

**City of Martinsburg
Council as a Whole
Thursday, February 22, 2024
5:00 PM
George Karos Community Room
Martinsburg Police Department
125 W. Race Street**

Council as a Whole Committee Business

1. FY 2023-2024 Budget Overview Update – Mark Spickler, Finance Director
2. Projects Update – Andy Blake, City Manager
3. Discuss Other Governmental Entities and Outside Agencies FY 2024-2025 Budget Requests ***{see attachments; Bring to the Meeting}*** – staff overview for council consideration.
4. Schedule next budget meeting(s)

City Projects and Initiatives - February 16, 2024

Project Name	Vendor	Summary	Goals/Purpose	Funding / Initiative Approved	Status	Est. Project Completion	Budget	Funding Source	Project Manager/Contact
Current/Pending Capital Projects									
City Hall Renovation Project - Design and Construction	Architect - Silling Contractor - Waynesboro	Complete design and drawings for City Hall renovation / construction.	Updated Infrastructure; Economic Competitiveness; Citizen accessibility; Staff efficiency; Energy efficiency and sustainability.	Yes	Bid awarded to Waynesboro Construction. Pre-Construction meeting held on 11/2/2022. Notice to Proceed issued on 11/22/2022. Completion Date: No later than 550 days from 11/22/2022 (May 25, 2024)	Est. Start: Mid-November 2022 Est. Completion: On or before May 25, 2024	Design: Silling Design: \$718,134 Silling FFE: \$48,000 Construction: Waynesboro Contract: \$7,928,000 CO #1: \$53,270.05 CO #2: \$2,353 CO #3: \$2,631 CO #4: \$13,388 CO #5: \$70,199 CO #6: \$14,057 CO #7: \$46,961 CO #8: \$11,040 CO #9: \$12,904 CO 10: \$10,000 CO 11: \$21,198 CO 12: \$5,383 CO 13: \$2,499 Total Waynesboro: \$8,184,883.05 Total FFE with SpaceSaver: \$670,997.73 Granicus Camera and Streaming System: \$51,197 Total Construction Obligation: \$8,907,077.08 Budgeted \$10,292,097	Sales Tax Fund.	
N. Queen Street - Phase 3 Streetscape TA Grant (Design)	Engineer: Alpha Contractor: TBD	Draft and submit T/A grant to WVDOT. Project would replace sidewalks, railings, curb and add street trees and a pocket park from Penn Avenue to Race Street on N. Queen Street.	Updated Infrastructure; ADA Compliance; Economic and Community Development; Economic competitiveness	Yes	Awarded \$100,000 by WVDOH for design/engineering. Council approved contract with Alpha for design. State provided verbal notice to proceed on 5/12/2022.. 100% drawings submitted to DOH. Project scheduled for lettering by WVDOH in 2024.	Design complete	Design/Engineering \$100,000 (Grant Funded) City Match \$20,000	Design/Engineer ring Funded through TA Grant. Match funded through proposed General Fund Expense through ARPA reimbursement.	
N. Queen Street - Phase 3 Streetscape TA Grant (Construction)	Engineer: Alpha Contractor: TBD	Drafted and submit T/A grant to WVDOT. Project would replace sidewalks, railings, curb and add street trees and a pocket park from Penn Avenue to Race Street on N. Queen Street.	Updated Infrastructure; ADA Compliance; Economic and Community Development; Economic competitiveness	Yes	Complete plans submitted to WVDOH. The State awarded City \$1.1 million grant to complete the project. Cooperative agreement between State and City signed. State will administer construction of project. Construction will begin after design phase is complete. Project scheduled for bid letting in 2024..	State has notified City that project is on State's 2024 construction schedule.	Original Estimate \$1,078,203 total. City match is \$215,641 Revised Estimate (7/27/2023): \$1,187,717.82	Partially Funded: Design/Engineer ring Funded through TA Grant. Construction: Proposed General Fund Expense through ARPA Reimbursement	
Creekside Trail Connector (Train Station to Oatesdale) Design	CEC	Develop concepts from concept plan into small area plan for access, infrastructure, circulation to support placemaking, tourism community, & economic development.	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	All necessary property easements signed and recorded. Concept designed. Full engineering undersay.	1st quarter 2024	\$45,000 Scope with CEC \$10,000 Aspen Hall Easement \$25,000 Unallocated funds for future plans Total: \$80,000	ARPA	

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TA Grant (Creekside Trail)	N/A	The project is a trail connection that is part of the city's Creekside District This trail will connect downtown Martinsburg to historic Aspen Hall and to the Frog Hollow Trail, which completes the connection to the longer Route 9 trail. It is part of an overall concept of connecting the city's parks into a non-motorized, accessible greenway. Specifically, this segment connects downtown to the City's primary youth baseball/hockey park at Oatesdale Park.	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Intent to apply filed with WV. WV has notified City that project qualifies. City has applied for construction grant and waiting for State's decision.	TBD	\$1,300,952 \$260,190 (20% City Match)	General Development Reserve Fund	
TA Grant (Rail Bridge over Route 9)	N/A	Acquiring the bridge was necessary to the completion of the Frog Hollow trail, with is a significant non-motorized project undertaken by Martinsburg for transportation and economic development purposes. Once improved, this bridge could provide additional connectivity to new developments currently underway south of Route 9. Presently, the span is fenced off. So repairs would contribute to the safety and attractiveness of the asset, as well as the safety of traveling public on WV SR 9 below. It would also support connectivity of the Frog Hollow Rail Trail to areas south of Route 9.	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Intent to apply filed with WV. WV has notified City that project qualifies. City has applied for construction grant and waiting for State's decision.	TBD	\$300,000 \$60,000 (City Match)	General Development Reserve Fund	
Public Works / Stormwater Administrative Building	CEC/Omni Architects Contractor: Callas	Design and construction of Public Works / Stormwater Administrative Building next to existing Public Works Garage on Boston Street.	Updated Infrastructure; Economic Competitiveness; Citizen accessibility; Staff efficiency; Regulatory Compliance; Energy efficiency and sustainability.	Yes	Project under construction. Soil contamination has been found on site which has delayed project until work plan to remediate has been completed. Environmental remediation has been completed. Site work can proceed	11/1/2024	CEC Architectural/Engineering/Construction Admin: \$181,000 CEC CO #1: \$86,000 CEC CO #2: \$152,500 Total Engineering/Architectua \$419,500 Construction: Callas \$4,013,435 CO #1: \$140,000 (est.) Environmental Remediation (Est): \$450,000 Est. FFE: \$250,000 Estimated Total Cost: \$5,272,935	General Fund (Streets) / Sanitation	
West Side Fire Department Substation	TBD	Design, planning and construction of new Fire Department substation on west side.	Public safety; economic competitiveness; future planning.	No	Internal discussions/staff review.	TBD	\$1.5 million (Estimated)		
Grease Trap Ordinance and Inspection Program	N/A	Development of a grease trap ordinance and inspection program.	Regulatory compliance; protection of public health and safety; preservation of infrastructure; rate-payer protection.	Yes	Ordinance approved by Council. Staff has developed draft grease trap inspection program and educational materials. City attempted to hire inspector. Utility Director has found third-party option which is more economical and complies with regulations. Proposal to be presented to Council for approval.	First Quarter 2024	N/A	Funded	

