

Mayor and Council Executive Session & Work Session April 30, 2024 Agenda

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

"The City of Hagerstown shall be a community focused municipality"

**The agenda and meeting packet is available at
www.hagerstownmd.org/government/agenda**

"Truth will ultimately prevail where there are pains to bring it to light" George Washington

EXECUTIVE SESSION

3:00 PM 1. Executive Session

3:00 PM 2. The Mayor and Council will meet in Open Session only for the purpose of voting to close its meeting to discuss matters that the Open Meetings Act permits it to discuss in Executive/Closed Session.

4:00 PM WORK SESSION

4:00 PM 1. Parking Deck/Stadium Update – *Scott Nicewarner, City Administrator and David Blenckstone, General Manager Hagerstown Flying Boxcars*

4:15 PM 2. FY25 Budget Review - *Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager*

4:45 PM 3. Discussion Regarding Change in Federal Law for Direct Funding to Non-Profit Organizations Related to their Application to the Economic Development Initiative under Housing and Urban Development – *Scott Nicewarner, City Administrator*

4:55 PM 4. Proposed Parking Rate Changes – *Eric Deike, Director of Public Works*

5:55 PM 5. Water/Wastewater Rate Model Update - *Nancy Hausrath, Director of Utilities*

6:05 PM 6. City Transportation Priorities for Maryland Department of Transportation (MDOT) - *Jim Bender, City Engineer*

6:15 PM 7. Marsh Run Trail Change Order to Complete Design - *Jim Bender, City Engineer*

6:20 PM 8. Change Order to Curb & Sidewalk Replacement Contract: Relocation of Cultural Trail - *Jim Bender, City Engineer*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

Executive Session

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

April_30__2024_Executive_Session.pdf

Description

Executive Session Agenda



**MAYOR AND CITY COUNCIL
EXECUTIVE SESSION
APRIL 30, 2024
AGENDA**

Vision Statement:

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

Mission Statement:

“The City of Hagerstown shall be a community focused municipality.”

The agenda and meeting packet is available at www.hagerstownmd.org/government/agenda

3:00 p.m. EXECUTIVE SESSION

1. To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; (#4)

** Purchase offer for City of Hagerstown owned property*

***AUTHORITY: Annotated Code of Maryland, General Provisions Article: Section 3-305(b)
(Subsection is noted in parentheses)**

CITY OF HAGERSTOWN, MARYLAND

PUBLIC BODY: Mayor & City Council

DATE: April 30, 2024

PLACE: Council Chamber, 2nd floor, City Hall

TIME: 3:30 p.m.

AUTHORITY: **ANNOTATED CODE OF MARYLAND, GENERAL PROVISIONS ARTICLE: Section 3-305(b) :**

1. To discuss:
 - ☐ (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - ☐ (ii) any other personnel matter that affects one or more specific individuals;
- ☐ 2. To protect the privacy or reputation of individuals with respect to a matter that is not related to public business;
- ☐ 3. To consider the acquisition of real property for a public purpose and matters directly related thereto;
- ☒ 4. To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ 5. To consider the investment of public funds;
- ☐ 6. To consider the marketing of public securities;
- ☐ 7. To consult with counsel to obtain legal advice;
- ☐ 8. To consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ 9. To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ 10. To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- ☐ 11. To prepare, administer or grade a scholastic, licensing, or qualifying examination;
- ☐ 12. To conduct or discuss an investigative proceeding on actual or possible criminal conduct; or
- ☐ 13. To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; or
- ☐ 14. Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
- ☐ 15. Administrative Function

EXECUTIVE SESSION AGENDA

City Hall • Council Chamber • 1 East Franklin Street • Hagerstown, MD 21740
301.739.8577, Ext. 113 • Telephone for the Hearing Impaired 301.797.6617

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

Topic:

The Mayor and Council will meet in Open Session only for the purpose of voting to close its meeting to discuss matters that the Open Meetings Act permits it to discuss in Executive/Closed Session.

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Parking Deck/Stadium Update – *Scott Nicewarner, City Administrator and David Blenckstone, General Manager Hagerstown Flying Boxcars*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

FY25 Budget Review - *Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

FY25_Budget_Review_Memo_04-30-2024.pdf

Description

FY25 Budget Review
04.30.24



CITY OF HAGERSTOWN, MARYLAND

Finance & Accounting Department

One East Franklin Street • Hagerstown, MD 21740

Telephone: 301.766.4142 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Michelle Hepburn, Chief Financial Officer
Brooke Garver, Accounting & Budget Manager

Date: April 30, 2024

Subject: FY25 Budget Review

The FY25 Proposed Budget includes changes to rates already adopted by Mayor & Council and rate changes that will take effect upon adoption of the FY25 Proposed Budget. During the April 9th Work Session, increases in Trash and Recycling rates were discussed. There are other proposed rate changes to include: Forest Conservation rates based on square feet; various Code Administration charges; Public Works for State Highway Administration (SHA) inspection fees from \$1,500 to \$2,000; Water benefit charges and rental fees; and Wastewater benefit charges and rental fees. For a detailed listing of all citywide rates and fees, see Section 8.

Staff will continue to review the FY25 Proposed Budget. The schedule outlined below is a general guideline for topics and can be updated.

April 30, 2024:

1. Capital Improvement Program – Section 7
 - a. Strategic Plan – Pages 2-3
 - b. General Fund Projects by Funding Source (Bond Financing; CIP Fund Balance; and Transfers to CIP-General Fund) – Pages 16-20
2. CDBG Fund – Section 4, Pages 3-8
3. Economic Redevelopment Fund – Section 4, Pages 10-12

May 7 and 21, 2024:

Future budget review work sessions are anticipated to continue discussions to cover the following topics.

