunded Positions Savings	-	-	(739)	-	-		-	-	-	-
Additional Vacancy Savings	-	-	(350)	-	(425)		(275)	(275)	(275)	(275)
Total Base Wages	**17,665**	**18,183**	**19,161**	**18,808**	**19,505**		**20,169**	**20,664**	**21,271**	**21,793**
% Increase	*-0.2%*	*2.9%*	*5.4%*	*-1.8%*	*1.8%*		*3.4%*	*2.5%*	*2.9%*	*2.5%*
ADDITIONAL WAGES										
Overtime Pay	1,081	1,219	1,125	1,372	1,139	2.00%	1,162	1,185	1,209	1,233
Comp Time Earned	47	(40)	8	1	1		-	-	-	-
Total Additional Wages	**1,128**	**1,179**	**1,133**	**1,373**	**1,140**		**1,162**	**1,185**	**1,209**	**1,233**
% Increase	*2.1%*	*4.5%*	*-3.9%*	*21.2%*	*0.6%*		*1.9%*	*2.0%*	*2.0%*	*2.0%*
Total Wages	**$ 18,793**	**$ 19,362**	**$ 20,294**	**$ 20,181**	**$ 20,645**		**$ 21,331**	**$ 21,849**	**$ 22,480**	**$ 23,025**
% Increase	*-0.1%*	*3.0%*	*4.8%*	*-0.6%*	*1.7%*		*3.3%*	*2.4%*	*2.9%*	*2.4%*

FRINGE BENEFITS

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Active Employees										
Holiday/Vacation Buy Back	$ 12	$ 8	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Sick Pay on Termination	41	132	179	99	132		130	130	130	130
Pension - Police & Fire	1,333	1,400	1,564	1,425	1,544		1,597	1,636	1,684	1,725
Pension - MD State	670	695	768	722	794		837	858	883	905
MD State Deficit Payment	176	185	194	194	204		214	225	236	248
Pension - 401(a) Plan	2	2	2	2	2		2	2	2	2
F.I.C.A. Taxes (7.65%)	1,376	1,440	1,458	1,500	1,439		1,632	1,671	1,720	1,761
Health Insurance	3,162	3,079	3,164	3,124	3,121	5.0%	3,277	3,441	3,613	3,794
Dental Insurance	86	84	88	88	89	1.5%	90	92	93	94
Life Insurance	29	29	32	32	32		33	34	35	36
Long-Term Disability	5	-	6	5	5		6	6	6	6
Workmans Compensation	800	781	796	795	812		827	842	859	876
Emply Discounted Parking	60	58	61	60	66		66	71	76	81
Unemployment Taxes	83	105	81	82	82		85	85	80	75
Employee Assistance Prog	13	7	13	13	10		13	13	14	14
HPD Housing Allowance	13	18	18	19	12		12	14	15	16
Employee Longevity	6	6	6	6	6		6	6	6	6
Total	**7,878**	**8,029**	**8,430**	**8,166**	**8,351**		**8,826**	**9,124**	**9,450**	**9,768**
% Increase	*0.7%*	*1.9%*	*5.0%*	*-3.1%*	*-0.9%*		*5.7%*	*3.4%*	*3.6%*	*3.4%*
Retirees										
Health Insurance	1,468	1,402	1,431	1,439	1,439	5.0%	1,511	1,586	1,666	1,749
Dental Insurance	47	47	48	48	48	1.5%	49	49	50	51
Total	**1,515**	**1,449**	**1,479**	**1,487**	**1,487**		**1,560**	**1,636**	**1,716**	**1,800**
% Increase	*4.0%*	*-4.4%*	*2.1%*	*0.5%*	*0.5%*		*4.9%*	*4.9%*	*4.9%*	*4.9%*
Total Fringe Benefits	**$ 9,393**	**$ 9,478**	**$ 9,909**	**$ 9,653**	**$ 9,838**		**$ 10,386**	**$ 10,760**	**$ 11,166**	**$ 11,568**
% Increase	*1.3%*	*0.9%*	*4.5%*	*-2.6%*	*-0.7%*		*5.6%*	*3.6%*	*3.8%*	*3.6%*

GENERAL FUND HISTORICAL TRENDS
FISCAL YEAR 2020/2024
EMPLOYER SHARE OF INSURANCE AND PENSION COSTS
(IN THOUSANDS)

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Budget	2018/19 Est. Actual	2019/20 Prop Budget
Health & Dental Insurance - Active Employees	3,144	3,248	3,163	3,252	3,212	3,210
Health & Dental Insurance - Retirees	1,457	1,515	1,449	1,479	1,487	1,487
Pension - MD State Retirement System	680	670	695	768	722	794
Pension - Police & Fire	1,326	1,333	1,400	1,564	1,425	1,544
	6,607	6,766	6,707	7,063	6,846	7,035
	5%	2%	-1%	5%	-3%	0%

GENERAL FUND HISTORICAL TRENDS
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020
PENSIONS COSTS AS PERCENT OF SALARY

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Budget	2018/19 Est. Actual	2019/20 Prop Budget
Retirement - State of MD Fund Employer	8.53%	8.53%	8.56%	9.00%	9.00%	9.38%
Retirement - State of MD Fund Employee	7.00%	7.00%	7.00%	N/A	7.00%	N/A
Retirement - Police/Fire Employer	13.71%	14.00%	14.00%	14.00%	14.00%	14.00%
Retirement - Police/Fire Employee	7.00%	7.00%	7.00%	N/A	8.00%	N/A

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
CONTRACTED SERVICES AND OPERATING TRANSFERS
(IN THOUSANDS)

CONTRACTED SERVICEES

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Medical Services	$ 42	$ 33	$ 43	$ 43	$ 42	2.0%	$ 43	$ 44	$ 45	$ 46
Grounds Services	222	181	254	255	229	2.0%	234	239	244	249
Miss Utility	5	4	5	5	5	0.0%	5	5	5	5
Contracted Staffing	18	4	26	26	10	2.0%	10	10	10	10
Other Contracted Services	1,601	1,632	1,577	1,774	1,798		1,822	1,858	1,895	1,933
Trash Collection	1,973	2,256	2,519	2,512	2,552	2.5%	2,616	2,681	2,748	2,817
Legal Fees	303	250	300	297	317	2.0%	323	329	336	343
Auditing	24	24	25	26	24	2.0%	24	24	24	24
Consulting	3	-	18	43	25	2.0%	26	27	28	29
Engineering	37	18	35	35	35	2.0%	36	37	38	39
Building Services	13	14	15	16	16	2.0%	16	16	16	16
Wellness Program	36	52	-	-	-		55	55	55	55
Safety Program	6	3	6	6	3	2.0%	3	3	3	3
Other Professional Services	133	132	223	133	113	2.0%	115	117	119	121
Total Contracted Services	**$ 4,416**	**$ 4,603**	**$ 5,046**	**$ 5,171**	**$ 5,169**		**$ 5,328**	**$ 5,445**	**$ 5,566**	**$ 5,690**
% Increase	*2.6%*	*4.2%*	*9.6%*	*2.5%*	*2.4%*		*3.1%*	*2.2%*	*2.2%*	*2.2%*

OPERATING TRANSFERS TO OTHER CITY FUNDS

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Economic Redevelopment Fund	$ 100	$ 125	$ 675	$ 675	$ 975		$ 975	$ 975	$ 1,000	$ 1,000
Golf Course Fund	319	279	273	285	273		250	388	307	311
Grant Fund	9	114	39	39	-		25	25	25	25
Total Operating Transfers	**$ 428**	**$ 518**	**$ 987**	**$ 999**	**$ 1,248**		**$ 1,250**	**$ 1,388**	**$ 1,332**	**$ 1,336**

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
ANNUAL DEBT SERVICE REQUIREMENTS
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
2003/04 Pub Imprv Bonds									
Interest	$ 17	$ 12	$ 9	$ 8	$ 3	$ -	$ -	$ -	$ -
Principal ($1,395,000)	105	110	115	115	120	-	-	-	-
Deferred Costs	-	-	-	-	-	-	-	-	-
2004/2005 Public Fac Bonds									
Interest	40	31	21	21	11	-	-	-	-
Principal ($3,800,000)	285	299	309	309	318	-	-	-	-
2005/06 Pub Facilities Bonds									
Interest	118	98	78	78	57	35	12	-	-
Principal ($7,490,666)	530	549	571	571	594	613	639	-	-
2008/09 Pub Imprv Bonds									
Interest	40	30	18	18	6	-	-	-	-
Principal ($3,407,810)	356	375	393	394	412	-	-	-	-
2008/09 Pub Imprv BAB									
Interest	188	188	181	190	190	268	246	223	198
Principal ($5,074,007)	-	-	-	-	-	427	443	460	476
2012 Tote Loan									
Interest	14	12	9	9	7	4	1	-	-
Principal ($600,000)	59	61	64	64	67	69	54	-	-
2014 Pub Imprv Bonds									
Interest (2.50% over 15 years)	10	9	9	9	8	7	7	6	6
Principal ($428,427)	26	27	28	28	28	29	31	30	31
2015A Pub Imprv Bonds									
Interest (3.06% over 20 years)	91	91	88	88	84	80	75	71	66
Principal ($3,599,066 after reprogram)	119	123	130	130	135	141	150	157	164
Deferred Costs	-	-	-	-	-	-	-	-	-
2015B Pub Imprv Bonds									
Interest (3.89% over 20 years)	21	20	20	20	19	19	18	18	17
Principal ($650,000)	25	25	26	26	26	26	28	28	30
Deferred Costs	4	4	-	-	-	-	-	-	-
2017A Pub Imprv Bonds									
Interest (2.52% over 20 years)	-	131	127	127	122	116	110	103	94
Principal ($4,293,526)	-	139	147	147	151	162	169	177	185
Deferred Costs	98	1	1	1	1	1	1	1	1
2017B Pub Imprv Bonds									
Interest (3.35% over 20 years)	-	17	16	16	16	15	14	14	13
Principal ($500,000)	-	19	19	19	19	20	20	22	22
Deferred Costs	14	-	-	-	-	-	-	-	-
2018B Pub Imprv Bonds									
Interest (4.30% over 15 years)	-	-	*27*	*54*	*52*	*49*	*46*	*43*	*40*
Principal ($1,265,000)	-	-	*131*	*62*	*64*	*67*	*70*	*73*	*76*
Deferred Costs	-	24	-	-	-	-	-	-	-
Subtotal Current Debt Service Issues									
Interest & Deferred Costs	**655**	**668**	**604**	**639**	**576**	**594**	**530**	**479**	**435**
Principal	**1,505**	**1,727**	**1,933**	**1,865**	**1,934**	**1,554**	**1,604**	**947**	**984**
Subtotal Current Debt Service Issues	**$ 2,160**	**$ 2,395**	**$ 2,537**	**$ 2,504**	**$ 2,510**	**$ 2,148**	**$ 2,134**	**$ 1,426**	**$ 1,419**
2019 Pub Imprv Bonds (Future)									
Interest (4.5% over 18 years)	-	-	*72*	*48*	*96*	*96*	*96*	*96*	*96*
Principal ($4,008,144)	-	-	-	-	*229*	*229*	*229*	*229*	*229*
2020 Pub Imprv Bonds (Future)									
Interest (4.50% over 20 years)	-	-	-	-	*37*	*73*	*73*	*73*	*73*
Principal ($3,029,272)	-	-	-	-	-	*157*	*157*	*157*	*157*
2021 Pub Imprv Bonds (Future)									
Interest (4.75% over 25 years)	-	-	-	-	-	*124*	*247*	*247*	*247*
Principal ($9,794,256)	-	-	-	-	-	-	*404*	*404*	*404*
2022 Pub Imprv Bonds (Future)									
Interest (4.75% over 20 years)	-	-	-	-	-	-	*59*	*118*	*118*
Principal ($4,675,000)	-	-	-	-	-	-	-	*241*	*241*
2023 Future Pub Imprv Bonds									
Interest (4.75% over 20 years)	-	-	-	-	-	-	-	*44*	*88*
Principal ($3,470,000)	-	-	-	-	-	-	-	-	*179*
2024 Future Pub Imprv Bonds									
Interest (4.75% over 20 years)	-	-	-	-	-	-	-	-	*33*
Principal ($2,625,000)	-	-	-	-	-	-	-	-	-
Total All Debt Service Issues									
Interest & Deferred Costs	**655**	**668**	**676**	**687**	**709**	**887**	**1,005**	**1,057**	**1,090**
Principal	**1,505**	**1,727**	**1,933**	**1,865**	**2,163**	**1,940**	**2,394**	**1,978**	**2,194**
Total All Debt Service Issues	**$ 2,160**	**$ 2,395**	**$ 2,609**	**$ 2,552**	**$ 2,872**	**$ 2,827**	**$ 3,399**	**$ 3,035**	**$ 3,284**
	6.6%	*10.9%*	*8.9%*	*-2.2%*	*10.1%*	*-1.6%*	*20.2%*	*-10.7%*	*8.2%*

Note: It is anticipated that the 2019 bond issue on the chart above will be completed in June 2019 for a few approved FY19 capital bond projects.

GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEAR 2020/2024
DEBT AFFORDABILITY

Fiscal Year	Total Taxable Assessed Value	Population	Governmental Outstanding Debt	Gov't Debt as Percentage of Total Taxable Assessed Value	Gov't Debt Per Capita	General Fund Debt Service as % of General Fund Operating Revenue
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	2,552,030	40	13,343	0.52%	333	5.16%
2010	2,830,482	40	20,457	0.72%	511	5.25%
2011	2,880,838	40	18,695	0.65%	471	6.41%
2012	2,559,162	40	17,460	0.68%	440	6.80%
2013	2,633,731	40	16,013	0.61%	404	5.31%
2014	2,665,127	40	15,168	0.57%	382	4.80%
2015	2,541,960	40	18,093	0.71%	448	4.44%
2016	2,618,007	40	16,622	0.63%	411	4.85%
2017	2,659,606	40	20,399	0.77%	504	5.15%
2018	2,659,872	40	19,902	0.75%	494	5.51%
Estimated 2018/19	2,677,226	40	22,012	0.82%	546	5.56%
Proposed 2019/20	2,718,004	40	22,853	0.84%	567	6.19%
Projected 2020/21	2,799,240	40	30,683	1.10%	761	5.78%
Projected 2021/22	2,856,183	40	32,940	1.15%	817	6.74%
Projected 2022/23	2,914,300	40	34,408	1.18%	854	5.97%
Projected 2023/24	2,987,608	40	34,816	1.17%	864	6.28%
City Debt Policy Guidelines				**10.00%**	**1,000**	**10.00%**

- Percentages of projected changes are indicated in the column following the 2019/20 Proposed Budget column. Items without a percentage have been individually projected by year.

- Operating revenue across the utility funds includes a variety of sources; such as, service charges to customers, rental income from tenants, and green fees to golf. Rate and/or premium increases are included for Water, Wastewater, and Parking Funds. Most of the other revenue increases included in the projections are based on increased utilization or increased customer base.

- Total operating expenses (excluding depreciation) are expected to increase for Electric, Wastewater, Parking and Golf funds based on actual year to date trends occurring while the operating expenses are decreasing for the Water and Property Management funds from the FY2018/19 budget to the proposed budget in FY2019/20. The overall operating expense increases range from a low of 2.5% through a high of 4.1% across Electric, Wastewater, Parking and Golf funds and the decrease for Water and Property Management is 0.5% and 2.5% which is specifically notated within each individual fund's assumption section that follows. The increases in all funds, with the exception of the decrease in operating expenses in FY2021/22 for Wastewater, included for future periods through FY2023/24, are based on trends specific within each fund and are notated in the following pages.

- Depreciation expense is based on each fund's financial ability to invest in capital infrastructure and renovation projects. Depreciation expense is directly associated to each fund's capital investments through FY2023/24 and to fixed assets that have reached its useful life period. Specific details on each funds' capital projects are located in the Capital Improvement Program Section 7.

- The interest income rate is projected to continue to grow slightly in FY2019/20 and future periods based on current market interest rates. Specifics on each individual fund are notated in the pages that follow and include a combination of current market conditions and cash balances within each fund.

- The debt service requirements vary by fund and are reflected in Interest Expense and Prinicipal Payments in all applicable funds. The future bond issue interest costs vary as some are City issued bonds and some are financed through Maryland Department of the Environment (MDE). Each issue may have different terms as well. In general, the projections for City issued governmental bonds are based on interest rates of 4.50% through 5.00% primarily for 20 and 25 year terms. Typically, MDE bond issues are low interest rates at 2.0% over primarily 20 year terms.

- Capital expenditures are taken directly from Section 7, Capital Improvement Program. Each department prepares and details a five year projection for all capital improvement projects. Non-CIP capital outlay expenditures have been estimated and added to the capital improvement projection amounts based on prior years' experience.

- The 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 or deficit amounts on working capital.

- The HLD approved a wholesale power contract extension in November 2016 with First Energy Solutions at a rate of $52.70/MWh that is in effect from June 1, 2017 through May 31, 2022. The result of the current agreement in place was an increase of 2.5% over the prior rate of $51.50/MWh. This rate is locked in through the end of the contract extension period.

- The increase in service charge revenue from FY2018/19 budget compared to FY2019/20 proposed budget is 2.6% or $610K. The majority of the increase can be associated with additional revenue from residential customers. Service charge revenue in the Residential category shows a $648K increase in the FY2019/20 proposed budget or a 5.6% increase over the FY2018/19 budget. Going forward, the projections for revenue from FY2020/21 through FY2023/24 will remain flat with no change as a result of the Purchase Power agreement in place and Public Service Commission regulations.

- Operating expenses, excluding depreciation, increased as well by 2.5% or $577K from the FY2018/19 budget compared to the proposed budget for FY2019/20. This increase is driven by purchased power costs paid to First Energy Solutions for overall usage. Based on historical data, the projections reflect annual increases of 0.8% from FY2020/21 through FY2023/24 in distribution and administrative costs.

- The purchased power expense for FY2019/20 budget represents approximately 75.4% of total service revenue charges. The projections for the purchase power expenses have remained the same from FY2018/19 estimated actuals to proposed FY2019/20 budget. Just like the revenue projections for future years, the purchase power expense category remains flat beginning in FY2019/20 through FY2023/24.

- Depreciation expense for proposed FY2019/20 budget is 5.3% higher than current FY2018/19 budget. This increase is a result of higher investments in new capital projects and assets. Beginning in FY2020/21 through FY2023/24, it is anticipated that more capital equipment and infrastructure investments will be made which causes the following annual increases in the depreciation expenses: 1.2%, 1.1%, 1.2% and 1.1%.

- The investment interest rate is assumed to increase slightly as a result of current economic conditions. Additionally, interest is received from a long term agreement with Cascades Tissue Group MD, LLC. According to the agreement, Cascades is required to reimburse cure costs and facilities charges in 240 months ending in 2024. The agreement carries a 6.5% interest rate per annum and is reflected in interest earned. This combination of items is the reason for the slight growth of total interest earned beginning in FY2020/21 through FY2023/24.

- As reflected in our projections, all capital improvement projects and capital outlay expenditures will be covered by fund balance in the Electric Fund with the exception of the A&E District upgrades which will be funded by contributions from developers. There are no future debt issues in projections through FY2023/24.

- Based on the assumptions outlined above for minimal revenue growth and increasing expenses, our net increase (decrease) in retained earnings is estimated to decline from an anticipated gain of $16K in FY2019/20 to a loss of <$36K> in FY2020/21.

- The projections show the dividend affordability formula and its effect on the Electric Fund's cash balance. Per the City's Enterprise Fund Dividend Transfer policy, projections will be updated once FY2018/19 is closed and audited to determine if any transfer is possible.

ELECTRIC FUND PROJECTIONS
FISCAL YEAR 2020/24
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 ESTIMATED ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG %	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Operating Revenues										
Service Charges:										
Residential	$11,617	$ 12,444	$ 11,558	$ 12,206	$ 12,206	0.0%	$ 12,206	$ 12,206	$ 12,206	$ 12,206
Commercial	4,804	5,016	4,806	5,038	5,038	0.0%	5,038	5,038	5,038	5,038
Industrial	5,067	5,637	6,014	5,790	5,790	0.0%	5,790	5,790	5,790	5,790
Other Rates	686	725	765	718	718	0.0%	718	718	718	718
Total Service Charges	**22,173**	**23,823**	**23,142**	**23,752**	**23,752**		**23,752**	**23,752**	**23,752**	**23,752**
Other Operating Revenues	756	770	753	745	760		765	765	770	770
Total Operating Revenue	**22,930**	**24,593**	**23,895**	**24,496**	**24,512**		**24,517**	**24,517**	**24,522**	**24,522**
Operating Expenses										
Purchased Power	17,011	18,231	17,357	17,914	17,914	0.0%	17,914	17,914	17,914	17,914
Distribution	2,209	2,219	2,522	2,486	2,538	0.8%	2,557	2,576	2,595	2,615
General & Administration	3,198	2,596	3,072	3,113	3,076	0.8%	3,100	3,123	3,146	3,170
Depreciation	888	963	1,040	1,015	1,095		1,108	1,120	1,133	1,145
Total Operating Expenses	**23,305**	**24,008**	**23,991**	**24,527**	**24,623**		**24,677**	**24,732**	**24,788**	**24,843**
Operating Income (Loss)	**(376)**	**585**	**(96)**	**(31)**	**(111)**		**(161)**	**(216)**	**(266)**	**(321)**
Non-Operating Revenues (Expenses)										
Interest Earned	120	127	94	118	104		106	108	110	112
Interest/Bond Issuance Expense	(19)	(15)	(13)	(13)	(12)		(10)	(9)	(8)	(7)
Gain (loss) on Sale of Capital Assets	(10)	(17)	(20)	(5)	(20)		10	10	10	10
Total Non-Operating Revenue (Expense)	**91**	**95**	**61**	**99**	**72**		**106**	**109**	**112**	**115**
Net Income (Loss) Before Operating Transfers	**(285)**	**680**	**(35)**	**68**	**(39)**		**(55)**	**(106)**	**(154)**	**(207)**
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fund	(4)	(2)	(4)	(4)	(58)		(31)	(34)	(36)	(29)
Transfers from Health Insurance Fund	-	53	58	58	64		-	-	-	-
Total Transfers From (To) Funds	(4)	51	54	54	6		(31)	(34)	(36)	(29)
Capital Contributions										
Non-Cash Developer Contributions	27	2	50	25	50		50	50	50	50
Capital Contributions	**27**	**2**	**50**	**25**	**50**		**50**	**50**	**50**	**50**
Increase (Decrease) in Retained Earnings	**(262)**	**733**	**69**	**147**	**16**		**(36)**	**(90)**	**(140)**	**(186)**
Adjust to a Cash Flow Basis										
Depreciation	888	963	1,040	1,015	1,095		1,108	1,120	1,133	1,145
Current Principal Payments on Debt	(38)	(40)	(42)	(42)	(43)		(45)	(47)	(18)	(19)
Non-Cash Developer Contributions	(27)	(2)	(50)	(25)	(50)		(50)	(50)	(50)	(50)
Changes in Working Capital	3,620	(797)	-	-	-		-	-	-	-
Total Adjustments to Retained Earnings	**4,443**	**124**	**948**	**948**	**1,002**		**1,013**	**1,023**	**1,065**	**1,076**
Funds Available for Capital Outlay	4,181	857	1,017	1,095	1,018		977	933	925	891
Capital Outlay	859	814	1,198	1,193	1,195		1,311	1,421	1,794	1,721
Cash After Capital Outlay	**$ 3,322**	**$ 42**	**$ (180)**	**$ (97)**	**$ (177)**		**$ (334)**	**$ (488)**	**$ (869)**	**$ (830)**
Additional Funding:										
City Bond Financing	(235)	-	-	-	-		-	-	-	-
Net Surplus (Deficit)	3,087	42	(180)	(97)	(177)		(334)	(488)	(869)	(830)
Beginning Cash Balance	$ 6,771	$ 9,858	$ 9,901	$ 9,901	$ 9,804		$ 9,626	$ 9,292	$ 8,804	$ 7,935
Ending Cash Balance	$ 9,858	$ 9,901	$ 9,720	$ 9,804	$ 9,626		$ 9,292	$ 8,804	$ 7,935	$ 7,105
Unrestricted Cash Balance, Beginning	$ 6,771	$ 6,314	$ 6,356	$ 6,356	$ 6,258		$ 6,079	$ 5,744	$ 5,255	$ 4,385
Unrestricted Cash Balance, Ending	$ 6,314	$ 6,356	$ 6,174	$ 6,258	$ 6,079		$ 5,744	$ 5,255	$ 4,385	$ 3,554
Restricted Cash Balance, Beginning	$ -	$ 3,544	$ 3,545	$ 3,545	$ 3,546		$ 3,547	$ 3,548	$ 3,549	$ 3,550
Restricted Cash Balance, Ending	$ 3,544	$ 3,545	$ 3,546	$ 3,546	$ 3,547		$ 3,548	$ 3,549	$ 3,550	$ 3,551
Dividend Affordability Formula										
Operating & Maintenance Expenses	$22,418	$ 23,045	$ 22,951	$ 23,512	$ 23,528		$ 23,570	$ 23,612	$ 23,655	$ 23,698
Reserved Retained Earnings (2 Months)	$ 3,736	$ 3,841	$ 3,825	$ 3,919	$ 3,921		$ 3,928	$ 3,935	$ 3,943	$ 3,950
Cash in Excess of Reserve after Dividend	$ 2,577	$ 2,515	$ 2,349	$ 2,339	$ 2,158		$ 1,816	$ 1,319	$ 443	$ (396)

ELECTRIC FUND PROJECTIONS
FISCAL YEAR 2020/24
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 ESTIMATED ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG %	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Schedule A - Capital Outlay										
Capital Outlay										
Vehicles-C0090	$ 248	$ 160	$ 250	$ 291	$ 200		$ 250	$ 230	$ 215	$ 250
Telemetry Equipment-C0111	6	14	17	5	15		5	5	5	5
Central Substation-C0118	-	-	-	-	-		-	200	500	200
Buildgin Security Improvements - C0178	-	-	25	25	25		25	25	-	-
Wesel Boulevard-C0220	-	-	-	-	-		25	25	25	25
System Reconductoring-C0259	0	9	50	50	50		50	50	50	50
Pedestrian Lights-C0388	-	-	-	-	-		100	100	100	100
SCADA System-C0441	27	-	10	10	3		3	3	10	3
Underground Replacement-C0540	22	-	25	29	25		15	15	15	15
Building & Site Improvements-C0542	63	81	25	31	25		25	25	25	25
Bulldog Substation- C0544	-	-	-	-	-		-	-	-	50
Street Light Replacement-C0546	-	5	10	15	10		10	-	-	-
A&E District Upgrades-C0591	-	-	55	121	25		25	25	25	25
Test Equipment-C0609	2	15	20	5	55		20	20	20	20
Substation Breaker Replacement-C0776	-	48	60	20	40		40	40	40	40
Engineering Software - C0777	-	-	9	-	-		-	-	-	-
Substation Upgrades - C0778	-	-	50	40	60		60	-	125	275
Spare Regulators-C0797	10	9	20	20	20		20	20	-	-
Wildlife Protection-C0802	14	5	20	10	10		10	10	10	10
Feeder Coordination-C0833	18	-	20	20	25		20	20	20	20
Circuit Upgrades-C0842	-	-	20	-	80		150	150	150	150
Other - Non-Specific	450	469	513	500	528		459	459	459	459
Total Capital Outlay	**$ 859**	**$ 814**	**$ 1,198**	**$ 1,193**	**$ 1,195**		**$ 1,311**	**$ 1,421**	**$ 1,794**	**$ 1,721**

- Mayor and City Council adopted a five-year rate schedule on March 26, 2019. Water service rates were approved to increase an average of 3.0% annually for services provided in the City and an average of 3.0% per year for services provided outside the City during this time. The five-year rate schedule was based on a cost of service study; and, the rate schedule is effective from July 1, 2019 through June 30, 2024. The projections reflect an increase in the FY2019/20 proposed budget. Additionally, the projections from FY2020/21 for all future periods include an annual rate increase of 3.0% per the new rate schedule. The new cost of service study includes any necessary rate adjustments to continue to meet the Water revenue requirements and enable the fund to be self-supporting.

- Total operating expenses (excluding depreciation) decreased by 0.5% from the FY2018/19 budget compared to the proposed budget for FY2019/20. This decrease is a reflection of savings in contracted services and materials and supplies. Based on historical trends, however, the projections include increases in future periods, and the overall estimated increase for each period from FY2020/21 through FY2023/24 is 1.5%.

- Depreciation expense has increased from FY2018/19 budget to FY2019/20 budget by 3.1%. It is anticipated that depreciation will continue to increase in future years as investment in significant capital projects continue throughout the Water Division of the City. This trend will continue to increase over the future four years that follow based upon current anticipated new projects. In the four years from FY2020/21 through FY2023/24 the increase in expense is projected to be 4.2%, 6.0%, 7.1%, and 4.7%.

- Given the recent movement by the Federal Reserve and growing interest rates, it is anticipated that there will be growth in investment earnings in FY2020/21 over proposed FY2019/20. It is projected to remain flat in future periods as a result of a combination of continuing current market trends and utilizing some existing cash balances.

- The projection incorporates benefit charge funds. Benefit charge funds are intended to be used for growth related capital projects and debt service from prior year growth related projects. Benefit charges have remained flat due to the economy and timing of new development. From our current FY2018/19 budget to proposed FY2019/20 budget, benefit charges are estimated to remain flat at around $500K. Likewise, all of the projections from FY2020/21 through FY2023/24 are anticipated to remain at same rate of $500K annually.

- The projections for Maryland Department of the Environment (MDE) Loan Program Bond financing include a low interest rate at 2.0% for a twenty year term. In addition, MDE bonds include an administrative fee of 5.0% of debt service issued annually. The bonds marked as City bonds have a range in interest rates from 4.50% to 5.00% over 20 and 25 years. The prior MDE bond financing for the R.C. Willson Plant upgrades includes loan forgiveness of $1.5 million which will occur in FY2022/23.

- Based on the assumptions outlined above for both revenues and increasing expenses, our net increase (decrease) in retained earnings is estimated to grow from an anticipated gain of $1K in FY2019/20 to a gain of $45K in FY2020/21.

- Due to current projections for benefit charges, the cost of service rate study recommends that an allocation of cash be reserved as restricted cash for use in future years. This allocation would cover a portion of annual service charges for future system repairs, renewal, and replacement.

- The ending total cash balance projection will decrease from $12.1M in FY2019/20 to $10.0M in FY2023/24 primarily as a result of significant capital projects and annual debt service requirements scheduled in future periods.

WATER FUND PROJECTIONS
FISCAL YEAR 2020/24
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Operating Revenues										
Service Charges										
Metered City Water	$ 2,194	$ 2,215	$ 2,282	$ 2,276	$ 2,333	3%	$ 2,403	$ 2,475	$ 2,549	$ 2,626
Metered County Water	8,418	8,353	8,853	8,539	8,759	3%	9,021	9,292	9,571	9,858
Total Service Charges	**10,612**	**10,568**	**11,135**	**10,815**	**11,092**		**11,424**	**11,767**	**12,120**	**12,484**
Other Operating Revenues	1,006	1,070	868	880	869		850	850	850	850
Total Operating Revenue	**11,618**	**11,638**	**12,003**	**11,695**	**11,961**		**12,274**	**12,617**	**12,970**	**13,334**
Operating Expenses										
Source of Supply	47	42	58	27	36	1.5%	36	37	37	38
Pumping & Water Treatment	3,490	3,407	3,803	3,655	3,477	1.5%	3,529	3,582	3,636	3,690
Transmission & Distribution	1,479	2,022	1,989	2,142	2,235	1.5%	2,268	2,302	2,337	2,372
Selling, General & Administration	2,745	1,888	2,592	2,531	2,653	1.5%	2,692	2,733	2,774	2,815
Total Operating Expenses	**7,761**	**7,358**	**8,442**	**8,355**	**8,400**		**8,526**	**8,653**	**8,783**	**8,915**
Cash Operating Income (Loss)	**3,857**	**4,279**	**3,561**	**3,340**	**3,561**		**3,749**	**3,964**	**4,187**	**4,419**
Depreciation	3,167	3,230	3,525	3,420	3,635		3,788	4,015	4,300	4,500
Operating Income (Loss)	**690**	**1,049**	**36**	**(80)**	**(74)**		**(39)**	**(51)**	**(113)**	**(81)**
Non-Operating Revenues (Expenses)										
Interest Earned	31	51	33	30	30		45	45	45	45
Premium on Bonds	11	11	11	11	4		4	4	4	4
Interest/Bond Issuance Expense	(560)	(494)	(551)	(540)	(509)		(545)	(609)	(687)	(751)
Gain (Loss) on Sale of Capital Assets	22	21	10	20	10		10	10	10	10
Total Non-Operating Revenue (Expense)	**(496)**	**(412)**	**(497)**	**(480)**	**(464)**		**(485)**	**(550)**	**(628)**	**(692)**
Net Income (Loss) Before Operating Transfers	**194**	**638**	**(461)**	**(560)**	**(538)**		**(524)**	**(601)**	**(741)**	**(773)**
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fund	(4)	(2)	(4)	(4)	(58)		(31)	(34)	(36)	(29)
Transfers from Health Insurance Fund	-	76	86	86	95		-	-	-	-
Total Transfers From (To) Other Funds	**(4)**	**74**	**82**	**82**	**36**		**(31)**	**(34)**	**(36)**	**(29)**
Capital Contributions										
Benefits Charges	585	721	500	502	502		500	500	500	500
Grants in Aid of Construction	-	-	1,533	1,767	-		-	-	-	-
MDE Loan Forgiveness	-	-	-	-	-		-	-	1,500	-
Cash Developer Contributions	-	-	-	-	-		-	-	-	100
Non Cash Developer Contributions	656	15	350	350	-		100	650	275	2,300
Capital Contributions	**1,241**	**736**	**2,383**	**2,619**	**502**		**600**	**1,150**	**2,275**	**2,900**
Increase (Decrease) in Retained Earnings	**1,432**	**1,448**	**2,003**	**2,141**	**1**		**45**	**515**	**1,498**	**2,098**
Adjust to a Cash Flow Basis										
Add Back Depreciation	3,167	3,230	3,525	3,420	3,635		3,788	4,015	4,300	4,500
Changes in Working Capital	1,227	(683)	-	-	-		-	-	-	-
Principal Payments on Long-term Debt	(1,670)	(1,739)	(1,826)	(1,773)	(1,756)		(1,875)	(2,138)	(2,530)	(3,032)
Non-Cash Developer Contributions	(656)	(15)	(350)	(350)	-		(100)	(650)	(1,775)	(2,300)
Total Adjustments to Retained Earnings	**2,067**	**793**	**1,349**	**1,297**	**1,879**		**1,812**	**1,227**	**(5)**	**(832)**
Cash Available for Capital Outlay	**3,499**	**2,241**	**3,352**	**3,438**	**1,880**		**1,857**	**1,741**	**1,492**	**1,266**
Capital Outlay										
Non-Growth Related	3,097	1,688	7,922	5,064	3,369		8,389	8,596	9,168	6,255
Growth Related	59	50	498	356	127		317	869	1,472	3,560
Total Capital Outlay	**3,155**	**1,737**	**8,420**	**5,420**	**3,495**		**8,705**	**9,465**	**10,640**	**9,815**
Cash After Capital Outlay	**343**	**504**	**(5,068)**	**(1,982)**	**(1,615)**		**(6,848)**	**(7,724)**	**(9,148)**	**(8,549)**
Additional Funding										
MDE Bond Financing	411	-	3,319	1,021	1,500		5,500	6,200	7,850	5,250
City Bond Financing	1,106	-	-	-	175		1,840	1,415	1,310	780
Total Additional Funding	**1,518**	**-**	**3,319**	**1,021**	**1,675**		**7,340**	**7,615**	**9,160**	**6,030**
Net Surplus (Deficit)	**$ 1,861**	**$ 504**	**$ (1,749)**	**$ (961)**	**$ 60**		**$ 492**	**$ (109)**	**$ 12**	**$ (2,519)**
Beginning Cash Balance	$ 10,697	$ 12,558	$ 13,062	$ 13,062	$ 12,101		$ 12,161	$ 12,653	$ 12,544	$ 12,556
Ending Cash Balance	$ 12,558	$ 13,062	$ 11,313	$ 12,101	$ 12,161		$ 12,653	$ 12,544	$ 12,556	$ 10,037
Unrestricted Cash Balance - Beginning	$ 6,664	$ 8,272	$ 8,308	$ 8,308	$ 7,302		$ 7,184	$ 7,511	$ 7,287	$ 7,254
Unrestricted Cash Balance - Ending	$ 8,272	$ 8,308	$ 6,514	$ 7,302	$ 7,184		$ 7,511	$ 7,287	$ 7,254	$ 4,899
Restricted Cash Balance - Beginning	$ 4,033	$ 4,286	$ 4,754	$ 4,754	$ 4,799		$ 4,977	$ 5,142	$ 5,257	$ 5,303
Restricted Cash Balance - Ending	$ 4,286	$ 4,754	$ 4,799	$ 4,799	$ 4,977		$ 5,142	$ 5,257	$ 5,303	$ 5,138
Dividend Affordability Formula:										
Operating & Maintenance Expenses	$ 7,761	$ 7,358	$ 8,442	$ 8,355	$ 8,400		$ 8,526	$ 8,653	$ 8,783	$ 8,915
Reserved Retained Earnings (2 Months)	$ 1,294	$ 1,226	$ 1,407	$ 1,392	$ 1,400		$ 1,421	$ 1,442	$ 1,464	$ 1,486
Cash in Excess of Reserve after Dividend	$ 6,978	$ 7,082	$ 5,107	$ 5,910	$ 5,784		$ 6,090	$ 5,845	$ 5,790	$ 3,413

WATER FUND PROJECTIONS
FISCAL YEAR 2020/24
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Schedule A - Capital Outlay										
Capital Outlay										
Water Vehicles-C0117	$ 343	$ 103	$ 620	$ 690	$ 310		$ 360	$ 240	$ 235	$ 305
R.C. Willson Plant Improvements-C0166	199	172	1,025	1,025	290		410	200	200	200
Willson Transmission Main-C0167	-	-	750	250	220		520	520	5,500	5,500
Edgemont Reservoir Improvements-C0168	332	216	1,900	300	1,800		5,650	4,550	1,800	700
Zone 3 Standpipe-C0323	-	-	-	-	-		-	-	-	100
Breichner WTP Improvements-C0405	-	-	1,050	5	60		1,050	2,400	1,800	50
Administrative/Engineering Equip.-C0648	-	-	10	-	10		10	10	10	10
Pump Station Improvements-C0651	111	21	835	800	245		175	725	350	2,375
DIstribution Services-C0653	1,504	588	330	400	320		275	275	275	275
Distribution System Rehabilitation-C0709	537	590	550	300	200		215	230	245	260
R.C. Willson Plant - Phase IV-C0740	2	-	-	-	-		-	-	-	-
Water System SCADA Improvements-C0820	42	27	450	250	40		40	315	225	40
R.C.Willson Traveling Screen ReplacementC0863	86	20	900	1,400	-		-	-	-	-
Total Capital Outlay	**3,155**	**1,737**	**8,420**	**5,420**	**3,495**		**8,705**	**9,465**	**10,640**	**9,815**
Schedule B - Capital Outlay Detail										
Capital Outlay										
Non-Growth Related										
Cash Funded										
Water Vehicles-C0117	$ 343	$ 103	$ 620	$ 690	$ 310		$ 360	$ 240	$ 235	$ 305
R.C. Willson Plant Improvements-C0166	56	129	319	201	86		38	38	38	113
Willson Transmission Main-C0167			200	200	176		200	200	200	200
Edgemont Reservoir Improvements-C0168	-	216	400	300	300		150	150	150	150
Breichner WTP Improvements-C0405	-	-	550	5	60		-	50	50	50
Administrative/Engineering Equip.-C0648	-	-	8	-	8		8	8	8	8
Pump Station Improvements-C0651	111	21	282	148	245		75	75	75	75
DIstribution Services-C0653	1,504	588	330	400	320		275	275	275	275
Distribution System Rehabilitation-C0709	-	590	550	300	200		55	60	70	80
R.C. Willson Plant - Phase IV-C0740	1	-	-	-	-		-	-	-	-
Water System SCADA Improvements-C0820	-	22	40	200	32		32	32	32	32
R.C.Willson Traveling Screen Rep -C0863	86	20	101	21	-		-	-	-	-
Total Cash Funding	**2,102**	**1,688**	**3,400**	**2,465**	**1,737**		**1,193**	**1,128**	**1,133**	**1,288**
Grants - State MDE										
R.C. Willson Plant Improvements-C0166			450	568	-					
Pump Station Improvements-C0651			243	320	-					
R.C.Willson Traveling Screen Rep -C0863			690	690	-					
R.C. Willson Plant - Phase IV-C0740			-	-	-		-	-	-	-
Total Grants in Aid of Construction	**0**	**0**	**1,383**	**1,578**	**0**		**0**	**0**	**0**	**0**
MDE Bond Funded										
Willson Transmission Main-C0167	-	-	400	-	-		-	-	3,800	3,800
Edgemont Reservoir Improvements-C0168	-	-	1,500	-	1,500		5,000	4,000	1,500	500
Breichner WTP Improvements-C0405	-	-	500	-	-		500	1,950	1,450	-
Pump Station Improvements-C0651	-	-	310	332	-		-	-	-	-
R.C. Willson Plant - Phase IV-C0740	-	-	-	-	-		-	-	-	-
Water System SCADA Improvements-C0820	-	-	320	-	-		-	200	120	-
R.C.Willson Traveling Screen Rep-C0863	-	-	109	689	-		-	-	-	-
Total MDE Bond Funding	**0**	**0**	**3,139**	**1,021**	**1,500**		**5,500**	**6,150**	**6,870**	**4,300**
Benefit Charge Advance(MDE Bond Funding)										
Water System SCADA Improvements-C0820			-	-	-		-	-	-	-
Total Benefit Charge Advance(MDE Funding)	**0**	**0**	**0**	**0**	**0**		**0**	**0**	**0**	**0**
City Bond Funded (Benefit Charge Advance)										
R.C. Willson Plant Improvements-C0166	93	-	-	-	131		270	113	113	38
Willson Transmission Main-C0167							216	216	400	400
Edgemont Reservoir Improvements-C0168	332	-	-	-	-		500	400	150	50
Breichner WTP Improvements-C0405	-	-	-	-	-		550	400	300	-
Pump Station Improvements-C0651	-	-	-	-	-		-	-	-	-
DIstribution Services-C0653	-	-	-	-	-		-	-	-	-
Distribution System Rehabilitation-C0709	537	-	-	-	-		160	170	175	180
Water System SCADA Improvements-C0820	33	-	-	-	-		-	20	28	-
Total City Bond Funding	**995**	**0**	**0**	**0**	**131**		**1,696**	**1,319**	**1,166**	**668**
Total Non-Growth Related Capital Outlay	**$ 3,097**	**$ 1,688**	**$ 7,922**	**$ 5,064**	**$ 3,369**		**$ 8,389**	**$ 8,596**	**$ 9,168**	**$ 6,255**

WATER FUND PROJECTIONS
FISCAL YEAR 2020/24
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Growth Related										
Grants - State MDE										
R.C. Willson Plant Improvements-C0166			150	189	-					
R.C. Willson Plant - Phase IV-C0740			-	-	-		-	-	-	-
Total Grants in Aid of Construction	**0**	**0**	**150**	**189**	**0**		**0**	**0**	**0**	**0**
Contributions by Developers										
DIstribution Services-C0653	-	-	-	-	-		-	-	-	-
Zone 3 Standpipe-C0323	-	-	-	-	-		-	-	-	100
New Pump Stations -C0651	-	-	-	-	-		100	650	275	2,300
Total Contributions by Developers	**0**	**0**	**0**	**0**	**0**		**100**	**650**	**275**	**2,400**
Benefit Charges/Restricted Cash Funded										
R.C. Willson Plant Improvements-C0166	19	44	106	67	29		13	13	13	38
Willson Transmission Main-C0167			50	50	44		50	50	50	50
Administrative/Engineering Equip.-C0648	-	-	2	-	2		2	2	2	2
R.C. Willson Plant - Phase IV-C0740	0	-	-	-	-		-	-	-	-
Water System SCADA Improvements-C0820	-	5	10	50	8		8	8	8	8
Total Benefit Charge Funded	**19**	**49**	**168**	**167**	**83**		**73**	**73**	**73**	**98**
MDE Bond Funded										
Willson Transmission Main-C0167	-	-	100	-	-		-	-	950	950
R.C. Willson Plant - Phase IV-C0740	-	-	-	-	-		-	-	-	-
Water System SCADA Improvements-C0820	-	-	80	-	-		-	50	30	-
Total MDE Bond Funding	**-**	**-**	**180**	**-**	**-**		**-**	**50**	**980**	**950**
City Bond Funded (Benefit Charge Advance)										
R.C. Willson Plant Improvements-C0166	31	-	-	-	44		90	38	38	13
Willson Transmission Main-C0167							54	54	100	100
Water System SCADA Improvements-C0820	8	-	-	-	-		-	5	7	-
Total City Bond Funding	**39**	**-**	**-**	**-**	**44**		**144**	**97**	**145**	**113**
Total Growth Related Capital Outlay	**59**	**49**	**498**	**356**	**127**		**317**	**869**	**1,472**	**3,560**
Total Capital Outlay	**$ 3,155**	**$ 1,737**	**$ 8,420**	**$ 5,420**	**$ 3,495**		**$ 8,705**	**$ 9,465**	**$ 10,640**	**$ 9,815**

- Service Charge Revenue reflects the five-year rate schedule adopted on March 26, 2019. The five-year rate schedule was based on a cost of service study; and, the rate schedule is effective from July 1, 2019 through June 30, 2024. The projections reflect this average increase in the FY2019/20 proposed budget. Additionally, the projections from FY2020/21 for all future periods include a 2.0% annual rate increase based on the new rate schedule in the Metered City and County Sewer categories. Starting in FY2021/22, the County is taking over treatment of some accounts in the joint service area. As a result, joint area revenues are reduced by 50% before projected growth of 2.0% in FY2022/23 and FY2023/24. The new cost of service study includes any necessary rate adjustments to continue to meet the Wastewater revenue requirements and enable the fund to be self-supporting.

- Total operating expenses (excluding depreciation) increased by 2.9% from the FY2018/19 budget compared to the proposed budget for FY2019/20. Primarily, this increase is a result of increased personnel and other expenses in the collection systems category. In FY2021/22 as a result of the County taking over treatment of some accounts in the joint service area, expenses in the Plant and Collection systems categories will decrease by $136K or 2.0% before returning to the 1.5% projected increase in FY2022/23 and FY2023/24. Overall estimated expenses are projected to decrease by 0.8% from FY2020/21 to FY2021/22 before a projected increase for each period from FY2022/23 through FY2023/24 of 1.5%.

- Depreciation expense will fluctuate as a result of capital improvement upgrades, infrastructure investments, and assets reaching the end of its useful life. As a result, it is estimated that depreciation expense from the proposed FY2019/20 budget will increase by 7.4% over the current FY2018/19 budget. In addition, we anticipate that depreciation will increase in future years as we invest in various capital projects throughout the City. In the four years from FY2020/21 through FY2023/24 the increase in expense will be 4.2%, 2.2%, 0.5%, and 1.3%.

- Given the recent movement by the Federal Reserve and growing interest rates, it is anticipated that there will be growth in investment interest earnings in FY2020/21 over proposed FY2019/20. However, investment earnings are expected to decline in FY2021/22 based on future cash balance projections before growing again with projected interest rate growth.

- Benefit charges are the primary source of funding for capacity growth needs and related capital projects. Benefit charges are also utilized to pay for debt service related to prior year capacity related capital projects. In the current year, revenues from benefit charges have decreased due to the economy and timing of new development. From our current FY2018/19 budget to the proposed FY2019/20 budget, benefit charges are estimated to decrease by $50K to $450K. Likewise, all of the projections from FY2020/21 through FY2023/24 are anticipated to remain at the same rate of $450K annually.

- Beginning in FY2019/20, projections assume that all future bonds will be backed by the full faith and credit of the City and issued as general obligation debt, which reflect an interest rate ranging from 4.50% to 5.00% and terms of 20 and 25 years.

- Based on the various estimations mentioned above for both revenues and expenses, our net increase (decrease) in retained earnings is estimated to decrease from an anticipated gain of $712K in FY2019/20 to a loss of <$835K> in FY2023/24.

- Due to current projections for benefit charges, the cost of service rate study recommends that an allocation of cash be reserved as restricted cash for use in future years. This allocation would cover a portion of annual service charges for future system repairs, renewal, and replacement

- The ending total cash balance projections reflect a decline from $9.1M in FY2019/20 to $6.5M in FY2023/24 primarily as a result of the decreased revenue in Metered Joint Sewer charges and projections of operating and capital expenditures to amounts higher than anticipated revenue growth.