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Lambert Pool Concept	CEC	Development of detailed rendering and concepts for what an outdoor and indoor facility would look like on the site; detailed cost estimates from demo of current site to turn key operation of new site for both an outdoor and indoor concept. Inclusive of engineering, architectural, project management; development of a pro forma of operation and main tends cost of a outdoor facility and an indoor facility.	Public Recreation; Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Concepts are being refined for a Council as a Whole Committee meeting. Concepts were waiting for determination as to whether Lambert Pool could be fixed.	First Quarter 2024	\$40,000.00	General Fund	
Lambert Pool Repair	CEC/Millennium Pool	Repair of Lambert Pool for operation in Spring 2024.	Public Recreation; Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach	Yes	Repairs curenly underway.	First Quarter 2024	\$164,347.00	General Fund	
Lake Thomas Recreational Area	CEC/TBD	Development of Lake Thomas Quarry into passive recreational area with trail system.	Public Recreation; Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Design Funded / Construction Not Funded	Engineering is underway.	First Quarter 2024	Design - \$168,000 Construction - - TBD		
Train Station Renovation	TBD	Renovations of existing train station.	Updated Infrastructure; Economic Competitiveness; Citizen accessibility; Staff efficiency; Energy efficiency and sustainability; Multi-Modal Transportation.	Yes	Kee Construction awarded the bid. Pre-construcdtion meeting was 12/11/2023.Construction began 2/1/2024.	5/1/2024	\$452,094.00	General Fund	
Woodbury Improvement Project		Implementation of Woodbury Traffic Study.	Updated Infrastructure; ADA Compliance; Economic and Community Development; Economic competitiveness; Walkability and pedestrian safety.	Yes.	CEC has submitted necessary permit to DOH for approval. Once DOH approves, project can be bid.	TBD depending on WVDOH approval	Appox. \$150,000	General Fund	

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Pickleball Courts	CEC/W-L	Construction of pickleball courts on Baltimore Street.	Public Recreation; Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Design is complete. Quantities have been submitted to W-L for construction estimate.	Spring 2024	\$225,000 (\$125,000 City/\$100,000 Parks)	ARPA/MBCPR	
Keyless Entry / CCTV City-Wide Building Project	Electronic Specialties	Installation of new keyless access system and CCTV system to make entry and security of each City building consistent and secure.	Updated Infrastructure; Public and Employee Safety; Building Maintenance; Asset Management	Yes	Installation in progress.	Spring 2024	Train Station: \$104,179.07 Kilmer Springs Plant: \$61,753 Kilmer Well: \$16,995 Wastewater: \$47,731 Big Springs: \$35,407 Public Works: \$22,305 City Hall: Part of Construction Public Works Admin Building: Part of Construction		
RAISE Grant	CEC	Preparation and submission of RAISE Grant for the construction of Creekside Trail, Lake Thomas, Route 9 Trail Extension and Restoration of Tuscarora Creek.	Public Recreation; Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning	Yes	Application due 2/28. Award, if granted, by June 30, 2024.	Grant award, if awarded, by June 30	\$35,000 for CEC grant support	General Fund	
Technology and Citizen Engagement Projects									
City Public Access TV Channel Upgrade	TBD	Upgrade of existing City government access channel to provide for live and recorded video and to provide a more professional appearance.	Community engagement; transparency; economic development; continuity of government; economic competitiveness.	Yes	Internally researching best options and vendors.	Spring 2022	~20,000	General Fund	

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Human Resources Employee Portal and Payroll Platform	NeoGov	Implementation of new HR Software for employee training onboarding, payroll, evaluations and record keeping.	Employee recruitment and retention; accurate record keeping; employee accessibility; cyber-security.	Yes	Council approved contract in February 2024.	End of 2024	\$63,000 on-time cost / \$54,000 annually		
Planning and Studies									
Street Repaving Analysis and Multi-Year Replacement Program	CEC	Study and develop multi-year street repaving program based upon condition of street. Allows for identification of streets most needed to be repaired and allows for budgeting.	Updated and maintained infrastructure; Economic competitiveness; Community and economic development; Public safety; budget preparation.	Yes	Draft task order presented to City for internal staff review. To be presented to Council.	8 weeks from approval of task order.	\$100,000.00	Proposed General Fund Expense through ARPA reimbursement	
Water Modeling Study	CEC	Update City's water model study to determine current capacity and future needs.	Updated and maintained infrastructure; Water Security; Economic competitiveness; Community and economic development; Public safety; budget preparation.	Yes	Executive summary completed and presented to staff. Full report and discussions to take place. Full report is waiting for completion of all hydrant testing.	12/31/2023	\$85,000.00	Proposed General Fund Expense through ARPA reimbursement	
Multi-year replacement plan for water/sewer lines	TBD	Development of a multi-year phased plan to replace aging water and sewer lines.	Comply with DEP and EPA mandates; infrastructure modernization; economic development; economic competitiveness; sustainability; water preservation.	Funding set aside in tariff. Construction contract not approved.	Internal discussions and discussions with engineering firm.	TBD	TBD	Water/Sewer Fund.	
Historic Design Standards	TBD	Development of written design guidelines for structures in the City's Historic Preservation Overlay District. The guidelines and standards are to be consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties while also balancing contemporary realities, economic development, sustainability and encouraged renovation within the District.	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	No	Internal discussions and development of an RFP	TBD	TBD	Not Funded	

