

# **Mayor and Council**

## **Executive Session and Work Session**

### **March 12, 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"*

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**The agenda and meeting packet is available at  
[www.hagerstownmd.org/government/agenda](http://www.hagerstownmd.org/government/agenda)**

National Girl Scout Day – Building girls with courage, confidence and character to make the world a better place

#### **EXECUTIVE SESSION**

- 3:00 PM** 1. 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.
- 3:00 PM** 2. Executive Session

#### **4:00 PM WORK SESSION**

- 4:00 PM** 1. Proclamation: AmeriCorps Week
- 4:05 PM** 2. CBIZ Presentation – *Don Francis, Director of Human Resources and Amy Dreisbach, Benefits and Wellness Administrator*
- 4:30 PM** 3. 2024 Summer Camp Grant Program
- 4:40 PM** 4. Invest Hagerstown City Center Grant: 6-16 W. Washington Street ; Christopher Siemerling, Economic Development Specialist.
- 5:00 PM** 5. Invest Hagerstown: Recommendation for Forfeited Funds ; Christopher Siemerling, Economic Development Specialist. Amanda Gregg, Finance Specialist.
- 5:15 PM** 6. Proposed Amendments to Chapter 204, Signs – The Billboard Ordinance – *Kathleen Maher, Director of Planning & Code Administration and Paul Fulk, Neighborhood Services Manager*
- 5:35 PM** 7. Project Restore – *Brittany Arizmendi, Community Engagement Officer*
- 5:50 PM** 8. BISFA Parent Guild Lamp Post Decorations for Graduation Program – *Brittany Arizmendi, Community Engagement Officer*

#### **CITY ADMINISTRATOR'S COMMENTS**

#### **MAYOR AND COUNCIL COMMENTS**

#### **ADJOURN**

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

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**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**

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**Topic:**

Executive Session

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

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**ATTACHMENTS:**

**File Name**

March\_12\_\_2024\_Executive\_Session.pdf

**Description**

Executive Session Agenda



**MAYOR AND CITY COUNCIL  
EXECUTIVE SESSION  
MARCH 12, 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.”*

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**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:** March 12, 2024

**PLACE:** Council Chamber, 2<sup>nd</sup> floor, City Hall

**TIME:** 3:00 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**

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**Topic:**

Proclamation: AmeriCorps Week

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

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**Motion:**

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

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**Topic:**

CBIZ Presentation – *Don Francis, Director of Human Resources and Amy Dreisbach, Benefits and Wellness Administrator*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

CBIZ\_-\_Annual\_Police\_\_\_Fire\_Pension\_Review.pdf

CBIZ\_-\_PNC\_Annual\_Police\_\_\_Fire\_Review.pdf

**Description**

CBIZ Annual Police & Fire  
Pension Review

CBIZ - PNC Annual Police  
& Fire Pension Review



# CITY OF HAGERSTOWN, MARYLAND

Human Resources

TO: Scott Nicewarner, City Administrator

FROM: Don Francis, Director, Human Resources  
Amy Dreisbach, HR Administrator-Benefits & Wellness

DATE: March 6, 2024

RE: **Annual Police & Fire Pension Review with CBIZ**

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During the March 12, 2024, work session, staff will be joined by William Karbon, Consulting Actuary with CBIZ Benefits and Insurances Services. The purpose of this review is to provide Mayor and Council with an update of the Actuary Assumptions Police & Fire Employees' Retirement Plan.

## THE ROLE OF CBIZ and PNC

William Karbon, Executive Vice President with CBIZ serves as the City's Police and Fire Retirement plan actuary. CBIZ has worked with the City since the plan's inception in 1998.

Christopher Little and Michelle Brandenburg with PNC meet regularly with the City's Police and Fire Retirement Committee to review investment performance, identify trends, project future performance, and monitor the investment policy compliance.

## STRUCTURE OF THE CITY'S PLANS

A defined benefit pension is a major component of an employee's overall compensation package. The Police and Fire Retirement Plan offers a benefit that provides a maximum lifetime benefit of 60% of an employee's three highest years' salary after 30 years of service. Police and Fire are eligible to retire after 25 years of service and their benefit is calculated at 2%, hired before July 1, 2018, and 1.8% hired after July 1, 2018, of their salary for each year worked.

As a comparison, the Reformed Maryland State Plan offers a benefit of approximately 40-50% of an employee's five highest years' salary. Normal retirement is age 65 with ten years of service or based on the Rule of 90 (age and service must equal 90). The Reformed Maryland Plan also has a ten-year vesting requirement.