WASTEWATER FUND PROJECTIONS
FISCAL YEAR 2020/24
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Operating Revenues										
Service Charges										
Metered City Sewer	$ 6,758	$ 6,991	$ 7,156	$ 7,122	$ 7,260	2%	$ 7,405	$ 7,553	$ 7,704	$ 7,858
Metered County Sewer	3,271	3,279	3,385	3,356	3,423	2%	$ 3,491	$ 3,561	$ 3,632	$ 3,705
Metered Joint Sewer	2,487	2,433	2,572	2,482	2,532	2%	$ 2,583	$ 1,317	$ 1,343	$ 1,370
Low -Pressure System Charge	106	106	106	106	106	0%	106	106	106	106
Total Service Charges	**12,622**	**12,809**	**13,218**	**13,066**	**13,321**		**13,585**	**12,537**	**12,786**	**13,039**
Other Operating Revenues	347	447	326	653	331		300	300	300	300
Grants - Operations	240	240	240	240	240		240	240	240	240
Total Operating Revenue	**13,208**	**13,496**	**13,784**	**13,959**	**13,891**		**14,125**	**13,077**	**13,326**	**13,579**
Operating Expenses										
Plant Expenses	4,681	4,779	4,886	5,201	4,991	1.5%	5,065	4,923	4,997	5,072
Laboratory Expenses	288	287	301	299	302	1.5%	307	311	316	321
Collection Systems	1,444	1,495	1,393	1,561	1,560	1.5%	1,583	1,589	1,612	1,637
Selling, General & Administration	3,411	2,590	3,336	3,310	3,348	1.5%	3,398	3,449	3,501	3,553
Total Operating Expenses	**9,824**	**9,152**	**9,916**	**10,371**	**10,200**		**10,353**	**10,272**	**10,426**	**10,582**
Cash Operating Income (Loss)	**3,384**	**4,345**	**3,867**	**3,588**	**3,691**		**3,772**	**2,805**	**2,900**	**2,997**
Depreciation	3,037	3,059	3,305	3,285	3,550		3,700	3,780	3,800	3,850
Operating Income (Loss)	**347**	**1,285**	**562**	**303**	**141**		**72**	**(975)**	**(900)**	**(853)**
Non-Operating Revenues (Expenses)										
Interest Earned	30	64	30	48	40		50	40	45	50
Premium on Bonds	8	9	9	9	4		4	4	4	4
Interest/Bond Issuance Expense	(397)	(376)	(425)	(391)	(446)		(501)	(494)	(476)	(457)
Gain (Loss) on Sale of Capital Assets	(67)	31	-	14	1		-	-	-	-
Total Non-Operating Revenues (Expenses)	**(427)**	**(272)**	**(386)**	**(321)**	**(401)**		**(447)**	**(450)**	**(427)**	**(403)**
Net Income (Loss) Before Operating Transfers	**(79)**	**1,013**	**176**	**(18)**	**(260)**		**(376)**	**(1,424)**	**(1,327)**	**(1,256)**
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fund	(4)	(2)	(4)	(4)	(58)		(31)	(34)	(36)	(29)
Transfer from Health Insurance Fund	-	76	76	76	80		-	-	-	-
Total Transfers From (To) Funds	**(4)**	**74**	**72**	**72**	**22**		**(31)**	**(34)**	**(36)**	**(29)**
Capital Contributions										
Benefits Charges	629	470	500	450	450		450	450	450	450
Grants- Capital	145	155	-	-	-		-	-	-	-
Developers Contributions	-	-	-	-	500		1,525	500	-	-
Total Capital Contributions	**774**	**625**	**500**	**450**	**950**		**1,975**	**950**	**450**	**450**
Increase (Decrease) in Retained Earnings	**691**	**1,713**	**749**	**504**	**712**		**1,568**	**(508)**	**(913)**	**(835)**
Adjust Retained Earnings to a Cash Flow Basis										
Add Back Depreciation	3,037	3,059	3,305	3,285	3,550		3,700	3,780	3,800	3,850
Changes in Working Capital	762	(1,057)	-	-	-		-	-	-	
Principal Payment on Current Long-Term Debt	(1,704)	(1,781)	(1,814)	(1,814)	(1,845)		(2,067)	(2,143)	(2,062)	(2,093)
Non-Cash Developer Contributions	-	-	-	-	(500)		(1,525)	(500)	-	-
Total Adjustments to Retained Earnings	**2,094**	**221**	**1,491**	**1,471**	**1,205**		**108**	**1,137**	**1,738**	**1,757**
Cash Available for Capital Outlay	**2,785**	**1,934**	**2,240**	**1,975**	**1,917**		**1,676**	**629**	**825**	**921**
Capital Outlay										
Non-Growth Related	919	1,391	4,198	3,417	5,983		1,770	1,520	820	745
Growth Related	415	310	1,505	1,380	2,629		2,227	802	302	302
Total Capital Outlay	**1,333**	**1,700**	**5,703**	**4,797**	**8,612**		**3,997**	**2,322**	**1,122**	**1,047**
Cash After Capital Outlay	**1,452**	**234**	**(3,463)**	**(2,821)**	**(6,695)**		**(2,321)**	**(1,693)**	**(297)**	**(126)**
Additional Funding										
City Bond Financing	1,300	-	3,000	3,000	6,680		1,200	200	200	200
Total Additional Funding	**1,300**	**-**	**3,000**	**3,000**	**6,680**		**1,200**	**200**	**200**	**200**
Net Surplus (Deficit)	**$ 2,752**	**$ 234**	**$ (463)**	**$ 179**	**$ (15)**		**$ (1,121)**	**$ (1,493)**	**$ (97)**	**$ 74**
Total Cash Balance - Beginning	$ 5,994	$ 8,746	$ 8,980	$ 8,980	$ 9,158		$ 9,143	$ 8,022	$ 6,529	$ 6,432
Total Cash Balance - Ending	$ 8,746	$ 8,980	$ 8,516	$ 9,158	$ 9,143		$ 8,022	$ 6,529	$ 6,432	$ 6,507
Unrestricted Cash Balance - Beginning	$ 5,544	$ 8,053	$ 7,918	$ 7,918	$ 8,126		$ 7,690	$ 6,121	$ 4,179	$ 3,634
Unrestricted Cash Balance - Ending	$ 8,053	$ 7,918	$ 7,484	$ 8,126	$ 7,690		$ 6,121	$ 4,179	$ 3,634	$ 3,261
Restricted Cash Balance &R's - Beginning	$ 450	$ 693	$ 1,062	$ 1,062	$ 1,032		$ 1,453	$ 1,901	$ 2,350	$ 2,798
Restricted Cash Balance & 3R's - Ending	$ 693	$ 1,062	$ 1,032	$ 1,032	$ 1,453		$ 1,901	$ 2,350	$ 2,798	$ 3,246
Dividend Affordability Formula:										
Operating & Maintenance Expenses	$ 9,824	$ 9,152	$ 9,916	$ 10,371	$ 10,200		$ 10,353	$ 10,272	$ 10,426	$ 10,582
Reserved Retained Earnings (2 Months)	$ 1,637	$ 1,525	$ 1,653	$ 1,728	$ 1,700		$ 1,726	$ 1,712	$ 1,738	$ 1,764
Cash in Excess of Reserve after Dividend	$ 6,415	$ 6,392	$ 5,832	$ 6,398	$ 5,990		$ 4,395	$ 2,467	$ 1,897	$ 1,497

WASTEWATER FUND PROJECTIONS
FISCAL YEAR 2020/24
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Schedule A - Capital Outlay										
Capital Outlay										
Sewer Vehicles-C0004	$ 212	$ 201	$ 375	$ 229	$ 295		$ 470	$ 820	$ 120	$ 45
Manhole Raising-C0267	23	22	36	15	25		25	25	25	25
Pump Station Improvements-C0299	56	84	100	100	75		75	75	75	75
Collection System Rehabilitation-C0327	114	93	400	250	400		1,600	400	400	400
East End Pump Station-C0565	-	-	-	-	575		500	500	-	-
WWTP Equipment-C0584	16	420	215	215	225		100	100	100	100
Buildings & Structures-C0585	30	52	210	210	220		25	25	25	25
WWTP - Phase III - Disinfection-C0657	-	-	50	21	50		10	10	10	10
WWTP/Phase V/Solids Processing-C0711	-	-	500	50	100		50	50	50	50
Synagro Facility Upgrade Improvements-C0712	194	605	3,000	3,000	6,000		500	-	-	-
Collection System Equipment-C0713	37	-	80	50	80		80	80	80	80
Laboratory Equipment-C0745	-	-	10	10	10		10	10	10	10
Grinder Pump Replacement-C0767	82	102	112	30	112		112	112	112	112
SSES City Wide-C0800	572	122	400	617	100		100	100	100	100
Eliminate Pump Station #12-C0832	-	-	200	-	330		325	-	-	-
New Laterals-C0834	-	-	15	-	15		15	15	15	15
Total Capital Outlay	**$ 1,333**	**$ 1,700**	**$ 5,703**	**$ 4,797**	**$ 8,612**		**$ 3,997**	**$ 2,322**	**$ 1,122**	**$ 1,047**
Schedule B - Capital Outlay Detail										
Capital Outlay Non-Growth Related										
Cash Funded										
Sewer Vehicles-C0004	212	201	375	229	295	-	470	820	120	45
Manhole Raising-C0267	23	22	36	15	25	-	25	25	25	25
Pump Station Improvements-C0299	42	63	75	75	56	-	56	56	56	56
Collection System Rehabilitation-C0327	2	46	200	125	100	-	100	100	100	100
WWTP Equipment-C0584	13	420	215	215	225	-	100	100	100	100
East End Pump Station-C0565	-	-	-	-	75	-	-	-	-	-
Buildings & Structures-C0585	30	52	210	210	70	-	25	25	25	25
WWTP Phase III Disinfection-C0657	-	-	35	15	35	-	7	7	7	7
WWTP/Phase V/Solids Processing-C0711	-	-	350	35	70	-	35	35	35	35
Synagro Facility Upgrade Improvements-C0712	-	424	-	-	-	-	-	-	-	-
SSES City Wide-C0800	-	-	-	-	-	-	-	-	-	-
Collection System Equipment-C0713	37	-	80	50	80	-	80	80	80	80
Laboratory Equipment-C0745	-	-	10	10	10	-	10	10	10	10
Grinder Pump Replacement-C0767	7	102	112	30	112	-	112	112	112	112
SSES City Wide-C0800	180	-	200	309	50	-	50	50	50	50
Eliminate Pump Station #12-C0832	-	-	200	-	-	-	-	-	-	-
Total Cash Funding	**546**	**1,330**	**2,098**	**1,317**	**1,203**		**1,070**	**1,420**	**720**	**645**
Grants in Aid of Construction										
SSES City Wide-C0800	106	61	-	-	-		-	-	-	-
Total Grant in Aid of Construction	**106**	**61**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Contributions by Developers	-	-	-	-	-		-	-	-	-
Total Developer Contributions	**-**	**-**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
MDE Bond Funded	-	-	-	-	-		-	-	-	-
Total MDE Bond Funding	**-**	**-**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
City Bond Funded										
Sewer Vehicles-C0004	-	-	-	-	-	-	-	-	-	-
Collection System Rehabilitation-C0327	54	-	-	-	100	-	350	100	100	100
WWTP Equipment-C0584	3	-	-	-	-	-	-	-	-	-
Buildings & Structures-C0585	-	-	-	-	150	-	-	-	-	-
Synagro Facility Upgrade Improvements-C0712	136	-	2,100	2,100	4,200	-	350	-	-	-
Collection System Equipment-C0713	-	-	-	-	-	-	-	-	-	-
Grinder Pump Replacement-C0767	74	-	-	-	330	-	-	-	-	-
Total City Bond Funding	**267**	**-**	**2,100**	**2,100**	**4,780**	**-**	**700**	**100**	**100**	**100**
Total Non-Growth Related Capital Outlay	**$ 919**	**$ 1,391**	**$ 4,198**	**$ 3,417**	**$ 5,983**		**$ 1,770**	**$ 1,520**	**$ 820**	**$ 745**

WASTEWATER FUND PROJECTIONS
FISCAL YEAR 2020/24
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Growth Related										
Grants in Aid of Construction										
SSES City Wide-C0800	$ 73	$ 61	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Total Grants in Aid of Construction	**73**	**61**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Contributions by Developers										
Collection System Rehabilitation-C0327	-	-	-	-	-		700	-	-	-
East End Pump Station-C0565	-	-	-	-	500		500	500	-	-
Eliminate Pump Station C0832	-	-	-	-	-		325	-	-	-
Total Developer Contributions	**-**	**-**	**-**	**-**	**500**		**1,525**	**500**	**-**	**-**
Benefit Charges/Restricted Cash Funded										
Pump Station Improvements-C0299	14	21	25	25	19		19	19	19	19
Collection System Rehabilitation-C0327	2	46	200	125	100		100	100	100	100
WWTP - Phase III - Disinfection-C0657	-	-	15	6	15	-	3	3	3	3
WWTP/Phase V/Solids Processing-C0711	-	-	150	15	30	-	15	15	15	15
Synagro Facility Upgrade Improvements-C0712	-	182	-	-	-		-	-	-	-
SSES City Wide-C0800	213	(0)	200	309	50		50	50	50	50
New Laterals-C0834	-	-	15	-	15	-	15	15	15	15
Total Benefit Charge Funding	**229**	**249**	**605**	**480**	**229**		**202**	**202**	**202**	**202**
MDE Bond Funded	-	-	-	-	-		-	-	-	-
Total MDE Bond Funding	**-**	**-**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
City Bond Funded										
Collection System Rehabilitation-C0327	54	-	-	-	100		350	100	100	100
Synagro Facility Upgrade Improvements-C0712	58	-	900	900	1,800		150	-	-	-
Total City Bond Funding	**113**	**-**	**900**	**900**	**1,900**		**500**	**100**	**100**	**100**
Total Growth Related Capital Outlay	**415**	**310**	**1,505**	**1,380**	**2,629**		**2,227**	**802**	**302**	**302**
Total Capital Outlay	**$ 1,333**	**$ 1,700**	**$ 5,703**	**$ 4,797**	**$ 8,612**		**$ 3,997**	**$ 2,322**	**$ 1,122**	**$ 1,047**

- Parking rates were last increased on July 1, 2018. Rates for the parking decks and parking lots have been approved by Mayor & Council to increase on July 1, 2019, 2020, 2021. Both parking deck and parking lot monthly rates will increase by $2 each year through FY2021/22. Current parking rates are $64/month or maximum $8.00/day; after hours is $2 from 4 PM to 6 AM weekdays and Saturdays, Sundays are free. Parking lot rates are $50/month. Future revenues do include an estimate for increased usage and rates combined for an overall total of 1.5% annually beginning in FY2020/21 through FY2023/24. Downtown Promotions reflect the loss of the Western Maryland Blues Fest. Parking deck coupons have been replaced with online validations.

- Based on an economic study by Urban Partners in 2014, a future need for a third parking deck may occur through the development of new retail office space in the downtown (Catalyst Project #1). The projections include the assumption that this third parking deck would be completed and operational for half of FY2021/22. The revenue calculation is based on 50% utilization of 180 available spaces in the new deck for a portion of the year in FY2021/22. Additionally, new parking deck expenses and fees are included in the projections and are based on average expenditure trends reflected in our existing two decks. With the inclusion of a third parking deck, it is anticipated that there will be a deficit in FY2021/22 and which will begin to deplete the Parking Fund cash balances in FY2021/22.

- Total operating expenses (excluding depreciation) increased by 4.0% from the FY2018/19 budget compared to the budget proposed for FY2019/20. Primarily, this increase is reflected in wages and benefits as a result of part-time salary increasing but lower operating expenses due to maintenance/repair with the parking decks further decreasing as a result of the new equipment installed in FY2017/18. Although based on historical trends, the projections will include increases in future periods. The overall increase for all future periods through FY2023/24 is estimated to be 2.5% annually, excluding FY2020/21 and third parking deck costs. With the inclusion of a third parking deck, the increase in FY2021/22 and FY2022/23 are estimated to be 16.2% and 14.6% respectively.

- Depreciation expense is expected to decrease from FY2018/19 to FY2019/20 budget by 7.2% as a result of lower than anticipated infrastructure spending of $73.5K from FY2018/19 budget and from assets in place that have been fully depreciated. Further, we anticipate that depreciation will increase significantly in FY2020/21 (18.0%) and FY2021/22 (71.0%) based upon projected completion of a third parking deck (#56-C0173 in CIP Section 7). Last, depreciation expense is estimated to increase slightly by 2.2% in FY2022/23 and 0.3% in FY2023/24.

- Given the recent movement by the Federal Reserve and growing interest rates, it is anticipated that there will be growth in investment interest earnings in FY2020/21 and FY2021/22 over proposed FY2019/20. However after that, the investment earnings are expected to decline and flatten out based future cash balance projections.

- The future bond interest rates for the new parking deck are estimated at a rate of 5.0% over 25 years. Our projections include City issued governmental bonds to fund the construction of the third parking deck. The debt service impact is reflected in our interest expense and principal repayment figures.

- Based on the assumptions outlined above for both revenues and increasing expenses, our net increase (decrease) in retained earnings is estimated to decline from an anticipated gain of $179.7K in FY2018/19 to a loss of $347.7K in FY2023/24 due to significant increases in depreciation and debt service expenses for a third parking deck.

PARKING FUND PROJECTIONS
FISCAL YEAR 2020/2024
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Operating Revenues										
Parking Deck Revenues										
University District Parking Deck										
Parking Deck Permits	242	223	230	217	223	1.5%	227	230	234	237
Parking Deck Fees	46	42	42	55	55	1.5%	56	57	58	58
Downtown Promotions	7	2	7	3	3	0.0%	3	3	3	3
General Free Parking	(26)	(27)	(23)	(41)	(41)	1.5%	(42)	(42)	(43)	(43)
Validations	23	9	22	29	29	1.5%	29	30	30	31
Arts & Entertainment Parking Deck										
Parking Deck Permits	160	108	150	98	101	1.5%	103	104	106	107
Parking Deck Fees	51	56	50	55	55	1.5%	56	57	58	59
PEP Parking Discount	(2)	(2)	(2)	(2)	(2)	1.5%	(2)	(2)	(2)	(2)
Parking Deck III										
Parking Deck Fees	-	-	-	-	-		-	68	135	135
Total Parking Deck Revenue	**501**	**411**	**476**	**414**	**424**		**431**	**505**	**579**	**585**
Parking Meter & Lot Revenues										
Street Meters	109	108	110	119	119	1.5%	121	123	124	126
Free Parking	(3)	(3)	(3)	(3)	(3)	0.0%	(3)	(3)	(3)	(3)
Market House Lot	52	46	46	46	46	1.5%	47	47	48	49
Church Street Lot	54	42	50	52	52	1.5%	52	53	54	55
Rochester Lot	7	7	8	27	34	1.5%	12	12	12	13
Central Lot	88	96	85	94	97	1.5%	99	100	102	103
Antietam St. Lot	23	22	25	23	23	1.5%	23	24	24	24
Departmental Charges	35	37	35	45	45	1.5%	46	46	47	48
Total Parking Meter & Lot Revenue	**365**	**355**	**355**	**404**	**413**		**397**	**403**	**409**	**416**
Parking Enforcement	**128**	**183**	**124**	**214**	**214**	1.5%	**217**	**220**	**224**	**227**
Other Operating Revenues										
Other Revenues	-	3	-	-	-		-	-	-	-
Total Other Operating Revenue	**0**	**3**	**0**	**0**	**0**		**0**	**0**	**0**	**0**
Total Operating Revenue	**994**	**952**	**956**	**1,032**	**1,052**		**1,045**	**1,128**	**1,212**	**1,227**
Operating Expenses										
University District Parking Deck	127	125	136	144	138	2.5%	144	148	151	155
Arts & Entertainment Parking Deck	157	150	156	169	162	2.5%	169	173	178	182
Parking Deck III	-	-	-	-	-	2.5%	-	80	164	169
Parking Lots	135	185	165	186	173	2.5%	186	191	195	200
Parking Enforcement Expenses	41	56	81	82	85	2.5%	87	89	92	94
Total Operating Expense	**460**	**517**	**537**	**580**	**559**		**586**	**681**	**780**	**800**
Cash Operating Income (Loss)	**534**	**435**	**418**	**452**	**493**		**459**	**447**	**432**	**428**
Depreciation	239	240	291	255	270		319	545	557	558
Operating Income (Loss)	**294**	**195**	**127**	**197**	**223**		**140**	**(97)**	**(125)**	**(131)**
Non-Operating Revenue (Expense)										
Interest Earned	4	10	4	15	9		15	15	10	10
Premium on Bonds	2	2	2	2	0		0	0	0	0
Interest/Bond Issuance Expense	(39)	(37)	(28)	(34)	(23)		(37)	(141)	(227)	(226)
Total Non-Operating Revenue (Expense)	**(34)**	**(26)**	**(23)**	**(18)**	**(14)**		**(22)**	**(126)**	**(217)**	**(216)**
Net Income (Loss) Before Operating Transfers	**260**	**170**	**104**	**180**	**209**		**118**	**(223)**	**(342)**	**(346)**
Transfers From (To) Other Funds										
Transfers (to) Capital Improvements Fund	(2)	(1)	-	-	(10)		(2)	(1)	(2)	(1)
Total Transfers From (To) Other Funds	**(2)**	**(1)**	**-**	**-**	**(10)**		**(2)**	**(1)**	**(2)**	**(1)**
Increase (Decrease) in Retained Earnings	**258**	**169**	**104**	**180**	**199**		**117**	**(224)**	**(344)**	**(348)**

PARKING FUND PROJECTIONS
FISCAL YEAR 2020/2024
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Adjust to a Cash Flow Basis										
Add Back Depreciation	$ 239	$ 240	$ 291	$ 255	$ 270		$ 319	$ 545	$ 557	$ 558
Changes in Working Capital	(49)	20	-	-	-		-	-	-	-
Prin. Pay on Current Long-Term Debt.	(170)	(182)	(218)	(203)	(216)		(66)	(125)	(361)	(363)
Total Adjustments to Retained Earnings	**20**	**78**	**73**	**52**	**54**		**252**	**419**	**195**	**196**
Cash Available for Capital Outlay	**279**	**247**	**177**	**232**	**253**		**369**	**195**	**(149)**	**(152)**
Capital Outlay										
Parking Facilities 3rd Parking Deck - C0173	-	-	-	-	-		1,367	6,634	-	-
Upgrades to Parking Decks - C0749	16	256	30	33	30		30	30	350	30
Vehicles/Equipment - C0829	-	-	-	-	-		-	30	-	-
Parking Way Finding Signs - C0848	-	-	-	-	-		-	-	-	-
Parking System Improvements - C0867	-	-	-	-	-		-	-	-	-
Parking Lot Improvements - C0857	22	-	30	30	100		15	15	5	5
Total Capital Outlay	**38**	**256**	**60**	**63**	**130**		**1,412**	**6,709**	**355**	**35**
Cash After Capital Outlay	**240**	**(9)**	**117**	**169**	**123**		**(1,043)**	**(6,514)**	**(504)**	**(187)**
Additional Funding										
Bond Financing	-	280	-	-	-		1,367	6,634	-	-
Total Additional Funding	**-**	**280**	**-**	**-**	**-**		**1,367**	**6,634**	**-**	**-**
Net Surplus (Deficit)	**$ 240**	**$ 271**	**$ 117**	**$ 169**	**$ 123**		**$ 324**	**$ 120**	**$ (504)**	**$ (187)**
Beginning Cash Balance	$ 869	$ 1,109	$ 1,380	$ 1,380	$ 1,549		$ 1,671	$ 1,995	$ 2,115	$ 1,611
Ending Cash Balance	$ 1,109	$ 1,380	$ 1,497	$ 1,549	$ 1,671		$ 1,995	$ 2,115	$ 1,611	$ 1,424

- The last rate increases implemented at the Golf Course were on July 1, 2015. There are no other rate increases included in the projections through FY2023/24. As a result of trends across the nation and experienced locally, future revenue growth is flat even with increased promotions and advertising efforts. In addition, there are other sponsorship revenue sources that are only received bi-annually. After all these factors, the operating revenue proposed in the FY2019/20 budget anticipates a 2.3% increase compared to estimated actuals for FY2018/19. Flat to small revenue growth is anticipated annually in FY2020/21 through FY2023/24. The changes to operating revenue for each of the respective periods beginning in FY2020/21 are as follows: 0.4%, 4.1%, <0.4%>, and 4.1%.

- Total operating expense (excluding depreciation) increased by 3.3% from current FY2018/19 budget to proposed FY2019/20 budget. Salaries, wages and benefits collectively increased by 2.6% from FY2018/19 budget to proposed FY2019/20 budget as a result of approved collective bargaining unit contracts and anticipated non-union salary enhancements. Beginning in FY2020/21 through FY2023/24, the increase in total expenses range annually from 2.9%, 3.6%, 3.1%, and 3.7% respectively. The increase reflects an annual salary enhancements and associated benefits of 3.9% for FY2020/21 and 3.0%, 3.3% and 3.0% thereafter in each consecutive year. In addition, several expense categories (Material, Supplies, & Utilities; Maintenance & Repairs; Vehicle Operating Expenses; and Contracted Services) are anticipated to increase based on historical trends and inflation factors.

- Depreciation expense is a reflection of investment in capital infrastructure and renovation. Therefore, the projections for depreciation reflect an increase of 1.5% or $1K from FY2018/19 to FY2019/20 budget. This increase is due to further purchases of vehicles for the golf course. In FY2020/21, depreciation is anticipated to slightly increase by 4.7%, with FY2021/22 reflecting an increase by 17.8% from planned golf course improvements. The two remaining periods are anticipated to increase by 3.1% and 3.7% respectively.

- Despite movement in the Federal Reserve and growing interest rates, it is anticipated that annual interest earned will be less than $1.0K due to low cash balances within the Golf Course fund through FY2023/24.

- The Golf Course currently has no debt service and is not estimated to incur any through FY2023/24.

- Currently, the Golf Course receives a subsidy from the General Fund. It will be necessary to continue this subsidy through FY2023/24 based on the projections and trends. The proposed budget for FY2019/20 is the same amount as current FY2018/19 budget. FY2020/21 reflects a decrease to the subsidy of $23.0K and instead utilizes existing cash balances. FY2021/22 anticipates an increase in the subsidy by $138K to help fund planned golf course improvements. In FY2022/23 and FY2023/24, the subsidy is projected to decrease slightly and then remain flat but still require annual amounts of $307.0K and $311.0K.

- Based on the assumptions outlined above for revenues, increasing expenses, and the subsidy received by the General Fund, the net increase (decrease) in retained earnings is estimated to remain at zero in the FY2019/20 budget.

GOLF COURSE FUND PROJECTIONS
FISCAL YEAR 2020/2024
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Operating Revenues										
Green Fees	$ 78	$ 91	$ 80	$ 91	$ 91		$ 94	$ 97	$ 99	$ 102
Cart Rentals	38	54	53	55	55		57	57	57	57
Tournaments & Specials	41	5	8	7	7		7	7	7	7
Other Revenues	16	24	22	22	26		22	27	23	28
Total Operating Revenues	**174**	**174**	**163**	**174**	**178**		**180**	**188**	**186**	**194**
Operating Expenses										
Salaries & Wages	178	172	174	180	177		182	187	192	197
Wage & O/H Allocation	1	(22)	(18)	(18)	(18)		(19)	(19)	(20)	(20)
Fringe Benefits	94	100	97	107	100		106	110	114	119
Materials, Supplies, & Utilities	79	73	65	70	74	3.0%	77	79	81	84
Maintenance & Repairs	1	7	2	8	3	2.0%	3	3	3	3
Vehicle Operating Expenses	22	18	17	19	19	1.5%	19	20	20	21
Advertising & Printing	13	13	12	12	12		10	11	12	13
Machinery & Equipment Rentals	14	15	16	16	17		17	18	19	20
Contracted Services	33	26	20	15	15	2.5%	15	16	16	17
Other General Expenses	13	10	10	9	9		10	11	11	12
Insurance	2	2	3	3	3		3	3	3	3
Communication Expenses	1	1	1	1	1		1	1	1	1
Operating Capital Expenditures	-	-	-	2	-		-	-	-	-
Depreciation	41	37	39	37	40		41	49	51	52
Total Operating Expenses	**493**	**453**	**437**	**460**	**451**		**465**	**488**	**504**	**522**
Operating Income (Loss)	**(319)**	**(279)**	**(273)**	**(285)**	**(273)**		**(285)**	**(300)**	**(318)**	**(328)**
Non-Operating Revenues (Expense)										
Interest Earned	-		-	-	-		-	-	-	-
Gain (Loss) on Capital Assets	-	-	-	-	-		-	-	-	-
Total Non-Operating Revenue (Expense)	**-**		**-**	**-**	**-**		**-**	**-**	**-**	**-**
Transfers From (To) Other Funds										
Transfers from General Fund	319	279	273	285	273		250	388	307	311
Total Transfers From (To) Other Funds	**319**	**279**	**273**	**285**	**273**		**250**	**388**	**307**	**311**
Capital Contributions										
Grants in Aid of Construction	-	-	-	-	-		-	-	-	-
Total Capital Contributions	**-**	**-**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Increase (Decrease) in Retained Earnings	**-**	**-**	**-**	**-**	**-**		**(35)**	**88**	**(11)**	**(17)**
Adjust to Cash Flow Basis										
Add Back Depreciation	41	37	39	37	40		41	49	51	52
Changes in Working Capital	(29)	6	-	-	-		-	-	-	-
Total Adjustment to Retained Earnings	**12**	**43**	**39**	**37**	**40**		**41**	**49**	**51**	**52**
Cash Available for Capital Outlay	**12**	**43**	**39**	**37**	**40**		**6**	**137**	**40**	**35**
Capital Outlay										
Vehicle/Equipment Replace - C0395	-	30	22	22	35		37	47	40	35
Golf Course Improvements - C0825	-	-	-	-	-		-	100	-	-
Total Capital Outlay	**-**	**30**	**22**	**22**	**35**		**37**	**147**	**40**	**35**
Net Surplus (Deficit)	**$ 12**	**$ 13**	**$ 17**	**$ 15**	**$ 5**		**$ (31)**	**$ (10)**	**$ 0**	**$ 0**
Beginning Cash	$ 3	$ 15	$ 27	$ 27	$ 42		$ 47	$ 16	$ 6	$ 6
Ending Cash	$ 15	$ 27	$ 44	$ 42	$ 47		$ 16	$ 6	$ 6	$ 6
Self Supporting Level	35.3%	38.4%	37.3%	37.8%	39.5%		38.7%	38.5%	36.9%	37.2%

- Overall, rental revenue projections are estimated to decrease by 9.7% or $34K from FY2018/19 budget to FY2019/20 budget. The FY2019/20 budget includes all current leases. The budget also reflects continued annual occupancy of the four artist loft apartments (38 N. Potomac Street). At this time, there are two areas that remain occupied for just a $1.00 per year or for no cost (Fire Police Headquarters on Valley Road, City of Hagerstown Police Auxiliary). With the sale of the Roslyn Building, the City will no longer be receiving rental income from Spickler's Market (17 E Franklin St.) or City of Hagerstown Parking Administrative Offices (25 E. Franklin Street). Additionally the following rent contracts have expiration dates over the future projections through FY2023/24 as follows: Dept. Labor, Licensing & Regulation (2-6 N Potomac St. 1st Floor) expires in 2022; NIST (14 N. Potomac St.) expires in 2021; Hana Thai (40 N Potomac St.) expires in 2023; and, MOSH (14 N Potomac Suite B-3) expired in early 2019; so no future rent is included in the projections beyond these dates.

- Total operating expenses (excluding depreciation) are expected to decrease by 2.4% from FY2018/19 budget compared to the FY2019/20 budget. This decrease is a result of less contracted services and maintenance costs of the properties primarily due to the sale of the Roslyn Building. Based on historical trends, the projections include increases beginning in FY2020/21. The overall estimated increase for each consecutive year from FY2020/21 to FY2023/24 is 2.0%.

- Depreciation expense is expected to increase 18.8% from the FY2018/19 budget to the proposed FY2019/20 budget. During FY2019/20, the city invested in improvements for the Roslyn Building to help motivate a sell of this property. Last, it is estimated that depreciation will decrease by 22.5% in FY2020/21 following the sale of the Roslyn Building; before increasing 0.7% annually from FY2021/22 through FY2023/24.

- The investment interest amount is assumed to remain flat with no overall growth calculated despite current market rate changes as a result of anticipated cash balances within this fund. Currently, there is a long-term lease in place with Antietam Fire Company which accrues interest and is also reflected in this line item.

- Interest expense for FY2019/20 will stay flat to the FY2018/19 budget at $4K. At this time, there is no additional future bond issues. As a result, interest expense remains flat through FY2023/24.

- Based on the assumptions outlined above for both revenues and expenses, our net increase (decrease) in retained earnings is estimated to decline from an anticipated gain of $80K in FY2018/19 estimated actual to a loss of <$180K> in FY2019/20.

- The ending total cash balance is projected to be a negative balance of <$93K> beginning with the FY2019/20 budget. This negative cash balance is a result of multiple factors: higher annual operating expenditures over rental income, including the loss of rental income from the sale of the Roslyn Building; and, capital improvement projects at the Elizabeth Hager Center, Hagerstown Small Business Center and at the Artist Lofts at 36-40 N. Potomac Street.

PROPERTY MANAGEMENT FUND PROJECTIONS
FISCAL YEAR 2020/2024
INCOME STATEMENT
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
Operating Revenues										
Rent - 2-6 N Potomac Street, 1st Floor	$ 148	$ 175	$ 167	$ 167	$ 167		$ 167	$ 167	$ 14	$ -
Rent - 14 N Potomac Street, Suite 200A/B	22	20	34	34	35		34	28	20	20
Rent - 6 N Potomac Street	19	19	19	19	19		20	20	20	20
Rent - 14 N Potomac Street, Suite B-3	27	32	18	20	-		-	-	-	-
Rent - 17 E Franklin Street	9	9	10	7	-		-	-	-	-
Rent - 25 E Franklin Street	-	6	7	6	-		-	-	-	-
Rent - 14 N Potomac Street, Suite 200B Room 59	2	2	2	2	2		-	-	-	-
Rent - 790-800 Potomac Avenue	13	16	13	15	16		16	17	17	18
Rent - 40 N Potomac Street	20	20	21	16	16		22	23	24	2
Rent - 60 W Washington Street, Rear	30	32	32	32	32		32	32	33	33
Rent - 38 N Potomac Street	18	20	21	21	21		20	20	20	20
Membership Dues - 60 W Washington Street	1	4	6	6	6		5	5	5	5
Miscellaneous Revenues	2	-	-	-	-		-	-	-	-
Total Operating Revenues	**312**	**357**	**351**	**351**	**317**		**317**	**311**	**153**	**118**
Operating Expenses										
Rental Properties Operational Expense	482	298	324	279	316		322	329	335	342
Depreciation	129	151	160	175	190		147	148	149	150
Total Operating Expenses	**611**	**450**	**484**	**454**	**506**		**469**	**477**	**484**	**492**
Operating Income (Loss)	**(298)**	**(93)**	**(133)**	**(104)**	**(189)**		**(152)**	**(166)**	**(331)**	**(374)**
Non-Operating Revenues (Expenses)										
Interest Earned	18	14	13	13	13		14	14	14	14
Interest/Bond Issuance Expense	(5)	(4)	(4)	(4)	(4)		(4)	(4)	(4)	(4)
Loss on Disposal of Capital Assets	(4)	-	-	-	-		-	-	-	-
Total Non-Operating Revenues (Expenses)	**9**	**10**	**9**	**9**	**9**		**10**	**10**	**10**	**10**
Net Income (Loss) Before Operating Transfers	**(289)**	**(83)**	**(124)**	**(95)**	**(180)**		**(142)**	**(156)**	**(321)**	**(364)**
Transfers From (To) Other Funds										
Transfers from CDBG Fund	-	-	225	175	-		-	-	-	-
Transfers to Capital Improvements Fund	(189)	-	-	-	-		-	-	-	-
Total Transfers From (To) Other Funds	**(189)**	**-**	**225**	**175**	**-**		**-**	**-**	**-**	**-**
Capital Contributions										
Grants in Aid of Construction	44	6	-	-	-		-	-	-	-
Total Capital Contributions	**44**	**6**	**-**	**-**	**-**		**-**	**-**	**-**	**-**
Increase (Decrease) in Retained Earnings	**$ (434)**	**$ (77)**	**$ 101**	**$ 80**	**$ (180)**		**$ (142)**	**$ (156)**	**$ (321)**	**$ (364)**
Adjust to a Cash Flow Basis										
Add Back Depreciation	129	151	160	175	190		147	148	149	150
Changes in Working Capital	11	6	-	-	-		-	-	-	-
Bond Proceeds	40	-	-	-	-		-	-	-	-
Principal Payments on Long-term Debt	(1)	(5)	(5)	(5)	(5)		(6)	(6)	(6)	(6)
Total Adjustments to Retained Earnings	**179**	**153**	**155**	**170**	**185**		**142**	**143**	**143**	**144**
Cash Available for Capital Outlay	**(255)**	**75**	**256**	**250**	**5**		**(0)**	**(14)**	**(178)**	**(220)**
Capital Outlay										
Alms House Repairs - C0755			5	-	-		-	-	-	-
Roslyn Building - C0779	-	20	225	175	-		-	-	-	-
Elizabeth Hager Center - C0803	141	66	45	25	55		20	20	20	20
Hagerstown Small Business Center - C0828	46	5	100	-	90		-	-	-	-
36-40 N Potomac Street - C0836	-	1	15	15	20		7	7	7	5
Total Capital Outlay	**187**	**91**	**390**	**215**	**165**		**27**	**27**	**27**	**25**
Net Surplus (Deficit)	**$ (442)**	**$ (16)**	**$ (134)**	**$ 35**	**$ (160)**		**$ (27)**	**$ (41)**	**$ (205)**	**$ (245)**
Beginning Cash Balance	$ 491	$ 49	$ 33	$ 33	$ 68		$ (93)	$ (120)	$ (160)	$ (366)
Ending Cash Balance	$ 49	$ 33	$ (101)	$ 68	$ (93)		$ (120)	$ (160)	$ (366)	$ (610)

Health Care Fund Coverage

Structure: The Health Care Fund was created in 2000 to manage the City's self-insurance program for health care. Under this self-funded plan the City pays a standard monthly administrative fee for each covered member and accepts claim risk up to an aggregate stop loss. Administratively, all City departments are billed pre-established internal "insurance" rates for their department's share of cost of insurance for its employees, retirees and dependents. Similarly, the active employees and retirees pay internal "insurance" rates for their share of dependent coverage. These billings represent funding sources for the Health Care Fund from which all health care related administrative and medical claim costs are paid.

Health Insurance Plan Options

Active employees have the option of choosing between the City's Level Medical Plan (deductible and copays), the Plus Medical Plan (a high-deductible plan) or the select Medical Plan. The City pays a portion of the premium and employees pay a percentage of the premium for their coverage and their dependents coverage. This City's portion of the premium ranges from 74% to 98% depending on the plan and level of coverage.

Eligible retirees and their dependents who are not Medicare eligible can enroll in the City's Under 65 Medical Plan with a similar cost sharing arrangement for retirees and dependents. Retirees who are Medicare eligible may choose from two medical plan options including the "Medicomp" Medicare supplement medical plan or the Health Reimbursement Account (HRA). The HRA provides an annual stipend of up to $4,200 per person to cover eligible medical related costs. For example, the HRA plan permits retirees to purchase their own secondary coverage and receive reimbursement for any eligible premiums, deductibles and co-pays.

Claims ("Run Out") Reserve Policy

The Claims ("Run Out") Reserve is defined as costs incurred at the end of a fiscal year which due to timing will be paid out in the following year. Self funded plans are required to maintain this reserve as a liability that would be paid when the self funded plan is terminated. Every year, the City re-evaluates the amount booked for this liability. This analysis is performed using claim lag reports obtained from the claim administrators of the City's health and dental plans. The claim lag reports identify the timing of claim payments from incurred to process date. The City's benefits consultant assists with this projection and is recorded on an annual basis.

Health Insurance Fund: Estimated Actual Projections

At the end of FY 2018/19, the estimated cash balances of $4.9 million will provide future funding for any required Claims Reserve. Additionally, our fund balance reserve is estimated to increase over FY 2018/19 budget amount and total $4.3 million.

Health Insurance Fund: Proposed FY 2019/20 Budget

The proposed FY 2019/20 reflects a projected deficit. There is a proposed transfer from the Health Insurance Fund to distribute the fund balance surplus by a total of $819K, allocated as follows: General Fund (70.9%), Electric Fund (7.7%), Water Fund (11.3%), and Wastewater Fund (10.1%). This fund balance surplus transfer is in compliance with the Fund Balance/Retained Earnings Policy and is expected to result in a remaining total fund balance of $3.5 million and more than 3.5 months of operating cash on hand. At the end of FY 2019/20, it is estimated that the ending cash balance on hand will be approximately $4.1 million.

Health Insurance Fund: Four Year Forecast Beyond Proposed Fiscal Year 2019/20 Budget

As a result of our recent claims expense trends and the financial impact of current legislative regulations, the future projections include 5.0% annual increases for actual medical expense claims.

Accounting Rules for Other Post Employment Benefits

Like pension benefits, City employees and their dependents receive health and dental benefits after retirement based upon years of employment with the City. Accounting rules (GASB75) changed how the City accounted for the cost of its post employment benefits resulting in the restatement of the City's FY2017 government-wide financial statements to reflect the reporting of net OPEB liability and the recognition of OPEB expense in accordance with the provisions of the Statement. The City annually contracts with an actuarial firm, CBIZ Benefits & Insurance Services, Inc., to perform all necessary calculations. The annual required contribution (ARC) from the City to fund an OPEB trust account is reflected as a separate line item in our financial projections. The City included $650,000 in Fiscal Year 2018/19 estimated actual for this annual required contribution. Based on the current structure and trends of the Health Insurance Fund's plan, we expect that the required ARC will remain flat for all future periods.

HEALTH CARE FUND PROJECTIONS
FISCAL YEAR 2020/2024
PROPOSED EXPENSES & REVENUES
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
							5.00%	*5.00%*	*5.00%*	*5.00%*
Premium Revenues										
Premium Revenues - City	$ 6,623	$ 6,455	$ 6,660	$ 6,656	$ 6,602		$ 6,932	$ 7,279	$ 7,643	$ 8,025
Premium Revenues - Employees	1,104	1,071	1,105	1,105	1,105		1,127	1,183	1,243	1,305
Premium Revenues - Retirees	256	231	242	242	242		254	267	280	294
Total Premium Revenue	**7,983**	**7,757**	**8,007**	**8,003**	**7,949**		**8,313**	**8,729**	**9,165**	**9,624**
Interest From Investments	13	26	13	27	27	1.5%	27	28	28	29
Prescription Rebates	101	143	75	150	371	2.0%	378	386	394	402
Stop Loss Reimbursement	14	-	-	-	-		5	10	15	20
Total Revenue	**8,111**	**7,925**	**8,096**	**8,180**	**8,346**		**8,724**	**9,153**	**9,602**	**10,074**
Administrative & Audit Expenses	472	355	339	357	375	3.0%	386	398	410	422
Stop Loss Reinsurance Expenses	221	199	256	250	301	3.0%	310	319	329	339
Medical Expense Reimbursement	5,887	5,735	6,342	6,229	6,877	5.0%	7,221	7,582	7,961	8,359
Health Savings Account Contributions	37	49	53	47	47		50	52	55	57
Claims Reserve Expense	52	(189)	75	50	50	2.0%	51	52	53	54
Wellness Program **	-	-	40	40	52		55	55	55	55
OPEB Trust Contributions	650	650	650	650	650		650	650	650	650
Total Expenditures	**7,318**	**6,799**	**7,755**	**7,623**	**8,351**		**8,723**	**9,108**	**9,512**	**9,936**
Transfers From (To) General Fund	36	543	537	537	580		-	-	-	-
Transfers From (To) Electric Fund	-	53	58	58	64		-	-	-	-
Transfers From (To) Water Fund	-	76	86	86	95		-	-	-	-
Transfers From (To) Wastewater Fund	-	76	76	76	80		-	-	-	-
Total Transfers From (To) Other Funds	**36**	**748**	**757**	**757**	**819**		**-**	**-**	**-**	**-**
Operating Income (Loss)	**757**	**377**	**(416)**	**(200)**	**(824)**		**1**	**45**	**90**	**138**
Increase (Decrease) in Retained Earnings	**$ 757**	**$ 377**	**$ (416)**	**$ (200)**	**$ (824)**		**$ 1**	**$ 45**	**$ 90**	**$ 138**
Beginning Fund Balance	3,389	4,146	4,523	4,523	4,323		3,499	3,500	3,545	3,635
Ending Fund Balance	**4,146**	**4,523**	**4,107**	**4,323**	**3,499**		**3,500**	**3,545**	**3,635**	**3,773**
Total Cash Balance -Beginning	$ 3,935	$ 4,901	$ 5,101	$ 5,101	$ 4,901		$ 4,077	$ 4,078	$ 4,123	$ 4,213
Total Cash Balance-Ending*	$ 4,901	$ 5,101	$ 4,685	$ 4,901	$ 4,077		$ 4,078	$ 4,123	$ 4,213	$ 4,351
Unrestricted Cash Balance-Beginning	$ 3,776	$ 4,191	$ 4,345	$ 4,345	$ 4,145		$ 3,321	$ 3,323	$ 3,368	$ 3,458
Unrestricted Cash Balance-Ending	$ 4,191	$ 4,345	$ 3,929	$ 4,145	$ 3,321		$ 3,323	$ 3,368	$ 3,458	$ 3,596
Restricted Cash Balance-Beginning	$ 159	$ 710	$ 756	$ 756	$ 756		$ 756	$ 756	$ 756	$ 756
Restricted Cash Balance-Ending	$ 710	$ 756	$ 756	$ 756	$ 756		$ 756	$ 756	$ 756	$ 756

*Ending Cash balance includes $159,000 currently on deposit with United Healthcare and $596,538 in Health Reimbursement Accounts.
** The Wellness Program is not new but prior to FY2018/19 the costs were reflected as a portion of the transfer to the General Fund.

DENTAL INSURANCE FUND
FISCAL YEAR 2020/2024
PROPOSED EXPENSES & REVENUES
(IN THOUSANDS)

	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 REVISED BUDGET	2018/19 EST. ACTUAL	2019/20 PROPOSED BUDGET	PROJ. CHG%	2020/21 PROJ.	2021/22 PROJ.	2022/23 PROJ.	2023/24 PROJ.
							0.00%	*0.00%*	*0.00%*	*0.00%*
Premium Revenues										
Premium Revenues - City	$ 186	$ 189	$ 196	$ 195	$ 196		$ 196	$ 196	$ 196	$ 196
Premium Revenues - Employees	167	160	171	159	159		159	159	159	159
Premium Revenues - Retirees	64	65	78	70	70		70	70	70	70
Total Premium Revenue	**417**	**414**	**445**	**424**	**425**		**425**	**425**	**425**	**425**
Interest From Investments	1	2	1	3	4		-	-	-	-
Total Revenue	**418**	**416**	**446**	**427**	**429**		**425**	**425**	**425**	**425**
Administrative & Audit Expenses	28	38	40	40	40	3.0%	41	42	44	45
Medical Expense Reimbursement	301	283	350	315	347	1.5%	352	357	363	368
Claims Reserve Expense	3	5	5	5	5		5	5	5	5
Total Expenses	**332**	**326**	**395**	**360**	**392**		**398**	**405**	**412**	**418**
Increase (Decrease) in Retained Earnings	**$ 86**	**$ 90**	**$ 51**	**$ 67**	**$ 37**		**$ 27**	**$ 20**	**$ 13**	**$ 7**
Beginning Fund Balance	254	340	430	430	497		534	561	581	594
Ending Fund Balance	**340**	**430**	**481**	**497**	**534**		**561**	**581**	**594**	**601**
Total Cash Balance -Beginning	$ 282	$ 376	$ 444	$ 444	$ 511		$ 548	$ 575	$ 595	$ 608
Total Cash Balance-Ending*	$ 376	$ 444	$ 495	$ 511	$ 548		$ 575	$ 595	$ 608	$ 615
Unrestricted Cash Balance-Beginning	$ 251	$ 345	$ 413	$ 413	$ 480		$ 517	$ 544	$ 564	$ 577
Unrestricted Cash Balance-Ending	$ 345	$ 413	$ 464	$ 480	$ 517		$ 544	$ 564	$ 577	$ 584
Restricted Cash Balance-Beginning	$ 31	$ 31	$ 31	$ 31	$ 31		$ 31	$ 31	$ 31	$ 31
Restricted Cash Balance-Ending	$ 31	$ 31	$ 31	$ 31	$ 31		$ 31	$ 31	$ 31	$ 31

*Ending Cash balance includes $31,300 currently on deposit with United Concordia.

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CAPITAL IMPROVEMENT PROGRAM
SECTION 7

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All Departments – Consolidated

PROGRAM OVERVIEW

Hagerstown plans its capital improvement projects over a five-year period. Capital improvements programming and budgeting involves the development of a long-term plan for capital expenditures. Capital expenditures include buildings and facilities, significant ongoing maintenance and improvements to current facilities, land, major equipment, and other commodities which are of significant value and have a useful life of several years. It is both a fiscal and planning document that allows the City to monitor and inventory all capital project costs, funding sources, departmental responsibilities, and project schedules. The program includes a comprehensive review of all capital needs and then providing the information and criteria to assist Mayor and Council as they choose among competing projects.

The proposed Capital Improvements Program (CIP) for FY19 and FY20 is summarized below:

	FY19		FY20
Fund	**Revised Budget**	**Estimated Actual**	**Proposed Budget**
General / CIP Fund	$ 16,766,379	$ 7,587,439	$ 14,417,416
Electric Fund *	685,000	692,664	667,500
Water Fund	8,420,000	5,420,000	3,495,000
Wastewater Fund	5,703,000	4,796,742	8,612,000
Parking Fund	60,000	63,000	130,000
Golf Fund	22,000	22,000	35,000
Property Management Fund	390,000	215,000	165,000
TOTALS	**$ 32,046,379**	**$ 18,796,845**	**$ 27,521,916**

* Excludes capital expenditures not included in specific projects of $512,500, $500,000 and $527,500 respectively.

MAJOR FY20 PROGRAM OBJECTIVES

- Further the City's goals and objectives as outlined in the City's Comprehensive and Strategic Plans, the Community's City Center Plan as summarized on the City's website, and the Mayor & Council Goals & Priorities included in Section 1 of the budget book.
- Maximize opportunities for community development and infrastructure replacement while staying within debt affordability guidelines, available resources and complying with the City's debt management policy.
- Increase opportunities to obtain funding from outside sources such as the Federal, State and County Governments and other private parties.
- Assist in planning, budgeting and coordinating the operational and capital efforts of all City Departments.
- Provide guidance for making decisions about requests for routine or emergency capital expenditures.
- Attract private investment by planning for future amenities and infrastructure improvements to support public capital commitments.
- Maintain or improve the City's bond rating through effective financial planning and management.

THE CITY'S STRATEGIC PLAN

In November 2018, the Mayor and City Council approved their Goals & Priorities for calendar years 2018 through 2020 which build upon the City's Vision and Mission Statements that were revised in November 2018. (Mayor & Council Goals & Priorities – 2018 through 2020 is located in Section 1 Overview). The Mayor & 5 Council members were elected in November 2016 and subsequently 2 have been replaced which occurred in November 2017 and February 2018. By strategically utilizing a combination of financial management policies, land use, and forecasting, the City will ensure stability by maximizing its use of resources. To assist policy makers, the CIP's five year forecast included in this section reflects the financial impact of their decisions. The Strategic Plan outlines the City's desire to be the location of choice for a diverse and dynamic citizenry, and to provide a proud and prosperous community.

Neighborhoods Revitalization & Sustainability
Providing the citizens of Hagerstown the ability to experience a high quality of life in their neighborhood is important to the City of Hagerstown. In addition to the City's operating funding support of neighborhood programs, the capital budget plan includes $316K for public art, downtown beautification programs and tree installation, accessibility ramps and alley reconstruction

Public Safety
To ensure that all who live, work and play in the City of Hagerstown are safe, $5.9M has been designated to purchase three fire engines, replace existing Fire Training Tower building, relocate the fire station, replace police vehicles and upgrade police radios and street crime cameras.

Public Facilities and Infrastructure
In order to establish and maintain quality services and an infrastructure that supports residents and business in a cost effective manner, the budget proposal provides $16.7M for new technologies that provide and promote a more customer-oriented parking experience and for new sidewalks, bridge repair, storm water management upgrades, major signal intersection upgrades, pavement preservation and maintenance, City Hall improvements, Elizabeth Hager Center upgrades, various upgrades and renovations related to the electrical services provided to Hagerstown Light Division customers, water main replacements, improvements to water treatment plants to improve safe drinking water standards, and various Wastewater collection system rehabilitations.

Economic Development
The City of Hagerstown strives to have a diverse, business-friendly economy that supports the community's needs. To achieve this goal, $2.3M has been included in the CIP budget to implement the Community's City Center Plan to promote economic development and strong neighborhoods in the core of the city, to construct a multi-use trail linking the Arts & Entertainment District with City Park and the Washington County Museum of Fine Arts; upgrades to 60 West Washington Street and 36-40 West Potomac Street to emphasize business development in the City Center; and to fund the Urban Improvement Project (Plaza) for a multi-purpose space for informal gatherings, downtown events and staging for buses and theater production vehicles.

Budget Stabilization
In order to establish and maintain fiscally responsible decision making, the City will continue to strive for the most efficient management of departmental resources and expense controls. To achieve this goal, IT CIP funds of $64K will be utilized for the continuation updates to MUNIS, the Municipal Financial System, as well as some additional add on software products to help departments run more smoothly including Incident Manager and Building Blocks.

Parks & Recreation For Active/Healthy Living
In order to support a rich, social and culturally vibrant community, the City of Hagerstown plans to establish multi-use walking trails, add additional bike lanes, bike racks and rider-friendly routes to enhance its standing as a "Bicycle Friendly Community, add public art through the city's neighborhoods, parks and public gathering spaces, continue to enhance visitor attractions at Potterfield Pool, enhancements to City Park Lake and Pangborn Lake, expand programs in the Parks & Recreation Division to promote healthy eating and active lifestyles, and many other community-health focused programs. Plans are to accomplish this goal through the combination of $1.5M in CIP

funds and the use of existing operating expense budgets.

Innovative/Progressive Government
The City of Hagerstown is committed to employee development, excellence in services and adapting to meet the needs of the community and the organization. To reach this goal, the City has identified funding of $142K to continue support for the Time and Attendance Software, upgrade GIS system, and upgrade phone system to include a pay by phone automated feature to increase other capabilities for the City's employees and customers.

Community Promotion/Pride
The City will start to improve the Community image by creating an Image and Marketing Plan. In FY20, will be the start of this goal; however funds from IT CIP of $266K will make improvements for TV studio and video production systems in order to promote this new image to the Community. In future years, there may be further CIPs to promote the image of the City of Hagerstown.

Economic Development Through Sports and Tourism
Providing for the visitors of the City of Hagerstown, several different locations for Sports and Tourism will be the goal for FY20 CIP funds of $145K for upgrades to the Hager House Museum, Municipal Stadium, Steam Engine Museum and the Hagerstown Ice Rink. Discussions will continue and in future years, more CIP funding will be utilized for an Indoor Sportsplex.

Citizen-based Government
The City of Hagerstown believes in an ethical and financially responsible government, while supporting an engaged citizenry to make the community more than the sum of its parts. To accomplish this goal, Mayor and Council plan to integrate technology throughout City operations to enhance the customer experience and increase citizen access to City services and information, promote awareness and understanding of the City's finances through accessible and easy-to-use data presentations, new connectivity of network services to the City's outlying buildings including those of the BOE and HCC, and hardware upgrades to the IT infrastructure. The majority of these goals will be accomplished using existing general fund expense budgets; however, $210K has been earmarked in the CIP budget for technology improvements to achieve these goals.

OVERVIEW OF THE PROJECTS IN THE CIP

The CIP section presents comprehensive descriptions of major project needs for FY20 through FY24. Pages 15 through 46 provide summary schedules by Fund outlining funding sources and project expenditures and are organized by Fund and department. Pages 47 through 176 contain detailed descriptions pertaining to individual CIP projects and are organized by Fund and project number. These pages describe each project in more detail, and include a justification section. Additionally, these pages include information relating to the potential budget impact that each recurring and non-recurring capital investment may have on current and future operating budgets and services provided by the City.

The City's Capital Improvement Program budget for FY20 at $27.5M is 14.1% lower than the $32.0M in the FY19 revised budget. The FY20 budget encompasses various types of projects as indicated above in the Strategic Plan section. Several of the major projects in our five year Capital Improvement Program plan are summarized below:

- The City has a history of deferring vehicles over the past several years in an effort to lower costs and remain within limited resources impacted negatively by the economy. While the FY20 budget includes vehicle and equipment replacements for aging equipment, it is important to note that there are no new additions to our existing vehicle fleet but only vehicle replacements. Overall, the FY20 budget includes $4.1M for vehicle replacements. Of this amount, $840K is funded by Enterprise Funds and includes the replacement of an electric Bucket truck, water backhoe, wastewater dump truck and other miscellaneous

vehicles. The balance of $3.3M will come from other sources such as general funds, future bond funds and prior bond funds. General funds of $502K will be for the replacement of 8 police cruisers ($368K), a replacement of 1 SUV staff vehicle for Fire ($65K) and other miscellaneous vehicles ($69K). Future bond funds will be needed for the replacement of a pumper ($688K) for the Fire department, 1 trash truck for Stormwater ($110K), dump truck ($116K) for Public Works, and a Backhoe ($100K) for Parks & Recreation department. Prior bond funds will be for the replacement of 2 pumpers ($1.4M) for the Fire department and 2 dump trucks ($232K) for Public Works. CIP Fund balance will be used for several miscellaneous Public Works vehicles ($105K). The City will strive to continue to implement a systematic vehicle replacement plan to eliminate costly repairs and to improve efficiency of operations.

- Completely relying on State Highway user revenue (HUR), the City included $1.3M in the FY20 budget for its pavement preservations program for city streets. The City utilizes a variety of methods to maintain streets including milling and overlay, crack-sealing, slurry-sealing, and patching. While the FY20 budget includes a total of $1.3M, the City will only spend what is provided by the state for funding.

- The City has included $1.2M in our FY20 budget for an Urban Development Project or Plaza project. The Plaza will serve as a public multi-purpose public space and will be used for informal student gatherings, downtown events and staging for buses and theater production vehicles. Also included in a separate CIP (C0140) is a final phase of the Cultural Trail that will extend through the Plaza. The project is a City portion expansion of the Maryland Theatre and an urban educational complex with Barbara Ingram School of the Arts, BOE and USMH components. This project and funding has been included in the budget to help address Mayor and Council projects for Urban Development within the City.