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Street Light Replacement Project	TBD	Replacement of 177 existing City decorative street lights with new LED lights.	Updated and maintained infrastructure; Economic competitiveness; Community and economic development; Public safety; Environmental protection. Environmental efficiency.	Pending Congressional approval.	Earmark granted. Staff working with HUD on regulations and staff working on scope of work/cost estimates to determine quantity of lights to be installed.	TBD	\$840,000.00	Federal Earmark	
Economic Development Initiatives									
Decorative Planters/Street Tree Upgrades (Landscaping Contract)	R&L	Hanging planters, street trees.	Economic Development; Beautification; Sense of Place; Public Health; Community Engagement; Environment; Sustainability.	Yes	Ongoing.	Annual and Ongoing	\$47,000.00	Economic Development Fund.	
Business Clustering Research	Michael Baker	An update on the market segmentation research and leakage data from the 2013 economic development report, re-analysis of new target industries, and a playbook focused on core business clusters that fit into our physical spaces.	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Scope of work and contract to be presented to Council on June 10. Requires 20% match (~\$10K) from City. Region 9 will provide remaining 80%	12/31/2021	\$10,000 from City	Economic Development Fund.	
PILOT Community Grant Programs	N/A	Creation of grant programs for commercial façade program; residential façade program; and block clean up program and discretionary economic development grant program.	Economic Development; Beautification; Sense of Place; Public Health; Community Engagement; Environment; Sustainability.	Yes	Façade grant program has assisted approximately 20 properties. 2021 annual report provided to Council 1/22. Currently 17 completed and 8 in-progress façade grants. Better block cleanup has been advertised but minimally promoted due to limitations on gatherings. Discretionary funds have been used to match grant applications to EDA, WV History & Culture.	TBD	\$175,000.00	Economic Development Fund.	
City-Wide Pilot Mural Project	N/A	Creation of mural program.	Economic Development; Beautification; Sense of Place; Public Health; Community Engagement; Environment; Sustainability.	No	Developing proposal to address N. Queen Street underpass design option, address code barriers to murals, and consider incentives for downtown murals.	TBD	\$143,000.00	Intent to Fund.	

Project Name	Vendor	Summary	Goals/Purpose	Funding / Initiative Approved	Status	Est. Project Completion	Budget	Funding Source	Project Manager/Contact
Economic Recovery Funding Request Portal	N/A	Development of grant portal and program consideration of community-submitted economic & community development needs.	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Portal was created, applications accepted and reviewed, Council selected funding recipients 12/21 and approved grant agreements 1/22. Capital project recipients have permission to proceed on reimbursement basis. Non-capital projects have been sent funds per agreement. Quarterly grant report monitoring ongoing for one-year for the majority of applicants.	Funding completed. Project monitoring ongoing through 2023-24.	\$1.6M	American Rescue Funds	
Cultural Plan	TBD	Coordinate with local civic and historic entities in Martinsburg to develop a citywide plan for adequate staffing and promotion to invigorate the tourism economy post-Covid (and potentially post-MARC).	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Internal discussions including potential partnership with CVB.	TBD	\$75,000.00	General Fund	
Market House Revitalization Partnership Procurement	Staff/Wishneff	Seek public-private partnership for revitalization of Market House	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	No	Consistent with Council authorization, staff to working with Wishneff to proceed and has executed an agreement to negotiate with Wishneff group. Economic development grant application submitted to West Virginia Development Office for approval in cooperation with WVU. Latest information is that State could approve application by March 2024	TBD	\$650,000.00	TBD	
Recently Completed Projects (Since 2021)									
Gateway Corridor Planning Project	CEC	Study, plan and design of strategic gateway corridors within the City (N. Queen; S. Queen, Winchester Avenue; W. King Street, Moler Avenue)	Updated Infrastructure; Economic Competitiveness; Economic Development; Beautification; Sustainability.	Yes	Public gateway charette held on 6/1/2023. Consultant gathering results for future recommendations. Conceptual plans to presented to Council in October. Final public presentation was presented on 12/7/2023.	End of 2023	\$150,000	General Fund	
2023-2024 Street Paving and Curb Replacement	TBD	Curb replacement for stormwater management and street re-paving.	Updated and maintained infrastructure; Economic competitiveness; Community and economic development; Public safety	Yes	Street paving work completed on 10/27/2023.	10/31/2023	Total CDBG Actual Expense: 288,668.50 Total General Fund/Capital Actual Expense: \$1,107,077 Water Department Fund: 16,648	ARPA: \$200,800 Comm. Dev: \$200,000 General Fund: \$550,000	

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N. Queen Street - Phase 2	Engineer: Alpha Contractor: Jefferson Asphalt	Installation of new storm drains, inlets, manholes; new curbs; new sidewalks; new fence; extensive patching and repair of concrete retaining and pedestrian walls; wall caps to be replaced; access stairway to be replaced; handrail to be replaced.	Updated Infrastructure; ADA Compliance; Economic and Community Development; Economic competitiveness	Yes.	Substantial completion issued on 10/27/2023.	Start: 2/15/2022 Est. Comp: 6/30/2023	Construction Cost with Change Orders and Units: \$2,885,308.57 Engineering \$146,000 Engineering CO #1: \$76,484 Engineering CO #2: \$76,484 Traffic Signal: \$40,000 Total: \$3,034,018.20 100% City Funded CO Order #1 = (-\$707,489) CO #2 = \$5,028 CO #3 = \$202,538 CO #4 = \$21,750 CO #5 = \$13,852.90 CO #6 = \$4,425 CO #7= \$74,480.30 CO #8 = \$4,303.62 CO #9 = \$11,500	Proposed General Fund Expense through ARPA Reimbursement.	
Race Street to Randolph Street ADA Replacement and Re-Paving	TBD by WVDOH	Replacement of ADA compliant ramps and re-paving of Race Street.	Updated and maintained infrastructure; Economic competitiveness; Community and economic development; Public safety	Yes	WVDOH has completed ramps. They have completed paving of Race from Randolph to Raleigh. WVDOH has not entered into Purchase Order for W. Race from Raleigh to N. Queen.	FY 2023	\$1,300,000.00	WVDOT	
Fire Hydrant Flow Testing and Operation Inspection	CEC	Fire hydrant flow testing and inspections on fire hydrants throughout the City.	Regulatory compliance; protection of public health and safety; preservation of infrastructure; rate-payer protection.	Yes.	Completed	9/1/2023	\$112,750.00	Water/Sewer Fund.	
Frog Hollow Trail Construction	Minghini's	Construction of new trail from Train Station to Route 9 bridge.	Public amenities; economic development, open space; tourism; multi-modal transportation; public health. Connection to downtown.	Yes	Trail scheduled for completion by end of June. Trail paved, pond complete. Bollards to be installed along with signage in June.	May/June 2023	\$353,075	Proposed General Fund Expense through ARPA reimbursement	
Woodbury Traffic Study	CEC	Study of Woodbury Avenue to determine traffic calming measures.	Public safety; strategic planning; public outreach.	Yes.	Report completed and presented to Council.	3/1/2023	\$15,000.00	General Fund	
Fire Department Concrete Apron and Storm Sewer Replacement	Engineer: CEC Contractor: Minghini's	Replacement of existing driveway and stormwater at Martinsburg Fire Department.	Updated and maintained infrastructure; Economic competitiveness; Community and economic development; Public safety. Environmental protection.	Yes	Finished except for gate.	Spring 2023	Design \$25,000 Engineering CO #1: \$7,500 Original Construction Contract: \$542,000 Change Order 1: \$12,697 Change Order 2: \$28,786 Change Order 3: \$23,851.71 Change Order 4: \$7,963.38 Total: \$647,798.09	Fire/EMS Fund General Fund	

