

Mayor and Council Work Session October 10, 2017 Agenda

*"A diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods."
"Providing the most efficient and highest-quality services as the municipal location of choice for all
customers."*

"The best preparation for tomorrow is doing your best today."

H. Jackson Brown Jr.

4:00 PM WORK SESSION

1. Joint Meeting with Washington County Commissioners
Location: 100 W. Washington Street, Suite 1113, Hagerstown, MD
Greater Hagerstown Committee and Mayor and City Council with Maryland Theatre
- *Jim Kercheval and Jessica Green*
WCH Aeronautics - *Mayor Robert E. Bruchey, II*

- 5:10 PM** 2. Discussion of City-Owned Properties and the Property Management Fund - *Jill Thompson, Director of Community and Economic Development; Eric Deike, Director of Public Works; Michelle Hepburn, Director of Finance; Jonathan Kerns, Community Development Manager*

- 5:45 PM** 3. 60 West Washington Street: BuroBox Memorandum of Understanding Agreements - *Amanda Whitmore, Downtown Coordinator*

- 5:55 PM** 4. 2018 Blues Festival Discussion - *Jill Thompson, Director of Community and Economic Development; Lauren Metz, Events Coordinator*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Joint Meeting with Washington County Commissioners

Location: 100 W. Washington Street, Suite 1113, Hagerstown, MD

Greater Hagerstown Committee and Mayor and City Council with Maryland Theatre - Jim Kercheval and Jessica Green

WCH Aeronautics - Mayor Robert E. Bruchey, II

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Discussion of City-Owned Properties and the Property Management Fund - *Jill Thompson, Director of Community and Economic Development; Eric Deike, Director of Public Works; Michelle Hepburn, Director of Finance; Jonathan Kerns, Community Development Manager*

Mayor and City Council Action Required:

Discussion:

The staff team that works together to oversee the City's management of City-owned properties will attend the October 10, 2017 work session for an overview and discussion.

The purpose of this discussion is to gain an understanding and seek feedback related to the objectives, goals, strategies and budget impacts for City ownership of property. Additionally, the purpose of the discussion includes establishing a strategic direction related to property management. With a defined strategic direction, the City can better evaluate any future opportunities and/or requests for City ownership of property.

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

101017_MCC_Memo_Property_Management.pdf

101017_MCC_Chart__City_Owned_Properties.pdf

Description

Discussion of City-Owned Properties and the Property Management Fund

Chart City Owned Properties 101017



CITY OF HAGERSTOWN, MARYLAND

TO: Valerie Means, City Administrator

FROM: Eric Deike
Brooke Garver
Michelle Hepburn
Jonathan Kerns
Jill Thompson
Amanda Whitmore

DATE: October 5, 2017

RE: Discussion of City-Owned Properties and the Property Management Fund

The staff team that works together to oversee the City's management of City-owned properties will attend the October 10, 2017 work session for an overview and discussion.

The purpose of this discussion is to gain an understanding and seek feedback related to the objectives, goals, strategies and budget impacts for City ownership of property. Additionally, the purpose of the discussion includes establishing a strategic direction related to property management. With a defined strategic direction, the City can better evaluate any future opportunities and/or requests for City ownership of property.

Staff will review the attached chart of properties. Discussion areas will include the following:

Community Development Block Grant (CDBG) Properties

The City owns four structures as part of the CDBG Homeownership Program. This includes the following:

- 212-214 N Jonathan Street
Duplex structure purchased in 1993, two units for sale. Property is in need of general interior and exterior maintenance.
- 441-443 N Jonathan Street
Duplex structure purchased in 2005, two units for sale. Recent maintenance work was completed and property is in move in condition.
- 64 East Franklin Street
Single Family structure purchased in 2014, one unit for sale. Full renovations were completed within last 12 months and property is in move in condition.
- 261 South Prospect Street
Multi-unit structure purchased in 2015, currently contains four vacant, substandard units. Initial demo work has begun and renovations expected to begin in late 2017 to create two units for sale.

The City's Homeownership Program utilizes Federal CDBG funding to acquire, renovate, and sell residential properties to homeowners. The majority of the properties acquired through this program are blighted and/or vacant structures with significant code violations. Since the early 1990's, the City has purchased, renovated, and sold approximately 105 properties within the program. The goal of the program is to increase homeownership opportunities through the rehabilitation of vacant and blighted properties.

Based on the current program guidelines and CDBG regulations, all CDBG Homeownership units must be sold at appraised value to owner occupants who meet the current CDBG income guidelines. CDBG Homeownership properties are held within the CDBG Fund and are not part of the Property Management Fund.

DCED staff continue to implement enhanced marketing strategies in order to sell each available Homeownership Property. Current marketing strategies include but are not limited to:

- Zillow listing
- Trulia listing
- City Website
- Hub City Channel 25
- Applications and Program Information available from Community Partners (CAC, HNBP, HHA)

Staff recommend the properties continue to be marketed and sold through the Homeownership program. Staff are in the process of researching additional listing opportunities through local realtors and/or websites such as Redfin (commission would be required). During the work session, staff will present recommended updates to the Homeownership Program guidelines that would reduce some of the eligibility restrictions currently in place.

Staff are also exploring alternative options and uses for the Homeownership Properties that have been owned long term. When considering alternative uses for these properties, CDBG regulations still require the alternative use to meet a CDBG National Objective. Alternative uses that do not meet a CDBG National Objective would require repayment of local funds to the CDBG program equal to the CDBG project costs for a given homeownership property.

Competitive Negotiated Sale Properties (CNS)

The City owns a number of properties that are positioned for sales back to the private sector through the City's Competitive Negotiated Sale process. For any purchase proposal, the development plan for the property is evaluated equally if not more importantly than simply the offer price. The goal of the program is to return the properties to the tax rolls with the highest and best use.

Properties currently being sold through CNS are:

- 239 N. Locust – Alms House
- 17-25 E. Franklin – Roslyn Building
- 21-23 W. Franklin – Pioneer Hook & Ladder
- 28 E. Baltimore – Massey Building
- 170 W. Washington – Nicodemus Building

Recent properties sold include:

- 140 S. Potomac (sold prior to creating the CNS process)
- 11-12 Public Square – Rhubarb House/Clock Tower
- 21 W. Antietam – Fire Damaged Building
- 278 S. Prospect Street – State Funded Homeownership Program
- 43-53 W. Washington Street – Under Contract

Properties for City Departments/Offices

- Elizabeth Hager Center 14 N. Potomac Street

This property houses several key city departments including the Department of Community and Economic Development (DCED) and certain police activities. DCED occupies the majority of the second floor including the recently constructed television space within Suite A. Suite B on the second floor houses a HPD Internal Affairs office and space for Councilmember Munson.

The basement area is currently occupied by the Auxiliary Police providing them with a central location to downtown. HPD also uses the downstairs area for other police activities.

- Roslyn Building at 17-25 East Franklin Street

25 E. Franklin will soon be home to the Parking Systems office. City staff will oversee the parking lots, decks and on-street parking from this more visible and accessible location.