1. Health Insurance Fund 5 Year Projections – Section 6, Page 34
2. Parking Fund 5 Year Projections - Section 6, Pages 24-26
3. Parking Fund Capital Improvement Projects - Section 7, Pages 39 and 160-163
4. Water Fund 5 Year Projections - Section 6, Pages 18-20
5. Water Fund Capital Improvement Projects - Section 7, Pages 34 and Pages 132-145
6. Wastewater Fund 5 Year Projections - Section 6, Pages 21-23
7. Wastewater Fund Capital Improvement Projects - Section 7, Pages 36 and 146-159
8. Stormwater Fund 5 Year Projections - Section 6, Pages 31-32
9. Stormwater Fund Capital Improvement Projects - Section 7, Pages 45 and 169-177
10. Electric Fund 5 Year Projections - Section 6, Pages 15-17
11. Electric Fund Capital Improvement Projects - Section 7, Pages 31 and 110-131
12. Golf Fund 5 Year Projections – Section 6, Pages 27-28
13. Golf Fund Capital Improvement Projects – Section 7, Pages 41 and 164-165



May 7, 2024:

- Public Hearing: FY25 Budget and Property Tax Rate
- Introduction of Ordinances (FY25 Budget and Property Tax Rate)

May 21, 2024:

- Adoption of Ordinances (FY25 Budget and Property Tax Rate)

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

Topic:

Discussion Regarding Change in Federal Law for Direct Funding to Non-Profit Organizations Related to their Application to the Economic Development Initiative under Housing and Urban Development – *Scott Nicewarner, City Administrator*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Proposed Parking Rate Changes – *Eric Deike, Director of Public Works*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Proposed_Parking_Rate_Changes_4.30.24_(1).pdf

Description

Parking Rate Changes



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

TO: Scott Nicewarner, City Administrator

FROM: Eric B. Deike, Public Works Director

DATE: April 30, 2024

TOPIC: Proposed Parking Rate Changes

MAYOR AND COUNCIL ACTION REQUESTED

Staff is looking for direction from the Mayor and Council regarding parking rates. This is primarily due to the opening of the Hub City Garage at 50 W. Antietam St. later this year and the Meritus Park. The new garage provides an opportunity to review all the parking rates for any proposed changes.

DISCUSSION

The Parking System is an enterprise fund similar to a utility. The end user (drivers) pays for the parking operations through parking fees. The parking system is currently not supported by other revenues including direct tax dollars from the General Fund.

There are currently two parking decks that contain 625 parking spaces. Metered street parking includes 292+/- parking spaces. Four primary parking lots within the downtown provide another 400 metered parking spaces. These include the Central Parking Lot, the Elizabeth Hager Parking Lot, the Rochester Parking Lot, and the Antietam Street Parking Lot. There are also multiple parking lots that are outside the downtown that provide free neighborhood parking.

The City decided to construct a third parking deck. Construction on that deck began in June of 2023. The event that drove this decision was the construction of the ballpark at 50 W. Baltimore St. currently named Meritus Park. This \$90,000,000 facility seats over 3,500 people for baseball games and other sporting and entertainment events. However, the facility has no public parking on site and street parking around the venue is very limited. The ballpark is scheduled to open in May of 2024.

The third parking deck, named Hub City Garage, is currently under construction and is set to open in July 2024. The overall cost of \$12,500,000 includes land acquisition, planning, design, and construction. Financial projections show a loss in the overall Parking System for the next 5 years with the addition of the parking garage.

To minimize the loss over the next 10 years, new customers to the City's parking system and increased rates are necessary. Parking fees and enforcement citations are the sole source of revenue for the parking system.

Here are the current parking rates as listed on the City's website:

Parking Meters

Enjoy free parking at all on-street and lot meters after 5 p.m. each weekday and all day on weekends.

Parking meters on the streets and lots in the downtown and all parking lots EXCEPT the Antietam St. Lot (Next to the District Court House)

- \$.50 = 1 Hour
- \$.25 = 30 Minutes
- \$.10 = 12 Minutes
- \$.05 = 06 Minutes

The Antietam Street Parking Lot (District Court):

- \$1.00 = 1 Hour

Parking Garages

The City of Hagerstown operates two parking garages. One at 25 N. Potomac Street and the other at 25 Renaissance Way. Both garages are open 7 days a week / 24 hours a day. The rates are the same for both:

Daily Parking Rates

Enjoy free parking 6 a.m. Sunday to 6 a.m. Monday

- \$1.00 minimum (up to one hour)
- \$1.00 each additional hour or part thereof
- \$2.00 total from 4:00 p.m. to 6 a.m. (weekdays)
- \$2.00 total from 4:00 p.m. Friday to 6 a.m. Sunday
- \$8.00 daily maximum (weekdays)
- \$8.00 lost ticket
- \$5.00 per vehicle special event rate

Monthly Parking Rates

- \$70.00 Parking Deck Monthly Permits
- \$56.00 Parking Lots Monthly Permits

Student Parking Rates

- \$25.00 per month (parking lot only)

FINANCIAL IMPACT

To be determined. This is difficult to calculate given the multiple unknowns with the new ballpark and garage. What is known is that there is a surge of economic activity in and around downtown increasing the parking demand.

RECOMMENDATION

While driven by the construction of the Hub City Garage, the following recommendations affect the entire parking system. They are as follows:

1. The Hub City Garage (Hub) will open in July of 2024. There are already inquiries about purchasing passes to this facility and its use during events at Meritus Park. The recommendations for this new parking facility would be as follows:

- a. Charge an hourly rate of \$3.00 for all hours except for the Sunday free parking discussed later in this document. The maximum daily rate would calculate to \$24 (8 hours x \$3/hour).

Staff would recommend an hourly rate of \$2/hour for the Arts & Entertainment District Deck (A&E) with a maximum daily rate of \$16. The University District Parking Deck (UD) rates would remain the same with no changes.

- b. Set the monthly parking pass rate at Hub to \$90 per month. Monthly rates at A&E would increase to \$80 per month and UD would remain at \$70 per month. Staff would determine the cut-off point for the number of passes sold to each parking garage.
- c. Special event rates are currently \$5.00 total. The only events to which this charge has previously been applied have been BluesFest and AugustoberFest of which neither occurs downtown any longer. The difficulty is determining a definition of 'special event.' Is a special event defined as a ballgame at Meritus Park? A concert at Meritus Park? An event at the Maryland Theatre? What about the ACT Black Box Studio? Maybe an event is defined by attendance. If the hourly rate is enacted, the special event rate will take care of itself. For example, a 3-hour ballgame would generate a parking fee of \$9.00 for Hub City Garage, \$6.00 for the Arts & Entertainment Parking Deck, and \$3.00 for the University System Parking Deck per vehicle.

Dependent upon the financial condition of the fund and the amount of new customer growth after 3 years, plan to raise the parking rates to \$4.00/hour, \$3.00/hour, and \$2.00/hour respectively. Monthly rates would remain the same. Plan and approve for this increase to occur but reevaluate and change if needed once Hub City Garage and Meritus Park are open.