- Based on 2015 Insurance Services Office (ISO) rating suggestions, the City has included $530K to explore the opportunity to consolidate of administrative, command staff and training staffs for the Fire department. The funding source for this project would be a future bond issue. Also included is $1.0M for upgrades and building of the Fire Training Center.

- Several other large projects within the FY20 budget are: potential Storm Water Management projects to meet future state/federal regulations; installation of new sidewalks with a portion to be provided by Safe Routes to School Grant; Pangborn Lake reconstruction including replacing stone walls, dredging lake, constructing fishing pier and improving Hamilton Run; and replacement of mobile and portable radios in the Police department.

- Phase 2 of the Synagro Facility Upgrade Improvements project began in FY19. This is a continuation of upgrades to the Wastewater Treatment Plant sludge thickening and pelletizing facilities. These upgrades will provide complete management of the end-use of the City's bio-solids. The FY20 and FY 21 budgets provide $6.5M to complete these improvements.

- To improve system and increase reliability, $1.5M has been included in the FY20 budget to ensure compliance with MDE Dam Safety Division requirements in the Edgemont Reservoir improvement project. The primary funding source is anticipated to be a MDE low-interest bond issue. The planned improvements will include the installation of a grout curtain, replacement and/ or reconstruction of the ogee and emergency spillway, and the installation of additional toe drains.

DEFINITIONS

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

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

Capital costs for purposes of the Capital Improvement Program are non-recurring, have a useful life of more than four (4) years, and exceed $5,000 ($10,000 for Enterprise Funds). Capital budget costs include both capital “projects” and major capital “outlays”. Project expenditures are for the construction, purchase or major renovation of buildings, utility systems, or other physical structures. Outlay expenditures are for the acquisition of furniture, equipment, or fixed assets; such as trucks, land, or buildings, which otherwise meet the definition of “capital”.

For detailed definitions on other terms, please refer to the Glossary in Section 9.

PROJECT NAME	PROJECT NUMBER	PROJECT PRIORITY
36-40 North Potomac Street	58-C0836	Planned Improvement
A & E District Upgrades	50-C0591	Planned Improvement
Accessibility Ramps	45-C0217	Probable Grant
Adm. & Engineering Equipment	52-C0648	Planned Improvement
Alley Reconstruction	45-C0324	Planned Improvement
Antietam Creek Greenway Trail	45-C0774	Planned Improvement
Breichner WTP Improvements	52-C0405	Planned Improvement
Bridge Repair Program	45-C0400	Cost Avoidance
Building and Site Improvements	50-C0542	Planned Improvement
Building Security Improvements	50-C0178	Planned Improvement
Bulldog Substation Upgrade	50-C0544	Planned Improvement
Cable Inet	45-C0568	Contract Obligation
Cable PEG	45-C0569	Contract Obligation
Central Substation	50-C0118	Planned Improvement
Circuit Upgrades	50-C0842	Planned Improvement
City Hall Improvements	45-C0326	Planned Improvement
City Park Improvements	45-C0522	Planned Improvement
City Park Lake Improvements	45-C0047	Planned Improvement
Citywide - CS Rehabilitation	54-C0800	Public Safety
Collection System Equipment	54-C0713	Planned Improvement
Collection System Rehabilitation	54-C0327	Public Safety
Computer Equipment and Software	45-C0006	Planned Improvement
Consolidation of Public Safety Assets	45-C0687	Planned Improvement
Curb and Sidewalk Replacement Program	45-C0458	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
East End Pump Station	54-C0565	Planned Improvement
Eastern Boulevard North Extension	45-C0606	Planned Improvement
Edgemont Reservoir Improvements	52-C0168	Planned Improvement
Electric Vehicles	50-C0090	Planned Improvement
Eliminate Pump Stations	54-C0832	Planned Improvement
Elizabeth Hager Center	58-C0803	Planned Improvement
Engineering Vehicles	45-C0133	Cost Avoidance
Fairground Grandstand Improvements	45-C0624	Planned Improvement
Fairgrounds Park Improvements	45-C0626	Planned Improvement
Feeder Coordination	50-C0833	Planned Improvement
Fire Computer Equip/Public Safety Radios	45-C0849	Public Safety
Fire Department Breathing Apparatus Equip	45-C0663	Planned Improvement
Fire Department Training Center	45-C0241	Planned Improvement
Fire Department Vehicle Replacement	45-C0010	Planned Improvement
Fire Equipment	45-C0871	Planned Improvement
Fire Facilities City Owned Buildings	45-C0870	Planned Improvement
Fuel Station Improvements	45-C0352	Planned Improvement
Geographic Information System	45-C0451	Planned Improvement
Golf Course - Vehicles/Equipment	57-C0395	Cost Avoidance
Golf Course Improvements	57-C0825	Improve Service
Green Streets	45-C0639	Probable Grant
Grinder Pump Replacement Program	54-C0767	Planned Improvement

PROJECT NAME	PROJECT NUMBER	PROJECT PRIORITY
Hager House Museum Improvements	45-C0061	Grant Commitment
Hagerstown Cultural Trail	45-C0140	Planned Improvement
Hagerstown Ice Rink	45-C0843	Planned Improvement
Hagerstown Small Business Center	58-C0828	Planned Improvement
Installation of Street Trees	45-C0594	Planned Improvement
Laboratory Equipment	54-C0745	Planned Improvement
LED Signal Lights	45-C0245	Cost Avoidance
Longmeadow Park Improvements (Stormwater)	45-C0866 SWM	Planned Improvement
Manhole Raising	54-C0267	Public Safety
Market House Improvements	45-C0099	Planned Improvement
Marsh Run Walls Rehabilitation	45-C0853	Cost Avoidance
Mitchell Substation Third Bay	50-C0778	Planned Improvement
Mobile License Plate Readers	45-C0860	Public Safety
Multi-Use Trails	45-C0717	Probable Grant
Municipal Financial System	45-C0739	Planned Improvement
Municipal Stadium Improvements	45-C0040	Planned Improvement
Neighborhood Parks	45-C0751	Planned Improvement
New Sidewalks	45-C0595	Public Safety
Northwest Connector	45-C0735	Planned Improvement
Oxygen System Improvements	54-C0657	Public Safety
Pangborn Lake Reconstruction (Parks)	45-C0812	Documented Savings
Pangborn Lake Reconstruction (Stormwater)	45-C0812 SWM	Documented Savings
Park Equipment	45-C0237	Planned Improvement
Parking Facilities - 3rd Parking Deck	56-C0173	Planned Improvement
Parking Fund Vehicles	56-C0829	Planned Improvement
Parking Lot Improvements	56-C0857	Planned Improvement
Parks Vehicles and Equipment	45-C0570	Planned Improvement
Pavement Markings	45-C0093	Public Safety
Pavement Preservation Program	45-C0025	Planned Improvement
Pedestrian Lighting	50-C0388	Planned Improvement
Planning & Code Admin Vehicles	45-C0678	Cost Avoidance
Police Building Renovation	45-C0308	Planned Improvement
Police Crime Lab Equipment	45-C0182	Planned Improvement
Police Firing Range	45-C0226	Planned Improvement
Police Radios	45-C0128	Public Safety
Police Software	45-C0196	Public Safety
Police Vehicles	45-C0129	Public Safety
Potterfield Pool Improvements	45-C0822	Improve Service
Professional Court Extension	45-C0685	Planned Improvement
Public Art	45-C0868	Planned Improvement
Public Works Operations Center Improvement Program	45-C0250	Planned Improvement
Public Works Storage Yard Expansion	45-C0718	Planned Improvement
Public Works Vehicles	45-C0065	Planned Improvement
Pump Station Improvements	52-C0651	Planned Improvement
Pump Station Improvements	54-C0299	Public Safety
R. Paul Smith Boulevard	45-C0733	Planned Improvement
SCADA System	50-C0441	Planned Improvement
Signal Controller Upgrades	45-C0433	Planned Improvement
Signal Timing Optimization	45-C0640	Planned Improvement

PROJECT NAME	PROJECT NUMBER	PROJECT PRIORITY
Sludge Storage Phase I Improvement	54-C0712	Planned Improvement
Solids Processing-Pelletizer and WWTP Improvements	54-C0711	Contract Obligation
Spare Regulators	50-C0797	Planned Improvement
Steam Engine Museum	45-C0439	Planned Improvement
Storm Water Management Implementation	45-C0637	Probable Grant
Storm Water Vehicles	45-C0064	Planned Improvement
Stormdrain System Upgrades	45-C0444	Planned Improvement
Street Crime Cameras/CPTED	45-C0130	Public Safety
Streetlight Replacement	50-C0546	Planned Improvement
Substation Breaker Replacement	50-C0776	Planned Improvement
System Reconductoring	50-C0259	Planned Improvement
Telemetry Equipment	50-C0111	Planned Improvement
Test Equipment	50-C0609	Planned Improvement
Time & Attendance Software and Equip	45-C0007	Planned Improvement
Traffic Beacons	45-C0872	Public Safety
Traffic Calming	45-C0560	Planned Improvement
Traffic Signalization Upgrades	45-C0243	Planned Improvement
Trunk Lines and Laterals	54-C0834	Contract Obligation
Underground Replacement	50-C0540	Planned Improvement
Upgrades to Parking Decks	56-C0749	Planned Improvement
Urban Improvement Project (Plaza)	45-C0875	Planned Improvement
Wastewater Vehicle Replacement	54-C0004	Planned Improvement
Water System SCADA Improvements	52-C0820	Planned Improvement
Water Vehicles	52-C0117	Planned Improvement
Wesel Boulevard Development	50-C0220	Planned Improvement
Wesel Boulevard Reconstruction	45-C0873	Planned Improvement
Wildlife Protection	50-C0802	Planned Improvement
Willson Transmission Mains	52-C0167	Planned Improvement
Willson Treatment Plant	52-C0166	Planned Improvement
WWT Buildings and Structures	54-C0585	Planned Improvement
WWT Plant Equipment	54-C0584	Public Safety
Zone 3 Standpipe	52-C0323	Planned Improvement

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2020/2024

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
PLANNING & CODE ADMINISTRATION									
450	5822	2006	CHEVY COLORADO		25,000				**25,000**
452	5858	2007	FORD RANGER					25,000	**25,000**
453	5804	2006	JEEP LIBERTY	25,000					**25,000**
455	5751	2004	CHEVY COLORADO			25,000			**25,000**
458	5815	2006	CHEVY COLORADO			25,000			**25,000**
471	5816	2006	CHEVY COLORADO				25,000		**25,000**
472	5779	2005	JEEP LIBERTY		25,000				**25,000**
474	5786	2005	CHEVY COLORADO				25,000		**25,000**
PLANNING & CODE ADMINISTRATION				**25,000**	**50,000**	**50,000**	**50,000**	**25,000**	**200,000**
ENGINEERING DEPARTMENT									
701	5892	2008	CHEVY COLORADO P/U		25,000				**25,000**
703	5893	2008	CHEVY IMPALA SEDAN			25,000			**25,000**
709	5810	2006	JEEP LIBERTY				25,000		**25,000**
710	5542	2013	CHEVY CARGO VAN					25,000	**25,000**
ENGINEERING DEPARTMENT TOTAL				**-**	**25,000**	**25,000**	**25,000**	**25,000**	**100,000**
PARKS DEPARTMENT									
NEW			SNOWBLOWER for BOBCAT			8,000			**8,000**
NEW			STUMP GRINDER FOR BOBCAT		8,000				**8,000**
NEW			TREE CHIPPER		42,000				**42,000**
75	5639	2000	STONE MIXER					8,000	**8,000**
302	5934	2009	CHEVY 2500 4X4				38,000		**38,000**
305	5925	2008	FORD F550 DUMP TRUCK			70,000			**70,000**
312	5756	2004	FORD F150 PICKUP			38,000			**38,000**
318	5031	2012	FORD F550 DUMP TRUCK				80,000		**80,000**
331	5850	2007	CHEVY 3/4 TON 4WD P/U	38,000					**38,000**
333	5749	2004	JOHN DEERE BACKHOE	100,000					**100,000**
349	5958	2010	JD GATOR		10,000				**10,000**
371	6044	2012	CHEVY 2500 4X4					38,000	**38,000**
PARKS DEPARTMENT TOTAL				**138,000**	**60,000**	**116,000**	**118,000**	**46,000**	**478,000**
PUBLIC WORKS DEPARTMENT									
002	5946	2010	FORD F150 4X4 TRUCK		30,000				**30,000**
006	5854	2006	BOBCAT A300			75,000			**75,000**
007	5967	2011	JOHN DEERE 310SJ BACKHOE				140,000		**140,000**
010	5928	2008	FORD F550 DUMP TRUCK		110,000				**110,000**
012	5929	2008	FORD F550 DUMP TRUCK		110,000				**110,000**
014	5915	2008	CHEVY 2500 2x4 TRUCK		30,000				**30,000**
021	206038	2013	FORD F750 DUMP TRUCK				200,000		**200,000**
022	206042	2013	FORD F750 DUMP TRUCK				200,000		**200,000**
026	5780	2005	STERLING ACTERA DUMP TRUCK	116,000					**116,000**
027	5781	2005	STERLING ACTERA DUMP TRUCK	116,000					**116,000**
028	5830	2006	STERLING ACTERA RDS DUMP TRUCK	116,000					**116,000**
030	6036	2012	FORD F350 PICKUP TRUCK			30,000			**30,000**
031	5808	2006	CHEVY CARGO VAN		30,000				**30,000**
034	5713	2004	CHEVY CREW CAB P/U	38,000					**38,000**
035	5855	2007	CHEVY 3/4 TON TRUCK	38,000					**38,000**
046	5713	2004	CHEVY CREW CAB P/U		35,000				**35,000**
063	5969	2011	JOHN DEERE Z930A JD MOWER			20,000			**20,000**
068	5422	1993	FORD 1520 TRACTOR		35,000				**35,000**
076	5831	2006	US CARGO TRAILER					5,000	**5,000**
077	5725	2004	JOHN DEERE TRACTOR		20,000				**20,000**
084	5433	1993	WACKER ROLLER					25,000	**25,000**
088	5767	2005	JOHN DEERE X595 TRACTOR		20,000				**20,000**
600	5903	2008	FORD PICKUP TRUCK	35,000					**35,000**
602	5821	2006	E350 BUCKET VAN			100,000			**100,000**
611	5932	2008	FORD F550 UTILITY TRUCK			75,000			**75,000**
615	5763	2005	CHEVY CARGO VAN			35,000			**35,000**
616	5949	2008	SOLAR SIGN BOARD		45,000				**45,000**
617	5956	2008	SOLAR SIGN BOARD			45,000			**45,000**
PUBLIC WORKS DEPARTMENT TOTAL				**459,000**	**465,000**	**380,000**	**540,000**	**30,000**	**1,874,000**

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2020/2024

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
POLICE DEPARTMENT									
907	206110	2012	FORD FUSION					49,500	**49,500**
910	206097	2007	CHEVY IMPALA		48,000				**48,000**
913	206024	2007	CHEVY IMPALA		48,000				**48,000**
921	206056	2008	CHEVY IMPALA	46,000					**46,000**
922	206032	2006	CHEVY TRAILBLAZER	46,000					**46,000**
923	206033	2009	CHEVY IMPALA			48,000			**48,000**
925	206035	2007	CHEVY IMPALA		48,000				**48,000**
927	206060	2009	CHEVY IMPALA			48,000			**48,000**
928	206057	2007	DODGE DURANGO		48,000				**48,000**
929	206089	2007	FORD EXPLORER		48,000				**48,000**
930	5878	2007	DODGE CHARGER		48,000				**48,000**
931	206099	2009	CHEVY IMPALA			48,000			**48,000**
934	5839	2006	FORD CROWN VICTORIA INTERCEPTOR	46,000					**46,000**
940	5811	2007	FORD CROWN VICTORIA INTERCEPTOR		48,000				**48,000**
942	5843	2006	FORD CROWN VICTORIA INTERCEPTOR	46,000					**46,000**
943	5960	1997	FORD EXPLORER	46,000					**46,000**
951	5832	2003	NISSAN PATHFINDER	46,000					**46,000**
958	5919	2009	FORD CROWN VICTORIA INTERCEPTOR				49,500		**49,500**
963	5667	2003	FORD CROWN VICTORIA INTERCEPTOR	46,000					**46,000**
971	5938	2009	CHEVY IMPALA			48,000			**48,000**
972	5753	2004	FORD CROWN VICTORIA INTERCEPTOR	46,000					**46,000**
981	5883	2007	DODGE CHARGER		48,000				**48,000**
987	6032	2012	CHEVY IMPALA					49,500	**49,500**
997	5939	2009	CHEVY IMPALA			48,000			**48,000**
9110	206021	2013	FORD TAURUS					49,500	**49,500**
9112	206005	2013	FORD TAURUS					49,500	**49,500**
9113	206002	2013	FORD TAURUS					49,500	**49,500**
9114	206006	2013	FORD TAURUS					49,500	**49,500**
9210	6024	2011	FORD CROWN VICTORIA				49,500		**49,500**
9211	6025	2011	FORD CROWN VICTORIA				49,500		**49,500**
9214	5924	2009	FORD CROWN VICTORIA INTERCEPTOR			48,000			**48,000**
9215	5923	2009	FORD CROWN VICTORIA INTERCEPTOR			48,000			**48,000**
9301	5041	2012	FORD CROWN VICTORIA INTERCEPTOR					49,500	**49,500**
9302	5030	2011	FORD CROWN VICTORIA				49,500		**49,500**
9303	6029	2011	FORD CROWN VICTORIA				49,500		**49,500**
9304	5921	2009	FORD CROWN VICTORIA INTERCEPTOR			48,000			**48,000**
9305	5943	2009	DODGE CHARGER				49,500		**49,500**
9306	5941	2009	DODGE CHARGER				49,500		**49,500**
9400	5922	2009	FORD CROWN VICTORIA				49,500		**49,500**
9501	206036	2012	FORD EXPLORER					49,500	**49,500**
POLICE DEPARTMENT TOTAL				**368,000**	**384,000**	**384,000**	**396,000**	**396,000**	**1,928,000**
FIRE DEPARTMENT									
NEW			MINI PUMPER TO REPLACE ENGINE 1		400,000				**400,000**
ENG2	5718	2004	KME MFD	688,272					**688,272**
ENG3	5719	2004	KME MFD	688,272					**688,272**
ENG4	5918	2009	KME MFD		710,984				**710,984**
ENG5	5720	2004	KME MFD		688,272				**688,272**
CAR8	5856	2007	FORD EXPEDITION	65,000					**65,000**
RE1	5435	1994	KME PUMPER	688,272					**688,272**
TRK11	206058	1994	AI 105' LADDER			1,550,000			**1,550,000**
U3A	5920	2008	FORD F350 PICKUP			60,000			**60,000**
FIRE DEPARTMENT TOTAL				**2,129,816**	**1,799,256**	**1,610,000**	**-**	**-**	**5,539,072**
STORMWATER DEPARTMENT									
016	5897	2008	FORD F550 TRASH TRUCK	110,000					**110,000**
018	206048	2014	FORD F550 DUMP TRUCK					125,000	**125,000**
STORMWATER DEPARTMENT TOTAL				**110,000**	**-**	**-**	**-**	**125,000**	**235,000**
GENERAL FUND TOTAL				**$ 3,229,816**	**$ 2,783,256**	**$ 2,565,000**	**$ 1,129,000**	**$ 647,000**	**$ 10,354,072**

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2020/2024

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
ELECTRIC FUND									
101	5876	2007	FORD F150			30,000			**30,000**
102	5877	2007	FORD F150			30,000			**30,000**
107	5562	1998	CHEVY C8500 DUMP TRUCK				150,000		**150,000**
116	5454	1995	GMC STAKE BODY				65,000		**65,000**
122	5869	2007	CHEVY 3/4 TON 4WD			35,000			**35,000**
124	5696	2003	GMC TEREX BUCKET TRUCK		250,000				**250,000**
126	5871	2007	CHEVY 3/4 TON 4WD PICK-UP			35,000			**35,000**
128	5762	2004	GMC ALTEC BUCKET TRUCK					250,000	**250,000**
128	5762	2004	LEVELING CABLE SYSTEM FOR #128	8,000					**8,000**
131	5870	2007	SILVERADO 4x4 PICKUP w/PLOW			40,000			**40,000**
132	5890	2008	FORD F550 ALTEC BUCKET TRUCK	192,000					**192,000**
134	5299	1990	INGERSOLL-RAND AIR COMP. TRAILER			20,000			**20,000**
137	5766	2005	CHEVROLET 3500 CARGO VAN			40,000			**40,000**
ELECTRIC FUND TOTAL				**200,000**	**250,000**	**230,000**	**215,000**	**250,000**	**1,145,000**
WATER FUND									
200	206068	2014	FORD F150					35,000	**35,000**
201	5862	2007	TRAIL BLAZER	25,000					**25,000**
203	206069	2014	FORD F150					35,000	**35,000**
206	206027	2012	FORD F450			90,000			**90,000**
207	206039	2014	INTERNATIONAL DUMP				175,000		**175,000**
208	5792	2005	FORD F550	85,000					**85,000**
209	206100	2015	FORD TRANSIT VAN					55,000	**55,000**
211	5927	2009	F750 DUMP TRUCK		100,000				**100,000**
214	5765	2005	CHEVY TRAILBLAZER	25,000					**25,000**
223	5853	2006	JD 310SG BACKHOE		150,000				**150,000**
224	206062	2014	JCB BACKHOE					150,000	**150,000**
226	5026	2012	FORD ESCAPE				30,000		**30,000**
228	5656	2001	JOHN DEERE 4106 BACKHOE LOADER	150,000					**150,000**
233	5926	2008	DUMP TRUCK		85,000				**85,000**
235	206026	2013	CHEVY EQUINOX			30,000			**30,000**
241	5576	2008	GMC JIMMY		25,000				**25,000**
242	206030	2013	CHEVY EQUINOX				30,000		**30,000**
244	206080	2015	CHEVY TRAVERSE					30,000	**30,000**
252	5613	2000	GMC SONOMA	25,000					**25,000**
260	206028	2012	FORD F550 SERVICE TRUCK			90,000			**90,000**
261	206037	2014	CHEVY EQUINOX			30,000			**30,000**
WATER FUND TOTAL				**310,000**	**360,000**	**240,000**	**235,000**	**305,000**	**1,450,000**
WASTEWATER FUND									
506	6011	2011	CHEVY HHR VAN	25,000					**25,000**
507	5690	2003	FORD F550 1-T W/CRANE		125,000				**125,000**
509	5580	1999	VOLVO TRAILER MOUNTED GENERATOR				75,000		**75,000**
513	5427	1993	KOHLER MGS 2226 GENERATOR		65,000				**65,000**
515	5913	2008	CHEVY SILVERADO 3500			45,000			**45,000**
518	5646	2001	FORD E350 CAMERA RIG		280,000				**280,000**
522	5357	1991	INGERSOLL RAND LIGHT PLANT				45,000		**45,000**
524	5904	2008	FORD F250 SUPER CAB 4X4 P/U	45,000					**45,000**
528	5833	2006	JET-VAC CLEANER			750,000			**750,000**
535	5790	2005	NEW HOLLAND TRACTOR			25,000			**25,000**
536	5824	2006	CHEVY 2500 4 WD P/U	45,000					**45,000**
591	5827	2006	CHEVY 2500 4X4					45,000	**45,000**
595	5562	2002	CHEVY C8500 DUMP TRUCK	180,000					**180,000**
WASTEWATER FUND TOTAL				**295,000**	**470,000**	**820,000**	**120,000**	**45,000**	**1,750,000**

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2020/2024

UNIT	VEHICLE	YEAR	DESCRIPTION	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
PARKING FUND									
033	5035	2012	FORD F150 4x4			30,000			**30,000**
PARKING FUND TOTAL				**-**	**-**	**30,000**	**-**	**-**	**30,000**
GOLF COURSE									
321	5796	2005	GREENS MOWER			35,000			**35,000**
322	5797	2005	ZERO TURN MOWER			12,000			**12,000**
326	5859	2007	GREENS MOWER				40,000		**40,000**
334	206151	2014	JOHN DEERE MOWER					35,000	**35,000**
389	5774	2004	CUSHMAN SPRAYER	35,000					**35,000**
373B	5560	1998	CUSHMAN TOP DRESSER		37,000				**37,000**
GOLF FUND TOTAL				**35,000**	**37,000**	**47,000**	**40,000**	**35,000**	**194,000**
GRAND TOTAL - ALL FUNDS				**$ 4,069,816**	**$ 3,900,256**	**$ 3,932,000**	**$ 1,739,000**	**$ 1,282,000**	**$ 14,923,072**

Capital Program Funding Sources
(All Funds - $27,521,916)
Fiscal Year 2019/2020
Enterprise Funds
$4,409,253
Other
$838,122
Contributions
$577,500
Intergovernmental
Revenue
$4,313,000
Prior Bond Proceeds
$4,008,144
Fund Balance
Reserve
$818,000
Governmental
Funds
$1,173,625
Bond / Loan
Financing
$11,384,272

Capital Program Expenditures
(All Funds - $27,521,916)
Fiscal Year 2019/2020
General/CIP Fund
$14,417,416
Water Fund
$3,495,000
Electric Fund
$667,500
Parking Fund
$130,000
Nonmajor Enterprise
Funds $200,000
Wastewater Fund
$8,612,000

CAPITAL IMPROVEMENT PROGRAM - ALL FUNDS
FIVE YEAR PLAN - FISCAL YEARS 2020/2024
EXPENDITURES SUMMARY BY FUND

DEPARTMENT	FY20	FY21	FY22	FY23	FY24	Total
Engineering	5,096,000	4,135,000	7,875,000	4,165,000	5,550,524	26,821,524
Fire	4,799,816	7,269,256	1,805,000	995,000	195,000	15,064,072
Information Technology	682,000	183,000	195,000	203,000	175,000	1,438,000
Parks	1,540,000	835,000	4,766,000	168,000	326,000	7,635,000
Planning & Code Administration	25,000	50,000	50,000	50,000	25,000	200,000
Police	1,122,600	729,000	574,000	616,000	691,000	3,732,600
Public Works	589,000	1,096,000	1,081,000	641,000	131,000	3,538,000
Stormwater	563,000	5,458,000	5,918,000	5,398,000	5,623,000	22,960,000
General/CIP Fund Total	**$ 14,417,416**	**$ 19,755,256**	**$ 22,264,000**	**$ 12,236,000**	**$ 12,716,524**	**$ 81,389,196**
Electric Fund	667,500	852,500	962,500	1,335,000	1,262,500	5,080,000
Water Fund	3,495,000	8,705,000	9,465,000	10,640,000	9,815,000	42,120,000
Wastewater Fund	8,612,000	3,997,000	2,322,000	1,122,000	1,047,000	17,100,000
Parking Fund	130,000	1,412,000	6,708,775	355,000	35,000	8,640,775
Golf Fund	35,000	37,000	147,000	40,000	35,000	294,000
Property Management Fund	165,000	27,000	27,000	27,000	25,000	271,000
Grand Total - All Funds	**$ 27,521,916**	**$ 34,785,756**	**$ 41,896,275**	**$ 25,755,000**	**$ 24,936,024**	**$ 154,894,971**

City of Hagerstown, Maryland

GENERAL/CIP FUND

FY '20 thru **FY '24**

FUNDING SOURCE SUMMARY

Source	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	3,029,272	9,794,256	4,675,000	3,470,000	2,625,000	*23,593,528*
CIP Fund - GF Fund Balance	818,000					*818,000*
CIP Fund Balance	742,122					*742,122*
Contribution by Others	52,500	697,500	4,602,500	502,500	2,738,024	*8,593,024*
Grants-Federal	25,000	540,000	3,000,000	30,000		*3,595,000*
Grants-State	935,000	232,500	1,426,000	1,195,000	75,000	*3,863,500*
Grants-State Aid in Lieu of Urban Funds	289,000					*289,000*
Grants-State Community Legacy	400,000					*400,000*
Grants-State CP&P	250,000	8,000	8,000	8,000	8,000	*282,000*
Grants-State Governor Bond Bill	300,000					*300,000*
Grants-State MD Historic Trust	75,000					*75,000*
Grants-State MHAA	110,000	50,000				*160,000*
Grants-State Program Open Space	481,000	547,000	540,000		175,000	*1,743,000*
PEG Fee	56,000	56,000	56,000	56,000	56,000	*280,000*
Prior Bond Proceeds	4,008,144		750,000			*4,758,144*
Reforestation Funds	40,000					*40,000*
State Highway User Revenue	1,448,000	1,805,000	1,415,000	1,400,000	1,400,000	*7,468,000*
Stormwater Fee		3,888,000	3,698,000	3,828,000	3,928,000	*15,342,000*
Transfers to CIP-CDBG Fund	485,000	80,000	330,000	430,000	330,000	*1,655,000*
Transfers to CIP-Electric Fund	58,125	31,350	34,450	36,350	29,450	*189,725*
Transfers to CIP-General Fund	688,625	1,961,350	1,658,950	1,205,850	1,291,950	*6,806,725*
Transfers to CIP-Parking Fund	10,378	1,600	1,200	1,600	1,200	*15,978*
Transfers to CIP-Wastewater Fund	58,125	31,350	34,450	36,350	29,450	*189,725*
Transfers to CIP-Water Fund	58,125	31,350	34,450	36,350	29,450	*189,725*
GRAND TOTAL	**14,417,416**	**19,755,256**	**22,264,000**	**12,236,000**	**12,716,524**	***81,389,196***

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)								
Fire Department Vehicle Replacement	*45-C0010*	5	688,272	1,799,256	1,550,000			*4,037,528*
City Park Lake Improvements	*45-C0047*	5			500,000			*500,000*
Stormwater Vehicles	*45-C0064*	5	110,000				125,000	*235,000*
Public Works Vehicles	*45-C0065*	5	116,000	220,000	250,000	540,000		*1,126,000*
Market House Improvements	*45-C0099*	5		150,000				*150,000*
Hagerstown Cultural Trail	*45-C0140*	5	185,000					*185,000*
Fire Department Training Center	*45-C0241*	5	1,000,000					*1,000,000*
Parks Vehicles and Equipment	*45-C0570*	5	100,000		70,000	80,000		*250,000*
Storm Water Management Implementation	*45-C0637*	5		1,500,000	1,500,000	1,500,000	1,500,000	*6,000,000*
Professional Court Extension	*45-C0685*	5		750,000				*750,000*
Consolidation of Public Safety Assets	*45-C0687*	5	530,000	5,000,000				*5,530,000*
Public Works Storage Yard Expansion	*45-C0718*	5		375,000	525,000			*900,000*
Northwest Connector	*45-C0735*	5			280,000	1,000,000	1,000,000	*2,280,000*
Marsh Run Walls Rehabilitation	*45-C0853*	4				350,000		*350,000*
Urban Improvement Project (Plaza)	*45-C0875*	5	300,000					*300,000*
Bond Financing (General Fund) Total			3,029,272	9,794,256	4,675,000	3,470,000	2,625,000	*23,593,528*
CIP Fund - GF Fund Balance								
Computer Equipment and Software	*45-C0006*	5	85,000					*85,000*
Fire Department Vehicle Replacement	*45-C0010*	5	65,000					*65,000*
Police Vehicles	*45-C0129*	1	368,000					*368,000*
Fairgrounds Park Improvements	*45-C0626*	5	75,000					*75,000*
Fire Department Breathing Apparatus Equip	*45-C0663*	5	30,000					*30,000*
Mobile License Plate Readers	*45-C0860*	1	30,000					*30,000*
Public Art	*45-C0868*	5	40,000					*40,000*
Fire Equipment	*45-C0871*	5	125,000					*125,000*
CIP Fund - GF Fund Balance Total			818,000					*818,000*
CIP Fund Balance								
Computer Equipment and Software	*45-C0006*	5	68,122					*68,122*
Pavement Preservation Program	*45-C0025*	5	25,000					*25,000*
Hager House Museum Improvements	*45-C0061*	7	10,000					*10,000*
Public Works Vehicles	*45-C0065*	5	105,000					*105,000*
Hagerstown Cultural Trail	*45-C0140*	5	25,000					*25,000*
Downtown Beautification Program	*45-C0280*	5	8,000					*8,000*
City Hall Improvements	*45-C0326*	5	50,000					*50,000*
Bridge Repair Program	*45-C0400*	4	100,000					*100,000*
Stormdrain System Upgrades	*45-C0444*	5	20,000					*20,000*
Traffic Calming	*45-C0560*	5	6,000					*6,000*
Cable PEG	*45-C0569*	2	224,000					*224,000*
Municipal Financial System	*45-C0739*	5	6,000					*6,000*

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Fire Facilities City Owned Buildings	*45-C0870*	5	95,000					*95,000*
CIP Fund Balance Total			742,122					*742,122*
Contribution by Others								
Municipal Stadium Improvements	*45-C0040*	5	35,000	35,000				*70,000*
Eastern Boulevard North Extension	*45-C0606*	5					335,524	*335,524*
R. Paul Smith Boulevard	*45-C0733*	5		500,000	4,500,000			*5,000,000*
Northwest Connector	*45-C0735*	5				500,000	2,400,000	*2,900,000*
Neighborhood Parks	*45-C0751*	5			100,000			*100,000*
Antietam Creek Greenway Trail	*45-C0774*	5		150,000				*150,000*
Hagerstown Ice Rink	*45-C0843*	5	7,500	12,500	2,500	2,500	2,500	*27,500*
Traffic Beacons	*45-C0872*	1	10,000					*10,000*
Contribution by Others Total			52,500	697,500	4,602,500	502,500	2,738,024	*8,593,024*
Grants-Federal								
Police Crime Lab Equipment	*45-C0182*	5	25,000					*25,000*
Police Firing Range	*45-C0226*	5		40,000		30,000		*70,000*
Professional Court Extension	*45-C0685*	5		500,000	500,000			*1,000,000*
Multi-Use Trails	*45-C0717*	6			2,500,000			*2,500,000*
Grants-Federal Total			25,000	540,000	3,000,000	30,000		*3,595,000*
Grants-State								
Traffic Signalization Upgrades	*45-C0243*	5	264,000					*264,000*
Steam Engine Museum	*45-C0439*	5			320,000			*320,000*
Installation of Street Trees	*45-C0594*	5		40,000				*40,000*
New Sidewalks	*45-C0595*	1	440,000			400,000		*840,000*
Fairgrounds Park Improvements	*45-C0626*	5			4,000			*4,000*
Green Streets	*45-C0639*	6	70,000	70,000	70,000	70,000	70,000	*350,000*
Fire Department Breathing Apparatus Equip	*45-C0663*	5				720,000		*720,000*
Antietam Creek Greenway Trail	*45-C0774*	5			432,000			*432,000*
Longmeadow Park Improvements	*45-C0866 SWM*	5			590,000			*590,000*
Public Art	*45-C0868*	5	5,000	10,000	10,000	5,000	5,000	*35,000*
Fire Equipment	*45-C0871*	5		112,500				*112,500*
Traffic Beacons	*45-C0872*	1	156,000					*156,000*
Grants-State Total			935,000	232,500	1,426,000	1,195,000	75,000	*3,863,500*
Grants-State Aid in Lieu of Urban Fu								
City Park Improvements	*45-C0522*	5	125,000					*125,000*
Traffic Calming	*45-C0560*	5	34,000					*34,000*
New Sidewalks	*45-C0595*	1	110,000					*110,000*
Wesel Blvd Reconstruction	*45-C0873*	5	20,000					*20,000*
Grants-State Aid in Lieu of Urban Funds Total			289,000					*289,000*
Grants-State Community Legacy								
Urban Improvement Project (Plaza)	*45-C0875*	5	400,000					*400,000*

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State Community Legacy Total			400,000					*400,000*
Grants-State CP&P								
Park Equipment	*45-C0237*	5		8,000	8,000	8,000	8,000	*32,000*
Steam Engine Museum	*45-C0439*	5	50,000					*50,000*
Urban Improvement Project (Plaza)	*45-C0875*	5	200,000					*200,000*
Grants-State CP&P Total			250,000	8,000	8,000	8,000	8,000	*282,000*
Grants-State Governor Bond Bill								
Urban Improvement Project (Plaza)	*45-C0875*	5	300,000					*300,000*
Grants-State Governor Bond Bill Total			300,000					*300,000*
Grants-State MD Historic Trust								
Fairgrounds Park Improvements	*45-C0626*	5	75,000					*75,000*
Grants-State MD Historic Trust Total			75,000					*75,000*
Grants-State MHAA								
Hager House Museum Improvements	*45-C0061*	7	10,000	50,000				*60,000*
Hagerstown Cultural Trail	*45-C0140*	5	100,000					*100,000*
Grants-State MHAA Total			110,000	50,000				*160,000*
Grants-State Program Open Space								
Hagerstown Cultural Trail	*45-C0140*	5	400,000	180,000				*580,000*
Steam Engine Museum	*45-C0439*	5		135,000				*135,000*
City Park Improvements	*45-C0522*	5		178,000	504,000			*682,000*
Fairgrounds Park Improvements	*45-C0626*	5			36,000		175,000	*211,000*
Potterfield Pool Improvements	*45-C0822*	8	81,000	54,000				*135,000*
Grants-State Program Open Space Total			481,000	547,000	540,000		175,000	*1,743,000*
PEG Fee								
Cable Inet	*45-C0568*	2	14,000	14,000	14,000	14,000	14,000	*70,000*
Cable PEG	*45-C0569*	2	42,000	42,000	42,000	42,000	42,000	*210,000*
PEG Fee Total			56,000	56,000	56,000	56,000	56,000	*280,000*
Prior Bond Proceeds								
Fire Department Vehicle Replacement	*45-C0010*	5	1,376,544					*1,376,544*
Public Works Vehicles	*45-C0065*	5	232,000					*232,000*
Police Radios	*45-C0128*	1	534,600					*534,600*
Professional Court Extension	*45-C0685*	5			750,000			*750,000*
Pangborn Lake Reconstruction	*45-C0812*	3	667,000					*667,000*
Pangborn Lake Reconstruction	*45-C0812 SWM*	3	333,000					*333,000*
Fire Computer Equip/Public Safety Radios	*45-C0849*	1	865,000					*865,000*
Prior Bond Proceeds Total			4,008,144		750,000			*4,758,144*

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Reforestation Funds								
Installation of Street Trees	*45-C0594*	5	40,000					*40,000*
Reforestation Funds Total			40,000					*40,000*
State Highway User Revenue								
Pavement Preservation Program	*45-C0025*	5	1,300,000	1,500,000	1,300,000	1,300,000	1,300,000	*6,700,000*
Pavement Markings	*45-C0093*	1	30,000	30,000	30,000	30,000	30,000	*150,000*
Accessibility Ramps	*45-C0217*	6	20,000	20,000	20,000	20,000	20,000	*100,000*
Alley Reconstruction	*45-C0324*	5	98,000	175,000	65,000	50,000	50,000	*438,000*
Wesel Blvd Reconstruction	*45-C0873*	5		80,000				*80,000*
State Highway User Revenue Total			1,448,000	1,805,000	1,415,000	1,400,000	1,400,000	*7,468,000*
Stormwater Fee								
Stormdrain System Upgrades	*45-C0444*	5		210,000	20,000	150,000	150,000	*530,000*
Storm Water Management Implementation	*45-C0637*	5		3,668,000	3,668,000	3,668,000	3,768,000	*14,772,000*
Green Streets	*45-C0639*	6		10,000	10,000	10,000	10,000	*40,000*
Stormwater Fee Total				3,888,000	3,698,000	3,828,000	3,928,000	*15,342,000*
Transfers to CIP-CDBG Fund								
Hagerstown Cultural Trail	*45-C0140*	5	250,000					*250,000*
Accessibility Ramps	*45-C0217*	6	80,000	80,000	80,000	80,000	80,000	*400,000*
Park Equipment	*45-C0237*	5	30,000					*30,000*
Traffic Signalization Upgrades	*45-C0243*	5			250,000	250,000	250,000	*750,000*
City Park Improvements	*45-C0522*	5	125,000					*125,000*
New Sidewalks	*45-C0595*	1				100,000		*100,000*
Transfers to CIP-CDBG Fund Total			485,000	80,000	330,000	430,000	330,000	*1,655,000*
Transfers to CIP-Electric Fund								
Computer Equipment and Software	*45-C0006*	5	33,700	15,000	20,000	20,000	15,000	*103,700*
Time & Attendance Software and Equip	*45-C0007*	5	1,900	3,800	1,900	3,800	1,900	*13,300*
Geographic Information System	*45-C0451*	5	8,750	8,750	8,750	8,750	8,750	*43,750*
Municipal Financial System	*45-C0739*	5	13,775	3,800	3,800	3,800	3,800	*28,975*
Transfers to CIP-Electric Fund Total			58,125	31,350	34,450	36,350	29,450	*189,725*
Transfers to CIP-General Fund								
Computer Equipment and Software	*45-C0006*	5	33,700	15,000	20,000	20,000	15,000	*103,700*
Time & Attendance Software and Equip	*45-C0007*	5	1,900	3,800	1,900	3,800	1,900	*13,300*
Fire Department Vehicle Replacement	*45-C0010*	5			60,000			*60,000*
City Park Lake Improvements	*45-C0047*	5	25,000					*25,000*
Hager House Museum Improvements	*45-C0061*	7		50,000				*50,000*
Public Works Vehicles	*45-C0065*	5	6,000	245,000	130,000		30,000	*411,000*
Market House Improvements	*45-C0099*	5			45,000	15,000	15,000	*75,000*
Police Radios	*45-C0128*	1					105,000	*105,000*
Police Vehicles	*45-C0129*	1		384,000	384,000	396,000	396,000	*1,560,000*
Street Crime Cameras/CPTED	*45-C0130*	1	125,000	150,000	150,000	150,000	150,000	*725,000*
Engineering Vehicles	*45-C0133*	4		25,000	25,000	25,000	25,000	*100,000*
Hagerstown Cultural Trail	*45-C0140*	5		20,000				*20,000*

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Police Software	*45-C0196*	1		85,000				*85,000*
Park Equipment	*45-C0237*	5	10,000	2,000	2,000	2,000	2,000	*18,000*
Fire Department Training Center	*45-C0241*	5		75,000	75,000	75,000	75,000	*300,000*
Traffic Signalization Upgrades	*45-C0243*	5	66,000	35,000				*101,000*
LED Signal Lights	*45-C0245*	4	5,000	5,000	5,000	5,000	5,000	*25,000*
Public Works Operations Center Improvement Program	*45-C0250*	5	30,000	6,000	6,000	6,000	6,000	*54,000*
Downtown Beautification Program	*45-C0280*	5	17,000	25,000	25,000	25,000	25,000	*117,000*
Police Building Renovation	*45-C0308*	5	40,000	40,000	40,000	40,000	40,000	*200,000*
City Hall Improvements	*45-C0326*	5		35,000	75,000	30,000	30,000	*170,000*
Fuel Station Improvements	*45-C0352*	5		5,000				*5,000*
Signal Controller Upgrades	*45-C0433*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Steam Engine Museum	*45-C0439*	5	10,000	15,000	80,000			*105,000*
Stormdrain System Upgrades	*45-C0444*	5	20,000					*20,000*
Geographic Information System	*45-C0451*	5	8,750	8,750	8,750	8,750	8,750	*43,750*
Curb and Sidewalk Replacement Program	*45-C0458*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
City Park Improvements	*45-C0522*	5	25,000	22,000	56,000			*103,000*
Traffic Calming	*45-C0560*	5		25,000	25,000	25,000	25,000	*100,000*
Parks Vehicles and Equipment	*45-C0570*	5	38,000	60,000	46,000	38,000	46,000	*228,000*
New Sidewalks	*45-C0595*	1		100,000				*100,000*
Fairground Grandstand Improvements	*45-C0624*	5	40,000	10,000	30,000	10,000	10,000	*100,000*
Fairgrounds Park Improvements	*45-C0626*	5		10,000			75,000	*85,000*
Green Streets	*45-C0639*	6	10,000					*10,000*
Signal Timing Optimization	*45-C0640*	5		25,000				*25,000*
Fire Department Breathing Apparatus Equip	*45-C0663*	5	10,000			80,000		*90,000*
Planning & Code Admin Vehicles	*45-C0678*	5	25,000	50,000	50,000	50,000	25,000	*200,000*
Public Works Storage Yard Expansion	*45-C0718*	5		10,000				*10,000*
Municipal Financial System	*45-C0739*	5	13,775	3,800	3,800	3,800	3,800	*28,975*
Antietam Creek Greenway Trail	*45-C0774*	5			48,000			*48,000*
Potterfield Pool Improvements	*45-C0822*	8	9,000	6,000	20,000	20,000		*55,000*
Hagerstown Ice Rink	*45-C0843*	5	22,500	37,500	7,500	7,500	7,500	*82,500*
Fire Computer Equip/Public Safety Radios	*45-C0849*	1	15,000					*15,000*
Mobile License Plate Readers	*45-C0860*	1		30,000				*30,000*
Longmeadow Park Improvements	*45-C0866 SWM*	5			60,000			*60,000*
Public Art	*45-C0868*	5	8,000	15,000	15,000	5,000	5,000	*48,000*
Fire Facilities City Owned Buildings	*45-C0870*	5		120,000	120,000	120,000	120,000	*480,000*
Fire Equipment	*45-C0871*	5		162,500				*162,500*
Traffic Beacons	*45-C0872*	1	29,000					*29,000*
Transfers to CIP-General Fund Total			688,625	1,961,350	1,658,950	1,205,850	1,291,950	*6,806,725*

Transfers to CIP-Parking Fund

Computer Equipment and Software	*45-C0006*	5	7,078					*7,078*
Time & Attendance Software and Equip	*45-C0007*	5	400	800	400	800	400	*2,800*
Municipal Financial System	*45-C0739*	5	2,900	800	800	800	800	*6,100*
Transfers to CIP-Parking Fund Total			10,378	1,600	1,200	1,600	1,200	*15,978*

Transfers to CIP-Wastewater Fund

Computer Equipment and Software	*45-C0006*	5	33,700	15,000	20,000	20,000	15,000	*103,700*
Time & Attendance Software and Equip	*45-C0007*	5	1,900	3,800	1,900	3,800	1,900	*13,300*
Geographic Information System	*45-C0451*	5	8,750	8,750	8,750	8,750	8,750	*43,750*
Municipal Financial System	*45-C0739*	5	13,775	3,800	3,800	3,800	3,800	*28,975*
Transfers to CIP-Wastewater Fund Total			58,125	31,350	34,450	36,350	29,450	*189,725*

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-Water Fund								
Computer Equipment and Software	*45-C0006*	5	33,700	15,000	20,000	20,000	15,000	*103,700*
Time & Attendance Software and Equip	*45-C0007*	5	1,900	3,800	1,900	3,800	1,900	*13,300*
Geographic Information System	*45-C0451*	5	8,750	8,750	8,750	8,750	8,750	*43,750*
Municipal Financial System	*45-C0739*	5	13,775	3,800	3,800	3,800	3,800	*28,975*
Transfers to CIP-Water Fund Total			58,125	31,350	34,450	36,350	29,450	*189,725*
GRAND TOTAL			14,417,416	19,755,256	22,264,000	12,236,000	12,716,524	*81,389,196*

City of Hagerstown, Maryland

GENERAL/CIP FUND

FY '20 thru FY '24

DEPARTMENT SUMMARY

Department	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Engineering	5,066,000	4,135,000	7,875,000	4,165,000	5,550,524	*26,791,524*
Fire	4,799,816	7,269,256	1,805,000	995,000	195,000	*15,064,072*
Information Technology	682,000	183,000	195,000	203,000	175,000	*1,438,000*
Parks	1,570,000	835,000	4,766,000	168,000	326,000	*7,665,000*
Planning	25,000	50,000	50,000	50,000	25,000	*200,000*
Police	1,122,600	729,000	574,000	616,000	691,000	*3,732,600*
Public Works	589,000	1,096,000	1,081,000	641,000	131,000	*3,538,000*
Stormwater	563,000	5,458,000	5,918,000	5,398,000	5,623,000	*22,960,000*
TOTAL	**14,417,416**	**19,755,256**	**22,264,000**	**12,236,000**	**12,716,524**	***81,389,196***

City of Hagerstown, Maryland

GENERAL/CIP FUND

FY '20 thru **FY '24**

CATEGORY SUMMARY

Category	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Amenities				350,000		*350,000*
Automobiles and Trucks	3,229,816	2,783,256	2,565,000	1,129,000	647,000	*10,354,072*
Buildings and Structures	3,345,000	7,571,000	2,601,000	1,611,000	1,591,000	*16,719,000*
Infrastructure-Alleys	98,000	175,000	65,000	50,000	50,000	*438,000*
Infrastructure-Bridges	100,000					*100,000*
Infrastructure-Parks	1,200,000					*1,200,000*
Infrastructure-Sidewalks	675,000	225,000	125,000	625,000	125,000	*1,775,000*
Infrastructure-Storm Drains	40,000	5,378,000	5,188,000	5,318,000	5,418,000	*21,342,000*
Infrastructure-Streets	240,000	1,895,000	6,125,000	1,555,000	4,040,524	*13,855,524*
Infrastructure-Utilities	525,000	35,000	250,000	250,000	250,000	*1,310,000*
Land Improvements	2,045,000	640,000	4,190,000	35,000	35,000	*6,945,000*
Machinery and Equipment	2,399,600	821,000	366,000	1,166,000	421,000	*5,173,600*
Software	107,000	152,000	59,000	67,000	59,000	*444,000*
Storm Water	413,000	80,000	730,000	80,000	80,000	*1,383,000*
TOTAL	14,417,416	19,755,256	22,264,000	12,236,000	12,716,524	*81,389,196*

City of Hagerstown, Maryland

GENERAL/CIP FUND

FY '20 thru FY '24

EXPENDITURE TYPE SUMMARY

Expenditure Type	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design	55,000	550,000	95,000	15,000	15,000	*730,000*
Land Acquisition		150,000	200,000			*350,000*
Construction/Maintenance	8,553,000	15,504,000	19,014,000	9,909,000	11,594,524	*64,574,524*
Equip/Vehicles/Furnishings	5,719,416	3,466,256	2,955,000	2,312,000	1,087,000	*15,539,672*
Demolition	35,000					*35,000*
Software	55,000	85,000			20,000	*160,000*
TOTAL	**14,417,416**	**19,755,256**	**22,264,000**	**12,236,000**	**12,716,524**	***81,389,196***

PROJECTS BY DEPARTMENT

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Engineering								
Pavement Preservation Program	*45-C0025*	5	1,325,000	1,500,000	1,300,000	1,300,000	1,300,000	*6,725,000*
Pavement Markings	*45-C0093*	1	30,000	30,000	30,000	30,000	30,000	*150,000*
Engineering Vehicles	*45-C0133*	4		25,000	25,000	25,000	25,000	*100,000*
Hagerstown Cultural Trail	*45-C0140*	5	960,000	200,000				*1,160,000*
Accessibility Ramps	*45-C0217*	6	100,000	100,000	100,000	100,000	100,000	*500,000*
Traffic Signalization Upgrades	*45-C0243*	5	330,000	35,000	250,000	250,000	250,000	*1,115,000*
Alley Reconstruction	*45-C0324*	5	98,000	175,000	65,000	50,000	50,000	*438,000*
Bridge Repair Program	*45-C0400*	4	100,000					*100,000*
Curb and Sidewalk Replacement Program	*45-C0458*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Traffic Calming	*45-C0560*	5	40,000	25,000	25,000	25,000	25,000	*140,000*
Installation of Street Trees	*45-C0594*	5	40,000	40,000				*80,000*
New Sidewalks	*45-C0595*	1	550,000	100,000		500,000		*1,150,000*
Eastern Boulevard North Extension	*45-C0606*	5					335,524	*335,524*
Signal Timing Optimization	*45-C0640*	5		25,000				*25,000*
Professional Court Extension	*45-C0685*	5		1,250,000	1,250,000			*2,500,000*
R. Paul Smith Boulevard	*45-C0733*	5		500,000	4,500,000			*5,000,000*
Northwest Connector	*45-C0735*	5			280,000	1,500,000	3,400,000	*5,180,000*
Marsh Run Walls Rehabilitation	*45-C0853*	4				350,000		*350,000*
Public Art	*45-C0868*	5	53,000	25,000	25,000	10,000	10,000	*123,000*
Traffic Beacons	*45-C0872*	1	195,000					*195,000*
Wesel Blvd Reconstruction	*45-C0873*	5	20,000	80,000				*100,000*
Urban Improvement Project (Plaza)	*45-C0875*	5	1,200,000					*1,200,000*
Engineering Total			5,066,000	4,135,000	7,875,000	4,165,000	5,550,524	*26,791,524*
Fire								
Fire Department Vehicle Replacement	*45-C0010*	5	2,129,816	1,799,256	1,610,000			*5,539,072*
Fire Department Training Center	*45-C0241*	5	1,000,000	75,000	75,000	75,000	75,000	*1,300,000*
Fire Department Breathing Apparatus Equip	*45-C0663*	5	40,000			800,000		*840,000*
Consolidation of Public Safety Assets	*45-C0687*	5	530,000	5,000,000				*5,530,000*
Fire Computer Equip/Public Safety Radios	*45-C0849*	1	880,000					*880,000*
Fire Facilities City Owned Buildings	*45-C0870*	5	95,000	120,000	120,000	120,000	120,000	*575,000*
Fire Equipment	*45-C0871*	5	125,000	275,000				*400,000*
Fire Total			4,799,816	7,269,256	1,805,000	995,000	195,000	*15,064,072*
Information Technology								
Computer Equipment and Software	*45-C0006*	5	295,000	60,000	80,000	80,000	60,000	*575,000*
Time & Attendance Software and Equip	*45-C0007*	5	8,000	16,000	8,000	16,000	8,000	*56,000*
Geographic Information System	*45-C0451*	5	35,000	35,000	35,000	35,000	35,000	*175,000*
Cable Inet	*45-C0568*	2	14,000	14,000	14,000	14,000	14,000	*70,000*
Cable PEG	*45-C0569*	2	266,000	42,000	42,000	42,000	42,000	*434,000*
Municipal Financial System	*45-C0739*	5	64,000	16,000	16,000	16,000	16,000	*128,000*
Information Technology Total			682,000	183,000	195,000	203,000	175,000	*1,438,000*