The city supported Hagerstown Neighborhood Development Partnership, Inc. (HNDP) occupies the majority of space in the middle of the ground floor. The rent is only \$1.00 per year and the city provides \$28,450 in annual funding.

- Market House at 25 West Church Street

The building houses not only the City Market but approximately half the property is the administrative offices for the Hagerstown Fire Department (HFD). The space also contains classroom space for training opportunities for HFD and others to use.

Program Properties

The City owns properties in which key City programs take place. This includes the following:

- The NoPo Artists' Lofts and Engine Room Art Gallery at 36 – 40 North Potomac Street

The ground level floor houses an art gallery known as the Engine Room and is managed by city staff. The space allows local artist to display their talents including artists that live on the premises.

The upper floors contain four residential apartments. This housing is reserved for qualified artists who must provide volunteer hours to the gallery.

- 60 West Washington Street

The center section of this property is named the Büro Box. It is a business incubator/entrepreneurship resource center. Phones, offices, a copier, conference room and other electronic communication devices are provided as resources to those utilizing the space in their business startups.

- City Farmers Market at 25 West Church Street

The building houses not only the City Market and offices for HFD listed above.

Residential Rentals in Various City Parks

- Staley Park: 728 Frederick St

Two story house built in 1926, four bedrooms, occupied by same tenant since 8/1/2007

- Wheaton Park: 124 Charles St

Two story house built in 1923, five bedrooms, occupied by same tenant since 11/1/2011

- Hager Park: 280 Mill St

Two story house built in 1791, three bedrooms, occupied by same tenant since 2/2/2010

- Funkhouser Park: 570 Jefferson St
Two story house built in 1812, four bedrooms, occupied by same tenant since 2/26/1979
- City Park: 120 Key St
Second floor apartment above the Hager House museum, one bedroom, occupied by same tenant since 6/4/2015

Other Properties

- 931 Eldridge Drive
This property is partially used by the Public Works Department and is partially leased to the Mulch Man.
- 309 Valley Road
This property is used by the Auxiliary Police.

Attachments:

Chart of City Owned Properties



214 North Jonathan Street



212 North Jonathan Street



441 North Jonathan Street



443 North Jonathan Street



64 East Franklin Street



261 South Prospect Street



239 North Locust Street – Alms House



21-23 West Franklin Street – Pioneer Hook & Ladder



28 East Baltimore Street – Massey Building



170 West Washington Street – Nicodemus Building



14 North Potomac Street – Elizabeth Hager Center



17-25 East Franklin Street – Roslyn Building



25 West Church Street - Market House/Fire Admin. Offices



36-40 North Potomac Street - NoPo Artists Loft/Thai Zap/Engine Room Art Gallery



60 West Washington Street



931 Eldridge Drive



309 Valley Road

CITY OWNED PROPERTIES

Key: 01=General Fund; 10=CDBG; 11=Economic Development; 58=Property Management

FUND	Description	Address	Tenant/Vacant	How Acquired?	Keep Building Pros	Keep Building Cons	Revenue FY17 Actual	Expenses FY17 Actual	Net	Staff Recommendations
01	Parks						\$ 36,840.00	\$ -	\$ 36,840.00	
	Staley Park	728 Frederick St	Tenant				\$ 9,420.00	\$ -	\$ 9,420.00	
	Wheaton Park	124 Charles St	Tenant				\$ 7,380.00	\$ -	\$ 7,380.00	
	Hager Park	280 Mill St	Tenant		Rent outweighs maintenance costs; location	None	\$ 9,420.00	\$ -	\$ 9,420.00	Keep
	Funkhouser Park	570 Jefferson St	Tenant				\$ 9,420.00	\$ -	\$ 9,420.00	
	City Park	110 Key St	Tenant				\$ 1,200.00	\$ -	\$ 1,200.00	
01	Farmer's Market and Fire Administration Building						\$ 21,049.25	\$ 95,472.94	\$ (74,423.69)	
		25 W Church St	Tenant		Good location; City Center Plan goals	Maintenance	\$ 21,049.25	\$ 95,472.94	\$ (74,423.69)	Keep
01	Pioneer Hook & Ladder - CNS						\$ -	\$ -	\$ -	
		21 W Franklin St	Vacant	GF	None	No funding or plan for use of building	\$ -	\$ -	\$ -	Sell
01	931 Eldridge Drive						\$ 3,900.00	\$ -	\$ 3,900.00	
	The Mulch Man	931 Eldridge Dr	Tenant	GF	Portion of parcel that can not be developed	None	\$ 3,900.00	\$ -	\$ 3,900.00	Keep
10	CDBG						\$ -	\$ -	\$ -	
		212/214 N Jonathan St	Vacant	HUD/CDBG			\$ -	\$ -	\$ -	Sell
		441/443 N Jonathan St	Vacant	HUD/CDBG			\$ -	\$ -	\$ -	Sell
		64 E Franklin St	Vacant	HUD/CDBG	None	Maintenance; Renovations	\$ -	\$ -	\$ -	Sell
		261 S Prospect St	Vacant	HUD/CDBG			\$ -	\$ -	\$ -	Renovate/Sell
11	43 - 53 West Washington Street - CNS						\$ 22,045.79	\$ 21,702.02	\$ 343.77	
					Original plan was to open a walkway connecting the Market to the new stadium; small public parking lot in rear	Upper floors need renovated; no current plan by city; property is being sold to Hager 5				
	Potomac Bead	53 W Washington St	Tenant	CDBG and State CL			\$ 22,045.79	\$ 21,702.02	\$ 343.77	Under Contract
11	170 West Washington Street - CNS						\$ -	\$ -	\$ -	
		170 W Washington St	Vacant	Econ Rdev; CL Grant; Prop Mgt	Good location	Parking limitations; expensive reno	\$ -	\$ -	\$ -	Sell
11	Massey Property - CNS						\$ -	\$ -	\$ -	
		28 E Baltimore St	Vacant	County Donation	Good location	Expensive reno; limited parking	\$ -	\$ -	\$ -	Sell
11	11850 Indian Lane						\$ -	\$ -	\$ -	
		House	Vacant	GF FB Reserves	Valuable property; good location	None	\$ -	\$ -	\$ -	
	Verizon	Cell Tower	Tenant	GF FB Reserves	Rent starting in FY18	None	\$ -	\$ -	\$ -	Keep
58	Elizabeth Hager Center: 14 North Potomac Street						\$ 218,769.83	\$ 88,068.00	\$ 130,701.83	
	DLLR	Suite 100	Tenant		State agency; 5 year lease	Expensive remodel costs needed	\$ 148,369.13	\$ 61,036.16	\$ 87,332.97	
	HPD Internal Affairs	Suite B-1	Tenant		Using space that is not rentable	Pays no rent	\$ -	\$ -	\$ -	
					Helps with building security; centrally located in downtown					
	Auxiliary Police	Suite B-2	Tenant			Pays no rent	\$ -	\$ 3,690.83	\$ (3,690.83)	
	MOSH	Suite B-3	Tenant		State agency; good tenants	Lease set to expire 12/31/17	\$ 26,786.87	\$ 3,340.92	\$ 23,445.95	
					Rent paid to cover this secure space in basement					
	MOSH Storage	Suite B-3	Tenant			Basement floods occasionally	\$ -	\$ -	\$ -	
	DCED	Suite 200	Tenant		City offices; new TV solution	Pays reduced rent	\$ 20,400.00	\$ 13,758.46	\$ 6,641.54	
	NIST	Suite 200	Tenant		Uses space sparcely	None	\$ 1,574.23	\$ -	\$ 1,574.23	Sell
	SCORE	Suite 200B-Room S9	Tenant		Good tenant	None	\$ 2,333.64	\$ -	\$ 2,333.64	
	Munson	Suite 200B- Office	Tenant		Good tenant	Pays no rent	\$ -	\$ -	\$ -	
	CVB	6 N Potomac St	Tenant		Good tenant		\$ 19,305.96	\$ 6,241.63	\$ 13,064.33	
		Suite B - Office	Vacant				\$ -	\$ -	\$ -	
		Suite B - Office	Vacant				\$ -	\$ -	\$ -	
		Suite B - Office	Vacant				\$ -	\$ -	\$ -	
		Suite B - Common	Vacant				\$ -	\$ -	\$ -	
58	36 - 40 North Potomac Street						\$ 39,493.42	\$ 15,348.13	\$ 24,145.29	
	Art Gallery	36 N Potomac St	Tenant	CDBG Funds	Newly renovated	Pays no rent; needs additonal work; low impact to downtown	\$ -	\$ 2,014.22	\$ (2,014.22)	
	Artist Lofts	38 N Potomac St	Tenant	Renovated with CDBG, CL, Citi Grant	Newly renovated; units occupied	Low rent rates	\$ 18,150.00	\$ 9,467.57	\$ 8,682.43	Sell
	Thai Zap	40 N Potomac St	Tenant		Viable restaurant; pays rent		\$ 21,343.42	\$ 3,866.34	\$ 17,477.08	
58	Roslyn Building: 17 - 25 East Franklin Street - CNS						\$ 9,187.56	\$ 15,219.44	\$ (6,031.88)	
	Spickler's Market	17 E Franklin St	Tenant	CDBG Funds	Good tenant; viable downtown business	Lease ends 1/31/20; upper 2 floors need renovated	\$ 9,187.56	\$ 13,057.00	\$ (3,869.44)	
	Home Store	21/23 E Franklin St	Tenant	Initially renovated with CDBG	Good space; good location	Pays \$1 lease; upper 2 floors need renovated	\$ -	\$ 172.02	\$ (172.02)	Sell
	Parking	25 E Franklin St	Tenant		Newly remodeled space; pays rent effective FY18	Upper 2 floors need renovated	\$ -	\$ 1,990.42	\$ (1,990.42)	
58	60 West Washington Street						\$ 31,690.00	\$ 5,083.19	\$ 26,606.81	
	Retail	60 W Washington St	Vacant	City CIP Fund Balance/CL; 2009 Bonds	Great space; good location	Vacant since April 2014; repay federal funding	\$ -	\$ -	\$ -	
	USMH	60 W Washington St	Tenant	Renovated with CDBG, USDA, CL, Econ Red; 2009 Bonds	Good tenant; long term lease; state agency	Repay federal funding	\$ 30,240.00	\$ -	\$ 30,240.00	Sell
	Incubator	60 W Washington St	Tenant	2009 Bonds	Nice space; good location	Concept doesn't work; stiff competition; repay federal funding	\$ 1,450.00	\$ 5,083.19	\$ (3,633.19)	
58	Alms House - CNS						\$ -	\$ 74.11	\$ (74.11)	
		239 N Locust St	Vacant	CIP Fund Balance - 2004			\$ -	\$ 74.11	\$ (74.11)	Sell
58	309 Valley Road						\$ -	\$ 326.01	\$ (326.01)	
	Auxiliary Police	309 Valley Rd	Vacant				\$ -	\$ 326.01	\$ (326.01)	
58	Antietam Fire Company						\$ 13,318.55	\$ -	\$ 13,318.55	
		790 Potomac Ave	Tenant		Lease to Own Agreement		\$ 13,318.55	\$ -	\$ 13,318.55	Keep Until Mortgage Maturity
58	Administrative & Depreciation Expenses for Property Management Fund						\$ 62,389.42	\$ 684,307.07	\$ (621,917.65)	

REQUIRED MOTION MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

60 West Washington Street: BuroBox Memorandum of Understanding Agreements - *Amanda Whitmore, Downtown Coordinator*

Mayor and City Council Action Required:

Mayor and Council action is requested to review and approve the two MOU Agreement documents between the City and Frostburg State University and SCORE Hagerstown.

Discussion:

At the October 10, 2017 Mayor and City Council Work Session, staff will review two proposed Memorandum of Understanding (MOU) Agreements between the City and Frostburg State University and SCORE Hagerstown for the use of the Partner Room at BuroBox. With the support of the Mayor and City Council at the Work Session, staff will seek approval of the MOU Agreement documents at the October 24, 2017 Regular Session. The MOU Agreement documents have been reviewed by the City attorney.

MOU Agreements

Frostburg State University (FSU) and SCORE Hagerstown have been strategic partners during the planning of BuroBox. Now that BuroBox is in operation, we would like to continue that partnership by opening up the Partner Room in BuroBox for FSU and SCORE Hagerstown to utilize for one-on-one counseling and group programming available to BuroBox members and other small businesses. Key components of the MOU agreements include:

City will:

- Provide access to the partner room, co-working area, conference room, kitchenette, and restrooms;
- Provide keys to access the premises;
- Maintain the premises in good repair and make ordinary and replacement repairs;
- Pay for all janitorial and cleaning services as may be necessitated; and
- Keep and maintain in good order and repair the exterior, roof and all structural parts of the premises.

FSU and SCORE Hagerstown will:

- Deliver at a minimum four programs per year that are consistent with goals of BuroBox;
- Keep premises in neat and orderly condition;
- Pay for all repairs necessitated by the willful or negligent acts of itself; and
- Pay for an amount sufficient to cover the cost of changing locks and obtaining replacement keys in the event keys are lost or misplaced.

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
101017_Memo_BuroBox_Partner_MOU_Agreements__with_Attachments_10.10.17.pdf	Burobox Membership MOU



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator

FROM: Amanda Whitmore, Downtown Coordinator

DATE: October 3, 2017

RE: 60 West Washington Street: BüroBox Memorandum of Understanding Agreements

At the October 10, 2017 Mayor and City Council Work Session, staff will review two proposed Memorandum of Understanding (MOU) Agreements between the City and Frostburg State University and SCORE Hagerstown for the use of the Partner Room at BüroBox. With the support of the Mayor and City Council at the Work Session, staff will seek approval of the MOU Agreement documents at the October 24, 2017 Regular Session. The MOU Agreement documents have been reviewed by the City attorney.

Mayor and Council Action Requested

Mayor and Council action is requested to review and approve the two MOU Agreement documents between the City and Frostburg State University and SCORE Hagerstown.