2. Limit free parking on Sundays to fewer hours. There is an increasing amount of activity on Sundays including scheduled ballgames at Meritus Park and events. Limit free parking on Sundays from 6:00 am to 2:00 pm. Parking in the decks is currently free from 6:00 am Sunday through 6:00 am Monday.
3. Raise the street and lot meter parking in most locations to \$1.00 per hour. The meter rate in 1986 was \$0.25 per hour. Twenty-six years later in 2012, the parking rate was raised to \$0.50 per hour. It has been 12 years since the parking rate has been adjusted. Each \$0.25 in payment would pay for 15 minutes of parking.
4. Some street and lot parking should be set at a premium rate. These parking spaces are heavily used allowing for few vacancies throughout the workday. The recommendation would be to set the metered parking rate to \$2.00 per hour. The higher rate would encourage drivers to conduct their business quickly and then vacate the space.
 - a. West Washington St. from Summit Ave. to South Potomac St. is a lengthy block of parking that seldom has open parking spaces during the weekdays given the proximity of the court houses, government offices, and other businesses in this area.

- b. Similarly, the Antietam Street Parking Lot only has 18 parking spaces. This lot is heavily used for those using the District Court House. The rate would be set at \$3.00 per hour to match the Hub City Garage rate.
- c. Finally, the 49 parking spaces in the Elizabeth Hager Lot would also be set at \$2.00 per hour.

The thought is to encourage short-term parking. Drivers looking to stay for a longer period of time would park further east in the Central Parking Lot or in the University System Parking Garage. Again, this is to encourage open parking spaces in this premium location.

5. The current student rate for those attending a downtown school (USMH or BISFA) is \$25 per month set in 2019. About 45% of Central Parking Lot passes are student passes and, of those, about 33% of students fail to pay for their parking invoices in the last 2 – 3 months of their semester. Some fail to pay knowing they are done parking downtown and, therefore, skip out on paying with no real recourse from the City. The recommendation would be to raise the student rate to \$35 per month. It would also be recommended to sell student parking in 3-month blocks (or some variation thereof) in lieu of monthly. This will better assure payment for parking before students end their semester.
6. Other parking changes the Mayor and Council may wish to discuss:
 - a. Parking is currently free after 5:00 PM weekdays and all weekend hours on the street and in the parking lots. Should paid parking occur during evenings and weekends? There would be expenses to provide for enforcement.
 - b. Curbside parking was enacted during the Covid pandemic. Parking meters were removed to allow free 30-minute parking at select parking spaces around downtown. There were initially 20 parking spaces used for curbside parking, which has been reduced to 16 as businesses changed, closed, or the spaces became unnecessary. Should curbside parking continue, or should the parking meter service be restored?

Below are comparison parking rates for Frederick, MD and Winchester, VA. These cities are comparable in population, geographical location, and parking infrastructure with Frederick having 79,588 residents and Winchester having 28,136 residents.

	Frederick, MD	Winchester, VA
Street Parking (downtown)	\$2/hour	-
Street Parking (all others)	\$1/hour	\$0.75/hour
Parking Lots (meters)	\$1/hour	\$0.75/hour
Parking Lots (passes)	\$75/month	NA
Parking Garages		
24/7	\$1/hour	\$1/hour
24/7 weekdays	\$12 maximum	\$12 - \$15

Weekday nightly and weekends	\$5 maximum	
Non-Reserved Monthly Pass	\$97/month	\$50/month
Business Block Parking	-	\$55/month
24/7 Block Parking	-	\$60/month

Frederick, MD oversees street parking, 3 municipal parking lots, and 5 parking garages.
Winchester, VA oversees street parking, 6 parking lots, and 4 parking garages.

The new rates and recommendations would take affect July 1, 2024, if the Mayor and Council are agreeable. Staff looks forward to discussing these issues at the April 16th work session.

Att: Parking Fund Projections Fiscal Year 2025/2029 Assumptions

C: Michelle Hepburn, Chief Financial Officer
Angela Zeger, Parking Supervisor
Andrea Montague, Administrative Support Specialist

PARKING FUND PROJECTIONS
FISCAL YEAR 2025/2029
ASSUMPTIONS

- Parking rates were last increased for the parking decks and parking lots by Mayor & Council on July 1, 2021. While no rate increases are reflected separately for FY25, rates are being reviewed to determine overall pricing strategy for rates in the two parking decks and the new HUB Garage. Current parking deck rates in University District and A&E are \$70/month or maximum \$8.00/day; after hours is \$2 from 4 PM to 6 AM weekdays and Saturdays; Sundays are free. Parking lot rates are \$56/month. Future revenues do include an estimate for increased usage and rates combined for overall totals that range from 1.5% to 2.5% annually beginning in FY2025/26 through FY2028/29.
- The City's third parking deck is being constructed in conjunction with the Hagerstown Multi-Use Sports and Events Facility to be located on the corner of Baltimore St. and Summit Ave by private and public organizations external to the City. The new parking deck will support the operations of the sports and events facility while providing additional parking for the projected development that will follow this project. The projections include the assumption that this third parking deck will be completed at the end of FY2023/24 with one full year of operation in FY2024/25. The revenue calculation is based on utilization of 365 available spaces in the new deck. Additionally, HUB parking garage expenses and fees are included in the projections and are based on average expenditure trends reflected in our existing two decks for FY2025/26 then 3.5% thereafter. With the inclusion of a third parking garage, it is projected that there will be a growth in the deficit in FY2023/24, after spending the \$10.0M in bond proceeds received in FY23.
- Total operating expenses (excluding depreciation) increased by 8.9% from the FY2023/24 budget compared to the budget proposed for FY2024/25. This increase is reflected in operating costs associated with opening and maintaining the HUB Parking Garage while reducing operating expenses for the Arts and Entertainment Deck and the Parking Lots. Based on historical trends, the projections will include increases in future periods. With an increase in the third parking garage operational costs, the increase in FY2025/26 is estimated to be 13.9%. The overall increase for all future periods from FY2026/27 through FY2027/28 is estimated at 3.1% annually and 3.2% in FY2028/29.
- Depreciation expense is expected to increase from FY2023/24 to FY2024/25 budget by 100.2% or \$263.4K as a result of the addition of the \$10.2M HUB Parking Garage and a full year of depreciation to be recorded in FY2024/25. Depreciation expense is estimate to grow by 1.9% in FY2025/26 and by estimated increases annually of 0.19%, 0.37% and 0.19% from FY2026/27 through FY2028/29.
- As a combined result of a larger cash balance and the current interest market, it is projected that interest earnings will increase in FY2024/25 proposed over the FY2023/24 budget. The interest earned will be significantly reduced in FY2024/25 compared to estimated FY2023/24 actual as the interest being earned on the \$10.6M bond issue will no longer be applicable as all bond proceeds will be spent. With the forecasted projections of reduced interest rates and declining cash balances it is anticipated that investment earnings will decrease from FY2025/26 through FY2028/29.
- The city received \$10.6M in FY2023/24 through a Bond Anticipation note to be paid off in FY2024/25 by a bond issuance of \$10.6M. The future bond interest rates for the new parking deck are estimated at a rate of 5.25% over 25 years. The debt service impact is reflected in our interest expense and principal repayment figures.
- Based on the assumptions outlined above for both revenues and increasing expenses, our net increase (decrease) in retained earnings is estimated to decline from an anticipated gain of \$84K in FY2023/24 to a loss of <\$607K> in FY2028/29 due to significant increases in depreciation and debt service expenses for HUB garage.
- The ending total cash balance projection will decrease from \$805K in FY2024/25 to <\$1.5M> in FY2028/29 primarily as a result of the HUB parking garage capital project and annual debt service requirements scheduled in future periods.