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Parks								
Municipal Stadium Improvements	*45-C0040*	5	35,000	35,000				*70,000*
City Park Lake Improvements	*45-C0047*	5	25,000		500,000			*525,000*
Hager House Museum Improvements	*45-C0061*	7	20,000	100,000				*120,000*
Park Equipment	*45-C0237*	5	40,000	10,000	10,000	10,000	10,000	*80,000*
Steam Engine Museum	*45-C0439*	5	60,000	150,000	400,000			*610,000*
City Park Improvements	*45-C0522*	5	275,000	200,000	560,000			*1,035,000*
Parks Vehicles and Equipment	*45-C0570*	5	138,000	60,000	116,000	118,000	46,000	*478,000*
Fairground Grandstand Improvements	*45-C0624*	5	40,000	10,000	30,000	10,000	10,000	*100,000*
Fairgrounds Park Improvements	*45-C0626*	5	150,000	10,000	40,000		250,000	*450,000*
Multi-Use Trails	*45-C0717*	6			2,500,000			*2,500,000*
Neighborhood Parks	*45-C0751*	5			100,000			*100,000*
Antietam Creek Greenway Trail	*45-C0774*	5		150,000	480,000			*630,000*
Pangborn Lake Reconstruction	*45-C0812*	3	667,000					*667,000*
Potterfield Pool Improvements	*45-C0822*	8	90,000	60,000	20,000	20,000		*190,000*
Hagerstown Ice Rink	*45-C0843*	5	30,000	50,000	10,000	10,000	10,000	*110,000*
Parks Total			1,570,000	835,000	4,766,000	168,000	326,000	*7,665,000*
Planning								
Planning & Code Admin Vehicles	*45-C0678*	5	25,000	50,000	50,000	50,000	25,000	*200,000*
Planning Total			25,000	50,000	50,000	50,000	25,000	*200,000*
Police								
Police Radios	*45-C0128*	1	534,600				105,000	*639,600*
Police Vehicles	*45-C0129*	1	368,000	384,000	384,000	396,000	396,000	*1,928,000*
Street Crime Cameras/CPTED	*45-C0130*	1	125,000	150,000	150,000	150,000	150,000	*725,000*
Police Crime Lab Equipment	*45-C0182*	5	25,000					*25,000*
Police Software	*45-C0196*	1		85,000				*85,000*
Police Firing Range	*45-C0226*	5		40,000		30,000		*70,000*
Police Building Renovation	*45-C0308*	5	40,000	40,000	40,000	40,000	40,000	*200,000*
Mobile License Plate Readers	*45-C0860*	1	30,000	30,000				*60,000*
Police Total			1,122,600	729,000	574,000	616,000	691,000	*3,732,600*
Public Works								
Public Works Vehicles	*45-C0065*	5	459,000	465,000	380,000	540,000	30,000	*1,874,000*
Market House Improvements	*45-C0099*	5		150,000	45,000	15,000	15,000	*225,000*
LED Signal Lights	*45-C0245*	4	5,000	5,000	5,000	5,000	5,000	*25,000*
Public Works Operations Center Improvement Program	*45-C0250*	5	30,000	6,000	6,000	6,000	6,000	*54,000*
Downtown Beautification Program	*45-C0280*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
City Hall Improvements	*45-C0326*	5	50,000	35,000	75,000	30,000	30,000	*220,000*
Fuel Station Improvements	*45-C0352*	5		5,000				*5,000*
Signal Controller Upgrades	*45-C0433*	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Public Works Storage Yard Expansion	*45-C0718*	5		385,000	525,000			*910,000*
Public Works Total			589,000	1,096,000	1,081,000	641,000	131,000	*3,538,000*
Stormwater								
Stormwater Vehicles	*45-C0064*	5	110,000				125,000	*235,000*
Stormdrain System Upgrades	*45-C0444*	5	40,000	210,000	20,000	150,000	150,000	*570,000*
Storm Water Management Implementation	*45-C0637*	5		5,168,000	5,168,000	5,168,000	5,268,000	*20,772,000*
Green Streets	*45-C0639*	6	80,000	80,000	80,000	80,000	80,000	*400,000*
Pangborn Lake Reconstruction	*45-C0812 SWM*	3	333,000					*333,000*
Longmeadow Park Improvements	*45-C0866 SWM*	5			650,000			*650,000*

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Stormwater Total			563,000	5,458,000	5,918,000	5,398,000	5,623,000	*22,960,000*
GRAND TOTAL			14,417,416	19,755,256	22,264,000	12,236,000	12,716,524	*81,389,196*

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Engineering								
Pavement Preservation Program	45-C0025	5	1,325,000	1,500,000	1,300,000	1,300,000	1,300,000	*6,725,000*
CIP Fund Balance			*25,000*					*25,000*
State Highway User Revenue			*1,300,000*	*1,500,000*	*1,300,000*	*1,300,000*	*1,300,000*	*6,700,000*
Pavement Markings	45-C0093	1	30,000	30,000	30,000	30,000	30,000	*150,000*
State Highway User Revenue			*30,000*	*30,000*	*30,000*	*30,000*	*30,000*	*150,000*
Engineering Vehicles	45-C0133	4		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*
Hagerstown Cultural Trail	45-C0140	5	960,000	200,000				*1,160,000*
Bond Financing (General Fund)			*185,000*					*185,000*
CIP Fund Balance			*25,000*					*25,000*
Grants-State MHAA			*100,000*					*100,000*
Grants-State Program Open Space			*400,000*	*180,000*				*580,000*
Transfers to CIP-CDBG Fund			*250,000*					*250,000*
Transfers to CIP-General Fund				*20,000*				*20,000*
Accessibility Ramps	45-C0217	6	100,000	100,000	100,000	100,000	100,000	*500,000*
State Highway User Revenue			*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*100,000*
Transfers to CIP-CDBG Fund			*80,000*	*80,000*	*80,000*	*80,000*	*80,000*	*400,000*
Traffic Signalization Upgrades	45-C0243	5	330,000	35,000	250,000	250,000	250,000	*1,115,000*
Grants-State			*264,000*					*264,000*
Transfers to CIP-CDBG Fund					*250,000*	*250,000*	*250,000*	*750,000*
Transfers to CIP-General Fund			*66,000*	*35,000*				*101,000*
Alley Reconstruction	45-C0324	5	98,000	175,000	65,000	50,000	50,000	*438,000*
State Highway User Revenue			*98,000*	*175,000*	*65,000*	*50,000*	*50,000*	*438,000*
Bridge Repair Program	45-C0400	4	100,000					*100,000*
CIP Fund Balance			*100,000*					*100,000*
Curb and Sidewalk Replacement Program	45-C0458	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Transfers to CIP-General Fund			*25,000*	*25,000*	*25,000*	*25,000*	*25,000*	*125,000*
Traffic Calming	45-C0560	5	40,000	25,000	25,000	25,000	25,000	*140,000*
CIP Fund Balance			*6,000*					*6,000*
Grants-State Aid in Lieu of Urban Funds			*34,000*					*34,000*
Transfers to CIP-General Fund				*25,000*	*25,000*	*25,000*	*25,000*	*100,000*
Installation of Street Trees	45-C0594	5	40,000	40,000				*80,000*
Grants-State				*40,000*				*40,000*
Reforestation Funds			*40,000*					*40,000*
New Sidewalks	45-C0595	1	550,000	100,000		500,000		*1,150,000*
Grants-State			*440,000*			*400,000*		*840,000*
Grants-State Aid in Lieu of Urban Funds			*110,000*					*110,000*
Transfers to CIP-CDBG Fund						*100,000*		*100,000*
Transfers to CIP-General Fund				*100,000*				*100,000*
Eastern Boulevard North Extension	45-C0606	5					335,524	*335,524*
Contribution by Others							*335,524*	*335,524*
Signal Timing Optimization	45-C0640	5		25,000				*25,000*
Transfers to CIP-General Fund				*25,000*				*25,000*
Professional Court Extension	45-C0685	5		1,250,000	1,250,000			*2,500,000*
Bond Financing (General Fund)				*750,000*				*750,000*

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-Federal				*500,000*	*500,000*			*1,000,000*
Prior Bond Proceeds					*750,000*			*750,000*
R. Paul Smith Boulevard	45-C0733	5		500,000	4,500,000			*5,000,000*
Contribution by Others				*500,000*	*4,500,000*			*5,000,000*
Northwest Connector	45-C0735	5			280,000	1,500,000	3,400,000	*5,180,000*
Bond Financing (General Fund)					*280,000*	*1,000,000*	*1,000,000*	*2,280,000*
Contribution by Others						*500,000*	*2,400,000*	*2,900,000*
Marsh Run Walls Rehabilitation	45-C0853	4				350,000		*350,000*
Bond Financing (General Fund)						*350,000*		*350,000*
Public Art	45-C0868	5	53,000	25,000	25,000	10,000	10,000	*123,000*
CIP Fund - GF Fund Balance			*40,000*					*40,000*
Grants-State			*5,000*	*10,000*	*10,000*	*5,000*	*5,000*	*35,000*
Transfers to CIP-General Fund			*8,000*	*15,000*	*15,000*	*5,000*	*5,000*	*48,000*
Traffic Beacons	45-C0872	1	195,000					*195,000*
Contribution by Others			*10,000*					*10,000*
Grants-State			*156,000*					*156,000*
Transfers to CIP-General Fund			*29,000*					*29,000*
Wesel Blvd Reconstruction	45-C0873	5	20,000	80,000				*100,000*
Grants-State Aid in Lieu of Urban Funds			*20,000*					*20,000*
State Highway User Revenue				*80,000*				*80,000*
Urban Improvement Project (Plaza)	45-C0875	5	1,200,000					*1,200,000*
Bond Financing (General Fund)			*300,000*					*300,000*
Grants-State Community Legacy			*400,000*					*400,000*
Grants-State CP&P			*200,000*					*200,000*
Grants-State Governor Bond Bill			*300,000*					*300,000*
Engineering Total			5,066,000	4,135,000	7,875,000	4,165,000	5,550,524	*26,791,524*
Fire								
Fire Department Vehicle Replacement	45-C0010	5	2,129,816	1,799,256	1,610,000			*5,539,072*
Bond Financing (General Fund)			*688,272*	*1,799,256*	*1,550,000*			*4,037,528*
CIP Fund - GF Fund Balance			*65,000*					*65,000*
Prior Bond Proceeds			*1,376,544*					*1,376,544*
Transfers to CIP-General Fund					*60,000*			*60,000*
Fire Department Training Center	45-C0241	5	1,000,000	75,000	75,000	75,000	75,000	*1,300,000*
Bond Financing (General Fund)			*1,000,000*					*1,000,000*
Transfers to CIP-General Fund				*75,000*	*75,000*	*75,000*	*75,000*	*300,000*
Fire Department Breathing Apparatus Equip	45-C0663	5	40,000			800,000		*840,000*
CIP Fund - GF Fund Balance			*30,000*					*30,000*
Grants-State						*720,000*		*720,000*
Transfers to CIP-General Fund			*10,000*			*80,000*		*90,000*
Consolidation of Public Safety Assets	45-C0687	5	530,000	5,000,000				*5,530,000*
Bond Financing (General Fund)			*530,000*	*5,000,000*				*5,530,000*
Fire Computer Equip/Public Safety Radios	45-C0849	1	880,000					*880,000*
Prior Bond Proceeds			*865,000*					*865,000*
Transfers to CIP-General Fund			*15,000*					*15,000*
Fire Facilities City Owned Buildings	45-C0870	5	95,000	120,000	120,000	120,000	120,000	*575,000*
CIP Fund Balance			*95,000*					*95,000*
Transfers to CIP-General Fund				*120,000*	*120,000*	*120,000*	*120,000*	*480,000*
Fire Equipment	45-C0871	5	125,000	275,000				*400,000*
CIP Fund - GF Fund Balance			*125,000*					*125,000*
Grants-State				*112,500*				*112,500*
Transfers to CIP-General Fund				*162,500*				*162,500*
Fire Total			4,799,816	7,269,256	1,805,000	995,000	195,000	*15,064,072*
Information Technology								

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Computer Equipment and Software	45-C0006	5	295,000	60,000	80,000	80,000	60,000	*575,000*
CIP Fund - GF Fund Balance			*85,000*					*85,000*
CIP Fund Balance			*68,122*					*68,122*
Transfers to CIP-Electric Fund			*33,700*	*15,000*	*20,000*	*20,000*	*15,000*	*103,700*
Transfers to CIP-General Fund			*33,700*	*15,000*	*20,000*	*20,000*	*15,000*	*103,700*
Transfers to CIP-Parking Fund			*7,078*					*7,078*
Transfers to CIP-Wastewater Fund			*33,700*	*15,000*	*20,000*	*20,000*	*15,000*	*103,700*
Transfers to CIP-Water Fund			*33,700*	*15,000*	*20,000*	*20,000*	*15,000*	*103,700*
Time & Attendance Software and Equip	45-C0007	5	8,000	16,000	8,000	16,000	8,000	*56,000*
Transfers to CIP-Electric Fund			*1,900*	*3,800*	*1,900*	*3,800*	*1,900*	*13,300*
Transfers to CIP-General Fund			*1,900*	*3,800*	*1,900*	*3,800*	*1,900*	*13,300*
Transfers to CIP-Parking Fund			*400*	*800*	*400*	*800*	*400*	*2,800*
Transfers to CIP-Wastewater Fund			*1,900*	*3,800*	*1,900*	*3,800*	*1,900*	*13,300*
Transfers to CIP-Water Fund			*1,900*	*3,800*	*1,900*	*3,800*	*1,900*	*13,300*
Geographic Information System	45-C0451	5	35,000	35,000	35,000	35,000	35,000	*175,000*
Transfers to CIP-Electric Fund			*8,750*	*8,750*	*8,750*	*8,750*	*8,750*	*43,750*
Transfers to CIP-General Fund			*8,750*	*8,750*	*8,750*	*8,750*	*8,750*	*43,750*
Transfers to CIP-Wastewater Fund			*8,750*	*8,750*	*8,750*	*8,750*	*8,750*	*43,750*
Transfers to CIP-Water Fund			*8,750*	*8,750*	*8,750*	*8,750*	*8,750*	*43,750*
Cable Inet	45-C0568	2	14,000	14,000	14,000	14,000	14,000	*70,000*
PEG Fee			*14,000*	*14,000*	*14,000*	*14,000*	*14,000*	*70,000*
Cable PEG	45-C0569	2	266,000	42,000	42,000	42,000	42,000	*434,000*
CIP Fund Balance			*224,000*					*224,000*
PEG Fee			*42,000*	*42,000*	*42,000*	*42,000*	*42,000*	*210,000*
Municipal Financial System	45-C0739	5	64,000	16,000	16,000	16,000	16,000	*128,000*
CIP Fund Balance			*6,000*					*6,000*
Transfers to CIP-Electric Fund			*13,775*	*3,800*	*3,800*	*3,800*	*3,800*	*28,975*
Transfers to CIP-General Fund			*13,775*	*3,800*	*3,800*	*3,800*	*3,800*	*28,975*
Transfers to CIP-Parking Fund			*2,900*	*800*	*800*	*800*	*800*	*6,100*
Transfers to CIP-Wastewater Fund			*13,775*	*3,800*	*3,800*	*3,800*	*3,800*	*28,975*
Transfers to CIP-Water Fund			*13,775*	*3,800*	*3,800*	*3,800*	*3,800*	*28,975*
Information Technology Total			682,000	183,000	195,000	203,000	175,000	*1,438,000*
Parks								
Municipal Stadium Improvements	45-C0040	5	35,000	35,000				*70,000*
Contribution by Others			*35,000*	*35,000*				*70,000*
City Park Lake Improvements	45-C0047	5	25,000		500,000			*525,000*
Bond Financing (General Fund)					*500,000*			*500,000*
Transfers to CIP-General Fund			*25,000*					*25,000*
Hager House Museum Improvements	45-C0061	7	20,000	100,000				*120,000*
CIP Fund Balance			*10,000*					*10,000*
Grants-State MHAA			*10,000*	*50,000*				*60,000*
Transfers to CIP-General Fund				*50,000*				*50,000*
Park Equipment	45-C0237	5	40,000	10,000	10,000	10,000	10,000	*80,000*
Grants-State CP&P				*8,000*	*8,000*	*8,000*	*8,000*	*32,000*
Transfers to CIP-CDBG Fund			*30,000*					*30,000*
Transfers to CIP-General Fund			*10,000*	*2,000*	*2,000*	*2,000*	*2,000*	*18,000*
Steam Engine Museum	45-C0439	5	60,000	150,000	400,000			*610,000*
Grants-State					*320,000*			*320,000*
Grants-State CP&P			*50,000*					*50,000*
Grants-State Program Open Space				*135,000*				*135,000*
Transfers to CIP-General Fund			*10,000*	*15,000*	*80,000*			*105,000*
City Park Improvements	45-C0522	5	275,000	200,000	560,000			*1,035,000*
Grants-State Aid in Lieu of Urban Funds			*125,000*					*125,000*
Grants-State Program Open Space				*178,000*	*504,000*			*682,000*
Transfers to CIP-CDBG Fund			*125,000*					*125,000*
Transfers to CIP-General Fund			*25,000*	*22,000*	*56,000*			*103,000*

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Parks Vehicles and Equipment	45-C0570	5	138,000	60,000	116,000	118,000	46,000	*478,000*
Bond Financing (General Fund)			*100,000*		*70,000*	*80,000*		*250,000*
Transfers to CIP-General Fund			*38,000*	*60,000*	*46,000*	*38,000*	*46,000*	*228,000*
Fairground Grandstand Improvements	45-C0624	5	40,000	10,000	30,000	10,000	10,000	*100,000*
Transfers to CIP-General Fund			*40,000*	*10,000*	*30,000*	*10,000*	*10,000*	*100,000*
Fairgrounds Park Improvements	45-C0626	5	150,000	10,000	40,000		250,000	*450,000*
CIP Fund - GF Fund Balance			*75,000*					*75,000*
Grants-State					*4,000*			*4,000*
Grants-State MD Historic Trust			*75,000*					*75,000*
Grants-State Program Open Space					*36,000*		*175,000*	*211,000*
Transfers to CIP-General Fund				*10,000*			*75,000*	*85,000*
Multi-Use Trails	45-C0717	6			2,500,000			*2,500,000*
Grants-Federal					*2,500,000*			*2,500,000*
Neighborhood Parks	45-C0751	5			100,000			*100,000*
Contribution by Others					*100,000*			*100,000*
Antietam Creek Greenway Trail	45-C0774	5		150,000	480,000			*630,000*
Contribution by Others				*150,000*				*150,000*
Grants-State					*432,000*			*432,000*
Transfers to CIP-General Fund					*48,000*			*48,000*
Pangborn Lake Reconstruction	45-C0812	3	667,000					*667,000*
Prior Bond Proceeds			*667,000*					*667,000*
Potterfield Pool Improvements	45-C0822	8	90,000	60,000	20,000	20,000		*190,000*
Grants-State Program Open Space			*81,000*	*54,000*				*135,000*
Transfers to CIP-General Fund			*9,000*	*6,000*	*20,000*	*20,000*		*55,000*
Hagerstown Ice Rink	45-C0843	5	30,000	50,000	10,000	10,000	10,000	*110,000*
Contribution by Others			*7,500*	*12,500*	*2,500*	*2,500*	*2,500*	*27,500*
Transfers to CIP-General Fund			*22,500*	*37,500*	*7,500*	*7,500*	*7,500*	*82,500*
Parks Total			1,570,000	835,000	4,766,000	168,000	326,000	*7,665,000*
Planning								
Planning & Code Admin Vehicles	45-C0678	5	25,000	50,000	50,000	50,000	25,000	*200,000*
Transfers to CIP-General Fund			*25,000*	*50,000*	*50,000*	*50,000*	*25,000*	*200,000*
Planning Total			25,000	50,000	50,000	50,000	25,000	*200,000*
Police								
Police Radios	45-C0128	1	534,600				105,000	*639,600*
Prior Bond Proceeds			*534,600*					*534,600*
Transfers to CIP-General Fund							*105,000*	*105,000*
Police Vehicles	45-C0129	1	368,000	384,000	384,000	396,000	396,000	*1,928,000*
CIP Fund - GF Fund Balance			*368,000*					*368,000*
Transfers to CIP-General Fund				*384,000*	*384,000*	*396,000*	*396,000*	*1,560,000*
Street Crime Cameras/CPTED	45-C0130	1	125,000	150,000	150,000	150,000	150,000	*725,000*
Transfers to CIP-General Fund			*125,000*	*150,000*	*150,000*	*150,000*	*150,000*	*725,000*
Police Crime Lab Equipment	45-C0182	5	25,000					*25,000*
Grants-Federal			*25,000*					*25,000*
Police Software	45-C0196	1		85,000				*85,000*
Transfers to CIP-General Fund				*85,000*				*85,000*
Police Firing Range	45-C0226	5		40,000		30,000		*70,000*
Grants-Federal				*40,000*		*30,000*		*70,000*
Police Building Renovation	45-C0308	5	40,000	40,000	40,000	40,000	40,000	*200,000*
Transfers to CIP-General Fund			*40,000*	*40,000*	*40,000*	*40,000*	*40,000*	*200,000*
Mobile License Plate Readers	45-C0860	1	30,000	30,000				*60,000*
CIP Fund - GF Fund Balance			*30,000*					*30,000*
Transfers to CIP-General Fund				*30,000*				*30,000*

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Police Total			1,122,600	729,000	574,000	616,000	691,000	*3,732,600*
Public Works								
Public Works Vehicles	45-C0065	5	459,000	465,000	380,000	540,000	30,000	*1,874,000*
Bond Financing (General Fund)			*116,000*	*220,000*	*250,000*	*540,000*		*1,126,000*
CIP Fund Balance			*105,000*					*105,000*
Prior Bond Proceeds			*232,000*					*232,000*
Transfers to CIP-General Fund			*6,000*	*245,000*	*130,000*		*30,000*	*411,000*
Market House Improvements	45-C0099	5		150,000	45,000	15,000	15,000	*225,000*
Bond Financing (General Fund)				*150,000*				*150,000*
Transfers to CIP-General Fund					*45,000*	*15,000*	*15,000*	*75,000*
LED Signal Lights	45-C0245	4	5,000	5,000	5,000	5,000	5,000	*25,000*
Transfers to CIP-General Fund			*5,000*	*5,000*	*5,000*	*5,000*	*5,000*	*25,000*
Public Works Operations Center Improvement Program	45-C0250	5	30,000	6,000	6,000	6,000	6,000	*54,000*
Transfers to CIP-General Fund			*30,000*	*6,000*	*6,000*	*6,000*	*6,000*	*54,000*
Downtown Beautification Program	45-C0280	5	25,000	25,000	25,000	25,000	25,000	*125,000*
CIP Fund Balance			*8,000*					*8,000*
Transfers to CIP-General Fund			*17,000*	*25,000*	*25,000*	*25,000*	*25,000*	*117,000*
City Hall Improvements	45-C0326	5	50,000	35,000	75,000	30,000	30,000	*220,000*
CIP Fund Balance			*50,000*					*50,000*
Transfers to CIP-General Fund				*35,000*	*75,000*	*30,000*	*30,000*	*170,000*
Fuel Station Improvements	45-C0352	5		5,000				*5,000*
Transfers to CIP-General Fund				*5,000*				*5,000*
Signal Controller Upgrades	45-C0433	5	20,000	20,000	20,000	20,000	20,000	*100,000*
Transfers to CIP-General Fund			*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*100,000*
Public Works Storage Yard Expansion	45-C0718	5		385,000	525,000			*910,000*
Bond Financing (General Fund)				*375,000*	*525,000*			*900,000*
Transfers to CIP-General Fund				*10,000*				*10,000*
Public Works Total			589,000	1,096,000	1,081,000	641,000	131,000	*3,538,000*
Stormwater								
Stormwater Vehicles	45-C0064	5	110,000				125,000	*235,000*
Bond Financing (General Fund)			*110,000*				*125,000*	*235,000*
Stormdrain System Upgrades	45-C0444	5	40,000	210,000	20,000	150,000	150,000	*570,000*
CIP Fund Balance			*20,000*					*20,000*
Stormwater Fee				*210,000*	*20,000*	*150,000*	*150,000*	*530,000*
Transfers to CIP-General Fund			*20,000*					*20,000*
Storm Water Management Implementation	45-C0637	5		5,168,000	5,168,000	5,168,000	5,268,000	*20,772,000*
Bond Financing (General Fund)				*1,500,000*	*1,500,000*	*1,500,000*	*1,500,000*	*6,000,000*
Stormwater Fee				*3,668,000*	*3,668,000*	*3,668,000*	*3,768,000*	*14,772,000*
Green Streets	45-C0639	6	80,000	80,000	80,000	80,000	80,000	*400,000*
Grants-State			*70,000*	*70,000*	*70,000*	*70,000*	*70,000*	*350,000*
Stormwater Fee				*10,000*	*10,000*	*10,000*	*10,000*	*40,000*
Transfers to CIP-General Fund			*10,000*					*10,000*
Pangborn Lake Reconstruction	45-C0812 SWM	3	333,000					*333,000*
Prior Bond Proceeds			*333,000*					*333,000*
Longmeadow Park Improvements	45-C0866 SWM	5			650,000			*650,000*
Grants-State					*590,000*			*590,000*
Transfers to CIP-General Fund					*60,000*			*60,000*
Stormwater Total			563,000	5,458,000	5,918,000	5,398,000	5,623,000	*22,960,000*
GRAND TOTAL			14,417,416	19,755,256	22,264,000	12,236,000	12,716,524	*81,389,196*

City of Hagerstown, Maryland

ELECTRIC FUND

FY '20 thru **FY '24**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others								
A & E District Upgrades	*50-C0591*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Contribution by Others Total			25,000	25,000	25,000	25,000	25,000	*125,000*
Electric Fund								
Electric Vehicles	*50-C0090*	5	200,000	250,000	230,000	215,000	250,000	*1,145,000*
Telemetry Equipment	*50-C0111*	5	15,000	5,000	5,000	5,000	5,000	*35,000*
Central Substation	*50-C0118*	5			200,000	500,000	200,000	*900,000*
Security Improvements	*50-C0178*	5	25,000	25,000	25,000			*75,000*
Wesel Boulevard Development	*50-C0220*	5		25,000	25,000	25,000	25,000	*100,000*
System Reconductoring	*50-C0259*	5	50,000	50,000	50,000	50,000	50,000	*250,000*
Pedestrian Lighting	*50-C0388*	5		100,000	100,000	100,000	100,000	*400,000*
SCADA System	*50-C0441*	5	2,500	2,500	2,500	10,000	2,500	*20,000*
Underground Replacement	*50-C0540*	5	25,000	15,000	15,000	15,000	15,000	*85,000*
HLD Distribution & Administrative Office Building	*50-C0542*	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Bulldog Substation	*50-C0544*	5					50,000	*50,000*
Streetlight Replacement	*50-C0546*	5	10,000	10,000				*20,000*
Test Equipment	*50-C0609*	5	55,000	20,000	20,000	20,000	20,000	*135,000*
Substation Breaker Replacement	*50-C0776*	5	40,000	40,000	40,000	40,000	40,000	*200,000*
Substation Upgrades	*50-C0778*	5	60,000	60,000		125,000	275,000	*520,000*
Spare Regulators	*50-C0797*	5	20,000	20,000	20,000			*60,000*
Wildlife Protection on Distribution System	*50-C0802*	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Feeder Coordination	*50-C0833*	5	25,000	20,000	20,000	20,000	20,000	*105,000*
Circuit Upgrades	*50-C0842*	5	80,000	150,000	150,000	150,000	150,000	*680,000*
Electric Fund Total			642,500	827,500	937,500	1,310,000	1,237,500	*4,955,000*
GRAND TOTAL			667,500	852,500	962,500	1,335,000	1,262,500	*5,080,000*

City of Hagerstown, Maryland

ELECTRIC FUND

FY '20 thru **FY '24**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund								
Electric Vehicles	50-C0090	5	200,000	250,000	230,000	215,000	250,000	*1,145,000*
Electric Fund			*200,000*	*250,000*	*230,000*	*215,000*	*250,000*	*1,145,000*
Telemetry Equipment	50-C0111	5	15,000	5,000	5,000	5,000	5,000	*35,000*
Electric Fund			*15,000*	*5,000*	*5,000*	*5,000*	*5,000*	*35,000*
Central Substation	50-C0118	5			200,000	500,000	200,000	*900,000*
Electric Fund					*200,000*	*500,000*	*200,000*	*900,000*
Security Improvements	50-C0178	5	25,000	25,000	25,000			*75,000*
Electric Fund			*25,000*	*25,000*	*25,000*			*75,000*
Wesel Boulevard Development	50-C0220	5		25,000	25,000	25,000	25,000	*100,000*
Electric Fund				*25,000*	*25,000*	*25,000*	*25,000*	*100,000*
System Reconductoring	50-C0259	5	50,000	50,000	50,000	50,000	50,000	*250,000*
Electric Fund			*50,000*	*50,000*	*50,000*	*50,000*	*50,000*	*250,000*
Pedestrian Lighting	50-C0388	5		100,000	100,000	100,000	100,000	*400,000*
Electric Fund				*100,000*	*100,000*	*100,000*	*100,000*	*400,000*
SCADA System	50-C0441	5	2,500	2,500	2,500	10,000	2,500	*20,000*
Electric Fund			*2,500*	*2,500*	*2,500*	*10,000*	*2,500*	*20,000*
Underground Replacement	50-C0540	5	25,000	15,000	15,000	15,000	15,000	*85,000*
Electric Fund			*25,000*	*15,000*	*15,000*	*15,000*	*15,000*	*85,000*
HLD Distribution & Administrative Office Building	50-C0542	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Electric Fund			*25,000*	*25,000*	*25,000*	*25,000*	*25,000*	*125,000*
Bulldog Substation	50-C0544	5					50,000	*50,000*
Electric Fund							*50,000*	*50,000*
Streetlight Replacement	50-C0546	5	10,000	10,000				*20,000*
Electric Fund			*10,000*	*10,000*				*20,000*
A & E District Upgrades	50-C0591	5	25,000	25,000	25,000	25,000	25,000	*125,000*
Contribution by Others			*25,000*	*25,000*	*25,000*	*25,000*	*25,000*	*125,000*
Test Equipment	50-C0609	5	55,000	20,000	20,000	20,000	20,000	*135,000*
Electric Fund			*55,000*	*20,000*	*20,000*	*20,000*	*20,000*	*135,000*
Substation Breaker Replacement	50-C0776	5	40,000	40,000	40,000	40,000	40,000	*200,000*
Electric Fund			*40,000*	*40,000*	*40,000*	*40,000*	*40,000*	*200,000*
Substation Upgrades	50-C0778	5	60,000	60,000		125,000	275,000	*520,000*
Electric Fund			*60,000*	*60,000*		*125,000*	*275,000*	*520,000*
Spare Regulators	50-C0797	5	20,000	20,000	20,000			*60,000*
Electric Fund			*20,000*	*20,000*	*20,000*			*60,000*
Wildlife Protection on Distribution System	50-C0802	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*
Feeder Coordination	50-C0833	5	25,000	20,000	20,000	20,000	20,000	*105,000*
Electric Fund			*25,000*	*20,000*	*20,000*	*20,000*	*20,000*	*105,000*
Circuit Upgrades	50-C0842	5	80,000	150,000	150,000	150,000	150,000	*680,000*
Electric Fund			*80,000*	*150,000*	*150,000*	*150,000*	*150,000*	*680,000*
Electric Fund Total			667,500	852,500	962,500	1,335,000	1,262,500	*5,080,000*

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
GRAND TOTAL			667,500	852,500	962,500	1,335,000	1,262,500	*5,080,000*

City of Hagerstown, Maryland

WATER FUND

FY '20 thru **FY '24**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
ARDI Fund Balance								
Zone 3 Standpipe	*52-C0323*	5					100,000	*100,000*
ARDI Fund Balance Total							100,000	*100,000*
Bond Financing (Water Fund)								
Willson Treatment Plant	*52-C0166*	5	175,000	360,000	150,000	150,000	50,000	*885,000*
Willson Transmission Mains	*52-C0167*	5		270,000	270,000	500,000	500,000	*1,540,000*
Edgemont Reservoir Improvements	*52-C0168*	5		500,000	400,000	150,000	50,000	*1,100,000*
Breichner WTP Improvements	*52-C0405*	5		550,000	400,000	300,000		*1,250,000*
Distribution System Rehab - Main Replacement	*52-C0709*	5		160,000	170,000	175,000	180,000	*685,000*
Water System SCADA Improvements	*52-C0820*	5			25,000	35,000		*60,000*
Bond Financing (Water Fund) Total			175,000	1,840,000	1,415,000	1,310,000	780,000	*5,520,000*
Contribution by Others								
Pump Station Improvements	*52-C0651*	5		100,000	650,000	275,000	2,300,000	*3,325,000*
Contribution by Others Total				100,000	650,000	275,000	2,300,000	*3,325,000*
MDE Loan								
Willson Transmission Mains	*52-C0167*	5				4,750,000	4,750,000	*9,500,000*
Edgemont Reservoir Improvements	*52-C0168*	5	1,500,000	5,000,000	4,000,000	1,500,000	500,000	*12,500,000*
Breichner WTP Improvements	*52-C0405*	5		500,000	1,950,000	1,450,000		*3,900,000*
Water System SCADA Improvements	*52-C0820*	5			250,000	150,000		*400,000*
MDE Loan Total			1,500,000	5,500,000	6,200,000	7,850,000	5,250,000	*26,300,000*
Water Fund								
Water Vehicles	*52-C0117*	5	310,000	360,000	240,000	235,000	305,000	*1,450,000*
Willson Treatment Plant	*52-C0166*	5	115,000	50,000	50,000	50,000	150,000	*415,000*
Willson Transmission Mains	*52-C0167*	5	220,000	250,000	250,000	250,000	250,000	*1,220,000*
Edgemont Reservoir Improvements	*52-C0168*	5	300,000	150,000	150,000	150,000	150,000	*900,000*
Breichner WTP Improvements	*52-C0405*	5	60,000		50,000	50,000	50,000	*210,000*
Adm. & Engineering Equipment	*52-C0648*	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Pump Station Improvements	*52-C0651*	5	245,000	75,000	75,000	75,000	75,000	*545,000*
Distribution Services - Meter Program	*52-C0653*	4	320,000	275,000	275,000	275,000	275,000	*1,420,000*
Distribution System Rehab - Main Replacement	*52-C0709*	5	200,000	55,000	60,000	70,000	80,000	*465,000*
Water System SCADA Improvements	*52-C0820*	5	40,000	40,000	40,000	40,000	40,000	*200,000*
Water Fund Total			1,820,000	1,265,000	1,200,000	1,205,000	1,385,000	*6,875,000*

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
GRAND TOTAL			3,495,000	8,705,000	9,465,000	10,640,000	9,815,000	*42,120,000*

City of Hagerstown, Maryland

WATER FUND

FY '20 thru **FY '24**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Water Fund								
Water Vehicles	52-C0117	5	310,000	360,000	240,000	235,000	305,000	*1,450,000*
Water Fund			*310,000*	*360,000*	*240,000*	*235,000*	*305,000*	*1,450,000*
Willson Treatment Plant	52-C0166	5	290,000	410,000	200,000	200,000	200,000	*1,300,000*
Bond Financing (Water Fund)			*175,000*	*360,000*	*150,000*	*150,000*	*50,000*	*885,000*
Water Fund			*115,000*	*50,000*	*50,000*	*50,000*	*150,000*	*415,000*
Willson Transmission Mains	52-C0167	5	220,000	520,000	520,000	5,500,000	5,500,000	*12,260,000*
Bond Financing (Water Fund)				*270,000*	*270,000*	*500,000*	*500,000*	*1,540,000*
MDE Loan						*4,750,000*	*4,750,000*	*9,500,000*
Water Fund			*220,000*	*250,000*	*250,000*	*250,000*	*250,000*	*1,220,000*
Edgemont Reservoir Improvements	52-C0168	5	1,800,000	5,650,000	4,550,000	1,800,000	700,000	*14,500,000*
Bond Financing (Water Fund)				*500,000*	*400,000*	*150,000*	*50,000*	*1,100,000*
MDE Loan			*1,500,000*	*5,000,000*	*4,000,000*	*1,500,000*	*500,000*	*12,500,000*
Water Fund			*300,000*	*150,000*	*150,000*	*150,000*	*150,000*	*900,000*
Zone 3 Standpipe	52-C0323	5					100,000	*100,000*
ARDI Fund Balance							*100,000*	*100,000*
Breichner WTP Improvements	52-C0405	5	60,000	1,050,000	2,400,000	1,800,000	50,000	*5,360,000*
Bond Financing (Water Fund)				*550,000*	*400,000*	*300,000*		*1,250,000*
MDE Loan				*500,000*	*1,950,000*	*1,450,000*		*3,900,000*
Water Fund			*60,000*		*50,000*	*50,000*	*50,000*	*210,000*
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	245,000	175,000	725,000	350,000	2,375,000	*3,870,000*
Contribution by Others				*100,000*	*650,000*	*275,000*	*2,300,000*	*3,325,000*
Water Fund			*245,000*	*75,000*	*75,000*	*75,000*	*75,000*	*545,000*
Distribution Services - Meter Program	52-C0653	4	320,000	275,000	275,000	275,000	275,000	*1,420,000*
Water Fund			*320,000*	*275,000*	*275,000*	*275,000*	*275,000*	*1,420,000*
Distribution System Rehab - Main Replacement	52-C0709	5	200,000	215,000	230,000	245,000	260,000	*1,150,000*
Bond Financing (Water Fund)				*160,000*	*170,000*	*175,000*	*180,000*	*685,000*
Water Fund			*200,000*	*55,000*	*60,000*	*70,000*	*80,000*	*465,000*
Water System SCADA Improvements	52-C0820	5	40,000	40,000	315,000	225,000	40,000	*660,000*
Bond Financing (Water Fund)					*25,000*	*35,000*		*60,000*
MDE Loan					*250,000*	*150,000*		*400,000*
Water Fund			*40,000*	*40,000*	*40,000*	*40,000*	*40,000*	*200,000*
Water Fund Total			3,495,000	8,705,000	9,465,000	10,640,000	9,815,000	*42,120,000*
GRAND TOTAL			3,495,000	8,705,000	9,465,000	10,640,000	9,815,000	*42,120,000*

City of Hagerstown, Maryland

WASTEWATER FUND

FY '20 thru **FY '24**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Wastewater Fund)								
Collection System Rehabilitation	*54-C0327*	1	200,000	700,000	200,000	200,000	200,000	*1,500,000*
WWT Buildings and Structures	*54-C0585*	5	150,000					*150,000*
Synagro Facility Upgrade Improvements	*54-C0712*	2	6,000,000	500,000				*6,500,000*
Eliminate Pump Stations	*54-C0832*	5	330,000					*330,000*
Bond Financing (Wastewater Fund) Total			6,680,000	1,200,000	200,000	200,000	200,000	*8,480,000*
Contribution by Others								
Collection System Rehabilitation	*54-C0327*	1		700,000				*700,000*
East End Pump Station	*54-C0565*	5	500,000	500,000	500,000			*1,500,000*
Eliminate Pump Stations	*54-C0832*	5		325,000				*325,000*
Contribution by Others Total			500,000	1,525,000	500,000			*2,525,000*
Wastewater Fund								
Wastewater Vehicle Replacement	*54-C0004*	5	295,000	470,000	820,000	120,000	45,000	*1,750,000*
Manhole Raising	*54-C0267*	1	25,000	25,000	25,000	25,000	25,000	*125,000*
Pump Station Improvements	*54-C0299*	1	75,000	75,000	75,000	75,000	75,000	*375,000*
Collection System Rehabilitation	*54-C0327*	1	200,000	200,000	200,000	200,000	200,000	*1,000,000*
East End Pump Station	*54-C0565*	5	75,000					*75,000*
WWT Plant Equipment	*54-C0584*	1	225,000	100,000	100,000	100,000	100,000	*625,000*
WWT Buildings and Structures	*54-C0585*	5	70,000	25,000	25,000	25,000	25,000	*170,000*
Oxygen System Improvements	*54-C0657*	1	50,000	10,000	10,000	10,000	10,000	*90,000*
Solids Processing-Pelletizer and WWTP Improvements	*54-C0711*	2	100,000	50,000	50,000	50,000	50,000	*300,000*
Collection System Equipment	*54-C0713*	5	80,000	80,000	80,000	80,000	80,000	*400,000*
Laboratory Equipment	*54-C0745*	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Grinder Pump Replacement Program	*54-C0767*	5	112,000	112,000	112,000	112,000	112,000	*560,000*
Citywide - CS Rehabilitation	*54-C0800*	1	100,000	100,000	100,000	100,000	100,000	*500,000*
Trunk Lines and Laterals	*54-C0834*	2	15,000	15,000	15,000	15,000	15,000	*75,000*
Wastewater Fund Total			1,432,000	1,272,000	1,622,000	922,000	847,000	*6,095,000*
GRAND TOTAL			8,612,000	3,997,000	2,322,000	1,122,000	1,047,000	*17,100,000*

City of Hagerstown, Maryland

WASTEWATER FUND

FY '20 thru **FY '24**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund								
Wastewater Vehicle Replacement	54-C0004	5	295,000	470,000	820,000	120,000	45,000	*1,750,000*
Wastewater Fund			*295,000*	*470,000*	*820,000*	*120,000*	*45,000*	*1,750,000*
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	75,000	75,000	75,000	75,000	75,000	*375,000*
Wastewater Fund			*75,000*	*75,000*	*75,000*	*75,000*	*75,000*	*375,000*
Collection System Rehabilitation	54-C0327	1	400,000	1,600,000	400,000	400,000	400,000	*3,200,000*
Bond Financing (Wastewater Fund)			*200,000*	*700,000*	*200,000*	*200,000*	*200,000*	*1,500,000*
Contribution by Others				*700,000*				*700,000*
Wastewater Fund			*200,000*	*200,000*	*200,000*	*200,000*	*200,000*	*1,000,000*
East End Pump Station	54-C0565	5	575,000	500,000	500,000			*1,575,000*
Contribution by Others			*500,000*	*500,000*	*500,000*			*1,500,000*
Wastewater Fund			*75,000*					*75,000*
WWT Plant Equipment	54-C0584	1	225,000	100,000	100,000	100,000	100,000	*625,000*
Wastewater Fund			*225,000*	*100,000*	*100,000*	*100,000*	*100,000*	*625,000*
WWT Buildings and Structures	54-C0585	5	220,000	25,000	25,000	25,000	25,000	*320,000*
Bond Financing (Wastewater Fund)			*150,000*					*150,000*
Wastewater Fund			*70,000*	*25,000*	*25,000*	*25,000*	*25,000*	*170,000*
Oxygen System Improvements	54-C0657	1	50,000	10,000	10,000	10,000	10,000	*90,000*
Wastewater Fund			*50,000*	*10,000*	*10,000*	*10,000*	*10,000*	*90,000*
Solids Processing-Pelletizer and WWTP Improvements	54-C0711	2	100,000	50,000	50,000	50,000	50,000	*300,000*
Wastewater Fund			*100,000*	*50,000*	*50,000*	*50,000*	*50,000*	*300,000*
Synagro Facility Upgrade Improvements	54-C0712	2	6,000,000	500,000				*6,500,000*
Bond Financing (Wastewater Fund)			*6,000,000*	*500,000*				*6,500,000*
Collection System Equipment	54-C0713	5	80,000	80,000	80,000	80,000	80,000	*400,000*
Wastewater Fund			*80,000*	*80,000*	*80,000*	*80,000*	*80,000*	*400,000*
Laboratory Equipment	54-C0745	5	10,000	10,000	10,000	10,000	10,000	*50,000*
Wastewater Fund			*10,000*	*10,000*	*10,000*	*10,000*	*10,000*	*50,000*
Grinder Pump Replacement Program	54-C0767	5	112,000	112,000	112,000	112,000	112,000	*560,000*
Wastewater Fund			*112,000*	*112,000*	*112,000*	*112,000*	*112,000*	*560,000*
Citywide - CS Rehabilitation	54-C0800	1	100,000	100,000	100,000	100,000	100,000	*500,000*
Wastewater Fund			*100,000*	*100,000*	*100,000*	*100,000*	*100,000*	*500,000*
Eliminate Pump Stations	54-C0832	5	330,000	325,000				*655,000*
Bond Financing (Wastewater Fund)			*330,000*					*330,000*
Contribution by Others				*325,000*				*325,000*
Trunk Lines and Laterals	54-C0834	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 Fund Total			8,612,000	3,997,000	2,322,000	1,122,000	1,047,000	*17,100,000*
GRAND TOTAL			8,612,000	3,997,000	2,322,000	1,122,000	1,047,000	*17,100,000*

City of Hagerstown, Maryland

PARKING FUND

FY '20 thru **FY '24**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Parking Fund)								
Parking Facilities - 3rd Parking Deck	*56-C0173*	5		1,367,000	6,633,775			*8,000,775*
Bond Financing (Parking Fund) Total				1,367,000	6,633,775			*8,000,775*
Parking Fund								
Upgrades to Parking Decks	*56-C0749*	5	30,000	30,000	30,000	350,000	30,000	*470,000*
Parking Fund Vehicles	*56-C0829*	5			30,000			*30,000*
Parking Lot Improvements	*56-C0857*	5	100,000	15,000	15,000	5,000	5,000	*140,000*
Parking Fund Total			130,000	45,000	75,000	355,000	35,000	*640,000*
GRAND TOTAL			130,000	1,412,000	6,708,775	355,000	35,000	*8,640,775*

City of Hagerstown, Maryland

PARKING FUND

FY '20 thru **FY '24**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Parking Fund								
Parking Facilities - 3rd Parking Deck	56-C0173	5		1,367,000	6,633,775			*8,000,775*
Bond Financing (Parking Fund)				*1,367,000*	*6,633,775*			*8,000,775*
Upgrades to Parking Decks	56-C0749	5	30,000	30,000	30,000	350,000	30,000	*470,000*
Parking Fund			*30,000*	*30,000*	*30,000*	*350,000*	*30,000*	*470,000*
Parking Fund Vehicles	56-C0829	5			30,000			*30,000*
Parking Fund					*30,000*			*30,000*
Parking Lot Improvements	56-C0857	5	100,000	15,000	15,000	5,000	5,000	*140,000*
Parking Fund			*100,000*	*15,000*	*15,000*	*5,000*	*5,000*	*140,000*
Parking Fund Total			130,000	1,412,000	6,708,775	355,000	35,000	*8,640,775*
GRAND TOTAL			130,000	1,412,000	6,708,775	355,000	35,000	*8,640,775*

City of Hagerstown, Maryland

GOLF FUND

FY '20 thru FY '24

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Golf Fund								
Golf Course - Vehicles/Equipment	*57-C0395*	4	35,000	37,000	47,000	40,000	35,000	*194,000*
Golf Course Improvements	*57-C0825*	8			10,000			*10,000*
Golf Fund Total			35,000	37,000	57,000	40,000	35,000	*204,000*
Grants-State Program Open Space								
Golf Course Improvements	*57-C0825*	8			90,000			*90,000*
Grants-State Program Open Space Total					90,000			*90,000*
GRAND TOTAL			35,000	37,000	147,000	40,000	35,000	*294,000*

City of Hagerstown, Maryland

GOLF FUND

FY '20 thru **FY '24**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Golf Fund								
Golf Course - Vehicles/Equipment	57-C0395	4	35,000	37,000	47,000	40,000	35,000	*194,000*
Golf Fund			*35,000*	*37,000*	*47,000*	*40,000*	*35,000*	*194,000*
Golf Course Improvements	57-C0825	8			100,000			*100,000*
Golf Fund					*10,000*			*10,000*
Grants-State Program Open Space					*90,000*			*90,000*
Golf Fund Total			35,000	37,000	147,000	40,000	35,000	*294,000*
GRAND TOTAL			35,000	37,000	147,000	40,000	35,000	*294,000*

City of Hagerstown, Maryland

PROPERTY MANAGEMENT FUND

FY '20 thru **FY '24**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Property Management Fund								
Elizabeth Hager Center	*58-C0803*	5	55,000	20,000	20,000	20,000	20,000	*135,000*
60 West Washington Street	*58-C0828*	5	90,000					*90,000*
36-40 North Potomac Street	*58-C0836*	5	20,000	7,000	7,000	7,000	5,000	*46,000*
Property Management Fund Total			165,000	27,000	27,000	27,000	25,000	*271,000*
GRAND TOTAL			165,000	27,000	27,000	27,000	25,000	*271,000*

City of Hagerstown, Maryland

PROPERTY MANAGEMENT FUND

FY '20 thru **FY '24**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Property Management Fund								
Elizabeth Hager Center	58-C0803	5	55,000	20,000	20,000	20,000	20,000	*135,000*
Property Management Fund			*55,000*	*20,000*	*20,000*	*20,000*	*20,000*	*135,000*
60 West Washington Street	58-C0828	5	90,000					*90,000*
Property Management Fund			*90,000*					*90,000*
36-40 North Potomac Street	58-C0836	5	20,000	7,000	7,000	7,000	5,000	*46,000*
Property Management Fund			*20,000*	*7,000*	*7,000*	*7,000*	*5,000*	*46,000*
Property Management Fund Total			165,000	27,000	27,000	27,000	25,000	*271,000*
GRAND TOTAL			165,000	27,000	27,000	27,000	25,000	*271,000*

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

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		
		Status	Active

Description

The City's computing infrastructure is past its operational maintenance and considered obsolete by most vendors. This CIP focuses on replacement of key network and server infrastructure that would significantly stabilize our ability to maintain computer operations both internally and with our third-party vendors on the Internet.

FY20: Includes replacement of phone switch for automated pay-by-phone ($85,000); Server upgrades ($150,000); and, miscellaneous IT upgrades ($60,000).

Justification

The IT department has worked hard over the last 8 years to maintain an environment that has maximized the life of the server and networking assets. Similar to the situation in 2007 with an obsolete HP3000 server, the City is now to the point where replacement of equipment is vital to the uptime service quality provided by IT over the past 20 years. IT has experienced very infrequent downtime to the internal equipment, and know the struggle it was even for a short period to maintain operations. This CIP will look to make that an even more infrequent occurrence.

Budget Impact/Other

Significant impact should equipment operating and storing our important files and ERP processes fail.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	295,000	60,000	80,000	80,000	60,000	575,000
Total	295,000	60,000	80,000	80,000	60,000	575,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund - GF Fund Balance	85,000					85,000
CIP Fund Balance	68,122					68,122
Transfers to CIP-Electric Fund	33,700	15,000	20,000	20,000	15,000	103,700
Transfers to CIP-General Fund	33,700	15,000	20,000	20,000	15,000	103,700
Transfers to CIP-Parking Fund	7,078					7,078
Transfers to CIP-Wastewater Fund	33,700	15,000	20,000	20,000	15,000	103,700
Transfers to CIP-Water Fund	33,700	15,000	20,000	20,000	15,000	103,700
Total	295,000	60,000	80,000	80,000	60,000	575,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0007**

Project Name **Time & Attendance Software and Equip**

Type Improvement
Useful Life 5 years
Category Software
Location: All City Departments
Year Submitted: 2013

Department Information Technology
Contact Nicewarner
Priority Planned Improvement

Status Active

Description

Acquisition of additional time clocks or other equipment to enhance the Intellitime Time and Attendance System. Yearly amount equals 1-2 clocks.

Justification

Following software implementation, there may be a need to re-organize or acquire additional equipment to facilitate the time and attendance reporting process.

Budget Impact/Other

Enhancement of time and attendance reporting capabilities if necessary.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	8,000	16,000	8,000	16,000	8,000	56,000
Total	8,000	16,000	8,000	16,000	8,000	56,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-Electric Fund	1,900	3,800	1,900	3,800	1,900	13,300
Transfers to CIP-General Fund	1,900	3,800	1,900	3,800	1,900	13,300
Transfers to CIP-Parking Fund	400	800	400	800	400	2,800
Transfers to CIP-Wastewater Fund	1,900	3,800	1,900	3,800	1,900	13,300
Transfers to CIP-Water Fund	1,900	3,800	1,900	3,800	1,900	13,300
Total	8,000	16,000	8,000	16,000	8,000	56,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0010**

Project Name **Fire Department Vehicle Replacement**

Type	Replacement	**Department**	Fire
Useful Life	20 years	**Contact**	Lohr
Category	Automobiles and Trucks	**Priority**	Planned Improvement
Location:	Administrative Office		
Year Submitted:	Ongoing		
		Status	Active

Description

Replacements:

FY20: Unit F07-2285 - 2007 Ford Expedition ($65,000)
FY20: Reserve Engine 1 1994 KME Pumper ($688,272 -Prior Bond Proceeds)
FY20: Engine 2 - 2004 KME Pumper ($688,272 - Prior Bond Proceeds)
FY20: Engine 3 -2004 KME Pumper ($688,272 -New Bond Funding)

FY21: Mini Pumper to replace Engine 1 ($400,000)
FY21: Engine 4 - 2009 KME Pumper ($710,984)
FY21: Engine 5 - 2004 KME Pumper ($688,272)

FY22: Truck 11 - 1994 Ladder Truck Replacement (Simon Duplex or Quint) ($1,550,000)
FY22: Utility 3A - 2008 Ford F350 Pickup ($60,000) - Utility vehicle that responds to all fire/ incident calls within the City limits.

Justification

The first (prototype) pumper was ordered in FY18 as part of a multi-year procurement of eight (8) like pumpers with equipment acquired to replace oldest to newest over the next four budget years. All existing legacy pumpers would be sold or traded.