MOU Agreements

Frostburg State University (FSU) and SCORE Hagerstown have been strategic partners during the planning of BüroBox. Now that BüroBox is in operation, we would like to continue that partnership by opening up the Partner Room in BüroBox for FSU and SCORE Hagerstown to utilize for one-on-one counseling and group programming available to BüroBox members and other small businesses. Key components of the MOU agreements include:

City will:

- Provide access to the partner room, co-working area, conference room, kitchenette, and restrooms;
- Provide keys to access the premises;
- Maintain the premises in good repair and make ordinary and replacement repairs;
- Pay for all janitorial and cleaning services as may be necessitated; and
- Keep and maintain in good order and repair the exterior, roof and all structural parts of the premises.

FSU and SCORE Hagerstown will:

- Deliver at a minimum four programs per year that are consistent with goals of BüroBox;
- Keep premises in neat and orderly condition;
- Pay for all repairs necessitated by the willful or negligent acts of itself; and
- Pay for an amount sufficient to cover the cost of changing locks and obtaining replacement keys in the event keys are lost or misplaced.

Cc: Jill Thompson, Director DCED
Jason Morton, City Attorney

Attachments: Frostburg State University MOU with Exhibits
SCORE Hagerstown MOU with Exhibits

MEMORANDUM OF UNDERSTANDING
Between the

CITY OF HAGERSTOWN
and
FROSTBURG STATE UNIVERSITY

This Memorandum of Understanding (MOU) between the City of Hagerstown, Maryland (the City), and Frostburg State University, located in Maryland, sets forth the principles, terms, and conditions for the joint use and benefit of using the Partner Room at the BuroBox located at 60 West Washington Street.

Recitals

At USMH, the College of Business is engaging in a partnership with the City of Hagerstown and utilizing space in a new entrepreneur resource center/business incubator called the BuroBox.

I. Term

This MOU shall extend for a term of two (2) years and thereafter, either party may terminate this MOU at any time, by giving written notice to the other, specifying the date of termination, such notice to be given not less than sixty (60) days prior to the date specified in such notice for the date of termination.

II. Responsibility of the City of Hagerstown

The City agrees to do the following:

- A. Provide access to the following areas within BuroBox: Partner Room, Conference Room, Kitchenette, and co-working space;
- B. Provide keys with which to access the Premises in accordance with the attached "Key Agreement," a copy of which is attached hereto as Exhibit A;
- C. Be responsible for paying water, sewer, electricity, gas, heating, internet, and trash collection;
- D. Maintain the Premises in good repair and will make all ordinary and replacement repairs at its expense, including but not limited to lighting fixtures;
- E. Be responsible and pay for all janitorial and cleaning services as may be necessitated or required in the facility; and
- F. Keep and maintain in good order and repair the exterior, the roof and all structural parts of the Premises and the building, as well as the electrical, heating, cooling and plumbing systems.

III. Responsibility of Frostburg State University ("FSU")

FSU agrees to do the following:

- A. Deliver at a minimum four programs per year that are consistent with the goals of BuroBox and made available for all BuroBox users to attend;
- B. Programming that will utilize the larger co-working space must be made available to all users of BuroBox for free or at a reduced fee and notice of these events should be given at least 30 days in advance;

- C. Provide their own laptops for use in the premise;
- D. Reserve conference room and partner room through the online reservation system;
- E. Keep the Premises in neat and orderly condition;
- F. Pay for all repairs necessitated by the willful or negligent acts of itself, its agents, employees, licensees or invitees;
- G. Pay an amount sufficient to cover the cost of changing locks and obtaining and providing replacement keys in the event keys are lost or misplaced; and
- H. Abide by the terms of the Wireless Network User Agreement, attached hereto as Exhibit B.

IV. Modification and Amendment

This MOU may be modified or amended only by a subsequent writing signed by both parties. This MOU shall be governed by Maryland law.

In witness whereof, authorized representatives of the City of Hagerstown and Frostburg State University have signed this MOU and the date and year written below.

ATTEST:

THE CITY OF HAGERSTOWN

Donna Spickler, City Clerk

BY: _____

Robert E. Bruchey, II, Mayor

Date

ATTEST:

FROSTBURG STATE UNIVERSITY

BY: _____

Dr. Sudhir Singh, Interim Dean

Date

EXHIBIT A

USER KEY ISSUANCE AND RETURN CERTIFICATE

The undersigned User hereby acknowledges:

1. That the City of Hagerstown is designated as the City for the agreed BüroBox property referred to herein;
2. That the User named below accepts the Keys listed below for the BüroBox;
3. If a key is lost, stolen or damaged, a fee of \$30 for office and \$6 for keyless fob will be assessed to User for replacement.
4. That upon termination of this Agreement, all Keys will be returned to the City.

Issued to: _____ Date: _____
User Identity: _____ Office/Suite Number: Partner Room
Number of Office/Suite Keys Issued: _____
Key FOB #: _____

I accept custody of the Key(s) and I agree to abide by the terms and conditions itemized below:

User will immediately report lost or stolen Keys, to the City of Hagerstown Department of Community and Economic Development at 14 N. Potomac St, Ste 200A, Hagerstown, MD 21740, or call (301) 739-8577 ext 111, or e-mail Burobox@hagerstownmd.org. In case of lost or stolen Keys, User assumes financial responsibility to have the Key(s) replaced, as deemed appropriate by the City of Hagerstown.

Under no circumstances is the Key(s) to be duplicated and that unauthorized Key duplication subjects User to immediate Agreement termination. User agrees not to loan Keys, nor to provide to unauthorized individuals, under penalty of immediate Agreement termination. User agrees to use the Keys provided to enter only those areas where User is allowed access under User Agreement provisions. Upon expiration or termination of the Memorandum of Understanding, User shall return all Keys to the City of Hagerstown Department of Community and Economic Development.

Signature of person(s) authorized to receive/return Keys Date

Key Return:

Signature of person(s) authorized to receive/return Keys Date

EXHIBIT A

EXHIBIT B

Wireless Network User Agreement

All users of the BüroBox wireless connectivity agree to the following:

Terms of Use

Failure to follow the terms of use listed below may result in the patron being asked to sever his/her connections and termination of the Memorandum of Understanding, at the City's discretion.

1. Wireless users must not attempt to access or damage the network.
 2. While using the BüroBox connection, wireless users may not use the Internet in any way that violates a Federal or State Law.
 3. Wireless users must not behave in a manner that is disruptive to other BüroBox Members or staff.
 4. Earphones must be used if sound is to be activated through a wireless unit.
 5. Wireless users may not use the BüroBox internet services to display or disseminate sexually explicit materials.
 6. Wireless users must not impersonate another person online.
 7. Wireless network will required log-in information that is not to be shared with anyone. All users must have a valid Agreement with the City.
- BüroBox staff members will not be available to assist in troubleshooting any network difficulty.
 - BüroBox cannot guarantee that users equipment will be able to connect to the wireless network.
 - BüroBox assumes no responsibility for any loss or damages done directly or indirectly to personal data or equipment, or for any damage or injury arising from loss of privacy while using the wireless connection.
 - The wireless network is secure but it is still recommended to exercise caution when sending or receiving personal data over wireless connections.