PARKING FUND PROJECTIONS
FISCAL YEAR 2025/2029
INCOME STATEMENT
(IN THOUSANDS)

	2021/22	2022/23	2023/24		2024/25		2025/26	2026/27	2027/28	2028/29
	ACTUAL	ACTUAL	REVISED BUDGET	EST. ACTUAL	PROPOSED BUDGET	PROJ. CHG%	PROJ.	PROJ.	PROJ.	PROJ.
Operating Revenues										
Parking Deck Revenues										
University District Parking Deck										
Parking Deck Permits	\$ 234	\$ 252	\$ 236	\$ 240	\$ 240	2.5%	\$ 246	\$ 252	\$ 258	\$ 265
Parking Deck Fees	44	46	40	45	45	2.5%	46	47	48	50
General Free Parking	(3)	(3)	(1)	(2)	(2)	1.5%	(2)	(2)	(2)	(2)
Validations	26	28	26	40	30	1.5%	30	31	31	32
Other Revenues	-	-	-	2	-		-	-	-	-
Arts & Entertainment Parking Deck										
Parking Deck Permits	128	128	110	150	150	2.5%	154	158	162	166
Parking Deck Fees	110	104	95	95	95	2.5%	97	100	102	105
HUB Parking Garage										
Parking Deck Permits	-	-	-	-	220	2.5%	226	231	237	243
Parking Deck Fees	-	-	-	-	100	2.5%	103	105	108	110
Total Parking Deck Revenue	539	557	506	570	878		900	922	945	968
Parking Meter & Lot Revenues										
Street Meters	85	92	82	82	82	1.5%	98	100	101	103
Free Parking	(3)	(3)	(3)	(3)	(3)	0.0%	(3)	(3)	(3)	(3)
Market House Lot	38	6	-	-	-	0.0%	-	-	-	-
Church Street Lot	45	50	50	63	65	1.5%	66	67	68	69
Rochester Lot	5	19	11	20	11	1.5%	11	12	12	12
Central Lot	130	99	94	110	92	1.5%	93	95	96	98
Antietam St. Lot	15	17	14	20	14	1.5%	14	14	15	15
Bryan Centre Lot	0	0	0	0	0	0.0%	0	0	0	0
Departmental Charges	27	21	22	23	25	1.5%	25	25	26	26
Total Parking Meter & Lot Revenue	342	300	269	316	285		305	309	314	319
Parking Enforcement	149	137	148	115	113	1.5%	134	136	138	140
Other Operating Revenues										
Other Revenues	1	1	1	1	1		1	1	2	2
Total Other Operating Revenue	1	1	1	1	1		1	1	2	2
Total Operating Revenue	1,030	996	924	1,001	1,277		1,340	1,368	1,399	1,429
Operating Expenses										
HUB Parking Garage	-	4	-	23	126	3.5%	234	242	251	259
University District Parking Deck	157	157	219	219	219	3.5%	226	234	242	251
Arts & Entertainment Parking Deck	207	199	252	217	233	3.5%	241	250	259	268
Parking Lots	198	248	295	239	236	2.5%	242	248	255	261
Parking Enforcement Expenses	87	81	110	90	139	2.5%	143	146	150	154
Total Operating Expense	648	690	876	788	954		1,087	1,121	1,156	1,193
Cash Operating Income (Loss)	382	305	47	213	323		253	248	243	236
Depreciation	267	249	263	524	526		536	537	539	540
Operating Income (Loss)	115	56	(216)	(311)	(204)		(283)	(290)	(296)	(304)
Non-Operating Revenue (Expense)										
Interest Earned	0	80	21	432	49		20	5	-	-
Interest/Bond Issuance Expense	(15)	(91)	(533)	(533)	(326)		(306)	(304)	(303)	(301)
Gain (loss) on Sale of Capital Assets	-	325	-	-	-		-	-	-	-
Total Non-Operating Revenue (Expense)	(14)	314	(512)	(100)	(277)		(286)	(299)	(303)	(301)
Net Income (Loss) Before Operating Transfers	101	370	(728)	(411)	(481)		(569)	(589)	(599)	(605)
Transfers From (To) Other Funds										
Transfers from Economic Development Fund	-	700	500	500	-		-	-	-	-
Transfers (to) Capital Improvements Fund	(2)	(5)	(5)	(5)	(11)		(2)	(2)	(2)	(2)
Total Transfers From (To) Other Funds	(2)	695	495	495	(11)		(2)	(2)	(2)	(2)
Capital Contributions										
Intergovernmental Revenue-ARPA	24	-	-	-	-		-	-	-	-
Capital Contributions	24	-	-	-	-		-	-	-	-
Increase (Decrease) in Retained Earnings	124	1,065	(232)	84	(492)		(571)	(591)	(601)	(607)

PARKING FUND PROJECTIONS
FISCAL YEAR 2025/2029
INCOME STATEMENT
(IN THOUSANDS)