One SUV staff vehicle is to be purchased in FY20 to replace the Fire Marshal vehicle that has 100,000 miles.

Depending upon the M&C outcomes on a four (4) or five (5) pumper deployment model, two other options exist: a mini pumper to be deployed downtown and the consolidation of 1-pumper and 1-aerial into a single quint. Either plan would support the future need to staff 4-Engines and 2-Ladder Trucks while maintaining one (1) maintenance reserve pumper, two (2) ready reserve pumpers, and one (1) aerial reserve for call back.

Budget Impact/Other

Based on a 18 year term at 4.50%, preliminary annual debt service impact for the 2019 general fund supported bond issue of $1.377M is $119.3K.

Based on a 20 year term at 4.50%, preliminary annual debt service impact for the future 2020 general fund supported bond issue of $688.2K is $52K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	2,129,816	1,799,256	1,610,000			5,539,072
Total	2,129,816	1,799,256	1,610,000			5,539,072

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	688,272	1,799,256	1,550,000			4,037,528
CIP Fund - GF Fund Balance	65,000					65,000
Prior Bond Proceeds	1,376,544					1,376,544
Transfers to CIP-General Fund			60,000			60,000
Total	2,129,816	1,799,256	1,610,000			5,539,072

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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		
		Status	Active

Description

Resurfacing of various streets and parking lots per latest condition survey. Includes overlay, crack-sealing, slurry-sealing, pavement markings and milling based on the presentation given to Mayor and City Council.

The City utilizes HUR funding received to fund our Pavement Preservation program and other applicable capital projects. The City will only spend what the State provides.

FY20: Includes funds for paving portions of Potomac Ave., N.Potomac St., Liganore Ave., Magnolia Ave., and others. Includes funds for crack sealing, pavement marking, and slurry seal. Next pavement condition survey should be done in 2021.

Justification

In February 2017, a presentation to the Mayor and Council showed that approximately $1,100,000 needs to be spent annually [from State Highway User Revenue (HUR)] to maintain the current Pavement Condition Index (CPI). In 2013, the overall CPI was 77 (good condition) but due to inadequate funding in FY13, 14 and 15 the CPI dropped to 69 in 2016. As a result of adequate HUR funding in FY16 thru FY19, the CPI has increased back to 76.

In 2010 we expanded the program to include slurry-seals and crack-sealing in addition to overlay. Both slurry seal and crack sealing slow pavement deterioration, delaying the need for a full pavement overlay.

Additional budgeted in FY21 to address Wesel Blvd. Listed in Mayor and Council's "Goals and Priorities" 2018-2020.

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 '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	1,325,000	1,500,000	1,300,000	1,300,000	1,300,000	6,725,000
Total	1,325,000	1,500,000	1,300,000	1,300,000	1,300,000	6,725,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	25,000					25,000
State Highway User Revenue	1,300,000	1,500,000	1,300,000	1,300,000	1,300,000	6,700,000
Total	1,325,000	1,500,000	1,300,000	1,300,000	1,300,000	6,725,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0040**

Project Name **Municipal Stadium Improvements**

Type	Improvement	**Department**	Parks
Useful Life	10 years	**Contact**	Tissue
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	Municipal Stadium		
Year Submitted:	2008		
		Status	Active

Description

The Hagerstown Suns have an approved lease to play in Municipal Stadium through the 2021 baseball season. Per the lease and amendments, Capital improvements will be determined by the Suns and the City each October.

Justification

Provide recreation facilities that are desired and supported by the community.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	35,000	35,000				70,000
Total	35,000	35,000				70,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others	35,000	35,000				70,000
Total	35,000	35,000				70,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0047**

Project Name **City Park Lake Improvements**

Type	Improvement	**Department**	Parks
Useful Life	25 - 50 years	**Contact**	Tissue
Category	Land Improvements	**Priority**	Planned Improvement
Location:	City Park		
Year Submitted:	Ongoing		
		Status	Active

Description

The lower lake walls were reconstructed in phases:
1995: Phase I- Key Street end
1998: Phase II- Virginia Avenue side
2004: Phase III- Museum Drive side
2017: Isolated repairs of entire lower lake wall

FY20: Furnish & Install dynamic tree display ($25,000), to be done in lieu of live trees which cost about $5,000 annually to harvest, decorate, and set up. Focal point of Holiday decorations in City Park.

FY22: Upgrades to upper lake. Replacement of walls around perimeter of upper and middle lakes, associated sidewalk improvements, and landscape enhancements.

Justification

The goal is to improve deteriorating facilities and provide necessary maintenance. In addition, City Park was recently rated one of the most beautiful municipal city parks in America. The preservation of the lakes helps to maintain the beauty of the lake, which is visited by tens of thousands of people each year.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Installing a dynamic tree display will save $5,000 annually after the fifth year.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	25,000		500,000			525,000
Total	25,000		500,000			525,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)			500,000			500,000
Transfers to CIP-General Fund	25,000					25,000
Total	25,000		500,000			525,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0061**

Project Name **Hager House Museum Improvements**

Type	Improvement	**Department**	Parks
Useful Life	50 years	**Contact**	Tissue
Category	Buildings and Structures	**Priority**	Grant Commitment
Location:	Hager House Museum		
Year Submitted:	2019		
		Status	Active

Description

Upgrade Exhibits (50 plus years old) and interpretive media at the Hager House Museum. Consult with Professional Museum Designers/Curators for advice and cost effective solutions. Then apply for Grant to implement,

FY20: Exterior interpretative plaques and videos.

FY21: Upgrades to artifact Museum displays.

Justification

Exhibits are very dated and lack any modern interactivity (video, QR codes, Etc.). Exhibit is not currently ADA compliant.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	20,000	100,000				120,000
Total	20,000	100,000				120,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	10,000					10,000
Grants-State MHAA	10,000	50,000				60,000
Transfers to CIP-General Fund		50,000				50,000
Total	20,000	100,000				120,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0064**

Project Name **Stormwater Vehicles**

Type Replacement

Useful Life 10 years

Category Automobiles and Trucks

Location: Public Works

Year Submitted: 2018

Department Stormwater

Contact Deike and Tissue

Priority Planned Improvement

Status Active

Description

Per Vehicle and Equipment Schedule.

FY20: 2008 Ford F550 Trash Truck #16 ($110,000)

FY24: 2014 Ford F550 Dump Truck #18 ($125,000)

Justification

Vehicle repair costs and maintenance increase with the age of a vehicle. On average, vehicles should be replaced every 10 years. Some equipment and vehicles should be replaced sooner than 10 years while others can go longer.

Budget Impact/Other

New vehicles and equipment should operate more efficiently and need less maintenance. Newer vehicles will have better fuel economy and less labor and material costs for maintenance.

Based on a 20 year term at 4.50%, preliminary annual debt service impact for the future 2020 general fund supported bond issue of $110K is $8.8K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	110,000				125,000	235,000
Total	110,000				125,000	235,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	110,000				125,000	235,000
Total	110,000				125,000	235,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0065**

Project Name **Public Works Vehicles**

Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Public Works
Year Submitted: Ongoing

Department Public Works
Contact Deike
Priority Planned Improvement

Status Active

Description

Per Vehicle and Equipment schedule.

FY20: 2004 Chevy 2500 4x4 #34 ($38,000), 2005 Sterling Dump Truck #26 ($116,000), 2005 Sterling Dump Truck #27 ($116,000), 2006 Sterling Dump Truck RDS #28 ($116,000), 2007 Chevy 2500 4x4 #35 ($38,000), 2008 Ford F250 4x4 #600 ($35,000)

FY21: 2010 Ford F150 4x4 Truck # 2 ($30,000), 2008 Ford F550 Dump Truck #10 ($110,000), 2008 Ford F550 Dump Truck #12 ($110,000), 2008 Chevy 2500 2x4 Truck #14 ($30,000), 2006 Chevy Van #31 ($30,000), 2004 Chevy Crew Cab #46 ($35,000), 1993 Ford 1520 Tractor #68 ($35,000), 2004 John Deere X595 Tractor #77 ($20,000), 2005 John Deere X595 Tractor #88 ($20,000), 2008 Solar Sign Board #616 ($45,000)

FY22: 2006 Bobcat A300 #6 ($75,000), 2012 Ford F350 Pickup #30 ($30,000), 2008 Ford F550 Utility Truck #611 ($75,000), 2006 Ford E350 Bucket Truck #602 ($100,000), 2005 Chevy Van #615 ($35,000), 2008 Solar Sign Board #617 ($45,000), 2011 John Deere Mower #63 ($20,000).

FY23: 2011 JD 310SJ Backhoe #7 ($140,000), 2013 Ford F750 Dump Truck #21 ($200,000), 2013 Ford F750 Dump Truck #22 ($200,000).

FY24: 2006 US Cargo Trailer #76 ($5,000), 1993 Wacker Roller #84 ($25,000)

Justification

Vehicle repair costs and maintenance increase with the age of a vehicle. On average, vehicles should be replaced every 10 years. Some equipment and vehicles should be replaced sooner than 10 years while others can go longer.

Budget Impact/Other

New vehicles and equipment should operate more efficiently and need less maintenance. Newer vehicles will have better fuel economy and less labor and material costs for maintenance.

Based on a 18 year term at 4.50%, preliminary annual debt service impact for the 2019 general fund supported bond issue of $232K is $20.1K.

Based on a 20 year term at 4.50%, preliminary annual debt service impact for the future 2020 general fund supported bond issue of $116K is $8.8K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	459,000	465,000	380,000	540,000	30,000	1,874,000
Total	459,000	465,000	380,000	540,000	30,000	1,874,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	116,000	220,000	250,000	540,000		1,126,000
CIP Fund Balance	105,000					105,000
Prior Bond Proceeds	232,000					232,000
Transfers to CIP-General Fund	6,000	245,000	130,000		30,000	411,000
Total	459,000	465,000	380,000	540,000	30,000	1,874,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0093**

Project Name **Pavement Markings**

Type	Improvement	**Department**	Engineering
Useful Life	5 years	**Contact**	Tissue
Category	Infrastructure-Streets	**Priority**	Public Safety
Location:	City-Wide		
Year Submitted:	Ongoing		
		Status	Active

Description

Upgrading pavement markings around the City with emphasis on crosswalks, school zones, and public safety.
One crosswalk costs about $500. A typical intersection can cost $3,000 to $5,000 for all pavement markings. This project funds the upgrade of deteriorated "stop bars" and "crosswalks" city wide.

If adequate State Highway User Revenue is not received, the project won't be done.

Justification

Improve safety. Public expects streets to be properly marked. Marked crosswalks are desirable.

Budget Impact/Other

Recommend contracting these services as they take special equipment to install. Staff estimates the cost for staff to install markings would be two to three times the contracted rate. This is a never-ending project to maintain pavement markings worn away by traffic.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	30,000	30,000	30,000	150,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
State Highway User Revenue	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	30,000	30,000	30,000	150,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0099**

Project Name **Market House Improvements**

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

Description

The Community City Center Plan Catalyst Project #7 focuses on a reinvention of the Farmer's Market. Subsequently, Mayor and Council have removed this project as a priority and no further improvements will be made in FY20 to focus on other priority items.

FY21: Replacement of Lower Main Roof

FY22: Replacement of HVAC cooling units installed in 2007. Existing cooling units will be at the end of their life cycle.

FY23-FY24: Miscellaneous Interior Improvements

Justification

These improvements will position the market to further the goals and details outlined in Catalyst Project #7 in the Community's City Center Plan.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance		150,000	45,000	15,000	15,000	225,000
Total		150,000	45,000	15,000	15,000	225,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)		150,000				150,000
Transfers to CIP-General Fund			45,000	15,000	15,000	75,000
Total		150,000	45,000	15,000	15,000	225,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0128**

Project Name **Police Radios**

Type	Improvement	**Department**	Police
Useful Life	5 - 8 years	**Contact**	Kifer
Category	Machinery and Equipment	**Priority**	Public Safety
Location:	Police Department		
Year Submitted:	Ongoing		
		Status	Active

Description

FY20: 162 mobile and portable radios for routine and emergency public safety communications, to replace aging units.

FY24: Includes funding to replace 32 police radios. The replacement cycle for police radios is 5-7 years. Replacement will only occur as needed.

Justification

Modern radio technology ensures police personnel can continue to communicate effectively with each other, and with other public safety agencies. Radio communications are vital to the safety of the public and police.

The current Washington County radio system became operational in calendar year 2010. At that time, HPD replaced all outdated radio equipment with the new mobile and hand held radio equipment required to access this system.

Electronic radio equipment has a limited useful life, generally 5-7 years.

Current radio models have been discontinued.

Budget Impact/Other

The operating budget includes $10,000 per year in maintenance costs for repairs to radio equipment beginning in 2020.

Based on a 18 year term at 4.50%, preliminary annual debt service impact for the 2019 general fund supported bond issue of $534.6K is $47.0K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	534,600				105,000	639,600
Total	534,600				105,000	639,600

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Prior Bond Proceeds	534,600					534,600
Transfers to CIP-General Fund					105,000	105,000
Total	534,600				105,000	639,600

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 45-C0129

Project Name Police Vehicles

Type Replacement

Useful Life 5 years

Category Automobiles and Trucks

Location: Police Department

Year Submitted: Ongoing

Department Police

Contact Kifer

Priority Public Safety

Status Active

Description

FY20: Unit 951 (03 Nissan Pathfinder - $46,000), Unit 943 (97 Ford Explorer - $46,000), Unit 963 (03 Ford Crown Vic - $46,000), Unit 972 (04 Crown Victoria - $46,000), Unit 934 (06 Crown Victoria -$46,000), Unit 942 (06 Crown Victoria - $46,000), Unit 922 (06 Chevy Trailblazer - $46,000), Unit 921 (08 Chevy Impala - $46,000)

FY21: Unit 928 (07 Dodge Durango - $48,000), Unit 929 (07 Ford Explorer - $48,000), Unit 925 (07 Chevy Impala - $48,000), Unit 913 (07 Chevy Impala - $48,000) , Unit 981 (07 Dodge Charger - $48,000), Unit 930 (07 Dodge Charger - $48,000), Unit 940 (07 Crown Victoria - $48,000), Unit 910 (07 Chevy Impala - $48,000)

FY22: Unit 971 (09 Chevy Impala - $48,000), Unit 923 (09 Chevy Impala - $48,000), Unit 931 (09 Chevy Impala - $48,000), Unit 927 (09 Chev Impala - $48,000), Unit 997 (09 Chevy Impala - $48,000), Unit 9304 (09 Crown Victoria - $48,000), Unit 9215 (09 Crown Victoria - $48,000), Unit 9214 (09 Ford Crown Victoria - $48,000)

FY23: Unit 958 (09 Crown Victoria - $49,500), Unit 9400 (09 Crown Victoria - $49,500) , Unit 9305 (09 Dodge Charger - $49,500) ,Unit 9306 (09 Dodge Charger - $49,500), Unit 9211 (11 Crown Victoria -$49,500), Unit 9302 (11 Crown Victoria - $49,500), Unit 9210 (11 Crown Victoria - $49,500), Unit 9303 (11 Crown Victoria - $49,500)

FY24: Unit 987 (12 Chevy Impala - $49,500), Unit 9501 (12 Ford Explorer - $49,500), Unit 9301 (12 Ford Interceptor - $49,500), Unit 907 (12 Ford Fusion - $49,500), Unit 9110 (13 Ford Taurus - $49,500), Unit 9112 (13 Ford Taurus - $49,500), Unit 9113 (13 Ford Taurus - $49,500), Unit 9114 (13 Ford Taurus -$49,500)

Justification

Many patrol vehicles are operated around the clock with in-town driving and considerable idling. Staff had assessed and identified the need for a baseline minimum of 30 patrol cars. Vehicle equipment will be reused when practical. Take-home patrol cars are provided as available for police officers who live within city limits.

Budget Impact/Other

Post warranty maintenance is assumed in the department operating budget.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	368,000	384,000	384,000	396,000	396,000	1,928,000
Total	368,000	384,000	384,000	396,000	396,000	1,928,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund - GF Fund Balance	368,000					368,000
Transfers to CIP-General Fund		384,000	384,000	396,000	396,000	1,560,000
Total	368,000	384,000	384,000	396,000	396,000	1,928,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0130**

Project Name **Street Crime Cameras/CPTED**

Type	Replacement	**Department**	Police
Useful Life	5 years	**Contact**	Kifer
Category	Machinery and Equipment	**Priority**	Public Safety
Location:	Various locations		
Year Submitted:	Ongoing		
		Status	Active

Description

The City has more than 100 security cameras. As they reach the end of their useful life, they will need to be replaced. Included in the replacement plans is the conversion from wireless to fiber connectivity for more efficient system operation and image display. Environmental elements such as lighting and traffic flow can be adjusted to affect crime and disorder issues.

FY20: 12 camera components at $10,000 each plus $5,000 infrastructure.

FY21-FY24: 15 camera components per year at $10,000 each.

Justification

Street crime cameras have been successfully utilized to monitor known trouble spots, provide real-time information during crimes and incidents in progress, and provide video recordings used in criminal and traffic investigations.

Crime prevention through environmental design (CPTED) is a multi-disciplinary approach to deterring criminal behavior through environmental design. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts by affecting the built, social and administrative environment.

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 '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	125,000	150,000	150,000	150,000	150,000	725,000
Total	125,000	150,000	150,000	150,000	150,000	725,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund	125,000	150,000	150,000	150,000	150,000	725,000
Total	125,000	150,000	150,000	150,000	150,000	725,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

Replacement program for vehicles for department personnel, these are NOT additions to the fleet. There is a vehicle replacement schedule maintained by CMG.

FY21: Replace 2008 Colorado Truck #701 ($25,000)
FY22: Replace 2008 Impala Sedan #703 ($25,000)
FY23: Replace 2006 Jeep Liberty #709 ($25,000)
FY24: Replace 2013 Chevy Cargo Van #710 ($25,000)

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

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings		25,000	25,000	25,000	25,000	100,000
Total		25,000	25,000	25,000	25,000	100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0140**

Project Name **Hagerstown Cultural Trail**

Type Improvement
Useful Life 100 years
Category Land Improvements
Location: City-Wide
Year Submitted: 2015

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

The construction of the second phase of a multi-use Cultural Trail connects Hagerstown's historic City Park and Fine Arts Museum with the historic Downtown Arts and Entertainment District. This will pass through the Urban Improvement Project (CIP 0875). This CIP only includes costs toward the trail with all other costs in C0875. The original trail project was identified in the 2014 Community City Center Plan as a catalyst to spur activity and economic development in the City's urban core. The Mayor and City Council have prioritized development of the Trail and have appropriated funding for its construction to accompany numerous grant funds for the project. The trail connects several historic destinations while providing public art and public open space. The ultimate goal of the Trail is to spur redevelopment in the adjacent area and possibly new market rate housing. Additional public art will be added with funding from private grants and the City (See CIP#0868)

FY20: Phase II: Antietam Street to Washington Street ($500,000) assumes land would be purchased ($300,000 POS, $100,000 Future Bond, $100,000 MHAA Grant). Will also seek possible Bikeways grant.
FY20: Park Circle Phase: ($12,000 Environmental Study to be spent in FY19 prior to acquisition); Land Acquisition $150,000 - ($100,000 POS of which $50,000 already awarded, $50,000 Future Bond), Demolition ($35,000 Future Bond), Construction and Landscaping ($25,000)
FY20: Splashpad along the trail per M&C priorities $250,000 (CDBG Funded)

FY21: Phase III: Development of Triangle Park near Park Circle ($200,000)

Justification

Community City Center Plan Catalyst Project #5. This project is also listed as a Mayor & Council priority in "Goals & Priorities" approved by Mayor & Council in November 2018. The Comprehensive Plan recommends the continuation of a full range of physical improvements on an incremental basis to the downtown area. These should be aimed at improving the downtown's image and attractiveness through traffic calming measures; gateway and pedestrian enhancements; landscaping and streetscaping.

Budget Impact/Other

Significant Impact. Operations will have to maintain landscaping, maintain park, trash/dog bag removal, lighting costs, etc., estimated cost at over $25,000 annually.

Based on a 20 year term at 4.50%, preliminary annual debt service impact for the future 2020 general fund supported bond issue of $185K is $14.7K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	925,000	200,000				1,125,000
Demolition	35,000					35,000
Total	960,000	200,000				1,160,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	185,000					185,000
CIP Fund Balance	25,000					25,000
Grants-State MHAA	100,000					100,000
Grants-State Program Open Space	400,000	180,000				580,000
Transfers to CIP-CDBG Fund	250,000					250,000
Transfers to CIP-General Fund		20,000				20,000
Total	960,000	200,000				1,160,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0182**

Project Name **Police Crime Lab Equipment**

Type Replacement

Useful Life 5 - 7 years

Category Machinery and Equipment

Location: Police Department

Year Submitted: 2009

Department Police

Contact Kifer

Priority Planned Improvement

Status Active

Description

FY20: Test Firing Water Tank ($25,000)

Justification

The Test Firing Tank is used for the forensic examination of firearms. In addition to the specific forensic examinations, its use is required for the prosecution of criminal cases.

Budget Impact/Other

Initial purchase is anticipated to include multiple year maintenance agreements.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	25,000					25,000
Total	25,000					25,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-Federal	25,000					25,000
Total	25,000					25,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 45-C0196

Project Name Police Software

Type	Improvement	**Department**	Police
Useful Life	5 - 7 years	**Contact**	Kifer
Category	Software	**Priority**	Public Safety
Location:	Police Department		
Year Submitted:	2006		
		Status	Active

Description

Advanced automated tracking and records keeping of evidence and property that comes into the custody and control of the Police Department.

Justification

Current evidence and property records keeping is done using multiple manual methods requiring repetitive entry, time consuming records searches and final dispositions. The current system is outdated and, as compared with modern systems, significantly inefficient. The proposed system will integrate with the current records management system, provide bar coding capabilities, and greatly streamline evidence and property processing, records keeping, and disposal.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Software		85,000				85,000
Total		85,000				85,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund		85,000				85,000
Total		85,000				85,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 45-C0217

Project Name Accessibility Ramps

Type Improvement

Useful Life 20 years

Category Infrastructure-Sidewalks

Location: Various locations

Year Submitted: Ongoing

Department Engineering

Contact Tissue

Priority Probable Grant

Status Active

Description

This project provides ADA-compliant ramps and sidewalks citywide. Staff addresses complaints and installs ramps/sidewalks along 'pavement preservation' streets which is a requirement of ADA and the city's "Complete Streets" policy when paving is done. Improvements are budgeted at $2,500 per ramp. For the State Highway User Revenue funded portion, if the City doesn't receive the full amount, we will only spend what the State provides.

There are 3,800 potential ramp locations in the City. The City estimates about 3,700 are in place and that 25% of those are fully compliant or as compatible as site restrictions allow.

FY20: Install accessibility ramps along FY20 overlay streets (N. Potomac St., Pennsylvania Ave., Liganore Ave., Magnolia Ave., & Others ($100,000)

FY21 - FY24: Install and/or replace approximately 35-50 accessibility ramps per year.

Justification

These upgrades will remove barriers and make Hagerstown a more accessible City for our residents, workers and visitors regardless of physical limitations. Improved accessibility adds to business and neighborhood vitality.

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilties, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

None.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
State Highway User Revenue	20,000	20,000	20,000	20,000	20,000	100,000
Transfers to CIP-CDBG Fund	80,000	80,000	80,000	80,000	80,000	400,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0226**

Project Name **Police Firing Range**

Type	Improvement	**Department**	Police
Useful Life	30 years	**Contact**	Kifer
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Smithsburg Watershed Area		
Year Submitted:	2011		
		Status	Active

Description

FY21: Facility improvements including the construction of a permanent restroom and eye wash facility.

FY23: Target System Replacement.

Justification

The police firing range has become a well-designed firarms training facility. The facility is utilized by all Washington County law enforcement agencies, as well as several state and federal agencies. For FY21, we are seeking to address much needed improvements for lavatory services. A porta potty is currently the only restroom facility and eye washing facility with running water. In FY23, we are seeking funding to replace the current target system. The current target system was installed in 2003 and is nearing its end of life.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance		40,000		30,000		70,000
Total		40,000		30,000		70,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-Federal		40,000		30,000		70,000
Total		40,000		30,000		70,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0237**

Project Name **Park Equipment**

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

Description

FY20: ADA Compliant Paths for Playgrounds ($30,000)

FY20-FY24: Replace or add portable bleachers, park benches, picnic tables & trash cans for various parks.

Justification

The park benches and picnic tables will improve park facilities for use by the general public.

Staff will continue to apply for funding from Community Parks and Playgrounds.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	40,000	10,000	10,000	10,000	10,000	80,000
Total	40,000	10,000	10,000	10,000	10,000	80,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State CP&P		8,000	8,000	8,000	8,000	32,000
Transfers to CIP-CDBG Fund	30,000					30,000
Transfers to CIP-General Fund	10,000	2,000	2,000	2,000	2,000	18,000
Total	40,000	10,000	10,000	10,000	10,000	80,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0241**

Project Name **Fire Department Training Center**

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

Department Fire
Contact Lohr
Priority Planned Improvement

Status Active

Description

FY20: New burn building module, new pole building with SCBA maze, and sundry other props including a second hydrant ($1,000,000)

FY21 - FY24: $75,000 in maintenance expenses are requested each out year to appropriately maintain the facility over time.

Justification

The Bowman Avenue Training facility remains the primary tactical village and live-burn facility for the entire region. This facility has traditionally been funded by the City since the late 1960's. Minimal annual maintenance and lack of improvements have not allowed for increased demands on the facility. The Washington County Emergency Services Director and City Fire Chief agree that the facility will always be needed for the live-burn work even after the County Roxbury site (which will include classrooms and a gymnasium only) is fully funded and built. All railcar props and other end of life props have been removed. A 2nd hydrant is required. A three story burn prop, new SCBA maze, showers, restrooms and paving are planned. Therefore, we ask that the City fund $1,000,000 in FY20. Repeated requests to cost share with the county have not been fruitful.

Budget Impact/Other

Based on a 20 year term at 4.50%, preliminary annual debt service impact for the future 2020 general fund supported bond issue of $1M is $76.2K.

$75,000 in maintenance expenses are requested each out year to appropriately maintain the facility over time.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	1,000,000	75,000	75,000	75,000	75,000	1,300,000
Total	1,000,000	75,000	75,000	75,000	75,000	1,300,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	1,000,000					1,000,000
Transfers to CIP-General Fund		75,000	75,000	75,000	75,000	300,000
Total	1,000,000	75,000	75,000	75,000	75,000	1,300,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0243**

Project Name **Traffic Signalization Upgrades**

Type Improvement
Useful Life 5 - 10 years
Category Infrastructure-Utilities
Location: System-wide
Year Submitted: 1997

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Traffic signals at these locations are not in compliance with current standards. In order to improve signal visibility, construct a mast arm pole to hang the signals over the travel lanes. Pedestrian signals will also be upgraded with APS and ramps.

FY20: Reconstruct Potomac St. at Howard traffic signal using SRTS grant.

FY21: Address concerns from walking audit; Prospect @ PA Ave., pushbuttons ($10,000); Park Lane @ PA Ave., pedestrian lights ($25,000).

FY22-FY24: Design and construct Wilson @ Virginia Ave. pedestrian signal, Antietam @ Summit reconstruct signal, Frederick @ Eastern Blvd. pedestrian signal, and Mitchell Ave. railroad overpass.

Justification

These changes increase safety on our streets and sidewalks by making lights for pedestrians and motorists more visible.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design	20,000					20,000
Construction/Maintenance	310,000	35,000	250,000	250,000	250,000	1,095,000
Total	330,000	35,000	250,000	250,000	250,000	1,115,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State	264,000					264,000
Transfers to CIP-CDBG Fund			250,000	250,000	250,000	750,000
Transfers to CIP-General Fund	66,000	35,000				101,000
Total	330,000	35,000	250,000	250,000	250,000	1,115,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0245**

Project Name **LED Signal Lights**

Type	Improvement	**Department**	Public Works
Useful Life	10 years	**Contact**	Deike
Category	Machinery and Equipment	**Priority**	Cost Avoidance
Location:	City-Wide		
Year Submitted:	2005		
		Status	Active

Description

Replace, as needed, original LED lights that were installed in 2006. LED signal lights have an estimated life of 7-10 years.

Justification

LED lights will be used to reduce energy consumption and extend light replacement time.

Budget Impact/Other

LED lights have proven to save upwards of 75% to 80% in electrical costs. Labor is reduced since LEDs have a life expectancy of up to 10 years while incandescent bulbs burn for one to two years.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

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

FY20: Replace Garage Roof

FY21-FY24: Misc. Improvements

Justification

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

Budget Impact/Other

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

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	30,000	6,000	6,000	6,000	6,000	54,000
Total	30,000	6,000	6,000	6,000	6,000	54,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund	30,000	6,000	6,000	6,000	6,000	54,000
Total	30,000	6,000	6,000	6,000	6,000	54,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0280**

Project Name **Downtown Beautification Program**

Type Improvement
Useful Life 50 years
Category Land Improvements
Location: Downtown
Year Submitted: Ongoing

Department Public Works
Contact Deike
Priority Planned Improvement

Status Active

Description

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

FY20 - FY24: Funds for various streetscape improvements in the downtown area.

Justification

Enhances and improves the appearance of the downtown.

The Comp Plan recommends the continuation of a full range of physical improvements on an incremental basis to the downtown area. These should be aimed at improving the downtown's image and attractiveness through traffic calming measures; gateway and pedestrian enhancements; landscaping and streetscaping.

Budget Impact/Other

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

Example: Additional lighting would add to electrical costs.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	8,000					8,000
Transfers to CIP-General Fund	17,000	25,000	25,000	25,000	25,000	117,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0308**

Project Name **Police Building Renovation**

Type Improvement
Useful Life 10 - 20 years
Category Buildings and Structures
Location: Police Department
Year Submitted: Ongoing

Department Police
Contact Kifer
Priority Planned Improvement
Status Active

Description

FY20: Needs that will occur based on the age of the police department building. Special attention will be given to the parking lot.

FY21 through FY24: Includes replacement air handlers and other capital improvement needs that will occur based on the age of the police department building.

Justification

Justification: Leakage from the window dormers is causing damage to the drywall surround the 3rd floor windows at the police department. Initial surveys identify the cause as being deteriorated mortar between the stones on the window dormers. Due to the extensive damage, this will look to be addressed in FY19.

The parking lot has not been repaved since the Police Department was moved to its current location in 1979.

The 14 heat pumps in the police building are an integral part of the HVAC system in the police building and are beyond their expected useful life. Replacement will occur only as needed. We have replaced 4 units since FY17 and 3 of those units were in FY18.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General 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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0324**

Project Name **Alley Reconstruction**

Type Improvement
Useful Life 40 years
Category Infrastructure-Alleys
Location: Various locations
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Replace deteriorated alleys. In 2014 staff conducted a comprehensive condition survey of all the alleys in the city and the overall network was found to be in relatively poor condition.

FY20:
Alley 2-126 (Adjacent to Maryland Avenue) $28,000
Alley 2-076 and 2-077 (Howard to Pine) $35,000
Alley 3-41 (Library to Baltimore) $35,000

FY21:
Alley 4-41 (Mulberry to Jefferson) $95,000
Alleys 1-69, 1-69A, 1-70 (Wash. St. to Wash. Ave.) $80,000

FY22: Alley 3-15 (South of 1st St.) $65,000

FY23-FY24: Various - Exact locations to be determined

Justification

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

Budget Impact/Other

Creating CIP to replace or build alleys frees DPW to 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 '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	98,000	175,000	65,000	50,000	50,000	438,000
Total	98,000	175,000	65,000	50,000	50,000	438,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
State Highway User Revenue	98,000	175,000	65,000	50,000	50,000	438,000
Total	98,000	175,000	65,000	50,000	50,000	438,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 45-C0326

Project Name City Hall Improvements

Type Replacement
Useful Life 15 years
Category Buildings and Structures
Location: City Hall
Year Submitted: 1990

Department Public Works
Contact Deike
Priority Planned Improvement

Status Active

Description

FY20: Abandon underground storage tank along Franklin Street ($25,000); Asbestos Tile Removal ($10,000); Remodel billing area ($15,000)

FY21: Office Remodels; Asbestos Tile Removal

FY22: Replace Second of Two Boilers. Boiler to be replaced originally installed in 1992; Asbestos Tile Removal

FY23-24: Miscellaneous Repairs

Justification

FY20:

The underground storage tank holds heating oil which has never been used. Installed in 1990, the tank is reaching the end of its useful life.

The building contains a fair amount of asbestos floor tile. The plan is to remove the tile a portion at a time.

Remodel first floor billing area.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	50,000	35,000	75,000	30,000	30,000	220,000
Total	50,000	35,000	75,000	30,000	30,000	220,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	50,000					50,000
Transfers to CIP-General Fund		35,000	75,000	30,000	30,000	170,000
Total	50,000	35,000	75,000	30,000	30,000	220,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 45-C0352

Project Name Fuel Station Improvements

Type	Maintenance	**Department**	Public Works
Useful Life	10 years	**Contact**	Deike
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	51 W. Memorial Blvd		
Year Submitted:	2017		
		Status	Active

Description

FY21 Replace Canopy roof

Justification

Roof canopy is the original structure. The main supports need painted and the metal roof material replaced.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance		5,000				5,000
Total		5,000				5,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund		5,000				5,000
Total		5,000				5,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0400**

Project Name **Bridge Repair Program**

Type Maintenance
Useful Life 30 years
Category Infrastructure-Bridges
Location: City-Wide
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Cost Avoidance

Status Active

Description

Inspect, maintain, and repair 13 existing bridges (any structure longer than 20 ft.) per bi-annual inspection required by law.

FY20: Repairs as determined by latest bridge inspections ($100,000)

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 '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	100,000					100,000
Total	100,000					100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	100,000					100,000
Total	100,000					100,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0433**

Project Name **Signal Controller Upgrades**

Type	Improvement	**Department**	Public Works
Useful Life	10 years	**Contact**	Deike
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	1993		
		Status	Active

Description

Upgrade signal controllers to current technology. Many intersections are currently controlled by a loop wire buried in the asphalt street. These can be, and usually are, damaged during street overlay projects.

FY20-FY24: Annual replacement of Aging Equipment at various intersections city-wide.

Justification

FY20-FY24: To upgrade traffic monitoring system to improve traffic flow.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 45-C0439

Project Name Steam Engine Museum

Type	Improvement	**Department**	Parks
Useful Life	10 - 20 years	**Contact**	Tissue
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	City Park		
Year Submitted:	1990		
		Status	Active

Description

A master plan of improvements was developed and reviewed with the Mayor and Council in September 2017 and determined immediate and long-term needs for the museum.

FY20-FY22: Improve facility based on strategic plan to make the facility more family oriented as follows:

FY20: Youth oriented items, hands on activitities, signage, new programs ($60,000)

FY21: New Restrooms ($150,000)

FY22: Renovate locomotive, build new cover pavilion ($400,000, Maryland Transportation Alternatives Program Grant and Matching Funds)

Justification

By undertaking additional future improvements, we would diversify the attractions that will result in the opportunity to provide a wide array of interpretive programs to the visiting public. The end result will be continued must-see destination for the train enthusiast and the public at-large.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	60,000	150,000	400,000			610,000
Total	60,000	150,000	400,000			610,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State			320,000			320,000
Grants-State CP&P	50,000					50,000
Grants-State Program Open Space		135,000				135,000
Transfers to CIP-General Fund	10,000	15,000	80,000			105,000
Total	60,000	150,000	400,000			610,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0444**

Project Name **Stormdrain System Upgrades**

Type Maintenance
Useful Life 100 years
Category Infrastructure-Storm Drains
Location: Various locations
Year Submitted: Ongoing

Department Stormwater
Contact Tissue
Priority Planned Improvement

Status Active

Description

FY20: $40,000 for 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. If possible, will hire a consultant to visually inspect larger storm drains.

FY21: $180,000 for extension of drainage system at E. Irvin Ave. and Potomac Heights to address street flooding issues. $30,000 Inspections and Repairs.

FY22: $20,000 Inspections and Repairs.

FY23-FY24: $150,000 Projects to be identified.

Justification

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

The Comprehensive Plan recommends that the City reduce its non-point source loads through more stringent stormwater management requirements for development, slective stormwater retrofits, and other actions as appropriate.

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 '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	40,000	210,000	20,000	150,000	150,000	570,000
Total	40,000	210,000	20,000	150,000	150,000	570,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	20,000					20,000
Stormwater Fee		210,000	20,000	150,000	150,000	530,000
Transfers to CIP-General Fund	20,000					20,000
Total	40,000	210,000	20,000	150,000	150,000	570,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

GIS is an organized collection of computer hardware, software, geographic data and personnel designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced data. This CIP project continues to expand on the 2010 GIS Strategic Plan in accomplishing the organization of this data and making it available for all City departments for use in the analysis of their operations.

Justification

This technology is vital in integrating with our financial systems, including Utility billing and tax, and providing information to our citizens through our improved transparency portal. The State will continue to look for this type of information in coordination with their StateStat initiatives.

Budget Impact/Other

Maintenance fees are currently budgeted and included for the ESRI GIS platform in the IT/SS expense budget. These maintenance costs remain static through FY20 .

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design	15,000	15,000	15,000	15,000	15,000	75,000
Equip/Vehicles/Furnishings	20,000	20,000	20,000	20,000		80,000
Software					20,000	20,000
Total	35,000	35,000	35,000	35,000	35,000	175,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-Electric Fund	8,750	8,750	8,750	8,750	8,750	43,750
Transfers to CIP-General Fund	8,750	8,750	8,750	8,750	8,750	43,750
Transfers to CIP-Wastewater Fund	8,750	8,750	8,750	8,750	8,750	43,750
Transfers to CIP-Water Fund	8,750	8,750	8,750	8,750	8,750	43,750
Total	35,000	35,000	35,000	35,000	35,000	175,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

Reconstruct deteriorated curb and sidewalk that are the City's responsibility.

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 million dollar plus problem city wide and this program addresses the problems on planned "overlay" streets and other areas as funds allow. $25,000 per year due to budget constraints, actual need is ($100,000+ per year).

FY20-FY24: Replace sidewalks damaged by street trees ($25,000)

Justification

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

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilities, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

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

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0522**

Project Name **City Park Improvements**

Type Improvement
Useful Life 25 years
Category Land Improvements
Location: City Park
Year Submitted: Ongoing

Department Parks
Contact Tissue
Priority Planned Improvement

Status Active

Description

Construct improvements to existing parking lots in City Park. Includes paving, landscaping, walkways and lighting.

FY20: Fountain Maintenance and Restoration (Park Circle and Frog Fountain) - ($25,000); Construct parking lot by Mansion House ($250,000)

FY21: Install fence to replace hedge along Virginia Avenue; lighting improvements ($200,000)

FY22: Improve the upper parking lot by tennis court ($560,000)

Justification

A couple 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. Continue to improve the upper parking lots to provide the same level of public improvements that have been achieved at both the south parking lot and the Digby parking lot.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

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 '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	275,000	200,000	560,000			1,035,000
Total	275,000	200,000	560,000			1,035,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State Aid in Lieu of Urban Funds	125,000					125,000
Grants-State Program Open Space		178,000	504,000			682,000
Transfers to CIP-CDBG Fund	125,000					125,000
Transfers to CIP-General Fund	25,000	22,000	56,000			103,000
Total	275,000	200,000	560,000			1,035,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0560**
Project Name **Traffic Calming**

Type Improvement
Useful Life 30 years
Category Infrastructure-Streets
Location: Various locations
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Construct physical improvements to force traffic to slow down (i.e., pinch points, circles, offsets, etc.)
Engineering Department developed a policy that was approved by City Council in October 2011.

FY20: Mulberry Ave. Crosswalk ($40,000)

FY21: Oak Hill West items (new sidewalks, etc.) $25,000

FY20 - FY24: Working with various Neighborhood First groups, and following our policy, install medians, mini roundabout or choker islands to reduce speed of traffic. Staff has received numerous complaints about excessive speed and these measures would be effective in "capping" these speeds.

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 '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	40,000	25,000	25,000	25,000	25,000	140,000
Total	40,000	25,000	25,000	25,000	25,000	140,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	6,000					6,000
Grants-State Aid in Lieu of Urban Funds	34,000					34,000
Transfers to CIP-General Fund		25,000	25,000	25,000	25,000	100,000
Total	40,000	25,000	25,000	25,000	25,000	140,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0568**

Project Name **Cable Inet**

Type	Improvement	**Department**	Information Technology
Useful Life	10 years	**Contact**	Nicewarner
Category	Machinery and Equipment	**Priority**	Contract Obligation
Location:	City-Wide		
Year Submitted:	2001		
		Status	Active

Description

Per the Cable Franchise Agreement with Antietam Cable, funds are provided to this CIP to allow for the maintenance and enhancement of the Institutional Network as defined in the agreement. Funds go to the maintenance and new connectivity of network services to our outlying buildings, as well as the network to allow all to communicate with each other. These buildings include those of the BOE and HCC ownership. There is current uncertainty concerning the future continuation on this project pending FCC ruling and regulations.

Justification

The needs continue for the sharing of data between the major governmental agencies within the County due to consolidation opportunities and governmental transparency initiatives. The use of these funds is contractually required through the cable franchise agreement in place with Antietam Cable.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	14,000	14,000	14,000	14,000	14,000	70,000
Total	14,000	14,000	14,000	14,000	14,000	70,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
PEG Fee	14,000	14,000	14,000	14,000	14,000	70,000
Total	14,000	14,000	14,000	14,000	14,000	70,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0569**

Project Name **Cable PEG**

Type	Improvement	**Department**	Information Technology
Useful Life	10 years	**Contact**	Nicewarner
Category	Machinery and Equipment	**Priority**	Contract Obligation
Location:	City-Wide		
Year Submitted:	2015		
		Status	Active

Description

Per the Cable Franchise Agreement with Antietam Cable, funds are provided to this CIP to allow for the maintenance and enhancement of the Public, Educational, and Government services provided by the agreement. These funds will go towards continued modifications/expansion of services from the TV studio, improvements to the BOE and HCC video production equipment, and other equipment needs as provided by the agreement. There is current uncertainty concerning the future continuation on this project pending FCC ruling and regulations.

Justification

These funds are provided by the cable system per the agreement and are mandated to be used for capital purchases fitting the purpose of PEG activities and services. The amounts shown are the PEG portion of the total remittance from ACTV per the franchise agreement.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	266,000	42,000	42,000	42,000	42,000	434,000
Total	266,000	42,000	42,000	42,000	42,000	434,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	224,000					224,000
PEG Fee	42,000	42,000	42,000	42,000	42,000	210,000
Total	266,000	42,000	42,000	42,000	42,000	434,000

City of Hagerstown, Maryland

Project # 45-C0570

Project Name Parks Vehicles and Equipment

Type Replacement
Useful Life 5 - 10 years
Category Automobiles and Trucks
Location: Fairground Park
Year Submitted: Ongoing

Department Parks
Contact Tissue
Priority Planned Improvement
Status Active

Description

We have deferred vehicle replacements and need to start replacing worn out items. See Vehicle and Equipment replacement schedule.

FY20: Replace 2007 Chevy 2500 4x4 #331 ($38,000), 2004 John Deere Backhoe #333 ($100,000)

FY21: Replace Gator #349 ($10,000); Tree Chipper ($42,000), Stump Grinder for Bobcat ($8,000)

FY22: Replace 2008 Ford F550 Dump Truck #305 ($70,000), 2004 Ford F150 #312 ($38,000), Snowblower for Bobcat ($8,000)

FY23: Replace 2009 Chevy 2500 4x4 #302 ($38,000), 2012 Ford F550 Dump Truck #318 ($80,000)

FY24: Replace Stone Mixer #75 ($8,000), 2012 Chevy 2500 4x4 #371 ($38,000)

Justification

Improved Service.

Budget Impact/Other

Based on a 20 year term at 4.50%, preliminary annual debt service impact for the future 2020 general fund supported bond issue of $100K is $8K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	138,000	60,000	116,000	118,000	46,000	478,000
Total	138,000	60,000	116,000	118,000	46,000	478,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	100,000		70,000	80,000		250,000
Transfers to CIP-General Fund	38,000	60,000	46,000	38,000	46,000	228,000
Total	138,000	60,000	116,000	118,000	46,000	478,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0594**

Project Name **Installation of Street Trees**

Type Improvement
Useful Life 100 years
Category Land Improvements
Location: City-Wide
Year Submitted: Ongoing

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Installation of street trees to improve aesthetics and livability. 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 grants from the National Wildlife Federation and Forest Conservation Act funds. To meet 30% goal (tree coverage goal), the City will need to contribute.

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 can be minimized by selecting appropriate species).

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	40,000	40,000				80,000
Total	40,000	40,000				80,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State		40,000				40,000
Reforestation Funds	40,000					40,000
Total	40,000	40,000				80,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 45-C0595
Project Name New Sidewalks

Type	Improvement	**Department**	Engineering
Useful Life	30 years	**Contact**	Tissue
Category	Infrastructure-Sidewalks	**Priority**	Public Safety
Location:	Various locations		
Year Submitted:	Ongoing		
		Status	Active

Description

The City's "Complete Streets" policy has a stated goal of a complete network of sidewalks in the community, creating a path that connects several neighborhoods and commercial areas. Grant assistance will be sought when possible.

FY20: Haven Road $550,000 (Safe Routes Grant $440,000), City Match ($110,000)

FY21: Snyder Avenue $100,000

FY23: Route 65 (East Side) from Wilson Blvd. to Scarlett Hills $500,000

Justification

A sidewalk system encourages city residents to walk rather than drive to their destination. New sidewalks will help complete the current system on City-owned property, targeted to be built near schools and where residential and commercial areas border one another. The sidewalk system will be further enhanced by upgraded park amenities and additional landscaping as part of the Livable City initiatives.

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilities, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

Enforcement of snow removal, but all maintenance costs transferred to adjoining property owner.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	550,000	100,000		500,000		1,150,000
Total	550,000	100,000		500,000		1,150,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State	440,000			400,000		840,000
Grants-State Aid in Lieu of Urban Funds	110,000					110,000
Transfers to CIP-CDBG Fund				100,000		100,000
Transfers to CIP-General Fund		100,000				100,000
Total	550,000	100,000		500,000		1,150,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0606**

Project Name **Eastern Boulevard North Extension**

Type Improvement
Useful Life 25 years
Category Infrastructure-Streets
Location: Eastern Blvd
Year Submitted: 2004

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

This is a new four-lane section connecting Eastern Boulevard @ Antietam Drive to Leitersburg Pike @ Marsh Pike intersection. Road is 6,400 lineal feet and improves intersections at each end. This is assumed to be a county project but is expected to be built to City street standards. Majority of right-of-way is anticipated to be donated, but is valued at approximately $1,500,000. City will contribute funds donated by local Cortland development ($335,524).

Justification

Increase traffic capacity, minimize congestion on Route 60 from Marsh Pike to Northern Avenue, and opens land for additional development and County park lands.

The draft Comp Plan recommends working with other agencies to pursue the timely complettion of selected projects that facilitate traffic movement around the City's periphery. The project was specifically identified.

Budget Impact/Other

Assuming annexation and City taking over road maintenance, long-term increase of roughly $30,000 annually for plowing, pavement, maintenance, and pavement markings on new road within the City limits. Additional lighting costs of $4,000 annually.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance					335,524	335,524
Total					335,524	335,524

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others					335,524	335,524
Total					335,524	335,524

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0624**

Project Name **Fairground Grandstand Improvements**

Type	Improvement	**Department**	Parks
Useful Life	25 - 50 years	**Contact**	Tissue
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	Fairground Park		
Year Submitted:	2004		
		Status	Active

Description

City Council endorsed concept plan in 2007 that converts the grandstand into a "community center". The building could provide two full size athletic courts, walking/jogging trail, and could support a 1290-seat auditorium or be converted to a 155 booth craft/expo area or a 980-seat banquet area. Cost is estimated at $8.5 million which is unattainable at this time.

FY20: Paint old seats or cover them to improve aesthetics ($10,000) and Fit Room bathroom remodel ($30,000)
FY21: Garage Door Replacements ($10,000)
FY22: Flat Roof Replacements over Office ($30,000)
FY23 and FY24: Miscellaneous Repairs ($10,000)

Justification

Rehabs deteriorating facilities, adds to community and allows the park to be used all four seasons of the year.

The Comprehensive Plan recommends exploring development of an indoor recreation center with multi-purpose rooms for use by residents and community groups.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	40,000	10,000	30,000	10,000	10,000	100,000
Total	40,000	10,000	30,000	10,000	10,000	100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund	40,000	10,000	30,000	10,000	10,000	100,000
Total	40,000	10,000	30,000	10,000	10,000	100,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0626**

Project Name **Fairgrounds Park Improvements**

Type Improvement
Useful Life 15 - 25 years
Category Infrastructure-Streets
Location: Fairground Park
Year Submitted: 2004

Department Parks
Contact Tissue
Priority Planned Improvement

Status Active

Description

Maintenance and Improvements to various items in the park per the following schedule:

FY20: Entrance Building Stabilization ($150,000)
FY21: Stable Roof ($10,000)
FY22: BMX Lights ($40,000)
FY24: Parking Improvements, lot below BMX track ($250,000)

Justification

Stable roofs are failing in storms, recommend systematic approach to replace.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	150,000	10,000	40,000		250,000	450,000
Total	150,000	10,000	40,000		250,000	450,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund - GF Fund Balance	75,000					75,000
Grants-State			4,000			4,000
Grants-State MD Historic Trust	75,000					75,000
Grants-State Program Open Space			36,000		175,000	211,000
Transfers to CIP-General Fund		10,000			75,000	85,000
Total	150,000	10,000	40,000		250,000	450,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0637**

Project Name **Storm Water Management Implementation**

Type	Improvement	**Department**	Stormwater
Useful Life	Indefinite	**Contact**	Tissue
Category	Infrastructure-Storm Drains	**Priority**	Planned Improvement
Location:	City-Wide		
Year Submitted:	Ongoing		
		Status	Active

Description

Purpose of this project is to address Environmental Protection Agency and Maryland Department of the Environment mandates to reduce the pollutants discharged into State waterways and the Chesapeake Bay. As part of the new NPDES MS4 General Permit issued in 2018, the City will be required to provide treatment for 20% of the existing impervious area which doesn't have treatment. This will be accomplished by the construction of retrofit facilities, stream restoration projects, tree planting, and other Best Management Practives. Full compliance with the NPDES permit will pose a major financial challenge to the City.

FY21-FY24: Construct stormwater retrofit facilities at various locations as identified.

Justification

Compliance with NPDES permit will require significant funding for analysis, design, construction, and maintenance of new or enhanced stormwater management facilities. Based upon preliminary analyses, the cost for permit compliance likely will be in the range of $25-30 million. While the City will continue to seek grant funding to design and construct these projects, it is unlikely that this will be sufficient to meet the permit mandates. The City is currently studying the implementation of a Stormwater Utility fee which would help to generate revenue to fund this program.

The Comprehensive Plan recommends that the City reduce its non-point source loads through more stringent stormwater management requirements for development, slective stormwater retrofits, and other actions as appropriate.

Budget Impact/Other

As new stormwater facilities are constructed, maintenance costs for the City will increase accordingly.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance		5,168,000	5,168,000	5,168,000	5,268,000	20,772,000
Total		5,168,000	5,168,000	5,168,000	5,268,000	20,772,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)		1,500,000	1,500,000	1,500,000	1,500,000	6,000,000
Stormwater Fee		3,668,000	3,668,000	3,668,000	3,768,000	14,772,000
Total		5,168,000	5,168,000	5,168,000	5,268,000	20,772,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0639**

Project Name **Green Streets**

Type Improvement
Useful Life 50 years
Category Storm Water
Location: Various locations
Year Submitted: 2014

Department Stormwater
Contact Tissue
Priority Probable Grant

Status Active

Description

Reconstruct existing streets to improve pedestrian access, decrease impervious surfaces, and construct new planting beds and tree pits to provide stormwater management. Compliance with EPA/MDE mandates requires reduction in runoff by eliminating unnecessary pavement.

FY20: Working to identify grants and locations

FY21 - FY24: Addressing future storm water EPA mandates. (Associated with CIP #0637)

Justification

Anticipated NPDES (National Pollutant Discharge Elimination System) regulations will require the City to provide stormwater management for existing impervious surfaces; "Green Street" elements can be incorporated in narrow street corridors where there is not sufficient space for traditional facilities, and can enhance the envrionmental value of the streetscape.

The Comprehensive Plan recommends that the City reduce its non-point source loads through more stringent stormwater management requirements for development, slective stormwater retrofits, and other actions as appropriate.

Budget Impact/Other

The City's Department of Public Works will be responsible for maintaining the new stormwater management features (including trees, landscape plantings, cleaning, and maintenance of structures, etc.).

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	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 '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State	70,000	70,000	70,000	70,000	70,000	350,000
Stormwater Fee		10,000	10,000	10,000	10,000	40,000
Transfers to CIP-General Fund	10,000					10,000
Total	80,000	80,000	80,000	80,000	80,000	400,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

Evaluate existing signals using computer modeling and re-time signals based on the ever changing traffic volume.

FY21: Eastern Blvd. at Memorial and Memorial Blvd. at Frederick Street or location as determined by staff.

Justification

Most cost effective way to reduce delay and congestion. Reduces air pollution when vehicles are not delayed in needless congestion caused by a signal system not operating at optimal efficiency.