I Agree to the Terms of Use set forth above:

Printed User Name: _____

Signature_____ Date_____

EXHIBIT B

**MEMORANDUM OF UNDERSTANDING
Between the**

**CITY OF HAGERSTOWN
and
SCORE Hagerstown #0539**

This Memorandum of Understanding (MOU) between the City of Hagerstown (the City), and SCORE Hagerstown #0539 sets forth the principles, terms, and conditions for the joint use and benefit of using the Partner Room at the BuroBox located at 60 West Washington Street.

Recitals

SCORE Hagerstown #0539 is engaging in a partnership with the City of Hagerstown and utilizing space in a new entrepreneur resource center/business incubator called the BuroBox.

I. Term

This MOU shall extend for a term of two (2) years and thereafter, either party may terminate this MOU at any time, by giving written notice to the other, specifying the date of termination, such notice to be given not less than sixty (60) days prior to the date specified in such notice for the date of termination.

II. Responsibility of the City of Hagerstown

The City agrees to do the following:

- A. Provide access to the following areas within BuroBox: Partner Room, Conference Room, Kitchenette, and co-working space;
- B. Provide keys with which to access the Premises in accordance with the attached "Key Agreement," a copy of which is attached hereto as Exhibit A;
- C. Be responsible for paying water, sewer, electricity, gas, heating, internet, and trash collection;
- D. Maintain the Premises in good repair and will make all ordinary and replacement repairs at its expense, including but not limited to lighting fixtures;
- E. Be responsible and pay for all janitorial and cleaning services as may be necessitated or required in the leased area; and
- F. Keep and maintain in good order and repair the exterior, the roof and all structural parts of the Premises and the building, as well as the electrical, heating, cooling and plumbing systems.

III. Responsibility of SCORE Hagerstown #0539

SCORE Hagerstown #0539 agrees to do the following:

- A. Deliver at a minimum four programs per year that are consistent with the goals of BuroBox and made available for all BuroBox users to attend;
- B. Programming that will utilize the larger co-working space must be made available to all users of BuroBox for free or at a reduced fee and notice of these events should be given at least 30 days in advance;
- C. Provide their own laptops for use in the premise;
- D. Reserve conference room and partner room through the online reservation system;
- E. Keep the Premises in neat and orderly condition;
- F. Pay for all repairs necessitated by the willful or negligent acts of itself, its agents, employees, licensees or invitees;

- G. Pay an amount sufficient to cover the cost of changing locks and obtaining and providing replacement keys in the event keys are lost or misplaced; and
- H. Abide by the terms of the Wireless Network User Agreement, attached hereto as Exhibit B.

IV. Modification and Amendment

This MOU may be modified or amended only by a subsequent writing signed by both parties. This MOU shall be governed by Maryland law.

In witness whereof, authorized representatives of the City of Hagerstown and SCORE Hagerstown #0539 have signed this MOU and the date and year written below.

ATTEST:

THE CITY OF HAGERSTOWN

Donna Spickler, City Clerk

BY: _____

Robert E. Bruchey, II, Mayor

Date

ATTEST:

SCORE Hagerstown #0539

By: _____

Robert M. Jones, Chair of SCORE #0539

Date

By: _____

Kathryn Gratton, Co-Chair of SCORE #0539

Date _____

USER KEY ISSUANCE AND RETURN CERTIFICATE

1. That the City of Hagerstown is designated as the City for the agreed BüroBox property referred to herein;
2. That the User named below accepts the Keys listed below for the BüroBox;
3. If a key is lost, stolen or damaged, a fee of \$30 for office and \$6 for keyless fob will be assessed to User for replacement.
4. That upon termination of this Agreement, all Keys will be returned to the City.

Signature of person(s) authorized to receive/return Keys	Date
--	------

City of Hagerstown, Department of Community and Economic Development
14 N. Potomac St, Ste 200A, Hagerstown, MD, 21740
(301) 739-8577 ext 111 DCED@hagerstownmd.org

EXHIBIT B

Wireless Network User Agreement

All users of the BüroBox wireless connectivity agree to the following:

Terms of Use

Failure to follow the terms of use listed below may result in the patron being asked to sever his/her connections and termination of the Memorandum of Understanding, at the City's discretion.

1. Wireless users must not attempt to access or damage the network.
 2. While using the BüroBox connection, wireless users may not use the Internet in any way that violates a Federal or State Law.
 3. Wireless users must not behave in a manner that is disruptive to other BüroBox Members or staff.
 4. Earphones must be used if sound is to be activated through a wireless unit.
 5. Wireless users may not use the BüroBox internet services to display or disseminate sexually explicit materials.
 6. Wireless users must not impersonate another person online.
 7. Wireless network will required log-in information that is not to be shared with anyone. All users must have a valid Agreement with the City.
- BüroBox staff members will not be available to assist in troubleshooting any network difficulty.
 - BüroBox cannot guarantee that users equipment will be able to connect to the wireless network.
 - BüroBox assumes no responsibility for any loss or damages done directly or indirectly to personal data or equipment, or for any damage or injury arising from loss of privacy while using the wireless connection.
 - The wireless network is secure but it is still recommended to exercise caution when sending or receiving personal data over wireless connections.

I Agree to the Terms of Use set forth above:

Printed User Name: _____

Signature_____ Date_____

EXHIBIT B

REQUIRED MOTION MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

2018 Blues Festival Discussion - *Jill Thompson, Director of Community and Economic Development; Lauren Metz, Events Coordinator*

Mayor and City Council Action Required:

Discussion:

At the October 10, 2017 Mayor and City Council Work Session, staff will review options/recommendations for the 2018 Western Maryland Blues Festival.

Since the August 22, 2017 meeting, a staff team has gathered input and information to further refine options and recommendations for the Mayor and City Council. A number of meetings have taken place to help shape our recommendations:

- Current Blues Fest Committee - 3 meetings
- Dan Spedden, Hagerstown-Washington County Convention and Visitors Bureau
- Rich Daughtridge and Melissa Fountain, High Rock Studios
- Jessica Green and Angel Myers, Maryland Theatre
- Sought ideas and input from Chamber Board of Directors and Washington County Economic Development Commission
- Sought ideas and input from City department managers
- Joe Boyd, 2017 Blues Fest Emcee and Chair of the Winchester, VA Blues Fest
- Paul Benjamin, event producer of the Bradenton, FL Blues Festival, the North Atlantic Blues Festival in Rockland, ME and other blues festivals.
- Jack Sullivan, Publisher, Blues Music Magazine
- Additional community conversations are ongoing.

The current Blues Fest committee members and the staff team are presenting two options for discussion, and attached are outlines of each option.

Option 1A - Sat-Sun - 2-Day Event in the Central Lot on a Single Stage (Sat) & in City Park (Sun)

Saturday – Ticketed

Sunday – Free in City Park

Option 1B - Fri-Sat - 2-Day Event in the Central Lot on a Single Stage

Friday – Free*

Saturday – Ticketed.