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Frog Hollow Trail Survey/Design/Engineering	CEC	Survey, design and engineer trail from Train Station to Route 9 for future connection to Route 9 trail.	Public amenities; economic development, open space; tourism; multi-modal transportation; public health. Connection to downtown.	Yes	Task order for design approved by Council on 2/10. CEC presented preliminary plans week of 5/16. Final plans presented and project was bid on July 8, 2022. Bids closed on August 16, 2022.	Bids closed on 8/16 and awarded.	\$36,000 (Trail) \$32,000 (Stormwater Pond) Change Order #1 = \$20,000 Total Engineering/Design = \$88,000	Proposed General Fund through ARPA reimbursement	
Stormwater Project - 600 S. Raleigh StreetA8:J8	Engineer: CEC Contractor: Snyder Environmental	Engineering, planning and reconstruction of 600 block of S. Raleigh Street.	Stormwater management; modernized infrastructure; sustainability.	Yes	Finalizing project.	3/24/2023	Design/Engineering: \$45,900 Original Construction Cost: \$635,931 Change Order #1: (-\$20,000) Change Order #2: \$101,842 Total Cost: \$763,673	Proposed General Fund Expense through ARPA Reimbursement	
W. King/S. Alabama Traffic Signal	Pritchard Signal and Light	New pedestrian pads and traffic signal installation.	Updated Infrastructure; ADA Compliance; Walkability; Traffic Safety.	Yes.	Complete	Complete	\$183,500	General Development Reserve Fund	
127 Commerce Street Purchase and Re-Purposing	Silling and Contractor TBD	Purchase of property; demolition; re-purposing of property into parking/stormwater.	Updated Infrastructure; Economic Competitiveness; Sustainability; Citizen and employee access to City buildings	Yes	Complete	Complete	\$75,000 for property acquisition; \$13,050 for demolition; \$60,000 for design. Total Acquisition and Demo Cost: \$160,000 Total Construction Cost: TBD based on new design.	Acquisition, demolition and construction funded. \$266,424 allocated to construction prior to Commerce Street purchase and new design. Sales Tax Fund	
2021-2022 Budget	Internal	Development of 2021-2022 Budget.	Set priorities and policies of the City; ensure balanced and sustainable budget; ensure continuous operations and providing high-quality services.	Yes	Complete	Complete	FY 2021-2022: General Fund \$19,500,000; Coal Severance: \$65,000; Police Levy \$1,425,000; Fire/EMS \$930,000; Sales Tax Fund \$4,850,000; Water/Sewer \$10,000,000; Sanitation \$2,000,000; Parking \$215,000.	Funded and approved.	
2020 Street Paving Bids	Jefferson Asphalt	Paving of selected General Fund and CDBG streets.	Updated and maintained infrastructure; Economic competitiveness; Community and economic development; Public safety	Yes	Complete.	Complete	General Fund - \$747,374.65; CDBG \$103,842.	Funded	

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Engineering Request for Proposals	CEC	Engineering RFQ to select an on-call engineering firm for up to 3 years.	Project efficiency to reduce project lead time; Ensure need projects are shovel ready; Community and economic development; Economic competitiveness; Infrastructure maintenance and modernization.	Yes	Complete.	Complete	Task Order Dependent	Certain tasks funded. Various Funds.	
Meeting and Agenda Management / Video Streaming	Granicus	Agenda preparation and video streaming software.	Citizen access and transparency; Staff efficiency.	Yes	Complete.	Complete	\$4,500 one time fee; \$14,000 per year.	Funded	
Council Room A/V Modernization Project	Innovative	Modernization of Council Chamber audio/visual system. Includes 4 televisions; 13 microphones, new sound receiver; ability to live stream on City GAC and connection to Granicus Live Streaming Decoder	Citizen access and transparency; Staff efficiency; Continuity of government.	Yes	Complete.	Complete	\$28,000 one time fee; \$106 monthly for added computer service.	Funded	
Video Conferencing Equipment	Lifesize /Innovative	Addition of video conferencing equipment in Council Chambers and Conference Room to enable professional and secured video conferencing in City Hall. Will allow for Council, boards and commissions to meet without being physically present, if necessary.	Staff efficiency; Continuity of government; Secured communications; Ability to conduct meetings without travel.	Yes	Complete.	Complete	\$17,286 one time fee; \$4,700 per year.	Funded	
E. Martin Street - Phase 1 Utility Relocation	Snyder Environmental	Replacement of water, sewer and stormwater in preparation for Train Station Corridor Project - Phase 2.	Updated Infrastructure; ADA Compliance; Economic and Community Development; Economic competitiveness	Yes	Complete.	Complete	\$530,205.00	Funded	
Pay by Phone/Mobile Device Parking	Pay-By-Phone	Implement pay by phone/mobile device parking throughout the City to allow citizens and visitors a variety of ways to pay for parking.	Citizen accessibility; Staff efficiency; Revenue enhancement; Economic and community development; Economic competitiveness.	Yes	Complete.	Complete	No cost to City.	Funded	
Replacement of 6,000 gallon Sodium Hypochlorite Tank at Sewer Plant	Augusta Fiberglass Installation Contractor TBD	Replacement of tank at sewer plant that was contaminated and removed as result of 12/23/2019 incident.	Maintenance of facilities.	Yes	Complete.	Complete	\$37,889 for tank. Installation - TBD	Sewer Fund	
CDBG E. Burke Street Basketball Court/Pocket Park	TBD	Installation of half basketball court on south side of 251 E. Burke Street.	Recreation; Community Development; Walkability	Yes	Complete.	Complete	Total \$140,000	CDBG	
CDBG E. Burke Street Passive Pocket Park	TBD	Passive park (ADA accessible walkways, benches and landscaping.	Recreation; Community Development; Walkability	Yes	Complete.	Complete	See above.	CDBG	