	2021/22	2022/23	2023/24		2024/25	PROJ.	2025/26	2026/27	2027/28	2028/29
	ACTUAL	ACTUAL	REVISED BUDGET	EST. ACTUAL	PROPOSED BUDGET	CHG%	PROJ.	PROJ.	PROJ.	PROJ.
Adjust to a Cash Flow Basis										
Add Back Depreciation	\$ 267	\$ 249	\$ 263	\$ 524	\$ 526		\$ 536	\$ 537	\$ 539	\$ 540
Changes in Working Capital	36	(233)	-	-	-		-	-	-	-
Principal Payments on Long-Term Debt	(69)	(31)	(33)	(33)	(10,634)		(472)	(474)	(475)	(477)
Total Adjustments to Retained Earnings	233	(16)	230	491	(10,107)		63	63	64	64
Cash Available for Capital Outlay	357	1,050	(2)	576	(10,600)		(507)	(528)	(537)	(543)
Capital Outlay										
Parking Facilities 3rd Parking Deck - C0173	114	1,397	10,210	11,580	10		10	10	10	10
Parking Lot Former M&T Building -ARP06	24	-	-	-	-		-	-	-	-
Upgrades to Parking Decks - C0749	-	-	15	-	15		10	10	10	10
Vehicles/Equipment - C0829	-	41	-	10	-		45	-	-	-
Parking Lot Improvements - C0857	-	-	80	-	10		80	10	10	10
Total Capital Outlay	139	1,438	10,305	11,590	35		145	30	30	30
Cash After Capital Outlay	218	(388)	(10,307)	(11,014)	(10,635)		(652)	(558)	(567)	(573)
Additional Funding										
Bond Financing	-	10,600	-	-	10,600		-	-	-	-
Total Additional Funding	-	10,600	-	-	10,600		-	-	-	-
Net Surplus (Deficit)	\$ 218	\$ 10,212	\$ (10,307)	\$ (11,014)	\$ (35)		\$ (652)	\$ (558)	\$ (567)	\$ (573)
Beginning Cash Balance	\$ 1,424	\$ 1,642	\$ 11,854	\$ 11,854	\$ 840		\$ 805	\$ 153	\$ (405)	\$ (972)
Ending Cash Balance	\$ 1,642	\$ 11,854	\$ 1,547	\$ 840	\$ 805		\$ 153	\$ (405)	\$ (972)	\$ (1,546)

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

Topic:

Water/Wastewater Rate Model Update - *Nancy Hausrath, Director of Utilities*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Description

MEMO_WATER_AND_WASTEWATER_MODEL_DISCUSSION_04302024.docx

Memo
W&WW
Rates
FY25-FY27



CITY OF HAGERSTOWN, MARYLAND

Utilities Department

1 Clean Water Circle • Hagerstown, MD 21740

Telephone: 301-739-8577, ext. 650

Website: www.hagerstownmd.org

April 25, 2024

To: Scott Nicewarner, City Administrator

From: Nancy Hausrath, Director of Utilities
Ashley Newcomer, Financial Manager
Tyler Puffenberger, Deputy Director of Utilities

Action: Discussion - Water/Wastewater Rate Model Update

The Utilities Department Financial/Administrative staff will be at the April 30, 2024 Mayor and City Council Work Session to provide an update on the requested amendments to the rate tables requested at the March 19th and April 24th meetings. The Model has been updated to provide a new 1-Tier Rate alternative for all customers in the non-residential declining tier, as well as evaluating the impact of an Alternate 1-Tier scenario for non-residential customers.

Updated bill calculations will be provided at the meeting as well as changes in the collection of required revenue for the Water Fund. No changes were made to the proposed Wastewater rates; however, updated wastewater bill calculations will be provided using the same usage scenarios used to calculate water bills using the Alternate one Tier scenarios for non-residential customers.

Staff will provide updated documents during the meeting.

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

Topic:

City Transportation Priorities for Maryland Department of Transportation (MDOT) - *Jim Bender, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

City_Transportation_Priorities_for_MDOT.pdf

Description

City Transportation Priorities
for MDOT



CITY OF HAGERSTOWN, MARYLAND

Engineering Department

April 30, 2024

TO: Scott Nicewarner, City Administrator
FROM: Jim Bender, City Engineer *JMB*
RE: City Transportation Priorities for MDOT

Background:

Every year, the Maryland Department of Transportation (MDOT) prepares a Consolidated Transportation Plan (CTP) that identifies transportation projects and initiatives that are of importance to the State, and lays out a plan to fund those projects. As part of the development of the CTP, the MDOT Secretary requests lists of priority projects from counties and municipalities; these local priorities are then woven into the overall statewide CTP.

Mayor & Council Action Requested:

Review the proposed list of priorities prepared by staff. If the Council is in agreement, staff will prepare a letter for the Mayor's signature to submit to MDOT. Staff will be present at the work session to discuss.

Discussion:

Staff's list of priorities for FY 25 are essentially the same as those presented in FY 24, and are as follows:

1. I-81 Widening. This corridor, as a major freight route, is crucial to the economy of our area. The frequent accidents on I-81, and resulting spillover onto the City street network, have both physical and perceived negative impacts on Hagerstown. We are hopeful that funding for the Phase 2 design and construction will be restored in the CTP, and we will advocate for the completion of the widening for the full length of I-81 in Maryland.
2. Highway User Revenue. The City uses Highway User Revenue (HUR) funding to pave streets and alleys, along with other transportation-related projects. We are concerned that a leveling-off or even a reduction in HUR funding was considered during the recent General Assembly session, and we will advocate for the Department's efforts to restore the Highway User Revenue (HUR) funds to previous levels.
3. BPPA Study Implementation. In February of 2020, SHA funded and completed a *Bicycle and Pedestrian Priority Area* (BPPA) study of the downtown and Bester elementary walkshed to improve connectivity, increase safety and improve pedestrian and bicycle user comfort. The study included several recommendations for Route 40 including countdown pedestrian lights, improved crosswalk markings, and speed management on

Washington Street east of Cannon Avenue. We are currently using a Safe Routes to School grant to design and reconstruct the traffic signal at Potomac Street and Baltimore Street as recommended by the BPPA study, and hope to go to construction in FY 25.

4. Park Circle Railroad Crossing Upgrades. We continue to work with the rail coordinators in the Office of Traffic and Safety to upgrade the three crossings (Virginia Avenue, Walnut Street, and Summit Avenue) that are badly in need of repair, especially Walnut Street. The State agreed to fund these improvements in December of 2015 but the improvements are still not complete, mainly due to difficulties in gaining approval from CSX Transportation.
5. Eastern Boulevard Corridor Improvements. We support this Washington County led, multi-phase project to improve the Eastern Boulevard transportation corridor connecting US Route 40, Maryland Route 64, and Maryland Route 60. Specifically, we support the capacity-enhancing improvements to Maryland Route 64/Eastern Boulevard intersection that the State and County will commence in the near future. We also support Phases 3&4 of the project that will complete Professional Boulevard between Eastern Boulevard and Robinwood Drive, which will provide needed relief to the Eastern Boulevard, Dual Highway, and Robinwood Drive corridors.
6. US Route 40 (Dual Highway) Pedestrian Issues. Our Engineering, Planning, and Police staff previously endorsed the "*Pedestrian Safety Study and Audit*" for US 40 between Cannon Avenue and Redwood Circle as prepared by HEPMPO in 2015. We are grateful for the excellent progress SHA has made in the implementation of sidewalks and crosswalk improvements that were recommended in that report, and we are excited by SHA's plans to construct/extend sidewalks along Dual Highway from Eastern Blvd. to All Star Court. Those improvements will (hopefully) go a long way toward addressing pedestrian safety and ADA accessibility. We also support SHA's planned implementation of adaptive traffic signal management along the Dual Highway corridor.
7. We will strongly support and ask for continued funding from the "alternative" transportation funding programs including:
 - Safe Routes to School Program: We also appreciate that we have benefitted from nine grants that we were fortunate enough to obtain through this program and they have significantly improved accessibility around our many educational institutions;
 - Bikeways Grants: Following our *2016 Bicycle Master Plan*, we obtained grants that allow us to create our award-winning bicycle infrastructure;
 - Transportation Alternatives Program: The City is using a grant from this program to help fund the design and construction of the Marsh Run Trail.