*(Move the “Free” Day from Sunday in the park to Friday downtown to provide impact on downtown businesses.)

Option 2

2-Day Street Festival (Free) with Headliner Performances (Ticketed) in the Maryland Theatre

The group will review key points of consideration for each option during the work session presentation and discussion.

The group feels the same and possibly greater economic impact can be delivered by a reconfiguring the event. The 2017 attendance is estimated at 5,000 people. The proposed 2018 attendance is projected at 5,000-6,000+ people. A modification to the end time of the Option 1 event is also being recommended to realize greater economic benefit for downtown businesses.

The group feels to accomplish the transition for 2018, additional contract services will be needed. The staff team will discuss recommended contract services during the work session discussion.

Next Steps

With direction on the 2018 event from the Mayor and City Council, some next steps for the staff team and committee volunteers will include the following:

- Set a schedule of 2018 committee and subcommittee meetings and engage existing and new volunteers interested in serving for the 2018 event.
- Identify volunteer leaders for key Committee position:
 - Chair/Vice Chair
 - Fundraising Chair
 - Volunteer Chair
 - Programming Advisory
 - Vendor Chair
- Begin artist booking.
- Review sponsorship packages for any changes and begin fundraising.
- Begin a range of other event planning and event management tasks.
- Investigate opportunities to establish Blues Fest as a separate 501(c)(3) organization.

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

101017_MCC_Packet_2018_Blues_Fest_Discussion.pdf

Description

2018 Blues Festival
Discussion



CITY OF HAGERSTOWN, MARYLAND

Department of Community and Economic Development

TO: Valerie Means, City Administrator

FROM: Jill Thompson, Director of Community & Economic Development
Lauren Metz, Community Events Coordinator

DATE: October 5, 2017

RE: 2018 Blues Festival Discussion

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Friday – Free*

Saturday – Ticketed.

*(Move the “Free” Day from Sunday in the park to Friday downtown to provide impact on downtown businesses.)

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- Review sponsorship packages for any changes and begin fundraising.
- Begin a range of other event planning and event management tasks.
- Investigate opportunities to establish Blues Fest as a separate 501(c)(3) organization.

Background

2017 Blues Fest Attendance based on Ticket Sales and Distribution

Thursday – free and open to the public (estimated attendance)

Total	300
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Friday

Advanced Sold	222
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On-site Sold	<u>147</u>
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Subtotal Sold	369
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Complimentary to Sponsors/Committee	<u>690</u>
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Total	1,059
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Saturday

Advanced Sold	295
Onsite	<u>397</u>
Subtotal Sold	692
Complimentary to Sponsors/Committee	<u>951</u>
Total	1,643

Sunday – free and open to the public (estimated attendance)

Total **1,500 – 2,000**

4 Day Total **5,000**

Attachments:

2018 Blues Fest – Options

2018 Blues Fest Budget – Option 1 – Working DRAFT

c: Eric Deike
Jim Bender
Rodney Tissue

2018 Blues Fest

Option 1A – Sat-Sun

2 Day Event in the Central Lot on a Single Stage (Sat) & in City Park (Sun)

This option for 2018 would provide 6 bands on Saturday on a single stage. This compares to 2017 which provided 8 bands on Saturday on two stages. The event is proposed to end at 8 pm vs. the 9:45 pm finish time in 2017, so as to encourage crowds to disburse for dining and entertainment in downtown restaurants. This option would provide 4 bands on Sunday – same as 2017.

Saturday, June 2, 2018 – 12:00 pm – 8:00 pm

Ticketed - \$35-\$45 – Traditional Blues Festival

12:15 – 1:15 pm	Band 1
1:30 – 2:30 pm	Band 2
2:45 – 4:00 pm	Band 3 (75 min)
4:15 – 5:15 pm	Band 4
5:30 – 6:30 pm	Band 5 (75 min)
6:45 – 8:00 pm	Band 6 (75 min)

(end at 8 pm vs. 9:45 pm for crowd to disburse to downtown restaurants)

Sunday, June 3, 2018 – 12:00 – 5:00 pm

Free Community Event

12:00 – 1:00 pm	Band 1
1:15 - 2:15 pm	Band 2
2:30 – 3:30 pm	Band 3
3:45 – 5:00 pm	Band 4

Line up could include area community bands, area high school jazz bands, a headliner Blues artist.

POTENTIAL ATTENDNACE

Central Parking Lot – 2,500 – 3,000

City Park – 1,500 – 2,000

x 2 days – Total 4,000 – 5,000 +

(2017 total attendance over 4 days – 5,000)

2018 Blues Fest

Option 1B – Fri-Sat

2 Day Event in the Central Lot on a Single Stage

This option for 2018 would provide 2 bands on Friday and 6 bands on Saturday on a single stage. This compares to 2017 which provided 3 bands on Friday on one stage and 8 bands on Saturday on two stages. The event is proposed to end at 8 pm vs. the 9:45 pm finish time in 2017, so as to encourage crowds to disburse for dining and entertainment in downtown restaurants.

Friday, June 1, 2018 – 5:30 – 8:00 pm

Free Community Event

5:30 – 6:30 pm	Band 1
6:45 – 8:00 pm	Band 2 (75 min)

(end at 8 pm vs. 9:45 pm for crowd to disburse to downtown restaurants)

Line up could include area community bands, area high school jazz bands, a headliner Blues artist.

Saturday, June 2, 2018 – 12:00 pm – 8:00 pm

Ticketed - \$35-\$45 – Traditional Blues Festival

12:15 – 1:15 pm	Band 1
1:30 – 2:30 pm	Band 2
2:45 – 4:00 pm	Band 3 (75 min)
4:15 – 5:15 pm	Band 4
5:30 – 6:30 pm	Band 5 (75 min)
6:45 – 8:00 pm	Band 6 (75 min)

(end at 8 pm vs. 9:45 pm for crowd to disburse to downtown restaurants)

POTENTIAL ATTENDNACE

Central Parking Lot – 2,500 – 3,000

x 2 days – Total 5,000 – 6,000 +

(2017 total attendance over 4 days – 5,000)

2018 Blues Fest

Option 2

2 Day Street Festival (Free) with Headliner Performances in the Maryland Theatre (\$)

Western Maryland Blues Fest (Blues & Jazz Only) or
Consider adding Bluegrass & Folk/Americana

ENTERTAINMENT SCHEDULE

Maryland Theatre – paid/ticket performance. Balcony section – VIP Area for Sponsors

DRAFT

Friday, June 1, 2018 – 5:00 – 10:00 pm

5:00 – 6:00 pm	Band 1	University Plaza
6:30 – 7:30 pm	Band 2	S. Potomac Street
8:00 pm – 9:30 pm	Headliner	University Plaza (Free) Or Maryland Theatre Stage (\$)