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New City Website Platform (Granicus)	N/A	Launch new City website platform. Select an all-in-one website solution designed for ease-of-use and built specifically for the needs of local government. Purpose is to engage citizens and empower them to complete civic processes without entering city hall. New website will also allow departments to update departmental websites and to tie in existing online City solutions.	Community engagement; transparency; economic development; continuity of government; economic competitiveness.	Yes	Complete.	Complete	\$18,000 1st year.\$11,420 2nd year. \$12,219 3rd year. \$13,074 4th year. \$13,989 5th year.	General Fund	
Office 365 Migration	Innovation	Transferring all emails and accounts to Office 365 from City's server.	Continuity of government; cyber security; staff efficiency.	Yes	Complete.	Complete	\$74,000.00	General Fund	
Northstar Utility Upgrade	Harris	Upgrade of existing utility billing software and customer portal system to pay bills online.	Staff efficiency; City accessibility; Budget controls; Citizen Access.	Yes	Complete.	Complete	\$277,000.00	Water/Sewer Fund.	
Zoning Rewrite	Michael Baker	Re-write and adoption of new zoning and subdivision Ordinance	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Complete.	Complete	\$160,000	General Fund	
2021 Street Paving Bids	TBD	Paving of selected General Fund and CDBG streets West Commerce Street from North Queen Street to North College Street South Water Street from East Stephen Street to East Burke Street South Kentucky Street from West King Street to West Martin Street North Western Avenue from Woodbury Avenue to Half Street.	Updated and maintained infrastructure; Economic competitiveness; Community and economic development; Public safety	Yes	Complete.	Complete	\$165,000 CDBG Funds Available;	CDBG	
E. Martin Street - Phase 2 Streetscape	Harley Miller	New sidewalks, curb, brick, pavement, lighting.	Updated Infrastructure; ADA Compliance; Economic and Community Development; Economic competitiveness	Yes	Complete	Complete	Original Project Total =\$1,039,403 \$207,880 City Match (20%). Additional utility relocation and undergrounding - up to \$300,000.	General Development Reserve Fund	
White Avenue Parking Improvement Project	Harley Miller	Improvements to area adjacent to White Avenue to add parking and beautify area around train station	Updated infrastructure; tourism; community and economic development.	Yes	Complete.	Complete	Design/Engineer/Bid Fees: \$19,200 Est. Construction /Inspection Cost: \$114,472 Total Cost: \$133,672	General Development Reserve Fund	

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E. Martin Street Parking Lot	Minghini	Plan, design and re-construction of E. Martin Street Parking Lot.	Updated Infrastructure; Economic Competitiveness; Economic Development; Stormwater Management; Beautification; Sustainability.	Yes	Complete.	Complete	Design/Engineering: \$55,000. Construction Budget: 317,074.14 Total Cost: \$372,074.14	General Development Reserve Fund	
Market House Structural Assessment and Rehabilitation	TBD	Remodel and replacement of mechanicals, roof, elevator and interior renovations.	Updated Infrastructure; Economic Competitiveness; Economic Development; Stormwater Management; Beautification; Sustainability.	Yes	Complete.	Complete	\$14,288 plus \$7,500 change order to LiDar. Total \$21,788	Economic Development Fund.	
Martinsburg Police Department	W. Harley Miller	Construction of new police station.	Public safety; economic competitiveness; downtown revitalization; future planning.	Yes	Complete.	Complete	\$13.5 million	Sales Tax Fund	
Human Resource Re-Organization	Internal	Re-organization of HR Department to create stand-alone department from Finance and increase capacity.	Efficiency; succession planning; structural organization change for future.	Yes	Complete.	Complete	N/A	General Fund	
Fire Department Physical Fitness Space	TBD	Reconfiguring existing space in fire department for physical fitness space.	Physical fitness; health and safety; public safety responsiveness.	Yes	Complete.	Complete	\$25,000.00	Proposed General Fund Expense through ARPA reimbursement	
WWTP Influent Pump Flow Evaluation	CEC	Performance testing on all 4 pumps.	Regulatory compliance; protection of public health and safety; preservation of infrastructure; rate-payer protection.	Yes	Complete.	Complete	TBD	Water/Sewer Fund.	
GovQA Records Request Management Software	Granicus	Software to manage freedom of information requests, automates requests and improves citizen experiences.	Staff efficiency; public transparency; compliance with law.	Yes	Complete.	Complete	\$6,000 annually	General Fund	
Automated Parking Enforcement System	UpSafety	Implement automated parking enforcement system compatible with pay-by phone/mobile parking system. Automate citations, permit purchases, permit renewals, ticket payments and adjudication, citation appeals, delinquent notice mailings and collections.	Staff efficiency; Revenue enhancement.	Yes	Complete.	Complete	\$8,670 upfront; \$7,656 per year.	Parking Fund.	

Project Name	Vendor	Summary	Goals/Purpose	Funding / Initiative Approved	Status	Est. Project Completion	Budget	Funding Source	Project Manager/Contact
Creekside Small Area Concepts and Design Charette	CEC	Develop a multi-owner plan around the Matthews Foundry area that allow all parties to reference the same plan/goals/outcomes when seeking funding and (b) allow the City to ensure that all the various infrastructure requests that we might field from the area are based on a common overall development plan.	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Complete	Complete	\$7,000.00	Economic Development Fund.	
CSX Rail Abandonment Trail Request	CSX	CSX has abandoned the rail line along S. Queen Street from Route 9 to the Train Station. Staff is currently in discussions to obtain the use of the ROW for a future trail.	Public amenities; open space; tourism; multi-modal transportation; public health. Connection to downtown.	Yes	CEC presented preliminary bridge report to Council on 2/1/2022; City notified CSX of intent to accept and CSX presenting deed for approval for 2/10/2022 meeting. Deeds were received and recorded.	2/15/2022	\$7,500 to CSX for easement abandonment. \$32,596 to CEC for bridge assessment.	Funded	
Kelly Island Pump Station Sampling and Flow Monitoring	CEC	Ensure flows from Kelly Island pump station are compliant with City's NPDES permit and sewer use regulations.	Environmental compliance; Regulatory Compliance, Maintenance of Sewer System and plant.	Yes	Monitoring complete.	Spring 2022	Hourly on-call.	Sewer Fund	
S. Georgia/S. Alabama Stormwater and Paving Project	Engineer: CEC Contractor: Jefferson Asphalt	Design, construction and repaving of stormwater and street infrastructure.	Infrastructure maintenance and modernization; stormwater management.	Yes	Substantial completion issued.	Spring 2022	Engineering/Inspection: \$223,000 Construction: \$1,368,512 Total Project: \$1,591,512	General Development Reserve Fund	
Planning, Zoning, Permitting and Code Enforcement Software	MyGovernment Online	Implement new planning, zoning, permitting and code enforcement software to allow for online applications, online review and staff automatization of permits.	Staff efficiency; Citizen accessibility; Citizen transparency; Economic and community development; Economic competitiveness.	Yes	Complete	7/14/1905	\$0 upfront; \$900 a month once City begins utilization.	General Fund	
Public Works y Work Order and GPS System	MyGovernment Online	Implement new work order system and GPS module. Will allow Public Works and Utilities to assign tasks to employees, track labor hours and costs, monitor inventory and ensure garage and snow routes are efficient. Will allow citizens to request service online.	Staff efficiency; City accessibility; Budget controls; Reduces liability.	Yes	Complete	Complete	\$0 upfront; \$600 month per module; \$20 month per vehicle.	Funded.	