The list of Washington County transportation priorities is also attached for your review.

attachment: Washington County Transportation Priority letter



April 16, 2024

The Honorable Secretary Paul J. Wiedefeld
Secretary of Transportation
Maryland Department of Transportation
7201 Corporate Center Drive
Hanover, Maryland 21076

RE: 2024 MDOT Tour Meeting / Consolidated Transportation Program (CTP)
Board of County Commissioners Transportation Priorities

Dear Secretary Wiedefeld:

The Washington County Board of County Commissioners, County Administrator, and staff look forward to your 2024 MDOT CTP Tour Meeting with us and the City of Hagerstown. Please consider these priorities in the upcoming six-year CTP budget for transportation projects.

Interstate 81 Widening: Thank you for including I-81 Phase 2 in the State's Long Range Transportation Plan, "The Playbook", but please reinstate recently pulled construction funding as soon as possible. For more than 20 years, the I-81 widening project has been the number one transportation priority for Washington County. Safety is a major concern as traffic volumes increase, and truck-related crashes on I-81 continue to be significantly higher than statewide averages. Please allocate preliminary engineering funding for Phases 3/4 in the next CTP to finish widening I-81 to the Pennsylvania line, and we ask that MDOT staff plans for construction funding for the remainder of this 12-mile interstate highway. In the meantime, we ask MDOT to consider lowering the speed limit and expanding Transportation Systems Management and Operations (TSMO) until the roadway improvements can be completed.

Interstate 70 and Maryland 65 Interchange Improvements: Construction has been completed on the bridges, and the CTP only has planning funding for the future interchange improvement. Please consider including design/engineering of the proposed cloverleaf in the next CTP. The interchange currently serves the Premium Outlets to the north and several other new developments to the south. These interchange improvements, as well as coordination by MDOT for much-needed traffic signal synchronization along Maryland 65 in this area, continue to be important to local businesses, citizens, and commuters.

747 Northern Avenue | Hagerstown, MD 21742-2723 | P. 240.313.2460 | TDD: 711

WWW.WASHCO-MD.NET

Highway User Revenue (HUR). The County was pleased that proposed cuts were restored with a one-time funding allocation in FY25. It seems, despite recent progress to restore some funding to the counties, this vital funding source is consistently targeted for reduction, and the County's HUR revenue share continues to remain well below historical rates. This funding supports the operations associated with maintaining approximately 900 miles of road, and under any reasonable metric, the County's share is less than other recipients. The County applauds efforts and recommendations of the Maryland Commission on Transportation Revenue and Infrastructure Needs (the TRAIN Commission) to pursue sustainable transportation revenue sources that more accurately reflect the users' impact; however, whatever revenue strategies are implemented must be shared in an equitable manner relative to the collection method and each owners' highway maintenance costs.

Aviation Program: The Hagerstown Regional Airport (HGR) is grateful for the continued generous and reliable financial support from the state Office of Regional Aviation Assistance (RAA). In order to maintain safety and service, HGR is looking to undertake the following by 2029: runway and airfield rehabilitation and lighting and marking upgrades; passenger boarding bridge upgrades, terminal parking lot and entrance roadway improvements, adjacent property acquisition, fuel farm facility relocation, construction of a new salt/materials storage building, security fence and camera upgrades, ARFF vehicle F3 foam transition, Wildlife Hazard Plan update, snow removal equipment building expansion, replacement of aging T-Hangar structures and airport vehicles, and completion of a 4,800-square foot addition to the landside terminal. HGR hopes to complete an Airport Master Planning process (including Terminal Study) in 2029 after our BIL programs are concluded. We note that proposed cuts have limited the RAA's funding to as little as \$1.3 million to cover the needs of some 16 non-MAA-owned airports. HGR respectfully requests the restoration of RAA past funding levels, providing that office with the necessary resources for state-matching funds to cover "soft costs" such as design, bidding, and construction phase services. Ideally, increasing to an annual \$5 million would better serve our state's airport system needs and maximize access to federal grants awarded to Maryland's non-MAA administered airports. ATCT Update: With assistance from Maryland's Congressional Delegation, HGR is in communication with the FAA to inquire as to HGR's status within the FAA Air Traffic Organization (ATO)'s internal list of scheduled ATCT replacements. Finally, HGR recommends development of a Routine Airport Maintenance Program (RAMP) grant program similar to what is administered by the State of Texas (https://ftp.dot.state.tx.us/pub/txdot-info/avn/ramp_grants.pdf).

Transit Program: With new business development in the County driving increased public demand, Washington County Transit (WCT) ridership has continued to recover, surpassing pre-Covid numbers. Creative recruitment practices have helped WCT to fulfill the transit system's needs during the recent national driver shortage. Each year, WCT logs over 500,000 service miles in and around Hagerstown, Maryland. Formula-based FTA and State operational funds are critical to expanding public transit throughout Washington County in accordance with the most recent Transportation Development Plan. Federal operating fund allocations continue to remain flat for WCT, and increased program costs over the last several years have outpaced State revenues (grant funding matches and SSTAP) thus impacting local authority contributions of both federal match dollars and over-match dollars to cover

expenses. In FY25, local County over-match dollars will again increase by approximately \$300,000. WCT is requesting an increase in Federal and State formula-based funds to bridge this gap in funding and allow for the needed expansion of demand response, paratransit service for individuals with disabilities, staffing at the Transit Transfer Center in downtown Hagerstown and expansion of transit services to connect communities in rural areas of the County. In FY25, the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) will be undertaking a study regarding a Facilities Expansion Plan for Washington County Transit, which moved into a former car dealership in 1972. The current facility is inadequate for the administrative, maintenance and bus storage space needed for ongoing transit service and operations. Regarding Intercity Transit Connections, the County is concerned about the uncertain funding status of the MTA Commuter Bus program and the general lack of alternative affordable intercity connections with Washington County. The County supports right sizing intercity delivery models and operations so that Washington County residents and businesses can continue to connect to the larger metropolitan communities and thrive. Recent population and economic growth trends show western migration, changing travel patterns, and mode preference should be considered when developing a statewide transit plan, rather than doubling down on existing systems that may prove to be a long-term financial drain on the state transportation system.