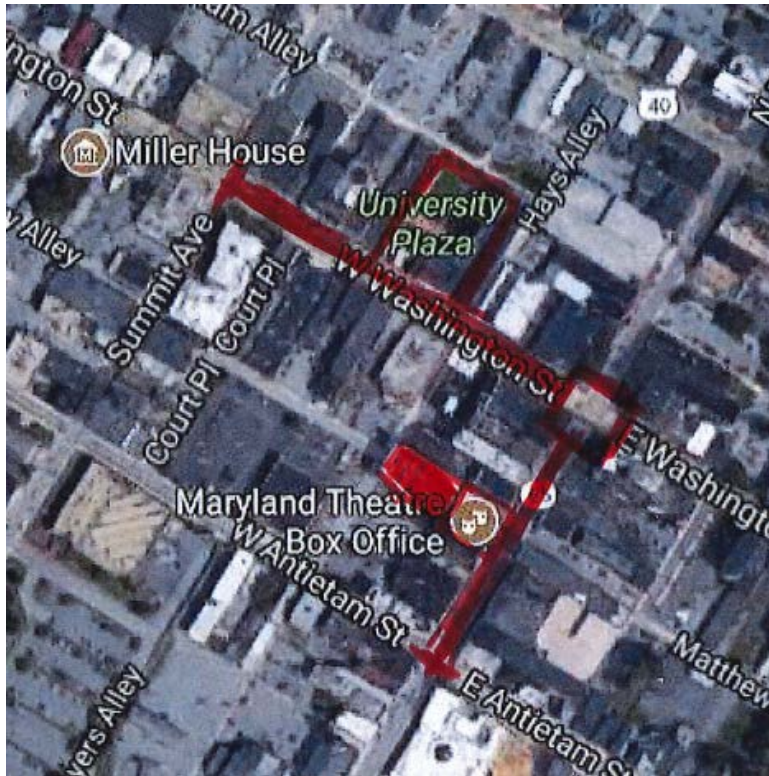
Saturday, June 2, 2018 – 12:00 pm – 10:00 pm

<u>Time</u>	<u>Performer</u>	<u>Stage</u>
12:00 – 1:00 pm	Band 1	S. Potomac Street
1:30 – 2:30 pm	Band 2	University Plaza
2:30 – 4:30 pm	Headliner	Maryland Theatre Stage (\$)
3:00 – 4:00 pm	Band 3	S. Potomac Street
4:30 – 5:30 pm	Band 4	University Plaza
6:00 pm – 7:00 pm	Band 5	S. Potomac Street
6:30 – 8:30 pm	Headliner	Maryland Theatre Stage (\$)
7:30 pm – 8:30 pm	Band 6	University Plaza
9:00 – 10:00 pm	Band 7	S. Potomac Street (Free)

VENUE

Same format as the recent Wind Down Friday and Thunder in the Square event.

Throughout - University Plaza, 1st Block of W. Washington, 1st Block of S. Potomac: Street Performers, Arts Activities, Children's Activities, Other Entertainment and Activities. Circulating event that encourages patrons to wander throughout and visit restaurants/shops.



POTENTIAL ATTENDNACE

University Plaza – 1,000

1st Block South Potomac Street & Public Square – 1,400

1st Block of W. Washington Street – 2,000

Maryland Theatre – 1,300 seats

Total Capacity – 5,700

x 2 days – Total 11,400

2018 Blues Fest Budget - WORKING DRAFT				
vs. 10.05.17				
Option 1A - SAT-SUN - Saturday Central Lot & Sunday in City Park				
Option 1B - FRI-SAT in the Central Lot				
SUMMARY				
			Option 1A - SAT-SUN	Option 1B - FRI-SAT
			<u>2018 Proposed</u>	<u>2018 Proposed</u>
		<u>2017 for Reference</u>	<u>Sunday Free</u>	<u>Friday Free</u>
REVENUE				
Admissions		\$ 37,075.00	\$ 37,000.00	\$ 37,000.00
Other Revenue – Beer, Vendors, Merchandise		\$ 24,047.00	\$ 18,150.00	\$ 19,950.00
Corporate Sponsorships and/or City Contribution		\$ 83,850.00	\$ 114,200.00	\$ 105,800.00
Washington County Arts Council Grant		\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
Maryland State Arts Council Grant		\$ 19,487.00	\$ 15,000.00	\$ 15,000.00
Blues Bash Revenue		\$ 4,860.00	\$ 4,900.00	\$ 4,900.00
Other Revenue		\$ 2,371.00		
TOTAL REVENUE		\$ 173,790.00	\$ 191,350.00	\$ 184,750.00
EXPENSES				
Musical Artists		\$ 45,850.00	\$ 33,500.00	\$ 33,500.00
Technical Fees		\$ 55,035.00	\$ 32,000.00	\$ 25,000.00
Educational Outreach - Children's Area		\$ 4,574.00	\$ 4,600.00	\$ 3,000.00
Outside Services – Merchandise		\$ 12,175.00	\$ 7,825.00	\$ 7,825.00
Outside Services – Tent/Fencing		\$ 21,256.00	\$ 21,500.00	\$ 20,000.00
Artist Lodging/Hospitality		\$ 7,171.00	\$ 5,000.00	\$ 5,000.00
Other – Hospitality, Insurance, Supplies, Credit Card Fees etc.		\$ 48,538.00	\$ 33,950.00	\$ 37,450.00
Marketing		\$ 51,211.00	\$ 40,000.00	\$ 40,000.00
Blues Bash Expense		\$ 3,122.00	\$ 3,200.00	\$ 3,200.00
Other Services		\$ 2,600.00	\$ 1,500.00	\$ 1,500.00
Other Contract Svs/Contingency			\$ 8,275.00	\$ 8,275.00
Total		\$ 251,532.00	\$ 191,350.00	\$ 184,750.00