Project Name	Vendor	Summary	Goals/Purpose	Funding / Initiative Approved	Status	Est. Project Completion	Budget	Funding Source	Project Manager/Contact
Building Commission	N/A	Creation of a Martinsburg Building Commission	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Yes	Ordinance approved by Council. Next step to appoint members.	1/30/2020	N/A	N/A	
N. Maple Ave. Sewer Interceptor Replacement (Creekside)	Engineer: CEC Contractor: Snyder Environmental	Replacement of main sewer line interceptor at a point beginning around Aspen Hall and ending at N. Maple bridge to replace dilapidated sewer line, resolve I&I issue and tie new line into new infrastructure constructed as part of N. Queen Phase 1.	Updated and maintained infrastructure; Economic competitiveness; Community and economic development; Public safety. Environmental protection.	Yes	Complete	Fall 2022.	Design/Engineering: \$85,000 Original Construction Contract: \$563,559.50 Change Order 1: (\$20,000) \$543,556 Construction Cost Total: \$628,556	Proposed General Fund Expense through ARPA reimbursement	
Water Tanks Repair and Repainting	Engineer: CEC Contractor: World Wide Industries	Re-pair and re-painting of 4 water tanks throughout the City consistent with Ramboll Technical Report.	Infrastructure maintenance and modernization; water security.	Yes	Complete	End of 2022	Engineering: \$199,650 Engineering CO #1: \$30,000 Original Construction Contract: \$1,520,634 Change Order #1: \$386,377.46 Change Order #2: \$90,620.41 Change Order #3: \$4,000 Construction Contract with Change Orders: \$2,001,631 Total Project: \$2,231,281.87	Funded through Water Fund.	
Lake Thomas Concept Plan	Michael Baker	As part of Martinsburg-BC Parks and Recreation Master Plan, Michael Baker is developing a master concept plan for passive recreational opportunities within the Lake Thomas area and a trail to connect War Memorial with Oatesdale.	Recreation; Environmental Protection; Tourism; Connectivity; Economic Development; Walkability.	Yes, as part of master plan funding.	Complete	Fall 2022	N/A	N/A	
Subdivision Ordinance Rewrite	Michael Baker	Re-write and adoption of new Subdivision Ordinance.	Economic Development; Economic Competitiveness; Public Health and Safety; Public Outreach; Sustainability; Strategic Planning.	Contract approved; ordinance not approved.	Complete	Fall 2022		General Fund	
Stormwater Financing and Outreach - Phase 3 and Stormwater Utility Discussions	GKY	Development of public education and outreach tools to further inform City constituents of the City's stormwater financing evaluation efforts.	Compliance with EPA Mandates; Environmental Protection; Public Outreach.	Yes	Complete. First bills submitted.	First billing delayed until 4th quarter of 2022.	\$11,850 - grant funded.	Grant	

Project Name	Vendor	Summary	Goals/Purpose	Funding / Initiative Approved	Status	Est. Project Completion	Budget	Funding Source	Project Manager/Contact
Development Driven Water Models	Hatch	Developments within the City are required to contract with the City and its engineer to develop a water model to determine water infrastructure required to be installed to maintain adequate water pressure for the development and existing customers.	Comply with DEP and EPA mandates; infrastructure modernization; economic development; economic competitiveness; sustainability; water preservation.	Developer funded	<u>Del Mar Apartments</u> - scope of work presented to Developer. Waiting on developer approval. <u>Apple Harvest Development</u> (DR Horton) - Water Model complete and provided to developer. <u>Reserve at Tuscarora</u> - Scope signed by developer; engineer working on water model report.	Complete	Funded by Developer(s)	Private	



To: Honorable Mayor and City Council

From: Andrew P. Blake, City Manager
Mark B. Spickler, Finance Director

Date: February 16, 2024

Re: **FY 2024 - 2025 City Budgets and Outside Agencies
Funding Requests**

Enclosed for your review, are the “Other Governmental Agencies and Outside Agency Budget Requests” for FY 2024-2025 and a Budget Spreadsheet to be discussed on **Thursday, February 22, 2024 - 5:00 p.m.**

On the Budget Spreadsheet, GF stands for General Fund and CST (in red) stands for Coal Severance Tax Fund.

The City is statutorily required to fund certain outside agencies. These agencies include: the Martinsburg-Berkeley County CVB; the Martinsburg-Berkeley County Public Library and Region 9 Planning and Development Council. City Council has historically funded Martinsburg-Berkeley County Parks and Recreation with 50% of hotel-motel tax. The statutory language of hotel-motel tax requires 50% of the tax to be expended on the CVB and authorizes the other 50% to be spent on limited items including, parks and recreation. The enclosed recommendation continues that funding formula.

Historically, governmental and quasi-governmental agencies were funded as “outside agencies” by the City. However, additional non-profits are starting to request funding from the City. Last year six (6) new requests were submitted and this year two (2) additional requests have been submitted. Furthermore, the City is starting to get more non-profit requests outside of the budget process and throughout the calendar year. While the City did fund some additional agencies in the past utilizing a combination of CARES Act and ARPA funding sources, those sources have been either expensed and/or obligated. Thus, City revenues for the 2024/2025 budget are based upon the City’s going-level revenue sources absent ARPA and CARES funding. In other words, the City budget is based on the “new normal.” And, with this “new normal,” the City needs to get a handle of how to handle outside “non-profit” agency requests while ensuring that the City’s priorities are met.

While there is no question that outside agencies provide essential and needed services, the City’s on-going level budget is not equipped to fully fund all these agencies’ requests – especially given internal unfunded requests, mandates, needs and projects. The amount of third-party outside funding requests far exceeds available discretionary funds. There are limited resources, however, that can be utilized to assist.