Pedestrian Safety: The County appreciates your continued support of Transportation Alternatives Programs (TAP) that enhance infrastructure and pedestrian safety in the County as well as the City of Hagerstown. We are pleased that the Dual Highway Sidewalk project (Eastern Boulevard to All Star Court) is moving forward this year. In FY25, HEPMPO will be undertaking a corridor safety study of US11/Virginia Avenue, which is identified in MDOT's Vulnerable Road User Safety Assessment and Pedestrian Safety Action Plan.

Railroad Crossings/Study: There are three operating rail systems in Washington County (CSX Transportation, Norfolk Southern Corporation, Winchester & Western Railroad Company) including 37 at-grade crossings with County roads. The County has been working with the MDOT SHA Rail Coordinator on developing a plan for safety improvements at a CSX railroad crossing and several Norfolk Southern railroad crossings. For the CSX crossing at Wright Road, construction of new gates and lights will commence this summer. For the Norfolk Southern crossings, safety improvement design is anticipated to begin later this year with construction to follow in 2025. Also, the MARC Brunswick Line Expansion Study Technical Report was published in 2023 and explores up to four railroad alignment options to extend the Brunswick Line service into Western Maryland. The MDOT Maryland Transit Administration (MTA) had a public involvement process in 2023, and the County awaits updated reports.

State Bridges in County Municipalities: MDOT completed a Planning & Environment Linkages (PEL) preliminary study for the Town of Williamsport regarding the Route 11 bridge in Williamsport and plans on completing a final study by early 2024. The final study is anticipated to include potential concepts that could be investigated further, recommendations about the next steps in the project development process, and strategies to develop and implement improvements, such as interim improvements. Thank you for the work completed thus far, but please provide an update on the progress of this study as the

The Honorable Secretary Paul J. Wiedefeld

April 16, 2024

Page 4

Town still awaits the final study. Similarly, the County requests a planning and environmental study of the US 522 bridges in the Town of Hancock, which were built in the 1930s and nearing the end of their useful service life. MDOT resurfaced the US 522 bridge over the Potomac River in 2015.

Appalachian Regional Commission and County-State Coordinated Projects: The County has enjoyed collaborating with your staff on projects that involve State/Federal funding, including the recently completed Professional Boulevard Bridge/Phase 2; Halfway Boulevard Extended and the Eastern Boulevard at Maryland 64 intersection improvements, both with anticipated construction this year; and the Wright Road project, currently in design.

Washington County urges you to take further action on I-81 as outlined above and thanks you for the continued support on the other projects mentioned herein to improve local transportation and pedestrian safety. If you have any questions or need additional information, please contact me at (240) 313-2407 or shobbs@washco-md.net.

Sincerely,



Scott Hobbs
Director of Engineering

cc: Board of County Commissioners
Michelle Gordon, County Administrator
Washington County Delegation Members
Senator Benjamin Cardin
Senator Christopher Van Hollen
Congressman David Trone
Linda Puffenbarger, SHA District Engineer
Jim Bender, City Engineer
Matthew Mullenax, HEPMPO Executive Director
Andrew Eshleman, Public Works Director
Neil Doran, Airport Director
Kevin Cerrone, Transit Director

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

Topic:

Marsh Run Trail Change Order to Complete Design - *Jim Bender, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Marsh_Run_Trail_-_Change_Order_to_Complete_Design.pdf

Description

Marsh Run Trail - Change
Order to Complete Design



CITY OF HAGERSTOWN, MARYLAND

Engineering Department

April 30, 2024

TO: Scott Nicewarner, City Administrator
FROM: Jim Bender, City Engineer JMB
RE: Marsh Run Trail - Change Order to complete design

Background:

Since 2014, the City has endeavored to construct a multi-use trail between Municipal Stadium (now the site of the Hagerstown Field House) and City Park. With the addition of the Hagerstown Cultural Trail and the anticipated opening of the Field House later this year, the Marsh Run Trail would create a significant green way link along the southern edge of the urban core.

The City received a Transportation Alternatives Program (TAP) grant from the State Highway Administration (SHA) to design the trail. The City hired a consultant to design and prepare plans for the trail, and those plans were completed to approximately 85% in 2021. The project was then held up by CSX Transportation, who refused to review the plans or provide review comments. We were finally able to get CSX's review comments released late in 2023, and could be ready to complete the design of the project. The City's design consultant has prepared an estimate of the costs to complete the design; their proposal would require the City to increase their Purchase Order, and the size of the increase would require Council approval.

Mayor & Council Action Requested:

Review the request, and determine whether or not to approve the increase in the Purchase Order. Staff will be present at the work session to discuss.

Discussion:

The consultant's proposal to complete the design and obtain approval from CSX and all other agencies is \$155,012.70. This amount is based upon two main factors:

1. Resolving CSX's review comments will require some significant modifications to the design that was previously completed; there are also comments from SHA and other agencies that need to be addressed, as well as the acquisition of permits from Maryland Department of the Environment and the Army Corps of Engineers.
2. The length of time that has passed since the consultant last worked on this project has an impact on the cost to finish the design. The consultant's project manager has retired in the interim, as has Rodney Tissue, the former City Engineer; both were key personnel in the design effort. The consultant needs to go back, refamiliarize themselves with the project and the design, and put together a team to complete the work.

If the Council agrees to move forward with completion of this project, staff has a proposed plan to fund the increase in the Purchase Order. Earlier this year, Columbia Gas paid the City \$167,254 to repave streets where they had installed gas mains; a large portion of those streets were already on the City's pavement preservation list, so that payment represented unexpected revenue to the City. We are also experiencing savings in the Pavement Preservation program due to falling asphalt prices. By contract, the City adjusts the payment for asphalt paving based upon the prevailing cost of liquid asphalt; based upon current asphalt prices, we anticipate a savings of \$60,000 - \$70,000 in the total cost to complete this year's paving list. Those saved Highway User Revenue funds can be applied to the Marsh Run Trail project.