2018 Blues Fest Budget - WORKING DRAFT				
vs. 10.05.17				
Option 1A - SAT-SUN - Saturday Central Lot & Sunday in City Park				
Option 1B - FRI-SAT in the Central Lot				
DETAILED				
			Option 1A - SAT-SUN	Option 1B - FRI-SAT
		<u>2017 for Reference</u>	<u>2018 Proposed</u>	<u>2018 Proposed</u>
REVENUE			<u>Sunday Free</u>	<u>Friday Free</u>
<u>Admissions</u>				
	Advanced Ticket Sales	\$ 14,940.00	\$ 15,000.00	\$ 15,000.00
	Fri - Gate Sales	\$ 4,413.00		
	Sat - Gate Sales	<u>\$ 17,722.00</u>	<u>\$ 22,000.00</u>	<u>\$ 22,000.00</u>
	Subtotal	\$ 37,075.00	\$ 37,000.00	\$ 37,000.00
<u>Other Revenue – Beer, Vendors, Merchandise</u>				
	Thur - General Beverage Sales	\$ 1,990.00	\$ -	\$ -
	Fri - General Beverage Sales	\$ 4,910.00	\$ -	\$ 4,900.00
	Fri - VIP Beverage Sales	\$ 2,460.00	\$ -	\$ 2,300.00
	Sat - General Beverage Sales	\$ 11,606.00	\$ 11,600.00	\$ 11,600.00
	Sat - VIP Beverage Sales	\$ 6,412.00	\$ 6,400.00	\$ 6,400.00
	Sun - General Beverage Sales	\$ 1,238.00	\$ 1,200.00	\$ -
	Maryland Theatre Revenue Split	\$ (5,405.00)	\$ (3,900.00)	\$ (5,100.00)
	Maryland Theatre Beer/Wine/Tax Costs	\$ (12,355.00)	\$ (9,600.00)	\$ (12,600.00)
	Soda/Water - General Costs	\$ (1,941.00)	\$ -	
	Vendor Fees	\$ 4,250.00	\$ 3,000.00	\$ 3,000.00
	Merchandise Sales	\$ 10,432.00	\$ 9,000.00	\$ 9,000.00
	Poster Sales	<u>\$ 450.00</u>	<u>\$ 450.00</u>	<u>\$ 450.00</u>
	Subtotal	\$ 24,047.00	\$ 18,150.00	\$ 19,950.00
<u>Sponsorships</u>				
	Corporate Sponsorships	\$ 83,850.00		
	and/or City Contribution	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	Subtotal	\$ 83,850.00	\$ 114,200.00	\$ 105,800.00
<u>Washington County Arts Council Grant</u>				
	Washington County Arts Council Grant	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
<u>Maryland State Arts Council Grant</u>				
	State Grant	\$ 19,487.00	\$ 15,000.00	\$ 15,000.00
<u>Blues Bash Revenue</u>		\$ 4,860.00	\$ 4,900.00	\$ 4,900.00
Other Revenue		\$ 2,371.00	\$ -	\$ -
TOTAL REVENUE		\$ 173,790.00	\$ 191,350.00	\$ 184,750.00

			Option 1A - SAT-SUN	Option 1B - FRI-SAT
		<u>2017 for Reference</u>	<u>2018 Proposed</u>	<u>2018 Proposed</u>
EXPENSES				
<u>Musical Artists</u>				
	Thur - Artists	\$ 600.00	\$ -	\$ -
	Fri - Artists	\$ 6,100.00	\$ 3,000.00	
	Sat - Artist	\$ 34,800.00	\$ 30,000.00	\$ 30,000.00
	Sun - Artists	\$ 3,850.00	\$ -	\$ 3,000.00
	Emcee	\$ 500.00	\$ 500.00	\$ 500.00
	Subtotal	\$ 45,850.00	\$ 33,500.00	\$ 33,500.00
<u>Technical Fees</u>				
	Sound, Stage, Backline	\$ 55,035.00	\$ 32,000.00	\$ 25,000.00
<u>Educational Outreach - Children's Area</u>				
	Performer - Magician	\$ 1,155.00		
	Art Workshop Leader	\$ 180.00		
	Barrel Ride	\$ 450.00		
	Sponsor Imprint Items	\$ 958.00		
	Craft/Activity Supplies	\$ 1,831.00	\$ -	\$ -
	Subtotal	\$ 4,574.00	\$ 4,600.00	\$ 3,000.00
<u>Outside Services – Merchandise</u>				
	Merchandising	\$ 10,335.00	\$ 6,000.00	\$ 6,000.00
	Committee Polos	\$ 1,522.00	\$ 1,500.00	\$ 1,500.00
	Committee Tshirts	\$ 318.00	\$ 325.00	\$ 325.00
	Subtotal	\$ 12,175.00	\$ 7,825.00	\$ 7,825.00
<u>Outside Services – Tent/Fencing</u>				
	Tent/Fencing/Table-Chair Rental	\$ 21,256.00	\$ 21,500.00	\$ 20,000.00
<u>Artist Lodging/Hospitality</u>				
	Artist Hotel Rooms (43)	\$ 2,917.00	\$ 2,000.00	\$ 2,000.00
	Artist Food	\$ 3,243.00	\$ 2,000.00	\$ 2,000.00
	Artist Soda/Water	\$ 1,011.00	\$ 1,000.00	\$ 1,000.00
	Subtotal	\$ 7,171.00	\$ 5,000.00	\$ 5,000.00
<u>Other – Hospitality, Insurance, Supplies, Credit Card Fees etc.</u>				
	VIP Food	\$ 22,645.00	\$ 13,500.00	\$ 17,000.00
	VIP Soda/Water	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Fri - Rain Insurance (\$20K coverage)	\$ 2,328.00	\$ -	\$ -
	Sat - Rain Insurance (\$60K coverage)	\$ 7,663.00	\$ 7,700.00	\$ 7,700.00
	Portajons	\$ 4,239.00	\$ 4,250.00	\$ 4,250.00
	Deafnet - Interpreters	\$ 3,108.00	\$ -	\$ -
	RV Rental-Green Room B Stage/Sun	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
	Other Hospitality - Vol/Em Svcs	\$ 521.00	\$ 500.00	\$ 500.00
	Ice	\$ 900.00	\$ 900.00	\$ 900.00
	Credit Card Fees	\$ 3,034.00	\$ 3,000.00	\$ 3,000.00
	Subtotal	\$ 48,538.00	\$ 33,950.00	\$ 37,450.00
<u>Marketing</u>				
	Ad Placements - Regional/Ntl	\$ 17,392.00		
	Ad Placements - Local	\$ 9,105.00		
	Ad Design	\$ 3,206.00		
	Program Book Production	\$ 3,547.00		
	Program Book HM Insert	\$ 2,500.00		
	Program Book Design	\$ 2,660.00		
	(Program Book Total - \$8,707)			

			Option 1A - SAT-SUN	Option 1B - FRI-SAT
		2017 for Reference	2018 Proposed	2018 Proposed
	Other Ads - thank you, etc	\$ 1,153.00		
	Supplies - Badges, Passes, Tickets	\$ 1,261.00		
	VIP Supplies - VIP Tickets	\$ 1,194.00		
	Design services	\$ 7,233.00		
	Commissioned Artist	\$ 750.00		
	Video Production	\$ 550.00		
	Web Hosting	\$ 660.00	\$ -	\$ -
	Subtotal	\$ 51,211.00	\$ 40,000.00	\$ 40,000.00
	Blues Bash Expense	\$ 3,122.00	\$ 3,200.00	\$ 3,200.00
	Other Services			
	CPA Services	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
	Artist Crowd Pleaser Portajohn (B Stage)	\$ 1,100.00	\$ -	\$ -
	Other Contract Svs/Contingency	\$ -	\$ 8,275.00	\$ 8,275.00
	Subtotal	\$ 2,600.00	\$ 9,775.00	\$ 9,775.00
	Total	\$ 251,532.00	\$ 191,350.00	\$ 184,750.00
	Notes:			
	• Working Draft - based on many variables and expected to be refined throughout planning of the 2018 event.			
	• Additional costs saving may be realized.			
	• Expenses do not include City Services - budgeted at \$52,000			
	• Actual expenses of City Services may come in well below budget for a 2-day vs. a 4-day event.			
	• This could allow for these funds to be redirected to other expenses of the event.			
	• City Services include labor and overtime for Public Works, Parks, Police, Central Garage, etc. onsite during the festival			
	• Inkind services/donations are not shown.			