It is our recommendation that the City allocate the Coal Severance Fund as a designated non-profit grant fund program available for non-profits organizations providing services within the City of Martinsburg to apply for funding and remove all non-profits from the City's General Fund budget process. This new fund would be initially funded with \$100,000 from the Coal Severance Fund for non-profits to submit applications for funding along with reporting requirements to ensure that non-profits are utilizing the funds that are requested and granted. The City can openly and widely advertise the new fund and application process in an open, transparent and equal way allowing all non-profits serving the City to apply, while providing clear guidelines and deadlines.

The designation of the Coal Severance Fund as a the source for non-profit allocations has several advantages: (1) provides an open, transparent and equal opportunity for all non-profits organizations providing services within the City to apply for funding; (2) provides a financial cap for non-profit agencies within the budget and prioritizes City funding needs; (3) promotes community capacity building; (4) ensures that funding granted by the City is actually utilized for the purposes proposed by the non-profit; (5) reduces funding requests by outside agencies outside of the budget process throughout the year; (6) establishes cooperative grant agreements comparable to federal and state cooperative grant agreements; (7) ensures compliance with State auditor requirements. Applications would be developed for funding after July 1, 2024. Grant awards would be approved by Council just as CDBG applications and ARPA applications were approved by Council. Staff will develop guidance and applications in the next several weeks based upon prior ARPA and CDBG applications for Council's approval. Once approved, staff can publicize the grant opening process for the 2024/2025 funding year.

Recommendations for funding requests for governmental and quasi-governmental organizations are outlined in the recommended column of the outside agency budget sheet. Governmental and quasi-governmental requests totaled \$2,027,350.38. Recommended allocations equal \$1,395,351.50. Non-profits that submitted applications will be eligible to apply for the newly created fund for funding after July 1, 2024. Please also note that many non-profits are eligible for CDBG funding as well.

Please review the enclosed outside agency requests (financial statements and budgets), budget spreadsheet and recommendations. The Committee should be prepared to make final budget allocation approvals, keeping in mind the need to fund essential City of Martinsburg projects, initiatives, existing personnel expenses, departmental requests, etc. in FY 2024-25.

As requested, department heads have submitted their budget requests for FY 2024-25. Mark Spickler and I will begin meeting with the department heads to review their budget requests. These budgets have not been finalized or balanced, to date. Once completed, a recommended balanced budget will be presented to Council for consideration.

The next Council as a Whole Committee meeting scheduled to discuss the various City budgets will be held either on **Monday March 18, 2024, or Wednesday, March 20, 2024, at 5:00 p.m. (Council to decide on February 22, 2024)**. A special City Council meeting is scheduled for Tuesday, March 26, 2024, at 5:00 p.m. to adopt the budget.

If you have any questions, please contact Mark B. Spickler, Finance Director, or me.

Designated Government/Quasi-Governmental Organizations to be funded by General Fund (these are organizations that are statutory and/or chartered by the City of Martinsburg):

- Region 9
- Main Street Martinsburg
- Airport Authority
- Eastern Panhandle Transit Authority
- Health Department
- Parks and Recreation
- Convention and Visitors Bureau
- Berkeley Senior Services
- Martinsburg Initiative
- Adam Stephens House (owned by City)

All other Non-Profits that provide services within Martinsburg will be eligible for funding through Designated Non-Profit Grant Program.

OUTSIDE AGENCY FUNDING FOR THE YEAR ENDING JUNE 30, 2025										2/15/2024
FUND	DESCRIPTION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ANTICIPATED	2024-2025 REQUESTED	2024-2025 RECOMMENDED	COMMENTS
GF	REGION 9 PLANNING ASSESSMENT	\$ 6,373.99	\$ 6,373.99	\$ 6,373.99	\$ 6,373.99	\$ 11,542.09	\$ 15,590.00	\$ 17,650.38	\$ 17,651.00	- ANNUAL ASSESSMENT = \$13,520; HEPMPO = \$4,131
GF & CST	REGION 9 AIR QUALITY	\$ 2,772.50	\$ 3,227.00	\$ 3,330.00	\$ 3,327.00	\$ -	\$ -	\$ -	\$ -	- AIR QUALITY STUDY FUNDING = \$0 (CST FUND)
GF	MAIN STREET	\$ 50,000.00	\$ 50,000.00	\$ 54,000.00	\$ 50,000.00	\$ 50,000.00	\$ 75,000.00	\$ 125,000.00	\$ 100,000.00	- ALLOCATION = \$100,000
GF & CST	BERKELEY COUNTY HUMANE SOCIETY	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	- ALLOCATION = \$0 (CST FUND)
GF	AIRPORT AUTHORITY	\$ 30,000.00	\$ 30,000.00	\$ 31,875.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	- MINIMUM REQUIRED = \$15,000;
GF & CST	AIRPORT AUTHORITY	\$ 17,275.00	\$ 15,240.00	\$ 3,000.00	\$ 9,934.00	\$ 12,200.00	\$ -	\$ 13,717.00	\$ -	- MAINTENANCE/UPGRADES = \$0;
GF & CST	AIRPORT AUTHORITY	\$ 16,138.83	\$ 2,810.00	\$ -	\$ 1,730.00	\$ 15,530.00	\$ -	\$ 30,900.00	\$ -	- CAPITAL IMPROVEMENT PROJECT MATCH = \$0;
GF	AIRPORT AUTHORITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,383.00	\$ -	- CRITICAL NEW INITIATIVE FUNDING = \$0
GF	EASTERN PANHANDLE TRANSIT AUTH.	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 225,000.00	\$ 55,000.00	- ALLOCATION = \$55,000
GF & CST	HEALTH DEPARTMENT	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	- ALLOCATION = \$20,000
GF & CST	HEALTH DEPARTMENT	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	- HARM REDUCTION PROGRAM ALLOCATION = \$20,000
GF	RECREATION BOARD (O & M)	\$ 418,795.83	\$ 402,427.59	\$ 512,233.09	\$ 570,756.13	\$ 571,652.50	\$ 525,000.00	\$ 670,000.00	\$ 605,000.00	- ALLOCATION = \$100,000; LAMBERT POOL FUNDING = \$45,000; 1/2 HOTEL TAX = \$375,000 (3%); CAPITAL IMPR. (CITY) = \$85,000 (FY 2023/2024 LAMBERT POOL @ \$45,000 NOT ALLOCATED (CITY REPAIRS))
GF	VISITOR'S BUREAU	\$ 308,795.82	\$ 242,427.58	\$ 212,233.09	\$ 309,924.12	\$ 376,652.50	\$ 375,000.00	\$ 315,000.00	\$ 375,000.00	- 1/2 HOTEL TAX = \$375,000 (3%)
GF & CST	APPLE HARVEST FESTIVAL	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	- ALLOCATION = \$0 (CST FUND)
GF & CST	APOLLO THEATRE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 180,000.00	\$ -	- ALLOCATION = \$0 (CST FUND)
GF	ADAM STEPHENS MEMORIAL ASSOC.	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	- NORMAL ALLOCATION = \$3,750
CST	ADAM STEPHENS MEMORIAL ASSOC.	\$ -	\$ -	\$ -	\$ -	\$ 69,000.00	\$ 4,800.00	\$ -	\$ -	- FY 2022/2023 & FY 2023/2024+ FACILITY REPAIRS (CST FUND)
GF	SHADE TREE FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	- TREE PLANTINGS / GRANT FUNDING (CST FUND)
GF & CST	BERKELEY SENIOR SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00	- ALLOCATION = \$5,000 / CDBG ELIGIBLE (PRIOR - CST FUND)
CST	FOR THE KIDS BY GEORGE MUSEUM	\$ 15,000.00	\$ 15,000.00	\$ 6,000.00	\$ 15,000.00	\$ 3,000.00	\$ 12,000.00	\$ 15,000.00	\$ -	- ALLOCATION = \$15,000 (CST FUND)
GF & CST	BOYS & GIRLS CLUB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 30,000.00	\$ -	- ALLOCATION = \$10,000 (CST FUND) / CDBG ELIGIBLE
GF & CST	BERK. CO. ROUNDHOUSE AUTHORITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	- ALLOCATION = \$0 (CST FUND)
GF & CST	MARTINSBURG INITIATIVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	- ALLOCATION = \$5,000 / CDBG ELIGIBLE (PRIOR - CST FUND)
CST	BERK. CO. MUSEUM COMMISSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	- ALLOCATION = \$0 (CST FUND)
CST	COMMUNITY MARKETS, INC. (CMI)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	\$ -	- ALLOCATION = \$0 (CST FUND) / CDBG ELIGIBLE
GF & GDF	MARTINSBURG LITTLE LEAGUE	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	- ALLOCATION & WV DEVELOPMENT GRANT
GF	HUMAN RELATIONS COMMITTEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	- ALLOCATION = \$1,000
GF	PUBLIC LIBRARY	\$ 122,237.41	\$ 127,908.63	\$ 132,103.76	\$ 134,668.48	\$ 143,960.52	\$ 157,225.00	\$ 172,950.00	Est \$ 172,950.00	- INCREASE REQUIRED BY LAW
GF	PUBLIC LIBRARY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	- HVAC PROJECT (MATCH) = \$150,000
	TOTAL OUTSIDE AGENCIES	\$ 1,076,139.38	\$ 984,164.79	\$ 1,083,898.93	\$ 1,220,463.72	\$ 1,367,287.61	\$ 1,401,365.00	\$ 2,177,350.38	\$ 1,395,351.00	
	NEW REQUESTS									