Budget Impact/Other

Operational cost neutral. This process optimizes the signal timing decreasing motorist delay and frustration.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design		25,000				25,000
Total		25,000				25,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund		25,000				25,000
Total		25,000				25,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0663**

Project Name **Fire Department Breathing Apparatus Equip**

Type	Replacement	**Department**	Fire
Useful Life	15 years	**Contact**	Lohr
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Fire Dept Admin		
Year Submitted:	2014		
		Status	Active

Description

FY20: Procurement of 100 used SCBA cylinders necessary to replace end of life cylinders through FY23 ($30,000); Parts necessary to maintain donated equipment ($10,000)

FY23: Replacing 80 breathing apparatus will fully outfit all front line fire equipment. It will also outfit the reserve equipment when called into service. All fire apparatus are needed on a large fire. It will outfit the battalion staff vehicles as well as the Fire Marshall's vehicles. Fire Department employees service and maintain all current breathing apparatus used by City employees. (Includes service for utilities department like Wastewater and the RC Willson Water Plant in Williamsport.)

Justification

The 100 used cylinders will need to be purchased to replace the cylinders that will be out of date before the procurement of the breathing apparatus purchase in FY23. The recommended budget number of $800,000 is projected for that date and will account for the next three-year revision to the standard that drives the minimum requirements for SCBA. In the interim, and to avoid the full replacement, used cylinders will need to be purchased to replace the cylinders that will be out of date before the procurement of the breathing apparatus purchase in FY23.

Budget Impact/Other

Maintenance funds will be requested in the operating budget to maintain all SCBA's, testing equipment for an additional 3-5 years.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	40,000			800,000		840,000
Total	40,000			800,000		840,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund - GF Fund Balance	30,000					30,000
Grants-State				720,000		720,000
Transfers to CIP-General Fund	10,000			80,000		90,000
Total	40,000			800,000		840,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0678**

Project Name **Planning & Code Admin Vehicles**

Type Replacement
Useful Life 5 years
Category Automobiles and Trucks
Location: City-Wide
Year Submitted: 2020

Department Planning
Contact Maher
Priority Planned Improvement

Status Active

Description

Vehicle replacements

FY20: 2006 Jeep Liberty #453 ($25,000)

FY21: 2006 Chevy Colorado #450 ($25,000), 2005 Jeep Liberty #472 ($25,000)

FY22: 2004 Chevy Colorado #455 ($25,000), 2006 Chevy Colorado #458 ($25,000)

FY23: 2006 Chevy Colorado #471 ($25,000), 2005 Chevy Colorado #474 ($25,000)

FY24: 2007 Ford Ranger #452 ($25,000)

Justification

Staff need dependable vehicles to conduct daily inspections and patrols of the city. Vehicles are also used to carry materials to sites to secure vacant structures, etc.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	25,000	50,000	50,000	50,000	25,000	200,000
Total	25,000	50,000	50,000	50,000	25,000	200,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Transfers to CIP-General Fund	25,000	50,000	50,000	50,000	25,000	200,000
Total	25,000	50,000	50,000	50,000	25,000	200,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0685**

Project Name **Professional Court Extension**

Type Increase Capacity
Useful Life 25 years
Category Infrastructure-Streets
Location: Professional Court
Year Submitted: 2005

Department Engineering
Contact Tissue
Priority Planned Improvement

Status Active

Description

Mayor & Council have not yet made any decision regarding the funding of the construction of this project.

The overall project is the creation of a new street network beyond the current eastern edge of the City. While Washington County government recently completed the initial phases of the street network, another portion of the project is the construction of a new 307' long multi-span bridge over Antietam Creek to the new street network as a means of providing a connection between the Eastern Boulevard corridor and Robinwood Drive area.

Design work of this portion of the project completed at no cost to the City.

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.

If the annexation of land is realized and a Memorandum of Understanding is executed between the City and County, the City's responsibility is the widening and reconstruction of the existing Professional Court to accommodate the construction of a new multi-span bridge over Antietam Creek. Construction of the City's section (if it occurs) will start in 2021 and be completed in 2022.

Justification

Provides redundant, more direct access to area (where hospital is now located) from the downtown and north side of the City.

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

Budget Impact/Other

Long-term increase in maintenance costs of roughly $35,000 annually for plowing, pavement maintenance and pavement markings on new road within City limits. Additional lighting costs of $3,000 annually. If bridge becomes part of City infrastructure, additional annuallized cost of $100,000 may be incurred.

Based on a 25 year term at 4.75%, preliminary annual debt service impact for the future 2021 general fund supported bond issue of $1.5M is $100K. ($750K of the bond funds budgeted for FY21 with the remaining half to be spent in FY22).

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance		1,250,000	1,250,000			2,500,000
Total		1,250,000	1,250,000			2,500,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)		750,000				750,000
Grants-Federal		500,000	500,000			1,000,000
Prior Bond Proceeds			750,000			750,000
Total		1,250,000	1,250,000			2,500,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0687**

Project Name **Consolidation of Public Safety Assets**

Type	Replacement	**Department**	Fire
Useful Life	Indefinite	**Contact**	Lohr
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	To be determined		
Year Submitted:	2017		
		Status	Active

Description

Combine and collocate HFD Headquarters, shift commander, and Fire Marshal's office with one or more volunteer owned engine companies.

FY20: Land acquisition and design - ($500,000)
FY20: Design for addition and renovation to city owned Engine 3, Truck 1 -($30,000)
FY21: Build new facility ($5,000,000)

Justification

Consolidation of administrative, command staff and training staffs offer value assuming the facility is located within the Hagerstown Corporate Boundary.

In an ongoing effort to improve deployment models and eliminate redundant services, an amount up to $5 million dollars is requested in FY21 to rehabilitate and, or, build our new facility. As an option 2, these funds can be directed to an addition and/or rehabilitation to the existing market house, acquisition, design build of a headquarters fire station in the South-End, or erection of a new facility on one or more candidate site.

The Comprehensive Plan recommends the creation of City public service facility that ensures continued high quality of service to our citizens; proposal anticipates creating greater efficiency and effectiveness of service.

Budget Impact/Other

Based on a 20 year term at 4.50%, preliminary annual debt service impact for the future 2020 general fund supported bond issue of $530K is $40.3K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	530,000	5,000,000				5,530,000
Total	530,000	5,000,000				5,530,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	530,000	5,000,000				5,530,000
Total	530,000	5,000,000				5,530,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0717**

Project Name **Multi-Use Trails**

Type	Improvement	**Department**	Parks
Useful Life	15 - 25 years	**Contact**	Tissue
Category	Land Improvements	**Priority**	Probable Grant
Location:	Memorial Blvd		
Year Submitted:	2011		
		Status	Active

Description

FY22: Construct a multi-use (pedestrian, bicycle, rollerblade, etc.) path and/or trail adjacent to Marsh Run. Marsh Run Trail would connect City Park to Municipal Stadium. Project is complete east of Potomac Street. Preliminary design of the 2000 LF "missing link" of the "Marsh Run" Trail commenced in 2015 and is funded by a "Bike Maryland" MDOT Grant. CSXRR granted initial permission to install a tunnel under their spur. 2019 and 2020 will be the final design and construction will be in 2021/2022.

Justification

The Bicycle Advisory Committee endorsed a plan to create a multi-use trail from Hager Park to City Park.

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilities, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance			2,500,000			2,500,000
Total			2,500,000			2,500,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-Federal			2,500,000			2,500,000
Total			2,500,000			2,500,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0718**

Project Name **Public Works Storage Yard Expansion**

Type	Improvement	**Department**	Public Works
Useful Life	50 years	**Contact**	Deike
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	50 W. Memorial Blvd.		
Year Submitted:	2006		
		Status	Active

Description

Develop the vacant lot across from the Department of Public Works and Bester Elementary School.

FY21: Site planning for a new facility.
FY21-22: Construct a new Public Works vehicle and equipment storage building.

Justification

Master plan approved by the Mayor and Council. This building would allow protection from the elements for many of the trucks and equipment.

Budget Impact/Other

Additional building maintenance costs and grounds costs.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design		10,000				10,000
Construction/Maintenance		375,000	525,000			900,000
Total		385,000	525,000			910,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)		375,000	525,000			900,000
Transfers to CIP-General Fund		10,000				10,000
Total		385,000	525,000			910,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

FY21 & FY22: Construct a new connector/access road to be fully developer funded. Alignment based on 2003 Metropolitan Planning Organization study of the area.

Justification

Required to develop Harrison's tract.

Included in 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 '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design		500,000				500,000
Construction/Maintenance			4,500,000			4,500,000
Total		500,000	4,500,000			5,000,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others		500,000	4,500,000			5,000,000
Total		500,000	4,500,000			5,000,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 45-C0735

Project Name Northwest Connector

Type Increase Capacity

Useful Life 25 years

Category Infrastructure-Streets

Location: Haven Road to Marshall Street

Year Submitted: 2006

Department Engineering

Contact Tissue

Priority Planned Improvement

Status Active

Description

In conjunction with 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). The traffic study was finalized in January 2012.

Justification

Traffic volumes on Salem Avenue increased 90% between 1997 and 2012 and 34% on Burhans and Pennsylvania Avenue. Salem cannot be widened and anything to decrease traffic on Salem would benefit long term congestion. This road is "missing link" in the transportation system.

The Comprehensive Plan recommends working with other agencies to pursue the timely completion of selected projects that facilitate traffic movement around the City's periphery. This project was specifically identified.

Budget Impact/Other

Long-term increase in maintenance costs of roughly $20,000 annually for plowing, pavement maintenance, bridge maintenance, and pavement markings for road within City limits. Additional lighting costs of $3,000 annually.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design			80,000			80,000
Land Acquisition			200,000			200,000
Construction/Maintenance				1,500,000	3,400,000	4,900,000
Total			280,000	1,500,000	3,400,000	5,180,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)			280,000	1,000,000	1,000,000	2,280,000
Contribution by Others				500,000	2,400,000	2,900,000
Total			280,000	1,500,000	3,400,000	5,180,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0739**

Project Name **Municipal Financial System**

Type	Maintenance	**Department**	Information Technology
Useful Life	5 years	**Contact**	Nicewarner
Category	Software	**Priority**	Planned Improvement
Location:	City Hall		
Year Submitted:	2014		
		Status	Active

Description

This project will allow for investment in new technologies to be offered by Tyler technologies for the MUNIS Financial System utilized by the City. These features would include tablet computing by staff, increased web functionality, and potential new features provided by the implementation of the web interface version.

FY20: MUNIS Incident Manager Software ($40,000)
FY20: Building Blocks Software ($15,000)
FY20: Miscellaneous System Upgrades ($9,000)

FY21-FY24: Miscellaneous System Upgrades ($16,000)

Justification

The City workforce has become an increasingly mobile one. There are now needs for the ability of staff to access our financial systems from the field be it on an inspection site, Engineering or Utility project. The enhancements to our financial system will provide increased efficiencies for staff in the field to better respond to the needs of the citizens.

Budget Impact/Other

There will be yearly maintenance costs added to any new acquisition of product that will not be known until acquisition.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	9,000	16,000	16,000	16,000	16,000	73,000
Software	55,000					55,000
Total	64,000	16,000	16,000	16,000	16,000	128,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	6,000					6,000
Transfers to CIP-Electric Fund	13,775	3,800	3,800	3,800	3,800	28,975
Transfers to CIP-General Fund	13,775	3,800	3,800	3,800	3,800	28,975
Transfers to CIP-Parking Fund	2,900	800	800	800	800	6,100
Transfers to CIP-Wastewater Fund	13,775	3,800	3,800	3,800	3,800	28,975
Transfers to CIP-Water Fund	13,775	3,800	3,800	3,800	3,800	28,975
Total	64,000	16,000	16,000	16,000	16,000	128,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0751**

Project Name **Neighborhood Parks**

Type Improvement
Useful Life 25 years
Category Land Improvements
Location: City-Wide
Year Submitted: 2009

Department Parks
Contact Tissue
Priority Planned Improvement

Status Active

Description

City staff will be collaborating with Neighborhood 1st Groups, interested residents and area businesses to develop new urban parks and pocket parks in underserved areas. Parks division goal is to provide a "quality park within walking distance from every residence in Hagerstown" (defined as 1/4 mile).

FY22: Project to be determined in underserved areas

Justification

Our Comprehensive Plan recommends developing new neighborhood parks and pocket parks in under-served portions of the City. Specific areas of future need are: 1) Salem Ave corridor, 2) Wilson Blvd corridor, and 3) Potomac Ave corridor.

The creation of these parks will offer more recreation opportunities for the children and families in the selected neighborhoods. By inviting the neighbors to have input in the design and the basis of the parks, the community develops a sense of pride and responsibility for maintaining and using those spaces.

Budget Impact/Other

Additional operating costs will include mowing, tree trimming, etc.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance			100,000			100,000
Total			100,000			100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others			100,000			100,000
Total			100,000			100,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0774**

Project Name **Antietam Creek Greenway Trail**

Type	Improvement	**Department**	Parks
Useful Life	25 - 50 years	**Contact**	Tissue
Category	Land Improvements	**Priority**	Planned Improvement
Location:	Howell Road to Funkstown		
Year Submitted:	2009		
		Status	Active

Description

Although project will be development driven, 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 10' 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 '20	FY '21	FY '22	FY '23	FY '24	Total
Land Acquisition		150,000				150,000
Construction/Maintenance			480,000			480,000
Total		150,000	480,000			630,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others		150,000				150,000
Grants-State			432,000			432,000
Transfers to CIP-General Fund			48,000			48,000
Total		150,000	480,000			630,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0812**

Project Name **Pangborn Lake Reconstruction**

Type Improvement
Useful Life 50 years
Category Land Improvements
Location: Pangborn Park
Year Submitted: 2010

Department Parks
Contact Tissue
Priority Documented Savings

Status Active

Description

Dredging of lake, replacement of deteriorating stone walls, construction of fishing pier, improve lake inflow/outflow, restore adjacent Hamilton Run with natural techniques. Reviewed with Mayor & Council October 2018.

Design work is completed. We have obtained "Waterway Construction Permit" and MHT & MDE approvals. Stream restoration portion of the project funded in CIP 0812 SWM.

City staff sought grant funding for a portion of this project but nothing really available.

Justification

Water in lake is less than 6" deep in places due to sedimentation, walls are deteriorating, drains not functioning.

The Comprehensive Plan recommends that the City continue to recognize and protect sensitive areas, and encourage the planting of native tree species in stream buffer zones.

Budget Impact/Other

Less maintenance of walls, more vegetation to maintain.

Based on a 18 year term at 4.50%, preliminary annual debt service impact for the 2019 general fund supported bond issue of $667K is $57.9K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	667,000					667,000
Total	667,000					667,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Prior Bond Proceeds	667,000					667,000
Total	667,000					667,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0812 SWM**

Project Name **Pangborn Lake Reconstruction**

Type Improvement
Useful Life 50 years
Category Storm Water
Location: Pangborn Park
Year Submitted: 2010

Department Stormwater
Contact Tissue
Priority Documented Savings

Status Active

Description

Dredging of lake, replacement of deteriorating stone walls, construction of fishing pier, improve lake inflow/outflow, restore adjacent Hamilton Run with natural techniques. Reviewed with Mayor & Council October 2018.

Design work is completed. We have obtained "Waterway Construction Permit" and MHT & MDE approvals.

City staff sought grant funding for a portion of this project but nothing really available.

Justification

Water in lake is less than 6" deep in places due to sedimentation, walls are deteriorating, drains not functioning.

The Comprehensive Plan recommends that the City continue to recognize and protect sensitive areas, and encourage the planting of native tree species in stream buffer zones.

Budget Impact/Other

Less maintenance of walls, more vegetation to maintain.

Based on a 18 year term at 4.50%, preliminary annual debt service impact for the 2019 general fund supported bond issue of $333K is $29.4K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	333,000					333,000
Total	333,000					333,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Prior Bond Proceeds	333,000					333,000
Total	333,000					333,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0822**

Project Name **Potterfield Pool Improvements**

Type	Improvement	**Department**	Parks
Useful Life	25 years	**Contact**	Tissue
Category	Buildings and Structures	**Priority**	Improve Service
Location:	Potterfield Pool		
Year Submitted:	2011		
		Status	Active

Description

Maintaining the pool and adding attractions periodically is essential to keeping this facility a vibrant recreation option for city residents.

FY20: Whitecoat replacement in lap lanes area ($90,000)
FY21: Whitecoat replacement in deep end and deck caulking ($60,000).
FY22-FY23: Shade Enhancements ($20,000 each year)

Justification

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

None

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	90,000	60,000	20,000	20,000		190,000
Total	90,000	60,000	20,000	20,000		190,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State Program Open Space	81,000	54,000				135,000
Transfers to CIP-General Fund	9,000	6,000	20,000	20,000		55,000
Total	90,000	60,000	20,000	20,000		190,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0843**

Project Name **Hagerstown Ice Rink**

Type Replacement
Useful Life 10 years
Category Buildings and Structures
Location: Ice Rink
Year Submitted: 2013

Department Parks
Contact Tissue
Priority Planned Improvement

Status Active

Description

The Board of Directors, called the Hagerstown Ice Amateur Athletic Association (HIAAA), began operating the rink in April 2014. The HIAAA is comprised of all the user groups and at-large members. The operating agreement calls for the City to pay for 75% of the capital improvements to the building and ice making equipment with the balance being contributions by HIAAA or others. Rental income will be used in the operating budget to offset the City's portion of utility costs.

FY20-24: Long term maintenance work per the user agreement.

FY20: Fire Alarm System ($30,000)
FY21: Roof Insulation ($50,000)
FY22-FY24: Various Repairs ($10,000)

Justification

Supports the Hagerstown Ice Amateur Athletic Association who operates the Ice Rink, which is a city owned building.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	30,000	50,000	10,000	10,000	10,000	110,000
Total	30,000	50,000	10,000	10,000	10,000	110,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others	7,500	12,500	2,500	2,500	2,500	27,500
Transfers to CIP-General Fund	22,500	37,500	7,500	7,500	7,500	82,500
Total	30,000	50,000	10,000	10,000	10,000	110,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0849**

Project Name **Fire Computer Equip/Public Safety Radios**

Type	Replacement	**Department**	Fire
Useful Life	10 years	**Contact**	Lohr
Category	Machinery and Equipment	**Priority**	Public Safety
Location:	Fire Dept Admin		
Year Submitted:	2012		
		Status	Active

Description

FY20: Upgrade station alerting system
FY20: IT upgrades to Bowman Avenue
FY20: Replacement of/public safety portable radios on County contract - ($865,000)

The existing system cannot be supported going forward. A new digital paging system will be implemented by Washington County Government.

Justification

The City has approved an emergency procurement of 450 MHz voice pagers for command staff and all stations to deal with repeated FSA failures as a redundant backup pending resolution of FSA permanent fixes, (contractual intent). It is recommended that the City pursue a permanent FSA fix utilizing current technologies with or without the cooperation of the Volunteer based system in FY20 or beyond.

All primary response vehicles have been equipped with SurfacePro tablets to meet the minimum connectivity and software needs for response and reporting compliance. Replacement of these devices including hardware and software will be placed in a five (5) year replacement cycle (FY24).

IT infrastructure remains a challenge for the HFD. IT has agreed to run and install basic internet surface separate and distinct from the current volunteer controlled installs that have been prone to failures. A total of 4 additional desktop computers/monitors/printers and software are requested (operating budget) to replace borrowed equipment and put the HFD current with the city IT replacement schedule. Future IT replacements beyond FY20 should occur in operating as well, not CIP. The City infrastructure would be locked out to anyone other than city employees to provide reliable payroll, email and other reporting.

Portable Radios are still in FY20 pending collaboration decisions from both HPD and more importantly, WCDES. The $15,000 maintenace of effort dollars should be established in operating for breakage, batteries and accessories each year.

Budget Impact/Other

Based on a 18 year term at 4.50%, preliminary annual debt service impact for the 2019 general fund supported bond issue of $865K is $75.6K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	880,000					880,000
Total	880,000					880,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Prior Bond Proceeds	865,000					865,000
Transfers to CIP-General Fund	15,000					15,000
Total	880,000					880,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0853**

Project Name **Marsh Run Walls Rehabilitation**

Type	Maintenance	**Department**	Engineering
Useful Life	30 years	**Contact**	Tissue
Category	Amenities	**Priority**	Cost Avoidance
Location:	Marsh Run		
Year Submitted:	2013		
		Status	Active

Description

In August 2013, Engineering staff completed an extensive inspection of this facility from Municipal Stadium to Park Circle. 88 areas were noted to be experiencing cracks, loss of wall section, spawl, or in need of re-pointing mortar. Repairs of the 5 worst areas were completed in August 2013. Additional repairs completed in 2017 and 2019. This is an ongoing maintenance issue.

FY23: Ongoing repairs to continue on other areas identified during inspection.

Justification

This work will help avoid larger expenditures and costly operating maintenace repairs in the future.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance				350,000		350,000
Total				350,000		350,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)				350,000		350,000
Total				350,000		350,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0860**

Project Name **Mobile License Plate Readers**

Type	Unassigned	**Department**	Police
Useful Life	5 years	**Contact**	Kifer
Category	Machinery and Equipment	**Priority**	Public Safety
Location:	Police Department		
Year Submitted:	2014		
		Status	Active

Description

FY20-21: One Unit each year at $30,000 each.

Justification

LPR technology uses specialized cameras and computers to quickly capture large numbers of license plate photographs and compare them to a list of plates of interest. LPR systems can identify a target plate within seconds of reading it, allowing law enforcement to identify target vehicles that may otherwise be overlooked.

The LPR is a tool with a variety of uses, including the detection of stolen vehicles, vehicles with revoked or suspended registrations, uninsured vehicles, vehicles operated by drivers with suspended or revoked licenses. It is also used to detect vehicles involved in other crimes, and in finding wanted and missing persons.

Budget Impact/Other

Post-warrranty maintenance is assumed in the department operating budget.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	30,000	30,000				60,000
Total	30,000	30,000				60,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund - GF Fund Balance	30,000					30,000
Transfers to CIP-General Fund		30,000				30,000
Total	30,000	30,000				60,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0866 SWM**

Project Name **Longmeadow Park Improvements**

Type	Improvement	**Department**	Stormwater
Useful Life	50 years	**Contact**	Tissue
Category	Storm Water	**Priority**	Planned Improvement
Location:	Hamilton Run		
Year Submitted:	2015		
		Status	Active

Description

Hamilton Run flows adjacent to Longmeadow Park and is severely eroding the banks. In conjunction with local landowners, this project will improve the stream and recreational opportunities at the park. City staff has applied for a Federal Grant for this project. City match will be General Fund-Fund Balance.

FY22: 900' Long stream restoration project ($650,000)

Justification

Stream is eroding and impacting properties, completed in cooperation with the American Legion.

The Comprehensive Plan recommends that the City continue to recognize and protect sensitive areas, and encourage the planting of native tree species in stream buffer zones.

Budget Impact/Other

Minimal impact, additional maintenance, street light operations. Less than $5,000 annually.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance			650,000			650,000
Total			650,000			650,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State			590,000			590,000
Transfers to CIP-General Fund			60,000			60,000
Total			650,000			650,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0868**

Project Name **Public Art**

Type	Improvement	**Department**	Engineering
Useful Life	50 years	**Contact**	Tissue
Category	Land Improvements	**Priority**	Planned Improvement
Location:	City-Wide		
Year Submitted:	2015		
		Status	Active

Description

Partnering with the local art community (Washington County Arts Council, Washington County Museum of Fine Arts, Barbara Ingram School for the Arts, Valley Art Association, and others) this is an annual public art project. We identify sites within City Park and Downtown Hagerstown for the placement of art that would be site-specific works of art. Most grants require a 1:1 match to any money they supply to the project.

FY20: $40,000 for Rt. 40 Bridge Murals (approved by City Council -City funds); $10,000 for "Moller" sculpture; $3,000 new "Faces of Hagerstown"

FY21-FY24: Projects to be determinded

Listed in Mayor and Council's "Goals & Priorities" 2018-2020

Justification

Public art makes a significant statement about the community and is free for people to enjoy and interpret. This is a wonderful opportunity to enrich the cultural experience in our community. The proposed art will not only employ artists but will also build on the economic development aspects of Hagerstown as an artistic destination. Frequently businesses investigating locations for extension of their operations will view such collaborative projects as a strong indicator of the community's forward-thinking ability.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	53,000	25,000	25,000	10,000	10,000	123,000
Total	53,000	25,000	25,000	10,000	10,000	123,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund - GF Fund Balance	40,000					40,000
Grants-State	5,000	10,000	10,000	5,000	5,000	35,000
Transfers to CIP-General Fund	8,000	15,000	15,000	5,000	5,000	48,000
Total	53,000	25,000	25,000	10,000	10,000	123,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0870**

Project Name **Fire Facilities City Owned Buildings**

Type	Maintenance	**Department**	Fire
Useful Life	Indefinite	**Contact**	Lohr
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	2017		
		Status	Active

Description

Two city owned facilities: Headquarters/Shift Commanders Office in a portion of the market house (25 West Church St) which Public Works maintains approximately 60% of the facility for use as the farmer's market; and E-3 & T-1 @ 100 Eastern Boulevard are the only remaining city owned response facilities. The county consultant's study rated the market house facility as poor, Eastern Blvd. as good. Finally, the HFD training center is owned and maintained by the city on Bowman Avenue. A separate CIP exists for that facility. It was not rated in the study. Both facilities are in need of point of capture exhaust extraction systems for all apparatus. Both city-owned facilities are fully sprinklered.

FY 20: Administrative Office 25 W. Church Street: Architectural design services to establish the feasibility of converting the entire building to a downtown fire station and fire department headquarters. The existing facility is in need of significant repairs and improvements including masonry repairs to cracked sidewalks and to replace holes in the walls, upgrade electrical and GFI outlets, replace plumbing, and HVAC replacements.

Justification

Repairs are necessary to achieve code compliance. Examples of repairs: Masonry -cracked sidewalks, holes/cracks in wall; Electrical -GFCI needed by sinks and in truck bay, wiring need supports, fans not vented to the outside, loose cable outlets. Plumbing - seals need replaced by shower in officer's quarters, damage to trim by shower door; ceiling tiles missing, stained and sagging in areas; HVAC - air conditioning is needed on the Administrative side of the office. This is a condensed list of all repairs that the Administrative Office needs.

For each of the out years, $120,000 is requested to maintain and equip as necessary. Given the reassignment of personnel from T-1 and the need to relocate services to city owned facilities, design money is requested to explore an addition to, and, or renovations to both Eastern Blvd. and Church Street.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	95,000	120,000	120,000	120,000	120,000	575,000
Total	95,000	120,000	120,000	120,000	120,000	575,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund Balance	95,000					95,000
Transfers to CIP-General Fund		120,000	120,000	120,000	120,000	480,000
Total	95,000	120,000	120,000	120,000	120,000	575,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0871**

Project Name **Fire Equipment**

Type	Replacement	**Department**	Fire
Useful Life	10 years	**Contact**	Lohr
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Administrative Office		
Year Submitted:	2020		
		Status	Active

Description

FY20: Thermal Imaging Cameras ($125,000).

FY21: Community Risk Reduction Boards for each Fire Station ($150,000) Funded by Grant and Matching Funds 90/10 Split.
FY21: Video Conferencing equipment for each Fire Station ($125,000).

Justification

Thermal Imaging Cameras render infrared radiation as visible light allowing firefighters to see areas of heat through smoke, darkness or heat-permeable barriers. Thermal imaging cameras are used to locate people trapped in areas that may not be seen due to the limited visibility of smoke, fire, darkness and debris. The cameras are also used to locate fires hidden inside enclosed areas such as walls, detect smoldering hot spots and detect overheating electrical wiring.

Video conferencing will enable Command Staff and Firefighters in stations to interact more effectively with morning line-ups, training, staff meetings and one-on-one conversations. The current procedure involves all going to a central location for training and meetings. While the HFD tries to avoid this, moving to one location is at times necessary in the current model. Video conferencing will allow for better deployment in the event of an emergency incident should an incident occur during a video conference meeting or training.

The first defense against fire is prevention. Getting the message out to the citizens of Hagerstown, really to everyone, to prevent the 911 call is the goal of the fire service. The Fire Department not only responds to emergencies we also work to educate the public about safety. Electronic Sign Boards at all the City fire station with prevention messages will provide important, and potential lifesaving information.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	125,000	275,000				400,000
Total	125,000	275,000				400,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
CIP Fund - GF Fund Balance	125,000					125,000
Grants-State		112,500				112,500
Transfers to CIP-General Fund		162,500				162,500
Total	125,000	275,000				400,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0872**

Project Name **Traffic Beacons**

Type Improvement
Useful Life 30 years
Category Infrastructure-Utilities
Location: City -wide
Year Submitted: 2018

Department Engineering
Contact Tissue
Priority Public Safety

Status Active

Description

Furnish and install RRFB traffic beacons with signs and push buttons with ramps as needed

FY20: Radar boards, beacons at Hagers Crossing, Salem @ Rhode Island and Northern Avenue @Short Rd ($195,000)

Justification

Justified per "Mid-Block Crosswalk Policy" to advise drivers of crosswalks and other conditions.

School students walking to elementary schools will be aided by beacon activation.

Board of Education requested beacon @ Northern Ave. and Short Road and Hagers Crossing Drive

The Comprehensive Plan recommends that the City's transportation network, including roads, transit, and bicycle and pedestrian facilities, will meet the mobility needs of its residents, businesses, and visitors.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	195,000					195,000
Total	195,000					195,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others	10,000					10,000
Grants-State	156,000					156,000
Transfers to CIP-General Fund	29,000					29,000
Total	195,000					195,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0873**

Project Name **Wesel Blvd Reconstruction**

Type Improvement

Useful Life 40 years

Category Infrastructure-Streets

Location: S.Burhans Blvd to Heister St

Year Submitted: 2018

Department Engineering

Contact Tissue

Priority Planned Improvement

Status Active

Description

Installation of underdrains and other drainage improvements prior to planned pavement resurfacing in FY21 (CIP 0025)

Justification

Repeated and continuing pavement failures due to poor subsurface drainage

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design	20,000					20,000
Construction/Maintenance		80,000				80,000
Total	20,000	80,000				100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Grants-State Aid in Lieu of Urban Funds	20,000					20,000
State Highway User Revenue		80,000				80,000
Total	20,000	80,000				100,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **45-C0875**

Project Name **Urban Improvement Project (Plaza)**

Type	Improvement	**Department**	Engineering
Useful Life	50 years	**Contact**	Tissue
Category	Infrastructure-Parks	**Priority**	Planned Improvement
Location:	Behind Maryland Theater		
Year Submitted:	2017		
		Status	Active

Description

In conjunction with our partners, the City of Hagerstown is planning the construction of the proposed plaza associated with the Urban Improvement Project. The Plaza will serve as a public multi-purpose public space and will be used for informal student gatherings, downtown events, and staging for buses and theater production vehicles. A final phase of the Cultural Trail (CIP 0140) will extend through the plaza. With the conclusion of this project, the Hagerstown Cultural Trail and the Market Walk will link the City Park and the Washington County Museum of Fine Arts, the Downtown Arts and Entertainment District, and the City Farmers' market, the oldest continuously operating farmers' market in the State of Maryland.

FY20: Construction of Plaza (Coordinate and construct concurrently with CIP C0140, $1,200,000)

Justification

A partnership between the Board of Washington County Commissioners, the City of Hagerstown, the Washington County Board of Education (BOE), the Maryland Theatre and the University System of Maryland at Hagerstown (USMH) has been formed in support of several key projects that tie into the revitalization of the urban core of the City of Hagerstown. Projects include the planning and construction of a plaza, expansion of the Maryland Theatre, an urban educational complex with BOE and USMH components.

The Comp Plan recommends the continuation of a full range of physical improvements on an incremental basis to the downtown area. These should be aimed at improving the downtown's image and attractiveness through traffic calming measures; gateway and pedestrian enhancements; landscaping and streetscaping.

Budget Impact/Other

Based on a 20 year term at 4.50%, preliminary annual debt service impact for the future 2020 general fund supported bond issue of $300K is $22.7K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	1,200,000					1,200,000
Total	1,200,000					1,200,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (General Fund)	300,000					300,000
Grants-State Community Legacy	400,000					400,000
Grants-State CP&P	200,000					200,000
Grants-State Governor Bond Bill	300,000					300,000
Total	1,200,000					1,200,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0090**

Project Name **Electric Vehicles**

Type Replacement
Useful Life 10 years
Category Automobiles and Trucks
Location: Electric Department
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Replace fleet vehicles scheduled for replacement under the Vehicle Replacement Program.
FY20: Replace 2008 Bucket Truck #132 ($192,000); Manufacturer's required replacement of leveling cable system for #128 ($8,000)
FY21: Replace 2003 Bucket Truck #124 ($250,000)
FY22: Replace 2007 Full Size Pick Up Trucks (#101, #102, ($30,000 each); #122, #126, ($35,000 each); #131 ($40,000); 2005 Meter Van #137 ($40,000); 1990 Air Compressor #134 ($20,000)
FY23: Replace #107 Dump Truck ($150,000), #116 Stakebody ($65,000)
FY24: Replace 2004 Bucket Truck #128 ($250,000)

Justification

Replace deteriorating mobile equipment to improve safety for workers and to reduce service restoration time.

Budget Impact/Other

Maintenance costs will be reduced with the replacement of older fleet vehicles.

All units proposed replace existing fleet vehicles.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	200,000	250,000	230,000	215,000	250,000	1,145,000
Total	200,000	250,000	230,000	215,000	250,000	1,145,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	200,000	250,000	230,000	215,000	250,000	1,145,000
Total	200,000	250,000	230,000	215,000	250,000	1,145,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0111**

Project Name **Telemetry Equipment**

Type Improvement
Useful Life 10 years
Category Machinery and Equipment
Location: Electric Department
Year Submitted: 1997

Department Electric Fund
Contact Fridinger
Priority Planned Improvement
Status Active

Description

Construction of communication networks (wired and wireless) to facilitate transmission of data and/or voice from installed devices in the electric system. These devices may be located in City owned facilities or equipment.

Justification

FY20 funds are budgeted to complete the fiber optic installation between Fairgrounds Aveune and Mitchell Avenue for SCADA communication. FY21 and beyond provide for maintenance of operation. There are presently no plans for vehicle or electric meter communications. Any necessary software upgrades will be in conjunction with C0441.

Budget Impact/Other

HLD installation of communications for SCADA, metering, and system monitoring.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	5,000	5,000	5,000	5,000	5,000	25,000
Equip/Vehicles/Furnishings	10,000					10,000
Total	15,000	5,000	5,000	5,000	5,000	35,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	15,000	5,000	5,000	5,000	5,000	35,000
Total	15,000	5,000	5,000	5,000	5,000	35,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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		
		Status	Active

Description

Construct new 34.5/13.8 kV package substation near City Center to offload substations on the northwest end of town.
Located at HLD owned property in the rears of the 200 block of Jonathan Street and the unit block of West Church Street.

Justification

Needed to meet future power requirements in City Center and on the outskirts of town.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund			200,000	500,000	200,000	900,000
Total			200,000	500,000	200,000	900,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0178**

Project Name **Security Improvements**

Type	Improvement	**Department**	Electric Fund
Useful Life	30 years	**Contact**	Fridinger
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	425 E. Baltimore Street		
Year Submitted:	2017		
		Status	Active

Description

Upgrade the aged building and site security system and add video surveillance to the building perimeter and wthin the substations.

Justification

Deter theft and/or vandalism of Electric Utility assets.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	10,000	10,000	10,000			30,000
Equip/Vehicles/Furnishings	15,000	15,000	15,000			45,000
Total	25,000	25,000	25,000			75,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	25,000	25,000	25,000			75,000
Total	25,000	25,000	25,000			75,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

Provide for electric power in the HLD service territory along Wesel Blvd. at the CSX Business Park.

Funds are allotted for potential future development.

Justification

Provide electric service to new customers within the service territory of the HLD.

Budget Impact/Other

If development occurs, service will be extended to new customers.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance		10,000	10,000	10,000	10,000	40,000
Equip/Vehicles/Furnishings		15,000	15,000	15,000	15,000	60,000
Total		25,000	25,000	25,000	25,000	100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric 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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0259**

Project Name **System Reconductoring**

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: City-Wide
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Upgrade 13.8kV distribution and 600V or less secondary services.
FY20: Central from Florida Avenue to Salem Avenue
FY21: Haven Road from Pennsylvania Avenue to Outer Drive
FY22: Wilson Blvd. from Frederick Street to Rose Hill Avenue
FY23: Northern Avenue from Country Club Road to Pennsylvania Avenue
FY24: Other areas as identified

Justification

This project is required to improve service and reliability by replacing undersized or deteriorated cable/wire and associated equipment prior to failure.

Budget Impact/Other

Operational costs may occur as deteriorated or undersized wire fails.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	20,000	20,000	20,000	20,000	20,000	100,000
Equip/Vehicles/Furnishings	30,000	30,000	30,000	30,000	30,000	150,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0388**

Project Name **Pedestrian Lighting**

Type Improvement
Useful Life 25 years
Category Infrastructure-Utilities
Location: City-Wide
Year Submitted: Ongoing

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Install ornamental street lighting in areas designated by the Mayor and City Council.

FY21: 400 Block of North Potomac Street

FY22 - FY24: Other areas to be determined

Justification

Improve aesthetics along the main streets and walks within the City.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Budget Impact/Other

Additional lighting will increase street light operation and maintenance budgets for HLD. It will also increase electricity usages charges to the General Fund.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance		50,000	50,000	50,000	50,000	200,000
Equip/Vehicles/Furnishings		50,000	50,000	50,000	50,000	200,000
Total		100,000	100,000	100,000	100,000	400,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund		100,000	100,000	100,000	100,000	400,000
Total		100,000	100,000	100,000	100,000	400,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0441**

Project Name **SCADA System**

Type	Upgrade	**Department**	Electric Fund
Useful Life	10 years	**Contact**	Fridinger
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	425 E. Baltimore Street		
Year Submitted:	2017		
		Status	Active

Description

Maintain the current SCADA software and hardware to improve device monitoring and interrogation within the substations.

Justification

Miscellaneous software programming improvements to enhance communication performance. Any necessary hardware installation will be in conjunction with C0111.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	2,500	2,500	2,500	10,000	2,500	20,000
Total	2,500	2,500	2,500	10,000	2,500	20,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	2,500	2,500	2,500	10,000	2,500	20,000
Total	2,500	2,500	2,500	10,000	2,500	20,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0540**

Project Name **Underground Replacement**

Type Replacement
Useful Life 30 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: 2016

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Replace aging primary underground cable in various areas throughout the HLD service territory identified by the feeder inspection program.

Justification

Replacing sections of aged primary cable will improve electric reliability in various developments/locations.

Budget Impact/Other

Decrease extensive labor to locate fault and replace cable during unplanned outages.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	15,000	10,000	10,000	10,000	10,000	55,000
Equip/Vehicles/Furnishings	10,000	5,000	5,000	5,000	5,000	30,000
Total	25,000	15,000	15,000	15,000	15,000	85,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	25,000	15,000	15,000	15,000	15,000	85,000
Total	25,000	15,000	15,000	15,000	15,000	85,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0542**

Project Name **HLD Distribution & Administrative Office Building**

Type Improvement
Useful Life 30 years
Category Buildings and Structures
Location: 425 E. Baltimore Street
Year Submitted: 2001

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Contingency funds to improve the HLD facility on East Baltimore Street.

Justification

Miscellaneous equipment, such as HVAC and lighting, have been in place since the City's ownership of this facility in the mid to late 1980's. The request for these funds are to be made available in the event that replacement or significant repairs are required.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0544**

Project Name **Bulldog Substation**

Type Demolition

Useful Life 25 years

Category Infrastructure-Utilities

Location: Burhans Boulevard

Year Submitted: 2001

Department Electric Fund

Contact Fridinger

Priority Planned Improvement

Status Active

Description

Remove aging station transformer and related equipment.

Justification

Oldest substation transformer on system (approximately 40 years old) is reaching the end of the expected lifespan of a substation transformer. This station may no longer be required if plans to install a third bay at the Mitchell Substation move forward. There would also be scrap/salvage value which cannot be estimated at this time.

Budget Impact/Other

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

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance					30,000	30,000
Equip/Vehicles/Furnishings					20,000	20,000
Total					50,000	50,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund					50,000	50,000
Total					50,000	50,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0546**

Project Name **Streetlight Replacement**

Type	Replacement	**Department**	Electric Fund
Useful Life	30 years	**Contact**	Fridinger
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	2016		
		Status	Active

Description

Replace direct buried streetlight circuit, obsolete fixtures, and non-standard poles as needed.

Justification

Unable to provide for replacement materials for uniformity. Contingent upon a failure of the existing direct buried cable along Noland Drive and Pangborn Blvd.

Budget Impact/Other

Decrease extensive labor to locate fault and replace.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	7,500	7,500				15,000
Equip/Vehicles/Furnishings	2,500	2,500				5,000
Total	10,000	10,000				20,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	10,000	10,000				20,000
Total	10,000	10,000				20,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0591**

Project Name **A & E District Upgrades**

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: South Potomac Street
Year Submitted: 2004

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Provide system upgrades and improvements on the north side of South Potomac Street in conjunction with City projects and Developer plans.

FY20: Continuation of the Urban Improvement Project to provide lighting in the Plaza.

Justification

Aesthetic improvements to the A&E district of Downtown Hagerstown.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
Equip/Vehicles/Furnishings	15,000	15,000	15,000	15,000	15,000	75,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others	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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0609**

Project Name **Test Equipment**

Type Improvement

Useful Life 10 years

Category Machinery and Equipment

Location: 425 E. Baltimore Street

Year Submitted: Ongoing

Department Electric Fund

Contact Fridinger

Priority Planned Improvement

Status Active

Description

Procure/repair test equipment to improve maintenance programs and power quality for customers, record voltages, record energy usage, test revenue meters, substation equipment maintenance testing, distribution equipment maintenance testing, etc.

FY20: Replacement of meter test boards to replace obsolete/antiquated equipment.

Justification

Improve reliability of service and meet testing and calibration requirements set forth by the Maryland Public Service Commission.

Budget Impact/Other

Test equipment will assist staff in verifying that installed facilities are operating at peak efficiency. It will also ensure that periodic maintenance programs are accomplishing expected results which, most importantly, are to reduce equipment out-of-service time and customer outages.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	55,000	20,000	20,000	20,000	20,000	135,000
Total	55,000	20,000	20,000	20,000	20,000	135,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	55,000	20,000	20,000	20,000	20,000	135,000
Total	55,000	20,000	20,000	20,000	20,000	135,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0776**

Project Name **Substation Breaker Replacement**

Type	Improvement	**Department**	Electric Fund
Useful Life	25 years	**Contact**	Fridinger
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	2009		
		Status	Active

Description

To provide for the replacement of substation breakers that have reached their lifespan. Replacement of substation breakers will be determined by the number of operations, performance test results, age, and type.

Justification

Replacement of aged and deteriorated breakers will reduce unnecessary outages and assure proper coordination of the distribution system.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	5,000	5,000	5,000	5,000	5,000	25,000
Equip/Vehicles/Furnishings	35,000	35,000	35,000	35,000	35,000	175,000
Total	40,000	40,000	40,000	40,000	40,000	200,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric 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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0778**

Project Name **Substation Upgrades**

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Mitchell Avenue
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

To provide for materials and labor for electrical capacity increase and system improvements within substations for improved flexibility in operations and customer reliability.

FY20 - FY21: Completion of a third bay at the Wesel Substation for a fifth feeder to split the load between Wesel and Mitchell Substations in conjunction with C0842.

FY23 - FY24: Expansion of Mitchell substation to accommodate a third station class transformer to improve system reliability and for an opportunity to remove the Bulldog substation from service (C0544).

Justification

To continue to provide reliable electric distribution service to customers.

Budget Impact/Other

Increase reliability for the service territory.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	10,000	10,000		25,000	25,000	70,000
Equip/Vehicles/Furnishings	50,000	50,000		100,000	250,000	450,000
Total	60,000	60,000		125,000	275,000	520,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	60,000	60,000		125,000	275,000	520,000
Total	60,000	60,000		125,000	275,000	520,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0797**

Project Name **Spare Regulators**

Type	Maintenance	**Department**	Electric Fund
Useful Life	25 - 50 years	**Contact**	Fridinger
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	2009		
		Status	Active

Description

Purchase and/or refurbish voltage regulators and controllers for various substations to maintain proper operation.

Justification

Replace/refurbish/repair substation voltage regulators as needed to maintain voltage levels within limits mandated by the Maryland Public Service Commission.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	20,000	20,000	20,000			60,000
Total	20,000	20,000	20,000			60,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	20,000	20,000	20,000			60,000
Total	20,000	20,000	20,000			60,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0802**

Project Name **Wildlife Protection on Distribution System**

Type Improvement
Useful Life 25 years
Category Machinery and Equipment
Location: Various locations
Year Submitted: 2009

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Purchase and install wildlife protection on substation equipment.

Justification

Power outages caused by wildlife within the substations will be reduced and reliability will increase. There will also be a decrease in maintenance repair and/or replacement costs of damaged equipment caused by wildlife.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	5,000	5,000	5,000	5,000	5,000	25,000
Equip/Vehicles/Furnishings	5,000	5,000	5,000	5,000	5,000	25,000
Total	10,000	10,000	10,000	10,000	10,000	50,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0833**

Project Name **Feeder Coordination**

Type Improvement

Useful Life 10 years

Category Infrastructure-Utilities

Location: Various locations

Year Submitted: 2012

Department Electric Fund

Contact Fridinger

Priority Planned Improvement

Status Active

Description

Remove, relocate, replace, and/or adjust Circuit Breakers, Reclosers, Fuses, Switches, Capacitors, etc. to improve system reliability and power quality. Project will follow Coordination study by Electric Division Engineers.

Justification

Improve system reliability and power quality.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
Equip/Vehicles/Furnishings	15,000	10,000	10,000	10,000	10,000	55,000
Total	25,000	20,000	20,000	20,000	20,000	105,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	25,000	20,000	20,000	20,000	20,000	105,000
Total	25,000	20,000	20,000	20,000	20,000	105,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **50-C0842**

Project Name **Circuit Upgrades**

Type Improvement
Useful Life 50 years
Category Infrastructure-Utilities
Location: Wesel to Burhans
Year Submitted: 2006

Department Electric Fund
Contact Fridinger
Priority Planned Improvement

Status Active

Description

Improve the ability to switch load between substations, improve service outage restoration times during outages caused by downed lines or source loss, and provide the ability to offload largest distribution feeders by providing additional tie points with increased capacity.

FY20 - FY21: Construction of the fifth feeder from the Wesel substation in conjunction with C0778.
FY22 - FY24: Construction of the 34.5 kV tie between Wesel and Mitchell substations.

Justification

Improve system reliability.

Budget Impact/Other

Will provide further options to switch load and expedite restoration of service to customers.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	30,000	50,000	50,000	50,000	50,000	230,000
Equip/Vehicles/Furnishings	50,000	100,000	100,000	100,000	100,000	450,000
Total	80,000	150,000	150,000	150,000	150,000	680,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Electric Fund	80,000	150,000	150,000	150,000	150,000	680,000
Total	80,000	150,000	150,000	150,000	150,000	680,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

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		
		Status	Active

Description

FY20
Unit 201 - 2007 SUV $25,000; Unit 208 - 2005 F550 Service Truck $85,000; Unit 214 - 2005 SUV $25,000; Unit 228 - 2001 Backhoe $150,000; Unit 252 - 2000 GMC Sonoma $25,000

FY21
Unit 211 - 2009 Dump Truck $100,000; Unit 223 - 2006 Backhoe $150,000; Unit 233 - 2008 Dump Truck-1 Ton $85,000; Unit 241 - 2008 SUV $25,000

FY22
Unit 206 - 2012 F450 Service Truck $90,000; Unit 235 - 2013 SUV $30,000; Unit 260 - 2012 F550 Service Truck $90,000; Unit 261 - 2014 SUV $30,000

FY23
Unit 207 - 2014 International Dump $175,000; Unit 226 - 2012 Escape $30,000; Unit 242 - 2013 SUV RCW $30,000

FY24
Unit 200 - 2014 F150 $35,000; Unit 203 - 2014 F150 $35,000; Unit 209 - 2015 Service Van $55,000; Unit 224 - 2014 Excavator $150,000; Unit 244 - 2015 SUV $30,000

Justification

Replace fleet vehicles scheduled for replacement under the Vehicle Replacement Program. No additional vehicles are being added to the Water Department fleet.

Replace deteriorating Mobile Equipment to improve safety for workers and customer service request time.

Budget Impact/Other

Maintenance costs will be reduced with the replacement of older fleet vehicles.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	310,000	360,000	240,000	235,000	305,000	1,450,000
Total	310,000	360,000	240,000	235,000	305,000	1,450,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Water Fund	310,000	360,000	240,000	235,000	305,000	1,450,000
Total	310,000	360,000	240,000	235,000	305,000	1,450,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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
Status Active

Description

FY20: Various plant improvements each year for equipment replacement to include pumps, motors, communication equipment, etc. Expected work includes rebuilding a high service pump(s), rehab/replace plant oil boiler (installed in 1929), etc.

FY21: Replace the roof on the Operations Building.

Note: This work is independent of the planned Phased Plant Improvement Projects.

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.

Additionally based on a 20 year term at 4.5%, the preliminary annual debt service impact for the 2020 Wastewater fund supported bond issue of $175K is $13.9K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	125,000	250,000	50,000	50,000	50,000	525,000
Equip/Vehicles/Furnishings	150,000	150,000	150,000	150,000	150,000	750,000
Engineering	15,000	10,000				25,000
Total	290,000	410,000	200,000	200,000	200,000	1,300,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Water Fund)	175,000	360,000	150,000	150,000	50,000	885,000
Water Fund	115,000	50,000	50,000	50,000	150,000	415,000
Total	290,000	410,000	200,000	200,000	200,000	1,300,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 52-C0167

Project Name Willson Transmission Mains

Type Improvement
Useful Life 75 years
Category Infrastructure-Utilities
Location: Willson Plant
Year Submitted: 2006

Department Water Fund
Contact Hausrath
Priority Planned Improvement

Status Active

Description

FY20 - FY22: Funding for Emergency Valve Replacement.

FY22 - FY24: Phase 2 - Begin Engineering Design to extend the 36" Transmission Mains from Bottom Road to the Creek (work will include a directional bore under the Conococheague Creek).

FY25: Phase 3 - Begin design to extend new 36" Transmission Mains from the Conococheague Creek to Governor Lane Boulevard.

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.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	200,000	500,000	500,000	5,000,000	5,000,000	11,200,000
Engineering	20,000	20,000	20,000	500,000	500,000	1,060,000
Total	220,000	520,000	520,000	5,500,000	5,500,000	12,260,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Water Fund)		270,000	270,000	500,000	500,000	1,540,000
MDE Loan				4,750,000	4,750,000	9,500,000
Water Fund	220,000	250,000	250,000	250,000	250,000	1,220,000
Total	220,000	520,000	520,000	5,500,000	5,500,000	12,260,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

FY20: Continue to monitor reservoir seepage (Hazen and Sawyer) and make required Maryland Department of the Environment (MDE) improvements.
FY20 - FY23: Final design, construction bid/contractor procurement, and construction of the required Improvement and Restoration in accordance with direction provided by the Mayor and City Council and as approved by MDE Dam Safety Division. Design period extended as a result of the Ogee and Spillway not meeting current Probable Maximum Flood criteria (PMF).
FY20 - FY24: $150,000 each year for Watershed Land Acquisition and Improvements in the Watershed.

Justification

Improve system and increase reliability - work will ensure the Edgemont Reservoir is repaired and maintained in accordance with MDE Dam Safety Division requirements.

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

The Comprehensive Plan recommends that the City ensure adequate future water system supply by continuing to monitor system capacity and water use. This includes ensuring that the Edgemont Reservoir/Breichner WTP is a reliable backup source of water and the need for a capacity increase permit for R.C. Willson WTP.

Budget Impact/Other

Planned improvement to address regulatory requirements.

Additionally based on a 20 year term, the preliminary annual debt service impact for the 2020 MDE low interest (2%) bond issue of $1.5M is $108.9K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	1,500,000	5,000,000	4,000,000	1,500,000	500,000	12,500,000
Other	150,000	150,000	150,000	150,000	150,000	750,000
Engineering	150,000	500,000	400,000	150,000	50,000	1,250,000
Total	1,800,000	5,650,000	4,550,000	1,800,000	700,000	14,500,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Water Fund)		500,000	400,000	150,000	50,000	1,100,000
MDE Loan	1,500,000	5,000,000	4,000,000	1,500,000	500,000	12,500,000
Water Fund	300,000	150,000	150,000	150,000	150,000	900,000
Total	1,800,000	5,650,000	4,550,000	1,800,000	700,000	14,500,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

This project will result in the construction of a new water storage tank or an upgrade to Pump Station 3 (located on Orchard Hill Drive). Project is required as a result of an agreement with Sierra Nevada Corporation (SNC). It is likely that PS3 will be upgraded (suction, discharge, and all assorted equipment and infrastructure) to meet Zone 3 fire flow requirements because of tank elevation restrictions in FFA regulations.

Justification

To address system deficiencies in Zone 3; improvement required by Sierra Nevada Corporation (SNC) Agreement.

Cost share of $100,000 from SNC.

Budget Impact/Other

Planned improvement to enhance reliability.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings					100,000	100,000
Total					100,000	100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
ARDI Fund Balance					100,000	100,000
Total					100,000	100,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 52-C0405

Project Name Breichner WTP Improvements

Type	Improvement	**Department**	Water Fund
Useful Life	25 years	**Contact**	Hausrath
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Breichner Plant		
Year Submitted:	Ongoing		
		Status	Active

Description

Upgrades will be a result of the implementation of existing and proposed Safe Drinking Water Act requirements as well as Clean Water Act requirements. Upgrades will be necessary to convert the Briechner Plant to Chloramination once the Willson Phase IV work is complete. Additional upgrades will include the electrical and SCADA equipment, internal piping and enhanced filtration sufficient to treat the raw water supply. Upgrade(s) will likely cost $5,100,000 (engineering and construction). Upgrades will be phased in once the Willson Plant upgrades are complete.

FY20 - FY24: $50,000 annually for miscellaneous required rehab/replacement projects.