If the Council decides not to approve the increase, a number of things will occur. The Marsh Run Trail project will end, and will likely not be revived. The City will likely have to reimburse SHA \$200,000 in grant funds that have already been spent on the design of the project. The City would also likely lose SHA funding that had been allocated to improve the railroad crossings near Park Circle on Walnut Street and Virginia Avenue; the Walnut Street crossing in particular is in poor condition and needs to be reconstructed.

If the Marsh Run Trail project moves forward, we anticipate the completion of the design later this year. The City would then apply for State and Federal grants to complete the construction in future fiscal years.

cc: Michelle Hepburn

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

Topic:

Change Order to Curb & Sidewalk Replacement Contract: Relocation of Cultural Trail - *Jim Bender, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Change_Order_to_Curb____Sidewalk_Replacement_Contract.pdf

Description

Change Order to Curb &
Sidewalk Replacement
Contract



CITY OF HAGERSTOWN, MARYLAND

Engineering Department

April 30, 2024

TO: Scott Nicewarner, City Administrator
FROM: Jim Bender, City Engineer *Jim*
RE: Change Order to Curb & Sidewalk Replacement contract

Background:

The City has a contract with a contractor to perform citywide curb and sidewalk replacements. With the construction of Meritus Park, a portion of the Hagerstown Cultural Trail needs to be relocated to maintain a continuous path from one end to the other. The Maryland Stadium Authority (MSA) has committed to reimburse the City for any costs for this relocation that are outside their work envelope; we plan to have the actual work performed by our curb & sidewalk contractor. In order to comply with the City's Purchasing Policy, a change order to the curb & sidewalk is required to account for this reimbursement and increase the Purchase Order for the contract; the amount of this change order exceeds \$25,000, so City Council approval is required.

Mayor & Council Action Requested:

Review the change order, and determine whether or not to approve it. If the Council is in agreement, staff will execute the change order with our contractor. Staff will be present at the work session to discuss.

Discussion:

Henson and Son, Inc., the City's curb & sidewalk contractor, submitted an estimate for the value of the work needed to relocate the Cultural Trail; that estimate is attached to the change order. The change order would increase the Purchase Order for the contract by \$69,373.07. Once the work is complete, the City will then invoice MSA for reimbursement of these costs. Due to the legislation that funded Meritus Park, MSA cannot do that work directly because it is outside the "limit of disturbance" for the stadium construction.

Staff recommends approval of the change order so that this work can be completed soon after the opening of Meritus Park.

cc: Michelle Hepburn
Jeannie Jefferies



CITY OF HAGERSTOWN, MARYLAND

Engineering Department

April 24, 2024

CHANGE ORDER NO. 02

2024 CURB AND SIDEWALK REPLACEMENT CONTRACT
CONTRACT 23-CS-08

CONTRACTOR: Henson & Son, Inc.
975 Mt. Aetna Road
Hagerstown, MD 21740

A. CHANGE TO CONTRACT

	<u>DESCRIPTION</u>	<u>TOTAL</u>
1.	Relocation of Cultural Trail along W. Baltimore Street required due to Meritus Park construction; cost to be reimbursed to the City by the Maryland Stadium Authority.	\$69,373.07
	REQUESTED BY: City Engineer	
	REASON: Additional funding	
	NET COST:	\$69,373.07

B. COST ESTIMATE:

The original Contract Maximum Amount:	\$230,000.00
Net cost change to Contract from previous Change Orders:	32,556.23
The Contract Maximum Amount prior to this Change Order:	\$262,556.23
Net cost change to Contract from this Change Order:	\$69,373.07
The new Contract Maximum Amount including this Change Order:	\$331,929.30

The "maximum amount" indicated in this Contract does not constitute an obligation by the City to pay the Contractor this amount. The City shall pay the Contractor for only that quantity of work actually executed to the satisfaction of the City Engineer complete in place.

C. TIME IMPACT:

None

D. ATTACHMENTS:

Proposal from Henson & Son, Inc.

E. APPROVAL:

OWNER: City of Hagerstown
 1 East Franklin Street
 Hagerstown, MD 21740

APPROVED BY:

Jim Bender, P.E.
City Engineer

CONTRACTOR: Henson & Son, Inc.
 975 Mt. Aetna Road
 Hagerstown, MD 21740

APPROVED BY:

Contractor's authorized representative

Date

Funding Note: The Mayor & City Council approved the expenditure of \$230,000.00 on June 21, 2023 for the Curb and Sidewalk Replacement Program. This multi-year award was then increased by \$32,556.23 on March 26, 2024 to account for unspent funds from a previous curb and sidewalk replacement contract. The proposed increase of \$69,373.07 will be reimbursed by the Maryland Stadium Authority as part of the construction of Meritus Park.

BASE BID PROPOSAL
CULTURAL TRAIL RE-ALIGNMENT
CONTRACT NO. 23-CS-08

ITEM NO.	APPROXIMATE QUANTITY	UNITS	DESCRIPTION OF ITEMS	UNIT PRICE (DOLLARS & CENTS)	EXTENDED AMOUNT (DOLLARS & CENTS)
101	1	L.S.	Maintenance of Traffic	3,200.00	3,200.00
102	1	L.S.	Mobilization	500.00	500.00
103	400	L.F.	Temporary Orange Construction Fence	3.21	1,284.00
201	5	C.Y.	Borrow Soil	53.50	267.50
202	875	S.F.	Remove Concrete Sidewalk	8.50	7,437.50
203	272	S.F.	Remove Concrete Pavement	12.84	3,492.48
204	400	S.F.	Remove/Salvage Concrete Brick Pavers	5.35	2,140.00
205	62	L.F.	Remove Curb & Gutter 12" pan & 18" pan	16.05	995.10
206	2	EA.	Remove Concrete Pole Footing	53.50	107.00
207	1	EA.	Remove/Salvage Handbox	City to Do	City to Do
501	196	S.Y.	Graded Aggregate Base 6" depth	21.94	4,300.24
502	35	S.Y.	PE Type II Woven Geotextile	10.70	374.50
503	5	S.Y.	Method "C" Bituminous Street Repair	126.00	630.00
601	147	S.F.	City Standard 4" Concrete Sidewalk	10.70	1,572.90
602	58	S.F.	Concrete Sidewalk Ramp #3	10.05	582.90
603	28	L.F.	Retaining Wall Curb	74.90	2,097.20
604	35	L.F.	Concrete Curb & Gutter	64.20	2,247.00

[illegible]