COAL SEVERANCE TAX BUDGET FOR THE YEAR ENDING JUNE 30, 2025								
ACCOUNT #	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 BUDGETED	2023-2024 ANTICIPATED	2024-2025 REQUESTED	2024-2025 RECOMMENDED	COMMENTS
REVENUE								
002-0000-0000-329700-00	COMMITTED FUND BALANCE	\$ 9,000.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	
002-0000-0000-329800-00	ASSIGNED FUND BALANCE	\$ 105,916.73	\$ 127,098.60	\$ 88,060.00	\$ 88,062.95	\$ -	\$ -	- <i>Current Estimate = \$41,260</i>
002-0000-0000-431000-00	TAX ENTITLEMENTS	\$ 73,370.05	\$ 87,728.37	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	
002-0000-0000-436900-00	CONTRIBUTIONS - GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	
002-0000-0000-438000-00	INTEREST EARNED	\$ 1,138.82	\$ 2,235.98	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
002-0000-0000-439900-00	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	GRAND TOTAL REVENUES	\$ 189,425.60	\$ 217,062.95	\$ 190,060.00	\$ 190,062.95	\$ 100,000.00	\$ 100,000.00	
EXPENDITURES								
002-4350-0000-867000-00	EASTERN PANHANDLE REGION 9	\$ 3,327.00	\$ -	\$ -	\$ -	\$ -	\$ -	- AIR QUALITY FUNDING IN PRIOR YEARS
002-4400-0000-868000-00	CITY HALL - CONT. (NON PROFITS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	- <i>NON PROFIT AGENCY FUNDING RESERVE</i>
002-4400-0000-959000-00	CITY HALL - CAPITAL OUTLAY	\$ -	\$ -	\$ 101,260.00	\$ -	\$ -	\$ -	- CONTINGENCIES
002-5710-0000-959000-00	PARKING DEPT. - CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
002-7071-0000-867000-00	BERKELEY COUNTY HUMANE SOCIETY	\$ 4,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	- FY 2024/2025 REQUESTED AMOUNT = \$0
002-7580-0000-867000-00	AIRPORT AUTHORITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
002-8030-0000-867000-00	HEALTH DEPARTMENT	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	- MOVED BACK TO GENERAL FUND (FY 2024/2025)
002-8040-0000-867000-00	MARTINSBURG INITIATIVE	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	- MOVED TO GENERAL FUND (FY 2024/2025)
002-9030-0000-868000-00	APPLE HARVEST FESTIVAL	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	
002-9060-0000-868000-00	APOLLO THEATRE	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 180,000.00	\$ -	
002-9070-0000-867000-00	BOYS & GIRLS CLUB	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	\$ -	
002-9090-0000-867000-00	ADAM STEPHENS MEMORIAL ASSOC.	\$ -	\$ 69,000.00	\$ 4,800.00	\$ 4,800.00	\$ -	\$ -	
002-9091-0000-868000-00	FOR THE KIDS BY GEORGE MUSEUM	\$ 15,000.00	\$ 3,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ -	
002-9092-0000-868000-00	BERK. CO. ROUNDHOUSE AUTHORITY	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	
002-9093-0000-868000-00	BERK. CO. MUSEUM COMMISSION	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	
002-9500-0000-866000-00	SHADE TREE FUND	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	
002-9510-0000-867000-00	BERKELEY SENIOR SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- MOVED TO GENERAL FUND (FY 2024/2025)
002-9530-0000-868000-00	COMMUNITY MARKETS, INC. (CMI)	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 22,000.00	\$ -	
	GRAND TOTAL EXPENDITURES	\$ 62,327.00	\$ 117,000.00	\$ 190,060.00	\$ 148,800.00	\$ 332,000.00	\$ 100,000.00	
	NEW REQUESTS					BALANCE	\$ 100,000.00	