FY21: Begin design for plant upgrades for compliance with Safe Drinking Water Act Disinfectant By-Product Rule (Stage 2) requirements and the Long Term 2 Enhanced Surface Water Treatment Rule. Improvements and Edgemont Viability Study must be completed prior to this work commencing.

Justification

Replace and/or upgrade aging equipment to achieve compliance with the Safe Drinking Water Act Dininfectant By-Product Rule and the Enhanced Long Term 2 Surface Water Treatment Rule requirements and to continue to ensure a back-up water supply.
MDE Clean Water Act Program (NPDES) will require that no ammonia or phosphorus treated water discharged to the wastewater lagoon thus increasing the upgrades expenses for the plant improvements.

The Comprehensive Plan recommends that the City ensure adequate future water system supply by continuing to monitor system capacity and water use. This includes ensuring that the Edgemont Reservoir/Breichner WTP is a reliable backup source of water and the need for a capacity increase permit for R.C. Willson WTP.

Budget Impact/Other

Planned improvement to enhance reliability.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	20,000	500,000	2,000,000	1,500,000	50,000	4,070,000
Engineering	40,000	550,000	400,000	300,000		1,290,000
Total	60,000	1,050,000	2,400,000	1,800,000	50,000	5,360,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Water Fund)		550,000	400,000	300,000		1,250,000
MDE Loan		500,000	1,950,000	1,450,000		3,900,000
Water Fund	60,000		50,000	50,000	50,000	210,000
Total	60,000	1,050,000	2,400,000	1,800,000	50,000	5,360,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **52-C0648**

Project Name **Adm. & Engineering Equipment**

Type	Improvement	**Department**	Water Fund
Useful Life	5 years	**Contact**	Hausrath
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Wastewater treatment plant		
Year Submitted:	Ongoing		
		Status	Active

Description

FY20 - FY24: 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 maintenance agreements current.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	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

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **52-C0651**

Project Name **Pump Station Improvements**

Type Improvement
Useful Life 25 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: Ongoing

Department Water Fund
Contact Hausrath
Priority Planned Improvement

Status Active

Description

FY20 - FY24: $75,000 for replacement of critical equipment at all stations (pumps, SCADA Upgrade, etc.).
FY20: Design and install mixing systems for the Showalter and Henson tanks ($170,000).
FY21: Design of new suction and discharge mains at Pump 6 at Greendale Street ($100,000); Misc. pump replacements (developer driven).
FY22 - FY23: Construction of the Pump Station 6 Improvements (suction and discharge). Work will be contingent on the Water Master Plan Update.
FY24: Design for the relocation of PS2 ($400,000); Construction of New PS2 ($1,500,0000) - Note PS2 is located on Northern Ave. (developer driven).

Justification

Replace and/or upgrade deteriorating infrastructure to improve reliability.
Pump Station 2 (Northern Ave.) relocation will be development driven. It is possible that a portion of the funding will be through developer contribution.

Budget Impact/Other

Replace and/or upgrade deteriorating infrastructure to improve reliability.
Compliance with Stage 2 DBPR - Nitrification Control.
Upgrades to the pump stations will not likely change the overall operating cost.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	225,000	75,000	575,000	325,000	1,975,000	3,175,000
Engineering	20,000	100,000	150,000	25,000	400,000	695,000
Total	245,000	175,000	725,000	350,000	2,375,000	3,870,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others		100,000	650,000	275,000	2,300,000	3,325,000
Water Fund	245,000	75,000	75,000	75,000	75,000	545,000
Total	245,000	175,000	725,000	350,000	2,375,000	3,870,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 52-C0653

Project Name Distribution Services - Meter Program

Type	Replacement	**Department**	Water Fund
Useful Life	25 years	**Contact**	Hausrath
Category	Infrastructure-Utilities	**Priority**	Cost Avoidance
Location:	Water Department		
Year Submitted:	2004		
		Status	Active

Description

The Distribution System has approximately 28,000 meters - useful life of a meter is 25 years. There are approximately 330 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.

FY20 - FY24: Investigate a fire line metering program for existing unmetered fire line accounts which will include the evaluation of unmetered fire lines and installation of a fire meter if evaluation shows consistent use on the fire line.

Funding in FY20 through FY24 is set aside for the Meter Program to replace meters and upgrade software and/or hardware associated with the Sensus meter reading system.

Justification

Replace aging equipment to ensure water and sewer rates are an accurate reflection of the required revenue.

Budget Impact/Other

Unaccounted for water will be reduced and the appropriate fees will be collected from each customer served by Water and/or Sewer.

When project is complete, department efficiencies will increase - also expect revenues to increase associated with better read accuracy.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	300,000	250,000	250,000	250,000	250,000	1,300,000
Allocated Labor	20,000	25,000	25,000	25,000	25,000	120,000
Total	320,000	275,000	275,000	275,000	275,000	1,420,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Water Fund	320,000	275,000	275,000	275,000	275,000	1,420,000
Total	320,000	275,000	275,000	275,000	275,000	1,420,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **52-C0709**

Project Name **Distribution System Rehab - Main Replacement**

Type	Replacement	**Department**	Water Fund
Useful Life	50 years	**Contact**	Hausrath
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Water Department		
Year Submitted:	Ongoing		
		Status	Active

Description

FY20: Continue the leak detection program.
FY20: Continue to replace aging infrastructure throughout the Distribution System - work will be coordinated with City/County and State road projects.
FY20 - FY24: Continue to replace aging infrastructure throughout the Distribution System.
FY20 - FY24: $50,000 per year will be dedicated to the hydrant and valve program.

Justification

Replace deteriorating infrastructure, 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.

The Comprehensive Plan recommends upgrades to the water treatment and distribution system to meet existing demand and future development.

Budget Impact/Other

Replace and/or upgrade deteriorating infrastructure to improve reliability.

Reduction in operating cost associated with road repairs as distribution system is upgraded (materials and road repairs).

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	150,000	160,000	170,000	175,000	180,000	835,000
Allocated Labor	50,000	55,000	60,000	70,000	80,000	315,000
Total	200,000	215,000	230,000	245,000	260,000	1,150,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Water Fund)		160,000	170,000	175,000	180,000	685,000
Water Fund	200,000	55,000	60,000	70,000	80,000	465,000
Total	200,000	215,000	230,000	245,000	260,000	1,150,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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 Planned Improvement

Status Active

Description

FY20 - FY24: Software/Hardware required SCADA upgrades ($40,000 annually).

FY22 - FY23: Breichner Plant SCADA Upgrade ($400,000) - work will be contingent on the Edgemont Source Water Viability Study.

Justification

Replace and/or upgrade aging equipment and facilities. SCADA upgrades will increase operational efficiency.

Budget Impact/Other

Upgrades will replace aging equipment. Maintain existing SCADA to ensure treatment efficiencies.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	40,000	40,000	290,000	190,000	40,000	600,000
Engineering			25,000	35,000		60,000
Total	40,000	40,000	315,000	225,000	40,000	660,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Water Fund)			25,000	35,000		60,000
MDE Loan			250,000	150,000		400,000
Water Fund	40,000	40,000	40,000	40,000	40,000	200,000
Total	40,000	40,000	315,000	225,000	40,000	660,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0004**

Project Name **Wastewater Vehicle Replacement**

Type Replacement
Useful Life 6 years
Category Automobiles and Trucks
Location: CS, WWTP, Admin.
Year Submitted: Ongoing

Department Wastewater Fund
Contact Moss
Priority Planned Improvement

Status Active

Description

FY20: Replace 2002 #595 Tandem Dump Truck ($180,000); Replace 2006 #536 Chevy Silverado 3/4T Pickup ($45,000); Replace 2008 #524 Ford F250 Super Cab 4X4 Pickup ($45,000); Replace 2011 #506 Chevy HHR Van ($25,000)
FY21: Replace 2001 #518 Ford E350 Camera Rig ($280,000); Replace 1993 #513 Kohler Generator ($65,000); Replace 2003 #507 Ford F550 1T w/ Crane ($125,000)
FY22: Replace 2008 #515 Chevy Silverado 3500 ($45,000); Replace 2006 #528 Jet-Vac Cleaner ($750,000); Replace 2005 #535 New Holland Tractor ($25,000)
FY23: Replace 1991 #522 Ingersol Rand Light Plant ($45,000); Replace 1999 #509 Volvo Trailer Mounted Generator ($75,000)
FY24: Replace 2006 #591 Chevy 2500 HD 4X4 w/ Snow Plow ($45,000)

Justification

Replacement units - reduced maintenance costs anticipated.

Budget Impact/Other

Newer vehicles require less maintenance thus reducing O&M costs.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	295,000	470,000	820,000	120,000	45,000	1,750,000
Total	295,000	470,000	820,000	120,000	45,000	1,750,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund	295,000	470,000	820,000	120,000	45,000	1,750,000
Total	295,000	470,000	820,000	120,000	45,000	1,750,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0267**

Project Name **Manhole Raising**

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

Description

Raise manholes to meet new street grade, replace three-inch thick lids with lighter more accessible lids.

FY20 - FY24: Manhole raising frame replacement ($25,000).

Justification

Annual overlay projects.

Budget Impact/Other

Reduction of liability cost - road improvements.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	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 '20 *thru* FY '24

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 Moss
Priority Public Safety

Status Active

Description

Replacement and upgrades to Collection System Pump Stations; these stations convey wastewater to wastewater treatment plant from low lying areas.

Muffin Monster Motors, Drive Gear, Cutters ($45,000).

New Soft Starts at various stations ($25,000).

Replace Motorola SCADA units with new Avista SCADA Systems at all pump stations ($5,000).

Justification

Reduce maintenance and increase safety and security of stations.

Budget Impact/Other

Replacing obsolete equipment is needed due to the unavailability of parts for existing units. New soft starts reduce the peak inrush of power required to start large pump motors which helps reduce electric bills.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	75,000	75,000	75,000	75,000	75,000	375,000
Total	75,000	75,000	75,000	75,000	75,000	375,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund	75,000	75,000	75,000	75,000	75,000	375,000
Total	75,000	75,000	75,000	75,000	75,000	375,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0327**

Project Name **Collection System Rehabilitation**

Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: City-Wide
Year Submitted: Ongoing

Department Wastewater Fund
Contact Moss
Priority Public Safety

Status Active

Description

FY20 - FY24: Collection System Personnel to continue Point Repairs through out the system (estimated at $150,000 / year); Service connection & main rehabilitation ($150,000); Manhole rehabilitation ($100,000). Total annual costs are $400,000.

FY21: Re-route forcemain for Station #8 to discharge into Station #18 & #26 ($1,200,000)

Justification

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

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

By re-routing the forcemain for Station #8 into #18 & #26 it will reduce the burden on Station #4 and open that area up to development.

Budget Impact/Other

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

Additionally based on a 20 year term at 4.5%, the preliminary annual debt service impact for the 2020 Wastewater fund supported bond issue of $200K is $15.4K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	400,000	1,600,000	400,000	400,000	400,000	3,200,000
Total	400,000	1,600,000	400,000	400,000	400,000	3,200,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Wastewater Fund)	200,000	700,000	200,000	200,000	200,000	1,500,000
Contribution by Others		700,000				700,000
Wastewater Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	400,000	1,600,000	400,000	400,000	400,000	3,200,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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 Moss
Priority Planned Improvement

Status Active

Description

Construction of lift station on Hebb Road, west of Dual Highway.

2,400' sewer main, 4,000' force main, jack and bore with sleeve 250' under Dual Highway. Project would be completed by a developer in the future.

Justification

Pump Station #9 (Former Four Points), has reached capacity, new station needed to promote growth and development.

Budget Impact/Other

Possible increase in electrical cost and pump station maintenance.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design	75,000					75,000
Construction/Maintenance	500,000	500,000	500,000			1,500,000
Total	575,000	500,000	500,000			1,575,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Contribution by Others	500,000	500,000	500,000			1,500,000
Wastewater Fund	75,000					75,000
Total	575,000	500,000	500,000			1,575,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0584**

Project Name **WWT Plant Equipment**

Type	Replacement	**Department**	Wastewater Fund
Useful Life	20 years	**Contact**	Moss
Category	Machinery and Equipment	**Priority**	Public Safety
Location:	Wastewater treatment plant		
Year Submitted:	Ongoing		
		Status	Active

Description

Replaces various aging equipment or adds additional new equipment to maintain efficient operations and permit compliance.

FY20: Replace the electrical controls for Final Clarifiers 4, 5 & 6 in the Main Control Building (Engineering/Design $25,000; Construction $200,000).

FY21 - FY24: Upgrade the PLC's throughout the WWTP by replacing the obsolete and unsupported programming software systems currently in place ($400,000).

Justification

Deteriorating equipment that has reached the end of its useful life cycle requires repalcement to maintain reliable, continuous operations.

Budget Impact/Other

Will update control equipment and software that is obsolete and no longer supported by the manufacturer.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design	25,000					25,000
Construction/Maintenance	200,000	100,000	100,000	100,000	100,000	600,000
Total	225,000	100,000	100,000	100,000	100,000	625,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund	225,000	100,000	100,000	100,000	100,000	625,000
Total	225,000	100,000	100,000	100,000	100,000	625,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0585**

Project Name **WWT Buildings and Structures**

Type	Improvement	**Department**	Wastewater Fund
Useful Life	50 years	**Contact**	Moss
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	1 Clean Water Circle		
Year Submitted:	Ongoing		
		Status	Active

Description

Wastewater Buildings: renovations, repairs and maintenance.

FY20: Construct 3 sided shed to park vehicles in at the Administrative Building ($30,000); Expand existing Pole Barn to house equipment and supplies for Collections ($40,000); Replace roofing systems on Operations Building ($150,000).

FY21: Construct Pole Barn structure over storm water pumps for WWTP ($25,000).

FY22 - 24: Renovations, repairs, and maintenance as needed ($25,000).

Justification

Aging structures that require repairs and improvements.

The roof of the Control Building has been repaired numerous times and is in need of replacement.

Budget Impact/Other

Additionally based on a 20 year term at 4.5%, the preliminary annual debt service impact for the 2020 Wastewater fund supported bond issue of $150K is $11.7K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	220,000	25,000	25,000	25,000	25,000	320,000
Total	220,000	25,000	25,000	25,000	25,000	320,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Wastewater Fund)	150,000					150,000
Wastewater Fund	70,000	25,000	25,000	25,000	25,000	170,000
Total	220,000	25,000	25,000	25,000	25,000	320,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0657**

Project Name **Oxygen System Improvements**

Type Replacement
Useful Life 20 years
Category Infrastructure-Utilities
Location: Wastewater treatment plant
Year Submitted: Ongoing

Department Wastewater Fund
Contact Moss
Priority Public Safety

Status Active

Description

Specialized Services includes work by an outside consultant to continue efforts to integrate controls for oxygen control panels into Plant SCADA System.

FY20: Begin replacing the automatic actuators and control valves on the oxygen distribution system at the OAB deck and Skid.

FY21 - FY24: Continued improvements ($10,000).

Justification

Improve reliability, efficiencies, and maintain MDE compliance.

Budget Impact/Other

Anticipated reduction in plant maintenance costs associated with the oxygen process.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	50,000	10,000	10,000	10,000	10,000	90,000
Total	50,000	10,000	10,000	10,000	10,000	90,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund	50,000	10,000	10,000	10,000	10,000	90,000
Total	50,000	10,000	10,000	10,000	10,000	90,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0711**

Project Name **Solids Processing-Pelletizer and WWTP Improvements**

Type Improvement
Useful Life 20 years
Category Machinery and Equipment
Location: Wastewater treatment plant
Year Submitted: Ongoing

Department Wastewater Fund
Contact Moss
Priority Contract Obligation

Status Active

Description

Upgrade or replace equipment in the Sludge Pelletizing facility as needed (Synagro). The pelletizing building and the equipment is owned by the City. Synagro is contracted to operate and maintain all the equipment in this facility. The Wastewater operations staff verify all expenses for repair parts and subcontract work billed to the City by Synagro.

FY20: In conjunction with the Pelletizing Facility upgrades, some of the minor components of the pelletizing process will be replaced also.

Justification

Improve reliability and maintain MDE compliance.

Budget Impact/Other

Maintain continuous and reliable solids processing facilities for the WWTP.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	100,000	50,000	50,000	50,000	50,000	300,000
Total	100,000	50,000	50,000	50,000	50,000	300,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund	100,000	50,000	50,000	50,000	50,000	300,000
Total	100,000	50,000	50,000	50,000	50,000	300,000

CAPITAL IMPROVEMENT PROGRAM FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0712**

Project Name **Synagro Facility Upgrade Improvements**

Type	Improvement	**Department**	Wastewater Fund
Useful Life	20 years	**Contact**	Moss
Category	Machinery and Equipment	**Priority**	Contract Obligation
Location:	Wastewater treatment plant		
Year Submitted:	Ongoing		
		Status	Active

Description

This project will upgrade and/or replace all the solids processing facilities in the Wastewater Treatment Plant. The Sludge Pelletizing Building and equipment is owned by the City and operated by Synagro, a private contractor. By contract, Synagro is tasked to operate the facility and complete the upgrades. Updated facilities for sludge storage and the sludge thickening process will be completed as Phase 1. Phase 2 includes the demolition and replacement of all the pelletizing process equipment and controls. The total estimated cost of the entire project is $10,500,000.

FY20 - 21: Phase 2 - Synagro will upgrade the pelletizing facility as a part of their extended contract ($6,500,000).

Justification

Phase 1 provides back-up storage for our thickened sludge and rehabilitates the Dissolved Air Floatation (DAF) facility to provide reliable sludge thickening for the next 20 years. Phase 2 provides for upgrades to the pelletizing facility which is approaching 30 years old.

Budget Impact/Other

Provides redundant storage and thickening facilities for the solids processing operations and replaces the components of the pelletizing plant that are at the end of their useful life.

Additionally based on a 20 year term at 4.5%, the preliminary annual debt service impact for the 2020 Wastewater fund supported bond issue of $6M is $453.6K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	6,000,000	500,000				6,500,000
Total	6,000,000	500,000				6,500,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Wastewater Fund)	6,000,000	500,000				6,500,000
Total	6,000,000	500,000				6,500,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 54-C0713

Project Name Collection System Equipment

Type	Improvement	**Department**	Wastewater Fund
Useful Life	15 years	**Contact**	Moss
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Clean Water Circle		
Year Submitted:	Ongoing		
		Status	Active

Description

Replaces various aging equipment or adds additional new equipment to maintain efficient operations and permit compliance.

FY20: Various hoses, cables and parts to keep the camera unit and flusher truck in operation ($30,000.00); New 80kVA trailer mounted, portable emergency generator for Pump Stations ($50,000.00).

Justification

The addition of this new trailer mounted gen set provides the capability to now have generators for every Pump Station.

Budget Impact/Other

Will reduce annual maintenance costs, main and service I&I location, and long-term CIP planning.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund	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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0745**

Project Name **Laboratory Equipment**

Type	Replacement	**Department**	Wastewater Fund
Useful Life	15 years	**Contact**	Moss
Category	Machinery and Equipment	**Priority**	Planned Improvement
Location:	Wastewater treatment plant		
Year Submitted:	Ongoing		
		Status	Active

Description

Replaces various aging equipment or adds additional new equipment to maintain efficient operations and permit compliance.

$10,000 for unexpected equipment breakdown.

Justification

Improve reliability of existing equipment.

Budget Impact/Other

No impact to future operating budgets.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	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 '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater 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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0767**

Project Name **Grinder Pump Replacement Program**

Type	Replacement	**Department**	Wastewater Fund
Useful Life	10 years	**Contact**	Moss
Category	Infrastructure-Utilities	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	2007		
		Status	Active

Description

The City is responsible for approximately 330 Grinder Pumps that have been installed in four locations (Brightwood East, Fairway East, Fairway Meadows & Woodlands North). Grinder pumps are used in situations where sewer service lines leaving a home or business is lower than the public sewer main. The Grinder Pump is used to pump the wastewater into the public sewer main.

This program will replace 20 grinder pumps including the discharge assemblies per year (Annual Program).
This program will be entering its 11th year in the budget process.
Grinder pump discharge assembly - 12 @ $960.00 each ($12,000).

Justification

Replace deteriorating equipment.

Budget Impact/Other

Reduction of annual maintenance cost is anticipated.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	112,000	112,000	112,000	112,000	112,000	560,000
Total	112,000	112,000	112,000	112,000	112,000	560,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund	112,000	112,000	112,000	112,000	112,000	560,000
Total	112,000	112,000	112,000	112,000	112,000	560,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0800**

Project Name **Citywide - CS Rehabilitation**

Type	Improvement	**Department**	Wastewater Fund
Useful Life	40 years	**Contact**	Moss
Category	Infrastructure-Utilities	**Priority**	Public Safety
Location:	City-Wide		
Year Submitted:	2008		
		Status	Active

Description

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

Application for grant funding from MDE will be submitted when funds are available.

This work will repair segments of sewer mains that were identified in the 2007 Sanitary Sewer Evaluation Study (SSES).

Justification

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

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

Budget Impact/Other

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

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Wastewater Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0832**

Project Name **Eliminate Pump Stations**

Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: 2016

Department Wastewater Fund
Contact Moss
Priority Planned Improvement
Status Active

Description

FY20: Design, permiting, and construction of gravity main and package pump station to eliminate Pump Station #6 ($330,000).

FY21: Pump Station #15 (Noland Village) may need new pumps or may be demolished if nearby gravity piping is completed ($325,000).

Justification

Reduce annual operating costs.

Budget Impact/Other

Eliminate the cost of operating over-sized pump stations.

Additionally based on a 20 year term at 4.5%, the preliminary annual debt service impact for the 2020 Wastewater fund supported bond issue of $330K is $24.9K.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design	30,000	25,000				55,000
Construction/Maintenance	300,000	300,000				600,000
Total	330,000	325,000				655,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Wastewater Fund)	330,000					330,000
Contribution by Others		325,000				325,000
Total	330,000	325,000				655,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **54-C0834**

Project Name **Trunk Lines and Laterals**

Type Improvement
Useful Life 40 years
Category Infrastructure-Utilities
Location: Various locations
Year Submitted: Ongoing

Department Wastewater Fund
Contact Moss
Priority Contract Obligation

Status Active

Description

Purchase or transfer of infrastructure, which are often necessary to connect the City and County Systems.

Justification

Provide efficient use of wastewater infrastructure throughout system.

Budget Impact/Other

These funds are designated for the purchase of Right of Ways and/or Easements sometimes needed to connect City and County infrastructure.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	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 '20	FY '21	FY '22	FY '23	FY '24	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 '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **56-C0173**

Project Name **Parking Facilities - 3rd Parking Deck**

Type Improvement
Useful Life 50 years
Category Buildings and Structures
Location: To be determined
Year Submitted: 2011

Department Parking Fund
Contact Deike and Tissue
Priority Planned Improvement

Status Active

Description

A parking study conducted in 2012 by Rich & Associates and a downtown "Community City Center Plan" completed in 2014 by Urban Partners both noted the need for a catalyst project in which to link a new parking deck. Existing parking resources are currently adequate. A catalyst project for a new parking deck began in 2018. The Urban Improvement Project (UIP) involves the expansion of the Barbara Ingram School for the Arts (BIFSA), the Maryland Theatre and the private development of several properties along West Washington Street. The Urban Partners Study states "once capacity of existing off-street facilities is exhausted, it is the intention of the City to construct additional off-street parking facilities."

FY21: Land acquisition and design phase.
FY22: Construction phase of a new, approximately 359 space deck.

Justification

Provide additional needed parking to support redevelopment of the City center area including: educational, office, and commercial development, as well as any other downtown revitalization projects. Intent is to get paying customers above the current level as funding sources do not include any general fund support.

Budget Impact/Other

For this deck to be financially viable to the City, it is critical to have new and additional paying parking system customers in our downtown area beyond current levels. The operating revenue from a third deck, combined with other Parking Fund revenue, would need to meet total Parking operating expenses plus related debt service expenses to avoid general fund subsidies and revenue shortfalls.

Bond financing to fund either all or a portion of the planning/design phase, land acquisition, and construction will be needed. Based on a 25 year term at 5%, the preliminary annual debt service impact for the FY21 bond issue of $1.367M is $92.7K and the FY22 bond issue of $6.634M is $449.8K.

Annual operation costs are estimated to be approximately $164.4K for a full year in FY23, $168.5K in FY24, and approximately $80.2K for a partial year open in FY22.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Planning/Design		667,000				667,000
Land Acquisition		700,000				700,000
Construction/Maintenance			6,633,775			6,633,775
Total		1,367,000	6,633,775			8,000,775

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Bond Financing (Parking Fund)		1,367,000	6,633,775			8,000,775
Total		1,367,000	6,633,775			8,000,775

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **56-C0749**

Project Name **Upgrades to Parking Decks**

Type Maintenance

Useful Life 10 - 20 years

Category Buildings and Structures

Location: Downtown

Year Submitted: 2007

Department Parking Fund

Contact Deike

Priority Planned Improvement

Status Active

Description

Provides funding for upgrades and refurbishments for both parking decks.

FY20 - FY24: Funding provided for general repairs and improvements to both decks.
FY23: Construction of a second exit lane at the University District Parking Deck.

Justification

University District Deck opened in 1986 and received major refurbishments in 2013 and 2014. No major structural issues at this time. Continued refurbishments prevent deterioration of the facility. The Arts & Entertainment District Deck opened in 2007 and also requires upkeep and upgrades to maintain and improve the parking experience.

A second lane would provide improved customer service by providing a second means of egress should one of the exit lanes fail.

Budget Impact/Other

Refurbishment prevents further deterioration of the facilities and costlier repairs.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	30,000	30,000	30,000	350,000	30,000	470,000
Total	30,000	30,000	30,000	350,000	30,000	470,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Parking Fund	30,000	30,000	30,000	350,000	30,000	470,000
Total	30,000	30,000	30,000	350,000	30,000	470,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

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

Status Active

Description

Per Vehicle and Equipment schedule:

FY22: Supervisor Pickup Truck #033 ($30,000)

Justification

Vehicle repair costs and maintenance increase with the age of a vehicle. On average, vehicles should be replaced every 10 years. Some equipment and vehicles should be replaced sooner than 10 years while others can go longer.

Budget Impact/Other

New vehicles and equipment should operate more efficiently and need less maintenance. Newer vehicles will have better fuel economy and less labor and material costs for maintenance.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings			30,000			30,000
Total			30,000			30,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Parking Fund			30,000			30,000
Total			30,000			30,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # 56-C0857

Project Name Parking Lot Improvements

Type	Maintenance	**Department**	Parking Fund
Useful Life	15 - 25 years	**Contact**	Deike
Category	Buildings and Structures	**Priority**	Planned Improvement
Location:	Various locations		
Year Submitted:	2014		
		Status	Active

Description

Improve the overall condition of surface parking lots to include: preservation of the pavement, sidewalk improvements, lighting, and handicap accessible ramps.

FY20: Focus will be on major work at the Rochester parking lot. Work to include replacement of wall caps, masonry repair, landscaping, stairway repair, and line striping.
FY21: High Street, Madison Avenue, and Antietam Street parking lot preservation, sidewalk improvements, and lighting improvements ($15,000).
FY22: Fence replacement at the Church St. parking lot.
FY23 - FY24: Maintenance to be determined.

Justification

Preservation of the pavement (crack sealing, overlay) allows the pavement to last much longer before total replacement is necessary. Sidewalk improvements include handicap accessible ramps to meet ADA requirements. Light improvements by transitioning to LED lights improve security while reducing energy costs.

Budget Impact/Other

Reduction in electrical costs for parking lot lighting. LED light saves 50% to 75% in utility costs.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	100,000	15,000	15,000	5,000	5,000	140,000
Total	100,000	15,000	15,000	5,000	5,000	140,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Parking Fund	100,000	15,000	15,000	5,000	5,000	140,000
Total	100,000	15,000	15,000	5,000	5,000	140,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **57-C0395**

Project Name **Golf Course - Vehicles/Equipment**

Type	Improvement	**Department**	Golf Fund
Useful Life	5 years	**Contact**	Tissue
Category	Automobiles and Trucks	**Priority**	Cost Avoidance
Location:	Greens at Hamilton Run		
Year Submitted:	Ongoing		
		Status	Active

Description

See vehicle and equipment replacement schedule.

FY20: Replace 2004 Cushman Sprayer #389 ($35,000)
FY21: Replace Top Dresser #373 ($37,000)
FY22: Replace Zero Turn Mower #322 ($12,000) and Greens Mower #321 ($35,000)
FY23: Replace Rough Mower #326 ($40,000)
FY24: Replace Mower #334 ($35,000)

Justification

Replace deteriorated equipment. Maintain reliable and efficient equipment necessary to operate and maintain golf course.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Equip/Vehicles/Furnishings	35,000	37,000	47,000	40,000	35,000	194,000
Total	35,000	37,000	47,000	40,000	35,000	194,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Golf Fund	35,000	37,000	47,000	40,000	35,000	194,000
Total	35,000	37,000	47,000	40,000	35,000	194,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **57-C0825**

Project Name **Golf Course Improvements**

Type	Improvement	**Department**	Golf Fund
Useful Life	25 years	**Contact**	Tissue
Category	Land Improvements	**Priority**	Improve Service
Location:	Greens at Hamilton Run		
Year Submitted:	2018		
		Status	Active

Description

FY22: Course improvements such as cart paths, tee box, and greens.

Contingent upon receiving State POS funding.

Justification

To provide a more enjoyable experience to the customers with the enhancements to the course.

The Comprehensive Plan recommends continuation of Livable City initiatives that bring design continuity to City neighborhoods by focusing on improved park amenities; public sidewalk repairs and enhancements; street tree planting; and traffic island installation.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance			100,000			100,000
Total			100,000			100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Golf Fund			10,000			10,000
Grants-State Program Open Space			90,000			90,000
Total			100,000			100,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **58-C0803**

Project Name **Elizabeth Hager Center**

Type Replacement

Useful Life 15 - 25 years

Category Buildings and Structures

Location: 10-14 N. Potomac St.

Year Submitted: 2010

Department Property Management Fund

Contact Deike

Priority Planned Improvement

Status Active

Description

FY20: Replace several windows on the second floor. Paint exterior to meet code regulations.

FY20 - 24: Painting, various leasehold improvements, and continued replacement of HVAC units on an as needed basis.

Justification

The windows are original steel frame, uninsulated windows. Window sills need repaired/replaced.

Budget Impact/Other

New HVAC should be more efficient saving on heating/cooling costs.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	55,000	20,000	20,000	20,000	20,000	135,000
Total	55,000	20,000	20,000	20,000	20,000	135,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Property Management Fund	55,000	20,000	20,000	20,000	20,000	135,000
Total	55,000	20,000	20,000	20,000	20,000	135,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **58-C0828**

Project Name **60 West Washington Street**

Type Improvement

Useful Life 25 - 50 years

Category Buildings and Structures

Location: 60 W Washington Street

Year Submitted: 2011

Department Property Management Fund

Contact Thompson

Priority Planned Improvement

Status Active

Description

The City continues to support small business through the building located at 60 West Washington Street. The Burobox Entrepreneur Resource Center, located in the middle portion of the building, includes a collaborative workspace, three offices, and conference room. The Burobox provides incubation, assistance, and networking opportunities for new and existing downtown businesses.

FY20: Total building roof replacement ($90,000).

Justification

As part of the City of Hagerstown's commitment to enhance economic development in the City Center, the building was acquired in April 2011 in order to create a small business incubator. The small business incubator will aide in the creation of small businesses and allow small businesses to grow and expand.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	90,000					90,000
Total	90,000					90,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Property Management Fund	90,000					90,000
Total	90,000					90,000

CAPITAL IMPROVEMENT PROGRAM

FY '20 *thru* FY '24

City of Hagerstown, Maryland

Project # **58-C0836**

Project Name **36-40 North Potomac Street**

Type Improvement
Useful Life 25 - 50 years
Category Buildings and Structures
Location: 36-40 N Potomac St
Year Submitted: 2012

Department Property Management Fund
Contact Thompson
Priority Planned Improvement

Status Active

Description

The Artist Lofts and Cooperative Gallery, located at 36-40 North Potomac Street, is an impactful redevelopment project that created live/work spaces for artists seeking to live in the downtown. The Engine Room Art Space, located in the building's first floor, operates with assistance from the resident artists who occupy the building's loft apartments on the upper floors.

FY20: Reconstruct rear wall at restaurant ($20,000).

FY21 - 24: General repairs and replacements.

Justification

In keeping with the goals of the City of Hagerstown's Comprehensive Plan, the building located at 36-40 N Potomac Street was acquired in September 2011 in order to create artist housing in the A&E District.

Budget Impact/Other

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Construction/Maintenance	20,000	7,000	7,000	7,000	5,000	46,000
Total	20,000	7,000	7,000	7,000	5,000	46,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Property Management Fund	20,000	7,000	7,000	7,000	5,000	46,000
Total	20,000	7,000	7,000	7,000	5,000	46,000

SCHEDULE OF FEES AND SERVICE CHARGES
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NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
CITY CLERK						
01030022 - 4271				**$ 2,700**		
Auctioneer-to Conduct an Auction					Baltimore County: $180	Ordinance
Annual Fee	1992	$25	$25			
Peddler:						Ordinance
Peddler (Door-to-Door) Annual Fee	2014	$250	$250		Baltimore City $75-$375	
Vendor (Stand or Truck) Annual Fee	2014	$250	$250		Salisbury: $50 + $1,000 Surety Bond	
Temporary Peddler Daily Fee	2014	$25	$25			
Transient Dealer Annual Fee	2014	$1,000-$3,500	$1,000-$3,500		Cumberland $375/2 months	Ordinance
Parade Per Event Fee	1992	$125	$125		Baltimore $80	Ordinance
Circus/Carnival Weekly Fee	1992	$125	$125		Salisbury: $10/day	Ordinance
Special Sales(Auctions, Going-out-of Business, Etc.)	1992	$125	$125			Ordinance
Theatre Annual Fee	1967	$100	$100			Ordinance
01030022 - 4221				**$ 500**		
Utility License Annual Fee	2007	$4,500	$0, as of 7/1/2019		For all private & City owned utilities	Resolution
01030022 - 4221				**$ -**		
City Code Annual Fee	1990	$125	$125		Available on-line, free of charge	Admin Order
City Code Supplement	1998	$40	$40			Admin Order
01030021 - 489903				**$ -**		
Souvenirs/Maps		Various	Various			
SUPPORT SERVICES						
01070022 - 4494				**$ 225**		
Bad Check Fee Per Check (To compensate the City for Bank charges & employee time)	2007	$39.00	$39.00		$35-$39 Area Banks	Admin Order
01072062 - 4490				**$ 37,374**		
Pay-By-Phone Transaction Fee	2012	$7	$7		Potomac Edison $7	Admin Order
01072062-449001				**$ -**		
Credit Card Convenience Fee	2014	$2	$2			Admin Order
COMMUNICATIONS						
0103003-5517 (Used in FY15-FY16)				**$ -**		
01030062-4899 (FY17)				**$ 110**	Cumberland - First 20 pages free; $0.25/page or $1.00 per page for certified copy	
Public Information Requests	2002				Rockville - First 40 pages free; $0.20/page B&W or $1.00 per page for color	Admin Order
Fee Per Page:					Frederick - First 20 pages free; $0.25/page	
20 pages or less		Free	Free		Salisbury - First 4 pages free; $0.25/page	
21 pages or more		$1.25 plus $0.25/each addtl page	$1.25 plus $0.25/each addtl page		Annapolis - First 10 pages free; $0.25/page;	
DVD/2GB Thumb Drive		$5.00	$5.00		$30/hr for document retrieval & review over 2 hrs	
Document Retrieval & Review beyond 2 hrs		Billed at employee's hourly rate	Billed at employee's hourly rate			
Letter for Certification issues by City Clerk	2016	$3.00	$3.00			
COMMUNITY DEVELOPMENT BLOCK GRANT FUND						
10000002 - 441596				**$ -**		
Loan Processing Fees:					Frederick County-No application or loan origination fees. Cost of title search included in loan amount. City of Rockville-No fees.	
Multifamily Residence	1986	$50	$50			Admin Order
Mixed Use or Commercial		$50	$50			
Economic Development		$100	$100			
BUSINESS REVOLVING LOAN FUND						
14000001 - 4899				**$ 719**	Frederick- Application Fee: 1% of requested loan amount. Loan Origination Fee: 2% charged per loan at settlement.	
Miscellaneous Revenue	2001					
Based on loan request amount:		,				Admin Order
$5,000- 50,000		$100	$100		Tri-County Council for Western Maryland- $250 Application Fee/1.5% Loan Origination Fee	
$50,001- 100,000		$150	$150			
$100,001- 150,000		$200	$200			
$150,001 - 200,000		$250	$250			
MARKET HOUSE						
01402042-481005				**$ 17,181**		
Market House Stall Rentals:	2016				Washington County Farmer's Market $10 per day Wed. & Sat. Receive 10% discount if choose to be part of the entire season (Approx 20 weeks-Outdoor) Washington County Artisan Market at Prime Outlets (10 days) Early Full Season: $370/$37 per day Full Season: $476/$48 per day Weekends (2 days): 96/$48 per day One Day: $80 Black Friday: $106	Admin Order
Reg Space: 6ft Quarterly Fee		$63.00	$63.00			
Reg Space: 3ft Quarterly Fee		$31.50	$31.50			
Prem Space: 6ft Quarterly		$75.00	$75.00			
Prem Space: 3ft Quarterly		$37.50	$37.50			
Electric Quarterly Fee		$33.00	$33.00			
Rates apply to 6' and 3' equivalent space where vendor is using open space or vendor-provided tables/furniture						

NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
PLANNING						
01090012 - 441131				**$ 500**		
Subdivision: Simplified Plat, Condo Plat, Replat	2015	$355	$355		Washington County-$365	Admin Order
01090012 - 441122				**$ 7,340**	Washington County:	
Subdivision: Final Plat	2015	$590+$50/lot	$590+$50/lot		$665+$250/lot (<50 lots) $665+$150/lot (>50 lots)	Admin Order
01090012-441124				**$ -**		
Subdivision: Sketch Plans						
Nonresidential - 2 ≤ acres	2015	$590	$590		N/A	Admin Order
Nonresidential - > 2 acres	2015	$1,200	$1,200		N/A	Admin Order
Residential - < 50 lots	2015	$590	$590		N/A	Admin Order
Residential - ≥ 50 lots	2015	$1,200	$1,200		N/A	Admin Order
01090012 - 441121				**$ 1,400**		
Subdivision: Development Plan	2015	$1,200+$50/lot	$1,200+$50/lot		Washington County -$915+$100/Lot	Admin Order
01090012 - 441125				**$ -**		
Minor Subdivision	2015	$355	$355		Washington County-$365	Admin Order
01090012 - 441126				**$ 100**		
Subdivision Variance/Waiver Request	2015	$100	$100		Washington County-$115	Admin Order
01090012 - 441161				**$ -**		
Concept Plan/Sketch Plans:						
CR Sketch Plan	2015	$1,200	$1,200			Admin Order
Multi-Family Development	2015	$1,200	$1,200			Admin Order
01090012 - 441119				**$ 3,725**		
BZA Filing Fee:						
Special Exception	2015	$590	$590		Washington County-$500	Admin Order
Variances:						
Residential	2015	$155	$155		Washington County-$150	Admin Order
Non-Residential	2015	$310	$310		Washington County-$300	Admin Order
Residential Fence Variance	2015	$155	$155		Washington County-$150	Admin Order
Nonconforming Uses:						
Change	2015	$590	$590		Washington County-$500	Admin Order
Expansion	2015	$590	$590		Washington County-$500	Admin Order
Administrative Appeals	2015	$250	$250		Washington County-$150	Admin Order
01090012 - 441112				**$ 3,160**		
Rezoning Fees:						
Preliminary Consultation	2015	$590	$590		Washington County-$515+$20/acre	Admin Order
Rezoning Filing Fee	2015	$2,400+$15/APO	$2,400+$15/APO		Washington County - $2015+$20/acre	Admin Order
Local Conversation District	2015	$590	$590			Admin Order
PUD Master Plan	2015	$2,400+$15/APO	$2,400+$15/APO		Washington County - $1030+$30/lot	Admin Order
01090012 - 441102				**$ 14,364**		
Full Site Plan Fees:						
Concept Plan for Environmental Site Design		0	0		Washington County - $215	Admin Order
Residential	2006	$1000 + $15/unit	$1000 + $15/unit		Washington Co - Res. $765+$10/unit	Admin Order
Nonresidential	2006	$1000 + $50/acre	$1000 + $50/acre		Washington Co -Non $765+$50/acre	Admin Order
01090012 - 441101				**$ 5,900**		
Minor Site Plan	2015	$590	$590		Washington Co - Res. $665	Admin Order
01090012 - 441103				**$ -**		
Site Plan Variance/Waiver Request	2015	$100	$100		Washington County-$115	Admin Order
01090012 - 441111				**$ 12,080**		
Zoning Certificate Fees:						Admin Order
Home Work Stations & CC-MU	2015	$50	$50		Washington Co - $65	Admin Order
All other commercial	2015	$125	$125		Washington Co - $165	Admin Order
Blanket for Multi-Vendors	2015	$400	$400			
Zoning Verification Letter: One SFR	2015	$50	$50		Washington Co - $100	Admin Order
Zoning Verification Letter: All Others	2015	$100	$100		Washington Co - $100	Admin Order
Fence Permits:	2015					
Residential: Single Family, Two-Family		$40	$40		Washington Co - Res. $50	Admin Order
Commercial, Industrial, Multi-Family		$125	$125		Washington Co -Non $165	
01090012 - 489603				**$ -**		
Comprehensive Plan	2015	$25	$25		Washington County - $50 ($5 on CD)	Admin Order
01090012 - 489604				**$ -**		
Land Management Code	2015	$25	$25		Washington County - $20 zoning; $12 subdivision	Admin Order
Design Review Guidelines	2015	$25	$25		Washington County - $100	Admin Order
01090012 - 441141				**$ -**		
Zoning Text Amendment	2015	$2,400	$2,400		Washington County - $2,015	Admin Order
Subdivision Text Amendment	2015	$2,400	$2,400		Washington County - $2,015	Admin Order
01090012 - 4899				**$ 597**		
Copies of Recorded Meetings	2015	$30/mtg + $12/disc	$30/mtg + $12/disc			
Notary Fees	2015	$4/per page	$4/per page			
Photo Copies	2015	$0.25/page B&W, $0.75/page Color	$0.25/page B&W, $0.75/page Color			Admin Order
01090012 - 426902				**$ 3,377**		
Forest Conservation Fee:						
Delineation	2015	$290	$290		Washington Co-$265	Admin Order
Final Plan & Easements	2015	$590+$15/acre	$590+$15/acre		Washington Co. $750+$10/acre	Admin Order
Forest Conservation Waiver/Variance Request	2006	$30	$30		Washington Co-$40	
Forest Conservation Exemption Certification	2015	$0	$0		Washington Co-$25	
01090012 - 426999				**$ -**		
Forest Conservation PIL	2013	$0.316/sq feet	$0.325/sq feet		Washington Co-$.30-$.36 sq feet	
01090012 - 441151				**$ 2,709**		
Pre-Annexation Agreement Review Fees:						
Infill residential lot - 1 or 2 units	2012	$150	$150		N/A	Admin Order
Minor residential development - ≤ 5 units	2012	$500	$500		N/A	Admin Order
Major residential development - ≥ 5 units	2012	$1,000 +$15/unit	$1,000 +$15/unit		N/A	Admin Order
Nonresidential	2012	$1,000+$50/acre	$1,000+$50/acre		N/A	Admin Order
CODE ADMINISTRATION						
01140012 - 441502				**$ -**		
Pre-Sale Inspections, First unit	2011	$100	$100			Admin order
Each Add'l Unit		$40	$40			
Commercial Pre-Sale Inspections	2016					Admin Order
First 5,000 sq ft		$200	$200			
Per each additional 1,000 sq ft		$50	$50			

NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
CODE ADMINISTRATION (continued)						
01140012 - 4210				$ 231,691	Washington County: Comm app $150+	Ordinance
Building Permits:					$15 tech fee+ $0.15 per sq ft	
Application Fee		$20	$20		Res app $65 + $15 tech + $.10 per sq ft.	
Tech Fee	2011	$20	$20			
Commercial, Apartments & New Residential:						
up to $10,000	1996	$8.50 / thousand	$8.50 / thousand			
$10,000 and greater	2019	$6.00 / thousand	$6.00 / thousand			
Misc Residential:						
up to $10,000	1996	$8.50 / thousand	$8.50 / thousand			
$10,000 and greater	2019	$4.50 / thousand	$4.50 / thousand			
Change of Use Permits	2016	$75	$75			Admin Order
01140012 - 421101				$ 75,939	Wash.Co.$65 Res/$125Comm+$15 tech fee	Ordinance
Plumbing Permits:	2011					
Application Fee: Residential/Comm/Apmt		$50/$100/$100	$50/$100/$100			
Tech Fee		$20	$20			
Fixture fees (varies)		$4- $40	$4- $40			
Single fixture (app fee is waived)		Tech fee + fixture only	Tech fee + fixture only			
01140012 - 4202				$ 6,310	Wash. Co.(2 yr) Master $50/res, $100 non-res	Ordinance
Plumbers license/registration (Biennial):	2007	($40 of fee is tech fee)	($40 of fee is tech fee)		Journeyman $20/$40 Apprentice $15/$30	
Master		New: $150/ Renew: $125	New: $150/ Renew: $125			
Journeyman		New: $95/ Renew: $70	New: $95/ Renew: $70			
Apprentice		New: $85/ Renew: $60	New: $85/ Renew: $60			
If license has lapsed more than 30 days		New rate is charged	New rate is charged			
01140012 - 421102				$ 115,728	Wash Co: $65 Res/ $125 Comm+$15 tech+	Ordinance
Electrical Permits	2011				$15-$50 fixture fees	
Application Fee: Residential/Comm/Apmt		$50/$100/$100	$50/$100/$100			
Tech Fee		$20	$20			
Fixture fees (vary)		$3-$50	$3-$50			
01140012 - 421103				$ 59,020	Wash Co: $65Res/$125Comm+$15 tech+	Ordinance
Mechanical Permits:	2011					
Application Fee: Residential/Comm/Apmt		$50/$100/$100	$50/$100/$100			
Tech Fee		$20	$20			
Fixture fees (vary)		$5 -$30	$5 -$30			
01140012 - 4203				$ 14,075	Wash Co Mechanical (2yr): $50/res, $100 non-res	Ordinance
Contractor's Licenses (Biennial)	2011	($40 of fee is tech fee) $125	($40 of fee is tech fee) $125			
01140012 - 4204				$ 5,940	Wash Co (3 yr): Mstr or low volt $150, inactive $50	Ordinance
Electrician's Licenses (Biennial)	2007	($40 of fee is tech fee)	($40 of fee is tech fee)			
Master/ Restricted Master		New: $150/ Renew: $125	New: $150/ Renew: $125			
If license has lapsed more than 30 days		New rate is charged	New rate is charged			
01140012 - 441593				$ 3,021		Admin Order
Administrative Fee for Excise Tax	2005	2% of 72% of excise tax	2% of 72% of excise tax			
01140012 - 450102				$ 79,442	Most citations are $200-$1,000; however, trash	Ordinance
Municipal Infractions: Fee Per Citation	2008	$25-$1,000	$25-$1,000		citations start at $25	
01140012 - 4205				$ 700,280	Cumberland: $25 per unit (annual)	Ordinance
Rental Registration Fee	2014					
Per Unit Fee		$75	$75			
Per Rooming House + Per Unit Fee		$100+$10	$100+$10			
01140012 - 4504				$ 39,983		Admin Order
CAD Administrative Fees:	2003					
Snow Removal Fee + Tech Fee		$50+$20	$50+$20			
All Others: Fee + Tech Fee	2011	$100+$20	$100+$20			
Refuse Pickup Admin Fee	2013	$50	$50			
Refuse Pickup Tech Fee	2013	$20	$20			
Trash Pickup Fee	2013	$5 per bag	$5 per bag			
Trash Pickup Tech Fee	2013	$20	$20			
01140012 - 4505				$ 100		
Appeals Fee-Board of Code Appeals	2002					Admin Order
Fee Per Case		$50	$50		Wash Co $250/case	
01140012 - 441503				$ 50	Wash Co: 1st- $50, 2nd- $75, 3rd- $100	Admin Order
Reinspection fee	2011	$50	$50			
01140012 - 441504				$ 244,786		
Property Abatement Billings:						
Grass/High Weed Removal	2001	$100-$1,000+	$100-$1,000+			Ordinance
Trash and Debris Removal	2001	$50-$1,500+	$50-$1,500+			Ordinance
Securing of Vacant Structures	2008	$100	$100			Admin Order
Snow Removal From Public Sidewalks	2004	$25-$250+	$25-$250+			Admin Order
Admin Fee		$50-$100	$50-$100			
Tech Fee	2016	$20	$20			
01140012 - 441512				$ 83,650		Ordinance
Vacant Structures, Residential	2014	$100	$100-$500			
01140012 - 441513				$ 7,000		Ordinance
Vacant Structures, Commercial	2014	$250-$1,000	$250-$1,000			
01140012 - 441594				$ 2,700		Ordinance
Secure Vacant Structure:	2007					
Fee Per Building	2011	$100	$100			
Admin fee		$100	$100			
Tech fee		$20	$20			
Material fees		Various	Various			
01140012 - 441595				$ 29,215		Admin Order
Technology Fees	2004	$20	$20			
01140012-441597				$ 2,600		Ordinance
Unattended Donation Bin Registration	2015	$100-$200	$100-$200			
01140012 - 449001				$ 1,829		Ordinance
Credit Card Convenience Fee	2013	$2	$2			
01140012 - 449101				$ 14,950		
Rental License Late Fee, Per Incident	2011	$50	$50			Ordinance

NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
ENGINEERING						
01090042 - 421202				**$ 37,158**		
Street Cutting Permits	2015	Varies	Varies		Some streets can cost thousands depending	Ordinance
Per Cut Minimum Fee		$25 to $1500	$25 to $1500		on situation	
Tech Fee					Washington County $35/cut	
01090042 - 4899				**$ 5,709**		
Sale of Construction Standards	Varies Per	Varies from $5-$200	Varies from $5-$200		Frederick City $20	Admin Order
Sale of Construction Documents	Contract				Washington Co $25-50	Admin Order
01090042 - 4896				**$ 142**		
Sale of Maps	2012	$0.65 - $10.00/SF	$0.65 - $10.00/SF		Frederick County $3/map	Admin Order
Sale of Prints/Copies					Washington Co. $3 or .50-/SF	
Varies based on papers size		$0.50/SF to $7.50/SF	$0.50/SF to $7.50/SF			
Varies based on papers size with aerials		$1.00/SF to $15.00/SF	$1.00/SF to $15.00/SF			
Burning to a CD/DVD		$1.00 per CD/DVD	$1.00 per CD/DVD			
Scanning-additional charge		$2.00/ per scan	$2.00/ per scan			
01090042 - 421203				**$ 940**		
Curb/Sidewalk/Driveway Permits	1995				Cumberland $15,Fred.Co $35+bond	Resolution
Fee Per Driveway		$25	$25			
Fee Per Curb/Sidewalk		$10	$10			
Plus Tech Fee		$5	$5			
01090042 - 421205				**$ 16,514**		
Site Grading Permit	2004				Fred Co $109 Minor,$239 Major or 1.5%	Admin Order
Flat Fee for Site Cost		$15	$15		Wash Co $25 minor,5 acre min-$20 ac	
Plus % of Total Work Cost		1%	1%			
Plus Tech Fee		$25	$25			
01090042 - 421201				**$ -**		
General Street Construction Permit Fee:	2003				Based on % so rate adjusts	Ordinance
Flat Fee		$25	$25		automatically as project costs change	
Plus % of Total Work Cost		2%	2%			
Plus Tech Fee		$25	$25			
01090042 - 421204				**$ 2,910**		
Storm Water Management Permit	1995				Based on % so rate adjusts automatically	Admin Order
Flat Fee		$25	$25		as project costs change	
Plus % of Total Work Cost		2%	2%			
Plus Tech Fee		$25	$25			
01090042 - 441201				**$ 14,116**		
Engineering Review Fees	2013					Admin Order
Fee Per Lot - Subdivision		$150 + $60/Lot $150+$140/acre	$150 + $60/Lot		Washington County - Min Fee of $600: -	
Fee Per AC-Site Plan		$150+$200/acre	$150+$200/acre		$150 + $280/acre (<10 acres)	
Sim. Plats		$100	$100		$150 + $140/acre (>10-<50 acres) $150 +	
01090042 - 421206				**$ 3,836**		
Right of Way Closure Permit	2005				None - Washington County	Admin Order
Application Fee		$10	$10			
Tech Fee		$5	$5			
Closure Fee		Fee Varies	Fee Varies			
PARKS & RECREATION						
57000002-446501				**$ 86,350**		
Greens Fees at Hamilton Run	2015					Admin Order
9 Hole/18 Hole		$11/$14	$11/$14			
Senior 9 Hole/Senior 18 Hole		$9/$12	$9/$12			
Weekend or Holiday 9 Hole/18 Hole		$14/$17	$14/$17			
57000002-446601				**$ 4,865**		
Season Pass (City Residents Only)	2012					Admin Order
Individual		$425	$425		Individual: $600; Sr Individual: $500	
Senior Individual		$299	$299		Junior: $400; Family: $875; Sr Family: $750	
Season Pass (Non-City Residents)	2017					
Individual		$625	$625			
Senior Individual		$499	$499			
57000002-4467, 446707				**$ 5,227**		
Tournaments & Specials	2011	Varies	Varies			Admin Order
57000002-481801				**$ 54,058**	Cart included in Greens Fees above.	
Cart Rentals, Per Person:					Cart Package - Unlimited cart rental with	Admin Order
9 Hole/18 Hole	2012	$8.00/$12.50	$8.00/$12.50		Annual Membership:	
Senior 9 Hole/Senior 18 Hole	2012	$7.00/$10.50	$7.00/$10.50		Individual/Sr Individual $350;	
Pull Cart Fee	2015	$2.50	$2.50		Family/Sr Family $450	
01450002 - 481013				**$ 21,340**		
Pavilion Facility Reservations:	2017	$60	$60		Washington Co: Residents $60; Nonresidents $80	Admin Order
Bandshell Facility Reservations:	2013				Arts Pavilion $80 R/$100 NR	Admin Order
		$100	$100		Pen-Mar (Dance Pavilion) $125 R/$150 NR	Admin Order
01450002 - 481010				**$ 1,850**		
Fairground Park Multipurpose Fields & Courts	2013	$75/$175	$75/$175			Admin Order
*Rates below include $25 Admin Fee						
Non-Tournament		$75	$75			
Tournament		$175	$175			
Stable Rental	2013	$275	$275			Admin Order
01400012-481013				**$ 1,100**		
FIT Room at Fairgrounds Park					Elementary School Gyms:$75 for 3 hours	
Rental - 4 Hr Min	2017	$50/hr + $25 Admin Fee	$50/hr + $25 Admin Fee			Admin Order

NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
PARKS & RECREATION (continued)						
01450002 - 481011				$ 9,820		
Fairground Park Special Event Rentals						
Special Events:	2013					Admin Order
Entire Park		$1,025	$1,025			
Multipurpose Fields & Courts						
All Day Rate	2013	$75	$75			Admin Order
01404022-448701				$ 1,778		
Hager House	2017				Miller House: $5/person	Admin Order
Adults		$5	$5		Free for ages 12 & Under	
Senior Citizens; Students: Age 13-17		$3	$3		Free for Members & Partners	
Children: Age 6-12		$2	$2		.Group Rates available for parties of 10 or more	
Children: 5 & Under		Free	Free			
Group (Min. 10 people)		$3/person	$3/person			
01402022 - Various Accounts				$ 61,940		
Potterfield Pool:				**Total Fees**	County Pool:	
Daily Rates:	2011				2 & Under: Free	Admin Order
2 and Under/Pre-school		Free/$1.50	Free/$2		Pre-School: $2.00	
Youth: Ages 5-12		$3	$4		Ages 5-17: $3.50	
Adult: 13 and Older		$3.50	$4		Ages 18-61: $4.00	
Senior: 62 and Older		$3	$3		Ages 62+: $3.00	
Family: (up to 5)		$10	N/A			
Season Pass - City Residents:	2011					4,100
Age 2 & Under		Free	Free		County Pool:	
Pre-school/Youth		$25/$55	$25/$55		$60/child,$80/Adult,$150/Family	
Adult/Senior		$75/$50	$75/$50		(max 5 + $10/pp additional)	
Family (up to 5)		$125	$150			
Season Pass - Non-City Residents:	2011					
Age 2 & Under		Free	Free			
Pre-school/Youth		$40/$80	$40/$80			
Adult/Senior		$100/$70	$100/$70			
Family (up to 5)		$175	$175			
Pool Rentals:	2017					Admin Order
1-50 People Hourly Rate		$100	$100		6:30pm - 8:30pm (rates are for 2 hrs):	
51-75 People Hourly Rate		$150	$150		0-75 $150	
76-100 People Hourly Rate		$250	$250		76+ $210	
Over 100 People		Special Quote	Special Quote			
Swim Lessons	2017	$59	$59			
01404032 - 448601				$ 2,440		Admin Order
202 Train Exhibit	2017					
Adults		$4	$4		Roundhouse:	
Seniors; Students - Age 13-17		$2	$2		Ages 16+: $6.00	
Children: 6-12/5 & Under		$1/Free	$1/Free		Ages 4-15: $1.00	
Group Tours (Min. 10 people)		$2.00/ per person	$2.00/ per person		Ages 3 & under: Free	
Facility Rentals: 01404032-4810	2017					
Pavilion, Tommy 202 & Museum (min 4 hour)		$400(4hr)+$25(Admin Fee)+$50 (ea addl hr)	$400(4hr)+$25(Admin Fee)+$50 (ea addl hr)			
Pavilion & Museum		$200 (4hr) + $25 (Admin Fee)	$200 (4hr) + $25 (Admin Fee)			
Pavilion Only		$125 (4 hr)	$125 (4 hr)			
RECYCLING AND TRASH COLLECTION						
01300012 - 4416				$ 2,505,131		
Recycling & Refuse Collection	2018				Private Contract Hauler $106/Qtr	Admin Order
Quarterly Fee - Residence		$47.00	$47.00		plus $25/Mo for Yard Waste	
Quarterly Fee - Commercial		$50.00	$50.00			
01300012 - 4417				$ 8,775	Maryland Junk Removal: $120	
Bulk Trash Pick-up and Disposal Fee:	2008				Junk Removal Express: $75	Admin Order
Per Load Fee		$25	$25		Bros Hauling: $70	
Appliance with Freon Fee		$25	$25		Junk Removal.com: $75	
01300012 - 4493				$ 41,641		
Utility Monthly Late Fee	2014	1% per month on past due unpaid balance	1% per month on past due unpaid balance			Ordinance
POLICE DEPARTMENT						
01100012 - 4896				$ 7,518		
Copy Charges	2019	Incident reports: The cost is $5.00 per report plus mailing fees if applicable. Accident reports: Free to involved parties if emailed or received at HPD; mailing costs if printed and mailed. All others: $5.00 plus mailing costs if applicable.	Incident reports: The cost is $5.00 per report plus mailing fees if applicable. Accident reports: Free to involved parties if emailed or received at HPD; mailing costs if printed and mailed. All others: $5.00 plus mailing costs if applicable.		WCSO-$5/1st page,$1/each add'l page	Admin Order
01100012 - 489607				$ -		
Body-Worn Camera Footage	2018	Free to person in interest if emailed and $5 for 2GB thumb drive $25 for non involved parties Body-Worn Camera administrator's hourly wage beyond 2 hours of review and redaction	Free to person in interest if emailed and $5 for 2GB thumb drive $25 for non involved parties Body-Worn Camera administrator's hourly wage beyond 2 hours of review and redaction			Admin Order
01100012 - 441301				$ -		
Electronic Media Duplication	2004	Cost of Media + External Cost	Cost of Media + External Cost		WCSO-$10/1st hour, $5 each add'l hour.	Admin Order
01104012 - 441331				$ 38,132		
Special Assignments- Hrly Fee (Dance, School Event, etc)	2014	115% of Top Officer's Pay Rate	115% of Top Officer's Pay Rate		Fluctuates with Top Officer's Pay Rate per AFSCME 3373 Barg. Agrmt (Art 5; Sect 8)	Barg. Agrmt
01100012 - 4503				$ 12,331		
Vehicle Storage Fee Per Day Storage, Towed Vehicles, Public Auctions	2007	$20	$20		WCSO - $25; max. $1,125	Admin Order
01100012-4551				$ 8,910	Annapolis Frederick	Ordinance
Red Curb & Handicap Fines	2014					
Fine - Parking on Red Curb		$25	$25		$100 red, $40 yellow $ 30 yellow	
Fine - Parking on Handicap Zone		$100	$100		$100 $100	
Fine - Parking in Fire Lane		$25	$25		$100 $100	
Fine - Parking in front of Fire Hydrant		$100	$100		$100 $100	
Late Fees for Fines paid After 10 days/After 30 days		$10/$20	$10/$20			Ordinance
01104072 - 4509				$ 1,023,793	Annapolis Frederick	
Speed Camera Fine	2012	$40 ($35 if paid within 7 days of issuance)	$40 ($35 if paid within 7 days of issuance)		$40 $40	Ordinance
01104082-4508				$ 72,600	Annapolis Frederick	
Red Light Camera Fine	2017	$75	$75		$75 $75	Ordinance

NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
FIRE DEPARTMENT						
01120012 - 441402				**$ 1,500**		
False Call/Failure to notify FD working	2012	$250	$250			Ordinance
01120012 - 421302				**$ -**		
Blasting Permits	2012	$50	$50			Ordinance
01120012 - 4210				**$ 69,826**		
GBSD Permit	2012	$250	$250		State Fire Marshal Assembly Permit:	Ordinance
Assembly Permit	2012	$50	$50		1,000>$360; 301-1000: $240; 50-300: $120	Ordinance
Building Permits:					Fairgrounds/Parks: 9 bldgs or less $240;	
% of Total Building Permit Fee	2019	30%	30%		10 bldgs>$480	
01120012 - 421301				**$ 1,250**		
Firework Permits	2007	$250	$250			Ordinance
01120012 - 441401				**$ 5**		
Reinspection Fee	2012	$150	$150		State Fire Marshal 1st $200; 3rd $250	Ordinance
Plan Review & Inspection for Fire		$100 with add'l chgs	$100 with add'l chgs		State Fire Marshal $150/system with	Ordinance
Protection System Installation		per system fixture	per system fixture		add'l charges per system fixture or	
Per System		or $1.50 per device	or $1.50 per device		device $2.00	
01120012 - 4507				**$ 9,500**		
Fire Code Violations	2007	$250 or Court	$250 or Court			Ordinance
		Ordered amount	Ordered amount			
01120012 - 4899				**$ 375**		
Technical Assistance Hourly Fee	2013	$50	$50		State Fire Marshall Office $75/hr	Ordinance
Municipal Infractions & Misc. Revenues	2006	Various	Various			Ordinance
Fire Report Fee	2004	$5 for 4 pages	$5 for 4 pages			Admin Order
01120012 - 441403				**$ 150**		
Juvenile Intervention Program	2004	$150	$150			Admin Order
01120012 - 441404				**$ -**		
Fire Call Service Charges:	2011					Ordinance
Engine Hourly Rate		$150	$150			
Utility Hourly Rate		$100	$100			
Officer Hourly Rate		$50	$50			
Fire Marshall Hourly Rate		$50	$50			
Truck Hourly Rate		$150	$150			
01120012 - 441405				**$ -**		
Responding to Motor Vehicle Collisions						Ordinance
Engine: Hourly Rate (Min Billing Amt)	2012	$150	$150			
Utility: Hourly Rate (Min Billing Amt)	2012	$100	$100			
Officer: Hourly Rate (Min Billing Amt)	2013	$50	$50			
Truck: Hourly Rate (Min Billing Amt)	2012	$150	$150			
PUBLIC WORKS						
01160012 - 483006				**$ 52,500**		
Signal-State Highway Administration	2005					
Fee Per Intersection		$1,500	$1,500		$1,500 each	Admin Order
PARKING FACILITIES						
56740112 - 4451				**$ 330,343**		
56740122 - 4451				**Total**		
Parking Deck Permits - Monthly Fee:					Annapolis: $90-$250/month	
Regular Customers	2018	$64	$66		Cumberland: $55-$90/month	Resolution
Personally Assigned Space		$120	$120		Winchester:$50-$60 month	Resolution
Late Fee Parking Deck Permit		$15	$15		Frederick: $97 month	Admin Order
56740112 - 4452				**$ 97,791**		
56740122 - 4452				**Total**		
Parking Deck Fees					Annapolis: $1 for 1st hr up to	Resolution
Minimum Fee	2010	$1	$1		$20 for hours 6 - 8; $20 max	
Maximum Daily Rate	2012	$8	$8		Winchester: $1/hr; $10 max	
Monthly	2018	$64	$66		Frederick: $1/hr; $12 max; $2	
Exiting Fee Between 4pm-6am	2014				afterhours rate	
weeknights & Saturdays		$2	$2		Cumberland: $1/hr, $8 max	
Sundays	2014	Free	Free			
56740112 - 4453				**$ 1,939**	Annapolis: Market Rate Pricing	
Special Event Parking (i.e. Augustoberfest)		$5	$5		Frederick: Market Rate Pricing	
					depends on event	
56740112 - 4454				**$ 173**		
Parking and Shop Hourly Fee	2010	$0.80	$0.80		Frederick: $1-$7	Resolution
56740132 - 4457, 445701, 445702				**$ 166,718**		
445703, 445704, 445705, 445706				**Total Fees**		
Parking Meter Fees						Resolution
Twelve (12) Minutes	2012	$0.10	$0.10		Annapolis: $2.00/hour	
Thirty (30) Minutes	2012	$0.25	$0.25		Cumberland: $0.50/hour	
Sixty (60) Minutes	2012	$0.50	$0.50		Winchester: $0.50-$0.75/hour	
Thirty Minute Parking Meters						
Six (6) Minutes	2003	$0.10	$0.10		Frederick: $1.00-$2.00/hour	Resolution
Twelve (12) Minutes	2003	$0.20	$0.20			
Thirty (30) Minutes	2003	$0.50	$0.50			
56740132 - 445801, 445802				**$ 154,925**		
445803, 445804				**Total Fees**		
Monthly Permit Fees Parking Lots:	2014					
Student Rate		$25	$25			
Central Lot		$50	$52		Annapolis:$90-$225/month	Resolution
Church Street Lot		$50	$52		Cumberland: $35/month	
Market Lot		$50	$52		Winchester: not available	
Rochester Lot		$50	$52		Frederick: N/A	

NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
PARKING FACILITIES (continued)						
56740132 - 445899				**$ 36,547**		
Department Charges Monthly Fee	2012	$48	$66			Admin Order
56740142 -4551, 455101, 4552, 455201				**$ 183,458**		
4553, 4559, 483005, 4899				**Total Fees**		
Parking/Expired Meter	2003	$10/$25/$35	$10/$25/$35		Annapolis: $40/expired,$100/handicap	Ordinance
Fire Hydrant		$100/$110/$120	$100/$110/$120		Cumberland: $25/expired	
Non-Meter/All Other		$15/$25/$35	$15/$25/$35		Winchester: $10/expired,$100 handicap	
Handicap Zone		$100/$110/$120	$100/$110/$120		Frederick: $20/expired,$250/handicap	
Parking Boot Fee		$100	$100			Resolution
ELECTRIC DEPARTMENT						
50000002 - 442101				**$ 12,444,374**		
50000002 - 442102				**Total Fees**		
Residential - All KWH	2005				PEPCO-Oct 2018 to Sept 2019: Residential Service	Maryland PSC
Base rate		$0.06263	$0.06263		Average $0.123576 /kWh + $7.80 customer charge/month	
Purchased Power Adj. Rate (Est Ave rate)		$0.01431	$0.01417			
50000002 - 442201				**$ 5,016,497**		
50000002 - 442202				**Total Fees**		
General and Commercial	2005				PEPCO-Oct 2018 to Sept 2019: General Service	Maryland PSC
1st 700 KWH		$0.08314	$0.08314		Average $0.121306 /kWh + $11.64/ mo.	
>700 KWH		$0.05257	$0.05257			
Demand over 7.5 KW		$4.06817	$4.06817			
Purchased Power Adj. Rate (Est. aver. rate)		$0.01431	$0.01417			
50000002 - 442301				**$ 1,932,383**		
Industrial-Low Load	2005					Maryland PSC
1st 100,000 KWH		$0.05040	$0.05040		AP Schedule "PP"	
Over 100,000 KWH		$0.04220	$0.04220		No comparison due to AP Large Industrial	
Demand all KW		$3.409	$3.409		customers experiencing hourly load pricing	
Purchased Power Adj. Rate (Est. ave. rate)		$0.01431	$0.01417			
50000002 - 442302				**$ 3,704,889**		
Industrial-High Load	2005				AP Schedule "PH"	Maryland PSC
1st 100,000 KWH		$0.04052	$0.04052		No comparison due to AP Large Industrial	
Over 100,000 KWH		$0.03606	$0.03606		customers experiencing hourly load pricing	
Demand all KW		$6.26929	$6.26929			
Purchased Power Adj. Rate (Est. ave. rate)		$0.01431	$0.01417			
50000002 - 4424				**$ 20,923**		
Outdoor Lighting	1996				No comparison due to Structuring	Maryland PSC
175 Watt Monthly Fee		$5.25	$5.25		difference	
250 Watt Monthly Fee		$6.96	$6.96			
400 Watt Monthly Fee		$10.03	$10.03			
Purchased Power Adj. Rate (Est. ave. rate)		$0.01431	$0.01417			
50000002 - 442501				**$ 624,201**		
Street & Highway Lighting Per KWH	2005	$0.06842	$0.06842		No comparison	
Purchased Power Adj. Rate (Est. ave. rate)		$0.01431	$0.01417			Maryland PSC
50000002 - 442502				**$ 21,727**		
Traffic Lights Per KWH					No comparison	Maryland PSC
1st 700 KWH	1996	$0.06749	$0.06749			
>700		$0.03865	$0.03865			
Purchased Power Adj. Rate (Est. ave. rate)		$0.01431	$0.01417			
50000002 - 442303				**$ 119,936**		
High Voltage-Cascades	1995				No comparison	Maryland PSC
Per KW		$10.538	$10.538			
Per KWH		$0.01092	$0.01092			
Per KWH		$0.05770	$0.02474			
50000002 - 481813				**$ 28,717**		
Pole Rental - Fee Per Pole	2001	$20	$20			Maryland PSC
Pole Rental (Prior 2001 grandfathered)	1966	$4.50	$4.50			
50000002 - 481815				**$ 43,301**		
50000002 - 481816						
Central Maintenance Garage Monthly Fee	2012	$3,350/month	$3,350/month			
Rent from Sub-Station	2007	$3,402/year	$3,402/year			Admin Order
50000002 - 489908				**$ -**		
50000002 - 4238				**$ 88,054**		
Connection Fees	1992	$10	$10			Maryland PSC
Reconnection Fees		$15	$15			
Call out charge-Reconnect		$85	$85			
Call out Charge-Pole Reconnect		Est. Actual Cost	Est. Actual Cost			
50000002 - 4493				**$ 190,343**		
Utility Monthly Late Fee	2014	Max of 5% of unpaid bill	Max of 5% of unpaid bill		Per COMAR	Ordinance
50000002-481814				**$ 16,500**		
Rental Property - Energy Storage System	2017	$1,000/month	$1,000/month			

NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
WATER DEPARTMENT						
52000002 - 4249				**$ 51,453**		
Contracted service-payment for services rendered not w/in the existing level	1991	$1,200	$1,200		Frederick - Labor 38.5%,Material 10%	Admin Order
Labor Fee		$2.64 Multiplier Material,25% Equip	$2.64 Multiplier Material,25% Equip			
52000002 - 4231				**$ 42,824**		
52000002 - 4245				**Total Fees**		
Water Plan Review/Inspection Fee	2006	$50	$50			Ordinance
Per Application Fee		$50	$50			
Plus Fee Per Ft Main Review		$0.50	$0.50			
Inspection Fee Per Ft		$3	$3			
PS Fee Per Gallon (Minimum of PS Capacity)		$14	$14			
52000002 - 4235				**$ 64,543**		
Non-Utility Misc-payment for providing consumption data to Washington County	Annual Per Agreement					Admin Order
Fee Per Account/qtr	2012	$2.95	$2.95			
52000002 - 481002				**$ 26,400**	Yearly rental agreement	
Rent-City Employee						Admin Order
Smithsburg (Tenants Pay Fuel)	2016	$700	$700			
Edgemont (Tenants Pay Fuel)	2016	$700	$700			
Ritchie Rd (Tenants Pay Fuel)	2016	$800	$800			
52000002 - 481003				**$ 11,500**	Increase every 5 years based	
Cell Tower Rental	2007	$958.30/month	$958.30/month		on consumer price index; last inc. in Jan 2017	Motion
52000002 - 4899				**$ 38,936**		
Misc. Other Revenues	2006				N/A	Admin Order
Hunting Permits		$10	$10			
Maps (Free with Permit)		$1	$1			
52000002 - 4240				**$ 54,270**		
Transfer Fee	2007	$30	$30		Frederick City $50 for prop transfer fee	M&C
Meter Testing Fee	2007	$30	$30		Frederick County $50 for meter testing fee	
52000004 - 4722			To be proposed	**$ 583,145**	Propose 3% increase/year for the next five years	
Benefit charges-charged to new customers for impact of additional demand to major system components	2006		Eff July 1, 2019		Washington County -initial alloc is part of connection fee; additional alloc is $2,500 per EDU	Ordinance
Fee Per Gallon of Average Daily Usage		$12.50	$12.85		Frederick City - impact fee for single dwelling-$5,981	
Fee Min 200 Gallon		$2,500	$2,570		$23.92/gal-250 gals per EDU	
52000002 - 443201		Eff July 1, 2018	To be proposed	**$ 2,214,697**	Propose 3% increase/year for the next five years	
52000002 - 443101		Rate Increase 2% for	Eff July 1, 2019	**Total Fees**		
Metered Sales - City:		All				Ordinance
Residential:	2014					
Consumption: Per K, 1st 18,000		$1.62	$1.67		Frederick City FY2019/quarterly rates:	
Consumption: Per K, Over 18,000		$3.08	$3.17		1st 6,000 gals - $3.72 / 1000 gals	
Fixed: 5/8" - 10"		$7.17-$989.46	$7.38-$1,018.44		next 10,000 gals - $5.41 / 1000 gals	
Non-Residential:	2014				next 8,000 gals - $5.72 / 1000 gals	
Consumption: Per K, 1st 100,000		$1.62	$1.67		next 8,000 gals -$5.97/1000 gals	
Consumption: Per K, Over 100,000		$1.44	$1.48		over 32,000 gals - $6.48/1000 gals	
Fixed: 5/8" - 10"		$7.17-$989.46	$7.38-$1,018.44		Base charge 3/4" - >8" = $39.87 - $1156.19	
52000002 - 443202		Eff July 1, 2018	To be proposed	**$ 8,347,852**	Propose 3% increase/year for the next five years	
52000002 - 443102		Rate Increase 2% for	Eff July 1, 2019	**Total Fees**		
Metered Service - County:		All				Ordinance
Residential:	2014					
Consumption: Per K, 1st 18,000		$3.91	$4.03		Washington County for FY2019:	
Consumption: Per K, Over 18,000		$7.43	$7.65		Residential -	
Fixed: 5/8" - 10"		$20.88-$2,881.44	$21.51-$2,968.38		1st 6000 gallons (minimum) - $104.76	
Non-Residential:	2014				Over 6000 gallons = $11.78 per 1000 gals	Ordinance
Consumption: Per K, 1st 100,000		$3.91	$4.03		Commercial I Full service:	
Consumption: Per K, Over 100,000		$3.51	$3.62		1st 6000 gallons (minimum) - $104.76	
Fixed: 5/8" - 10"		$20.88-$2,881.44	$21.51-$2,968.38		Over 6000 gallons = $12.05 per 1000 gals	
52000002 - 4237		Eff July 1, 2018	To be proposed	**$ 160,189**	Propose 3% increase/year for the next five years	
Fire Protection:	2014	Rate Increase - 3% for All	Eff July 1, 2019			Ordinance
City - 4" - 12"		$192.44--$1,729.64	$198--$1,782			
County - 4" - 12"		$257.36-$2,306.96	$265-$2,376			
52000002 - 4232				**$ 356,495**		
New Services:	2003					Resolution
3/4"		$715	$715			
1"		$925	$925			
1" Double		$1,160	$1,160			
Application Fee		$50	$50			
52000002 - 4238				**$ 42,065**		
Reconnection Fee:					Washington County - $50 turn off and $50 turn on	Ordinance
8:00am-3:00pm		$35	$35		during business hours; $75 each after hours	
After 3:00pm		$85	$85			
52000002 - 4493				**$ 118,745**	Frederick City - 1% per month	
Utility Monthly Late Fee	2014	10% one-time late fee	10% one-time late fee		Washington County - $30 per bill	Ordinance
					Town of Smithsburg- 10% one time fee(excluding bay fee)	
52000002-489914				**$ 30,244**		
Emergency Load Response Program	2014	Capacity at 75% of market clearing price	Capacity at 75% of market clearing price			M & C

NAME OF FEE/PURPOSE	EFF DATE	FY19 RATE	FY20 PROPOSED	FY18 ACTUAL	COMPARABLE RATES	ACTION REQUIRED
WASTEWATER DEPARTMENT						
54000002 - 4243				**$ 2,400**		
Connection Charge:	2003					Ordinance
City		$1,200	$1,200			
54000002 - 4242				**$ 3,265**		
54000002 - 4245				**Total Fees**		
Sewer Plan Review/Inspection Fee:	2006					Ordinance
Application Fee + Review Fee Per Ft.		$50 + $0.50	$50 + $0.50			
Inspection Fee Per Ft.		$3	$3			
PS Fee Per Gal. (Minimum of PS Capacity)		$14	$14			
54000002 - 4810				**$ 12,035**		
Rental Income per year	1984	$365-no increase	$365-no increase			
Cell Tower Rental	2015	$1,093/month	$1,125/month			
		3% annual increase	3% annual increase			
54000004 - 4722			To be proposed	**$ 470,417**	Propose 3% increase/year for the next five years	
55000004 - 4722			Eff July 1, 2019	**Total Fees**	Washington County - $6,900 per EDU	
Benefit Charges-Fee Per Gallon:	2006				Frederick City impact fee - for single	Ordinance
In City w/$4,400 Minimum		$22/gallon	$22.65/gallon		dwelling-$5,250	
In County w/$5,000 Minimum		$25/gallon	$25.75/gallon		$21/gal and 250 gals per EDU	
54000002 - 444201		Eff July 1, 2018	To be proposed	**$ 6,978,107**	Propose 3% increase/year for the next five years	
54000002 - 444101		Rate Increase 2% for All	Eff July 1, 2019	**Total Fees**	5 Year Rate Increases approved by	
Sewer Service Charges-City	2012				Mayor and Council for FY20-FY24	Ordinance
Consumption: Per 1,000 Gallons		$5.50	$5.61			
Fixed Charges: 5/8" - 10"		$22.55-$3,111.90	$23-$3,174		Frederick City - same rate as Water	
54000002 - 444202		Eff July 1,2018	To be proposed	**$ 3,279,060**	Propose 2% increase/year for the next five years	
54000002 - 444102		Rate Increase 2% for All	Eff July 1, 2019	**Total Fees**		
Sewer Service Charges- County	2012				Frederick City: Outside City - double In City rate	Ordinance
Consumption: Per 1,000 Gallons		$9.21	$9.39		Wash County FY19: $122.20 min up to 6000 gals	
Fixed Charges: 5/8" - 10"		$37.47-$5,170.86	$38.22-$5,274.36		over 6000 gals - $7.08 per 1000 gals	
54000002 - 444203		Eff July 1,2018	To be proposed	**$ 2,433,017**	Propose 2% increase/year for the next five years	
54000002 - 444103		Rate Increase 2% for All	Eff July 1, 2019	**Total Fees**		
Sewer Service Charges-Joint County	2012				Frederick City: Outside City - double In City rate	Ordinance
Consumption: Per 1,000 Gallons		$8.00	$8.16		Wash County FY19: $122.20 min up to 6000 gals	
Fixed Charges: 5/8" - 10"		$32.59-$4,497.42	$33.24-$4,587.12		over 6000 gals - $7.08 per 1000 gals	
54000002 - 4443				**$ 106,186**		
Low Pressure Systems	2010					Ordinance
Per Dwelling Quarterly Fee		$97.80	$97.80			
If 2 Dwelling Pump Quarterly Fee		$53.73	$53.73			
54000002 - 4246				**$ -**		
Monitoring Report/Lab Testing Fees:	2012				Washington County:	
Meter Set-Up Charge Per Test		$85	$85		Sample Collection $25	Admin Order
Biochemical Oxygen Demand		$30	$30		Biochemical Oxygen Demand $25	
Chemical Oxygen Demand		$30	$30		Chemical Oxygen Demand $35	
Fats, Oils & Grease		$40	$40		Oil & Grease $25	
Suspended Solids		$15	$15		PH (Corrosivity) $6	
PH		$8	$8			
Metals		$15	$15			
54000002 - 4241				**$ 133,094**		
54000002 - 4244				**Total Fees**	Washington county: Pretreatment Prog Permit Fees:	
Industrial Permit Fee/year	2001	$250 - $2,000	$250 - $2,000		SIU's and Non SIU's = $300 and $150	
Industrial Surcharge Per 1,000 lbs:	2008				Permit Maintenance Annual Fees:	
Chemical Oxygen Demand Fee		$0.33	$0.33		< 1000 gpd -$250	Ordinance
Suspended Solids Fee		$0.82	$0.82		1000 -999 gpd - $500	
Grease & Oil Fee		$0.47	$0.47		10,000-25000 gpd $1000	
Biochemical Oxygen Demand		$0.82	$0.82		>25,000 gpd - $2000	
54000002 - 4493				**$ 211,162**	Frederick City - 1% per month	
Utility Monthly Late Fee	2014	10% one-time	10% one-time		Washington County - $30 per bill	Ordinance
		late fee	late fee		Town of Smithsburg- 10% one time fee(excluding bay fee)	

FISCAL POLICIES AND GLOSSARY
SECTION 9

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The policies described below represent summarized versions of the existing policies and are not intended to represent the full policy. These policies should not be considered all inclusive of the policies and procedures of the City of Hagerstown.

OPERATING BUDGET POLICY

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

REVENUE POLICY

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

PURCHASING POLICY

1. The City shall attempt to buy materials and services of high quality at a reasonable cost.
2. The City shall make sure that all purchasing actions are fair and impartial with no impropriety or appearance of impropriety. All qualified buyers and sellers shall have access to City business, and no individual or firm shall be arbitrarily excluded.
3. Every attempt will be made to secure the maximum feasible amount of competition.
4. All purchases and contracts shall be made by the City Administrator. The City Administrator may delegate the responsibility for all major construction contracts to the City Engineer and the Director of Utilities, and the responsibility for all other city purchases to the Purchasing Manager.
5. All budgeted purchase requisitions are subject to the following approvals:
   - Purchase requisitions up to $1,000 are to be approved by the Department Manager.
   - Purchase requisitions from $1,000 up to $4,999 are to be approved by the Purchasing Manager.
   - Purchase requisitions from $5,000 up to $9,999 are to be approved by the Finance Director.
   - Purchase requisitions from $10,000 up to $24,999 are to be approved by the City Administrator.
   - Purchase requisitions over $25,000 are to be approved by the Mayor and Council.

   If budgeted funds are not available, the Director of Finance shall be contacted to locate a source of funds prior to any purchase occurring.
6. Purchases of $1,000 and under may be made using the Purchasing Card (PCard) Program.
7. Purchases of $30 and under may be made through petty cash.
8. The City shall maintain a yearly open purchase order system ($200 maximum per transaction) to cover purchases from specified vendors who supply the City with a high volume of the same or similar goods or services during the course of a year.
9. The City of Hagerstown Purchasing Manual shall cover all detailed City purchasing policies and procedures and is available from the Purchasing Department.

INVESTMENT POLICY (Amended September 25, 2012)

1. This Policy's four primary goals are as follows:

   a. Assure compliance with federal, state, and local laws governing the investment of public monies under the control of the Director of Finance and Investment Officer.
   b. Provide sufficient liquidity to meet normal operating and unexpected expenditures.
   c. Protect the principal monies entrusted to the City.
   d. Generate the maximum amount of investment income within the parameters of prudent risk management as defined in this Investment Policy.

2. This policy establishes guidelines for the investing of the financial assets for the City, except as specifically excluded by the Mayor and Council or restrictive covenants. Assets held in trust and agency funds (Pension plans and OPEB plans) are exempt from this policy and are covered under separate policies, procedures, and committees.
3. All investments shall conform to the laws of the State of Maryland. Funds are to be managed in such a way that income earned will be maximized and the portfolio capital is preserved, while simultaneously planning for cash flow and budgetary needs.
4. Although the City Administrator must approve each City investment, the Director of Finance and the designated Investment Officer have the authority to develop and maintain written administrative procedures consistent with the Investment Policy.
5. All investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
6. Internal controls are established by the Director of Finance to prevent loss of funds due to human and market miscalculations.

7. The City's priorities for investment and management of public funds are: Safety of principal, Liquidity, and Return on investments.
8. The Policy designates allowable types of investment instruments with limitations on amounts invested in any one institution. The investment of funds is also restricted by maturity terms.
9. The policy outlines criteria to rate financial institutions to qualify as eligible for City investment purposes. The criteria consider the following items for each financial institution: total assets, core capital-to-total assets ratio, nationally recognized financial statistical rating, and charter.
10. An Investment Committee, consisting of the City Administrator, Director of Finance, and Budget and/or Investment Officer has been established to develop general direction and guidance for the City's investment activities.
11. The detailed investment policies, which have been approved by the Mayor and Council, are available from the City Administrator.

DEBT MANAGEMENT POLICY (Amended December 16, 2014)

1. The City shall maintain adequate operating cash to meet future debt service requirements.
2. The City will assure compliance with debt covenant provisions and appropriate disclosure to investors, underwriters, and rating agencies.
3. The City will comply with Federal, State, and City Charter requirements and adhere to Federal arbitrage regulations for all debt issuances.
4. The City may issue bonds for eligible projects after determining there will be sufficient revenue to pay annual debt service expenditures for the bond.
5. The City will limit its long-term borrowing to capital items and projects.
6. The City will not use long-term debt to fund annual operating costs or to fund capital items and projects that should be funded from sources other than long-term debt.
7. Capital Projects financed through the issuance of bonds shall not be financed for longer than the average expected useful life of all projects and items included in the bond issue, as well as the amount of each item in the bond issue.
8. When available, current operating revenue ("pay-as-you-go") may be used to fund capital items and projects that otherwise would be financed through long-term borrowing. Pay-as-you-go may also be used for projects that do not qualify for bond financing.
9. Interest, operating, and maintenance expenses will be capitalized only for enterprise or utility fund facilities and will be strictly limited to those expenses incurred prior to actual operation of the facilities.
10. The City will avoid the use of short-term tax anticipation or other short term debt for non-capital purposes except when necessitated by cash flow or other "emergency" situations. Any bond anticipation debt will be retired within 6 months after completion of the project it financed. Continual rollover of short term debt without principal pay down will be avoided.
11. The City will maintain good communications with the bond rating agencies about its financial condition and will follow a policy of full and open disclosure on every financial report and bond prospectus.
12. The City's future funding obligations for OPEB and pensions shall also be considered as long-term debt.
13. Neither Maryland State law nor the City Charter mandates a limit on municipal debt.
14. The City will maintain an average maturity of total City general obligation bonds at or below 25 years.

CAPITAL IMPROVEMENT PROGRAM

1. The City will prepare and adopt a five-year Capital Improvement Program which will detail each capital project, the estimated project cost, description, and funding source. The overall goal of the Capital Improvement Plan is to order the City's fiscal expenditures while coordinating public investment with adopted plans and policies to properly manage the City's long term investments. To that end, the program is expected to:
   - increase opportunities to obtain funding from outside sources, such as the state and federal government;
   - assist in the planning, budgeting and coordinating the operation and capital efforts of the various City Departments;

- provide a rational basis by having supporting public capital commitments; and result in a more favorable bond rating by giving evidence of effective management.

2. Operating expenditures will be programmed to include the cost of implementing the approved Capital Improvement Program and providing all manpower, operating costs and capital outlay required by it.
3. All capital projects must be justified on the basis of providing a basic service, improving or rehabilitating deteriorated facilities, reducing costs, promoting jobs or benefiting a large population segment or a target area of the City. They must also be compatible with other planned projects and overall City development plans.
4. All projects are to be prioritized according to the following criteria levels:
   - FIRST - clear and present danger to the public; or contractual obligation; or written commitment of grant funding.
   - SECOND - documented cost savings; or probable grant commitments; or other justified need.
   - THIRD - future cost avoidance; or planned improvements; or significant improvement of service.
5. Appropriations for all Capital Improvement Projects are approved on an annual basis only. All uncompleted projects must be reconsidered annually to determine if unspent funds need to be recommitted to a given project or reallocated to other planned projects.

ENTERPRISE FUND DIVIDEND TRANSFER POLICY (Amended November 25, 2013)

1. As part of its year end annual financial evaluation process, the City will consider whether it is appropriate and prudent to transfer a portion of the unused retained earnings from an Enterprise Fund to the CIP Fund assigned fund balance. Uses of the fund will include non-recurring capital expenditures for city neighborhoods, downtown redevelopment, economic development projects, park improvements, and special one-time projects.
2. This transfer payment cannot be considered a normal cost of Enterprise Fund operations recoverable through the rate base. Rather, it is to be paid out of the annual net profits of the prior year just as a private investor owned utility would pay their shareholders a dividend from these sources.
3. The following controls will be utilized to ensure that the payment of dividends by an Enterprise Fund does not jeopardize the financial health of the fund.
   - On an annual basis after the prior fiscal year end audited financial statements are presented, an updated financial projection analysis of the Enterprise Funds will be done. The analysis will include all expected sources and uses of funds for the current year as well as funding approved through the current approved budget.
   - Adequate funds within the Enterprise Funds must be provided for debt interest, principal repayments and any debt coverage requirements. A minimum working capital reserve level equal to two months of operating costs must be maintained at all times. Operating cost is defined as total operating expenses less depreciation and interest expense. Additionally, for those Enterprise Funds utilizing a 3R Reserve, 1% of the cost of replacement of the total asset must be maintained in a restricted cash account.
   - Capital expenditures on average during the six year projection period must be at a level at least equal to the average depreciation expense during the projection period. (This control is intended to prevent under funding replacement capital expenditures to allow for dividend transfers).
   - Payment will be made after reviewing the prior year's audited financial statements, and preparation of an updated financial projection analysis for an Enterprise Fund.
   - Mayor and Council shall act on staff recommendation and declare dividend if appropriate and in compliance with this policy through an approval of a Motion.
4. These needs must be anticipated and adequately provided for in the Enterprise Funds.

FUND BALANCE/RETAINED EARNINGS POLICY (Amended November 14, 2017)

1. This Policy covers three different funds: General Fund, Enterprise Fund and Health Insurance Fund.

   - The City will maintain a minimum unassigned General Fund balance to be used for unanticipated emergencies of not less than seventeen (17) percent of the General Operating Budget (excluding Capital Outlay). This is a minimum level necessary to avoid cash flow interruptions, generate interest income, reduce the need for short-term borrowing and assist in the maintaining an investment grade bond rating. Consideration must also be given to the number of months of coverage the minimum level provides. A

minimum level of two (2) months of regular General Fund operating expenditures should be maintained within the fund balance.

- To the extent that the unassigned General Fund balance exceeds the targeted seventeen (17) percent, the City may draw upon these funds to provide pay-go financing for capital projects or for other one-time capital items. The City may designate parts of the unassigned General Fund balance that would represent tentative management plans rather than actual restrictions on the use of the funds. The funds may also be used to allow time for the City to restructure its operations in a deliberate manner but only in the context of long-term fiscal planning.
- If the fund balance should fall below the above minimum due to use for an unplanned emergency situation, defined as a sudden steep decline in revenue from which no reasonable expenditure reduction or tax rate increase can be planned and implemented in a timely fashion, the City will budget a portion of General Fund revenue estimated for that fiscal year in an amount to get back to the seventeen (17) percent within five (5) fiscal years.
- The City will strive to maintain sufficient retained earnings in the Enterprise funds to ensure its working capital needs, minor continuing system improvements, and general system improvements needs are met. In addition, there is a review and monitoring of the Enterprise funds retained earnings for the Enterprise Fund Dividend Transfer Policy. This dividend transfer policy includes a minimum working capital reserve level of two (2) months.
- The City will maintain, for the Health Insurance Fund, a minimum unassigned fund balance:
    a. that covers thirty (30) percent of its annual total expenditures excluding transfers to other city funds;
    b. that will adequately fund annual Other Post Employment Benefit (OPEB) trust as determined from prior year actuarial report; and
    c. that covers a minimum level of three and half (3.5) months of regular health insurance fund operating expenditures.
    d. To the extent all of the above conditions are met, transfers of surplus fund balance amounts can be utilized to reimburse other city funds for prior year accumulations based upon percentage of funding provided by each fund.

GRANT MANAGEMENT POLICY

The City, through individual departments, shall actively pursue grant resource opportunities and utilize grant funds to supplement and enhance the City's goals and objectives. Grant application, approval, and administration shall be finalized with the knowledge and participation of the Finance Department and the City Administrator's Office. Grants providing funding of City staff positions must be finalized with the knowledge and participation of the Human Resources Department. The activities of the grant and the expenditure of grant funds will be performed in accordance with the approved application and resulting agreement with the grantor and in accordance with all grant conditions.

1. The City shall generally not solicit grant funds from government and private agencies less than $1,500.
2. All departments may apply for any grants that contribute to the overall mission and goals of the City. Department Managers must approve all grant applications for their respective departments. Department Managers shall report accurate data and information on all applications, consistent with the City's reports, records, and operations.
3. Prior to submitting the grant application to the granting entity, Department Managers must input the application information into the Grant Master module in Munis, and attach complete scans of the grant application and any program or guides into Tyler Content Manager.
4. The Finance Department must be notified that a grant application has been entered for Finance Department review.
5. Electronically submitted grants must include the Director of Finance as an authorizing agent or person. The grantee should be listed as "City of Hagerstown", not the requesting department.
6. Prior to submission of a grant application, the Department seeking the grant must complete all necessary Human Resources Department, Finance Department, City Administrator, and Mayor & Council approvals. This approval requirement applies to both first time and ongoing grants, and will include the following:
    - The Department Manager must approve all new and ongoing grant applications of less than $30,000 and less than $25,000 in City matching funds. The Department must notify the Finance Department of the grant application for review prior to submission.

- Prior to submission, the Department Manager along with both the Director of Finance and the City Administrator must approve all new grant applications between $30,000 and $50,000 and requiring less than $25,000 in City matching funds, and all ongoing grants greater than $30,000 and requiring less than $25,000 in City matching funds. The Department Manager, Director of Finance, and City Administrator are the only personnel authorized to sign applications, agreements, contracts and grant documents on behalf of the City for grants of $30,000 or greater.
- Prior to submission, the Department Manager, the Director of Finance, the City Administrator and the Mayor and Council must approve all grant applications that meet any of the following conditions:
    i. Any new grant funding the addition of a new position. Additionally, approval from the Human Resource Director is required for position additions.
    ii. Any new grant in excess of $50,000.
    iii. Any new or ongoing grant requiring City matching of funds of $25,000 or more.
    iv. Any new or ongoing grant requiring either Mayor or Council approval of or understanding of the City's ongoing obligations to retain the grant.

7. The Department Manager shall notify the Finance Department of whether the grant has been awarded or denied and make necessary updates to the grant status in the Grant Master. Copies of the grant award notification, approved grant budget, and conditions must be scanned and attached to the Grant Master through Tyler Content Manager.
8. Upon notification from the Department originating the grant, the Finance Department will establish a new project number for the grant, and set up the appropriate budget, income, and expenditure accounts in the City's General Ledger system. The Finance Department will notify the Department of the new project and account numbers.
9. Grant financial records, supporting documentation and all other records pertinent to the grant shall be retained by the City permanently following the submission of the final report to the grantor. Copies of all applications, award letters, budget notices, award conditions, reimbursement requests, expenditures, quarterly reports, performance measures, and close out reports must be scanned and attached to the Grant Master through Tyler Content Manager.
10. Federal and State grants are subject to annual audits by the City's external auditors and must comply with certain standards. The Finance Department will prepare the Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA) to comply with the City's Single Audit requirements.

GENERAL FUND AGENCY CONTRIBUTION POLICY (Amended October 20, 2015)

Purpose:
The City of Hagerstown for many years has funded grants to local community agencies using annual appropriations in the General Fund as the source of this financial support. The purpose of this policy is the following:

1) To establish the level of General Fund funding support for agency contributions.
2) To define the City's timeline for this process.
3) To specify the City's requirements for the information to be provided by agencies seeking funding.
4) To outline the schedule for the City's distribution of funds to agencies receiving a grant of more than $5,000.

Funding:

1) The Mayor and Council have established a funding level of $195,000 to be allocated toward 8 recipients identified by the City as core agencies. These agencies include the following:

    a) Washington County Free Library
    b) Washington County Museum of Fine Arts
    c) Maryland Theatre
    d) Maryland Symphony Orchestra
    e) Hagerstown Municipal Band
    f) Community Rescue Services
    g) Hagerstown Neighborhood Development Partnership
    h) Washington County Historical Society

3) The Mayor and Council have established a $10,000 contingency for General Fund Agency Contributions.
4) The Mayor and Council have established that the total funding level for General Fund Agency Contributions is $205,000

Timeline:

1) If needed, the Mayor and Council will consider changes to these funding levels for General Fund Agency Contributions in future fiscal years by the end of October.
2) The City will distribute application packets to community agencies in November.
3) Applications from agencies are due no later than the 2nd Friday of January. Submission of funding requests will not be received after this date.
4) The Mayor and Council will approve Community Agency funding from the General Fund by the end of May.
5) Agencies will be notified of the Mayor and Council's funding decision by mid-June for contributions to be available beginning July 1.

Application: The City of Hagerstown will consider a number of factors/criteria in approving funding requests. Agencies requesting more than $5,000 in funding should include the following in their applications for funding:

1) A full description of how the requested grant from the City would be used to support agency operations, services, and capital improvements.
2) A summary of other local government funding sources and amounts including any grants received from Washington County or other municipalities.
3) A copy of the agency's most recent budget.
4) A copy of the agency's most recent financial report or audit prepared by an independent auditing firm.
5) A description of how the agency supports the goals of the City for downtown revitalization, expansion of the arts, culture, and education, neighborhood vitality, quality of life.
6) Agency service data related specifically to providing service and assistance to residents of the City of Hagerstown.
7) As part of the application and approval process, an agency may be requested to make a presentation of their funding request and service information to Mayor and Council during a public work session.

Distribution of Funds:

1) The City will distribute grant funds to the agencies on a quarterly reimbursement basis beginning on October 1 of each year for those organizations receiving a grant of more than $5,000. Other agencies can receive the full amount of their grant in July, the first month of the City's fiscal year.

Definitions of terms used in preparation of the Budget are listed below and in the pages that follow.

Accounting System – The total structure of records and procedures that identify, record, classify, summarize, and report information on the financial position and results of operations of a government.

Accrual Basis of Accounting – The method of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

AFSCME 1540 – The American Federation of State County and Municipal Employees, Local 1540. The collective bargaining unit that represents general personnel.

AFSCME 3373 – The American Federation of State County and Municipal Employees, Local 3373. The collective bargaining unit for sworn Police personnel.

Appropriations – The legal authorizations made by the Mayor and Council to the departments, offices, and agencies of the City which approves their budgets and allows them to make expenditures and incur obligations for purposes with the accounts approved.

Assessable Base – The total value of all real and personal property in the city which is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

Assigned Fund Balance – The portion of net resources intended for a specific use by the City, as determined by the designee of the Mayor and Council.

Balanced Budget – A budget that has operating revenues equal to operating expenditures.

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

Bond – A written promise to pay a specified amount of money, called the principal amount, at specific dates in the future called maturity dates along with interest at specific rate.

Bond Anticipation Notes – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond to which they are related.

Bonds Issued – Bonds sold.

Bond Rating – A rating that indicates the probability of timely repayment of principal and interest on bonds issued.

Budget – A financial plan containing estimated revenues and expenses for an organization. The plans are prepared by the individual departments and reviewed and submitted by the City Administrator to the Mayor and Council for their review and approval.

Budget Year – The fiscal year for which the budget is being considered. (See also FISCAL YEAR.)

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

Capital Budget – The annual adoption of project appropriations by the Mayor and Council. Project appropriations are for the amount necessary to carry out a capital project's expenditure plan, including multi-year contracts for which a total appropriation covering several years planned expenditures may be required.

Capital Improvements Program (CIP) – The annual updated 6-year plan or schedule of projected expenditures for buildings, public facilities, and other improvements which are of significant value and have a useful life of several years. The City's program includes estimated project costs, sources of funding, and timing of work for each project. The capital improvement program is the basis for the annual CIP appropriations and any new bond issues.

Capital Expenses (Outlays) – Departmental expenditures which generally result in the acquisition of furniture, equipment, and/or computers, which have a value of less than $5,000 ($10,000 for Enterprise Funds), and have a useful economic life of more than one year. Capital expenses are reflected in the budget document in each department requesting the items.

Capital Projects – A specific activity or element of the Capital Improvements Program involving expenditures and funding for the creation of permanent facilities or other public assets that have a relatively long useful life.

CDBG – See Community Development Block Grant

CIP – See Capital Improvements Program

Committed Fund Balance – Portion of net resources with imposed limitations set at the highest level of decision making authority. Such authority includes ordinances, resolutions of the Mayor and Council and the City's charter. Formal action at the same level of authority is required to remove such limitations.

Community Development Block Grant (CDBG) – A general purpose, federal grant primarily used to promote rehabilitation and development of residential and commercial neighborhoods, and to meet all urgent community development needs.

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.

Governmental Fund – The funds through which most government functions are financed. The City's governmental funds are the General, Debt Service, Capital Projects, and Special Revenue Funds.

Grants – A transfer of county, state or federal monies to the City, usually for specific programs or activities.

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 HCF. It allocates to costs by billing a pre-established internal insurance rate for each fund's employees, retirees and dependents. This charge represents the funding sources for the HCF from which all health care related administrative and medical reimbursements costs are paid.

IAFF – International Association of Fire Fighters, Local Number 1605. The collective bargaining unit for sworn Fire personnel.

IBEW – International Brotherhood of Electrical Worker, Local 307. The collective bargaining unit for electrical personnel.

Interfund Transfers – Payments made from one operating fund to another as a contribution to defray a portion of the recipients fund's costs.

Intergovernmental Revenues – The revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

IT – Department of Information and Technology.

Levy – (Verb) To impose taxes or special assessments for the support of governmental activities. (Noun) A tax or special assessment imposed by a government.

Liabilities – Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Liability Coverage Service Fund – An internal service fund used to provide for potential uninsured liability claims.

Line-Item Budget – The traditional form of budgeting, where proposed expenditures are based on individual types of expenditures within a department or program. The Hagerstown City Budget is a line item budget with summary and program information to aid in obtaining a more complete picture of the budget.

Long-Term Debt – Debt or obligations of the City with a final maturity or payment date of greater than one year.

Major Budget Highlights – A component of the Program Summary that explains significant changes or highlights in each department's proposed budget as compared to the previous year's budget.

Major Budget Year Initiatives – A component of the Program Description that details departmental goals for the fiscal year. These objectives are tied to the City's overall strategic plan.

Matured Bonds Payable – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

MGD – Million Gallons per Day.

Modified Accrual Basis Of Accounting – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

Net Bonded Debt – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Non-Departmental Operating Expenditures – Operating expenditures which are not charged directly to specific departments but are cost to the City as a whole, such as debt service payments and general liability insurance.

Nonspendable Fund Balance – Portion of net resources that cannot be spent either (a) because of their form, or (b) because they must be maintained intact.

Non-Union – Employees not represented by one of the 4 collective bargaining units.

Obligations – Amounts that a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Operating Budget – The portion of the City's budget that provides resources for the day-to-day operations of the City.

Ordinance – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be enacted by ordinance and those which may be enacted by resolution.

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

Pay-As-You-Go – Capital expenditures which are funded from current revenues.

Payment In Lieu Of Taxes – Payments made by entities not legally required to pay taxes in order that they may receive the same services as private taxpayers.

Per Capita – Per unit of population; by or for each person.

Performance Indicators – A component of the Program Description that reflects statistical indicators of levels of service or performance measures by department. Current fiscal year and budget year are projected.

Personnel (Costs) – Expenditures that include salary costs for full-time, part-time, temporary and contract employees, overtime expenses and all associated fringe benefits.

Prior Year(s) – The fiscal year(s) preceding the current year.

Program Description – One of the major sections of the budget document that serves as an introduction for each department, and includes the department's function, program objectives, and performance indicators.

Program Elements - The major functional areas in which each department directs its resources, such as Personal Computer Support in the Information Technology department or Insurance Administration in the Purchasing department. The program elements are a component of the Program Summary.

Program Function – A component of the Program Description that describes the primary responsibility of the department.

Program Summary – One of the major sections of the budget document that details each department's budgetary activity. The summary includes the expenditure summary, major budget highlights, and staffing levels.

Projections – The estimate of budget authority, outlays, receipts, or other amounts extending several years into the future. Projections generally are intended to indicate the budgetary implications of existing or proposed programs.

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

Proposed Budget – Reflects the budget or line-item amount recommended by the City Administrator to the Mayor and Council for their review and consideration. It reflects either her/his assessment of what is needed to accomplish the department's objectives, or the limited resources available to accomplish the intended objectives.

Resolution – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

Retained Earnings – The cumulative annual net income or loss of an Enterprise fund's operations since the inception of the fund which are retained for future operation or needs.

Receipts – Collections from the public based on a government's exercise of its sovereign powers. Governmental receipts consist of receipts from taxes, court fines, gifts and contributions, and compulsory licenses.

Restricted Fund Balance – Portion of net resources with imposed limitations set by either (a) creditors, grantors, contributors, or the laws and regulations of other governments, or (b) laws through constitutional provisions or enabling legislation.

Revenue – Income received by the City to support its program of services to the community. It includes sources such as property taxes, admission fees, service charges, Federal and State grants, and parking fines 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 Rate – The amount levied for every $100 of assessed property value, as determined by the Maryland State Assessment Department on both real and personal property within the Hagerstown City limits. Beginning 10/1/2000 the assessable base for real property was increased from 40% to 100% of estimated fair market value. The real estate tax rate was reduced to 40% of the prior rate but since the assessment for personal property did not change, its rate stayed the same or 2.5 times the real property rate. Current State law requires this rate differential to be maintained for Counties and the City is following the same policy.

Unassigned Fund Balance – The portion of net resources in excess of the nonspendable, restricted, committed, and assigned balances.

Unfunded Positions - Positions not currently funded that would require an identified funding source and Mayor and Council approval before being funded again.

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

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

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

Working Capital – A term used to describe the unreserved fund balance calculated by subtracting current liabilities from current assets. This is used for the City's enterprise funds.

Zoning – The partitioning of a city, borough, or township by ordinance into sections reserved for different land use purposes (i.e. residential, offices, manufacturing, commercial, etc.)