## FINANCIAL CONSIDERATIONS

Since the inception of the Police and Fire Plan, the City has funded 100% of the actuary's

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# CITY OF HAGERSTOWN, MARYLAND

Human Resources

recommended employer contribution amount. The employee contribution rate is currently 9%, with Mayor and Council approved increases of the City contribution rates to make up the difference. The absorption of contributions by the City was taken to ensure a securely funded retirement plan.

## ROLE OF MAYOR & COUNCIL AND THE POLICE & FIRE RETIREMENT COMMITTEE

Chapter 38 of the City's Code details the authority and administration of the plan. Mayor and Council have ultimate authority over the Police and Fire Retirement Plan and the Committee.

The Police and Fire Retirement Committee reviews plan performance and discusses matters that could have an impact to the plan. The establishment and authority of the committee are also defined by Chapter 38 of the City's Code. Two positions on the committee require Mayor and Council's formal appointment. The Committee votes to establish a Chair and Vice-Chair their efforts and contribution. The committee as defined by the Code consists of the following members:

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Representative of IAFF Local 1605	Glenn Fuscick – Committee Chair Justin Malott – Committee Vice Chair
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Representative of the City of Hagerstown Fire department management employees	Chief John Dibacco
Member of the Hagerstown City Council who shall be entitled to vote only upon matters which do not require Council approval	Scott Nicewarner
A citizen of the City of Hagerstown with investment or financial experience who shall be appointed by the Mayor and City Council	Matthew Schindler
A retiree receiving benefits from the plan who shall be appointed by the Mayor & Council	Vacant

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**Retirement & Investment Solutions**  
ADVISORY | ACTUARIAL | ADMINISTRATION

# City of Hagerstown

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**CITY OF HAGERSTOWN POLICE AND FIRE  
EMPLOYEES' PENSION PLAN – PRESENTATION TO  
MAYOR AND COUNCIL**

**MARCH 12, 2024**

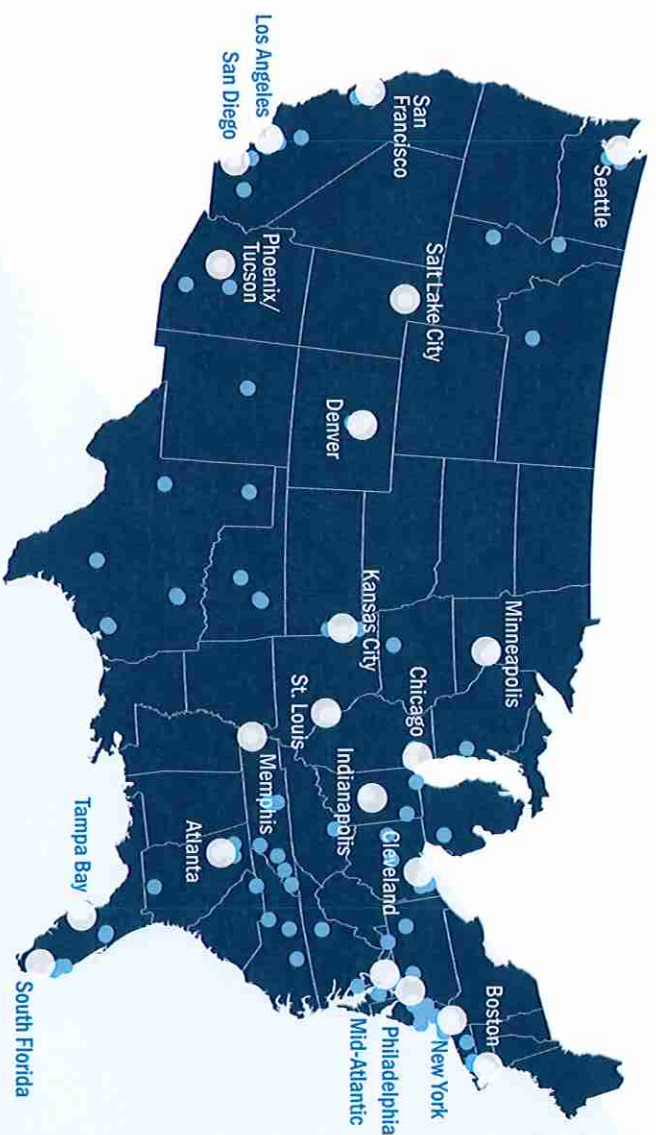
**CBIZ.COM/RETIREMENT**



# About CBIZ, Inc.



More than 120 offices and 6,500 team members in major metropolitan areas and suburban cities nationwide, **SERVING MORE THAN 100,000 CLIENTS**



# Retirement & Investment Solutions



## Advisory

- Investment selection, monitoring and replacement
- Fee and expense benchmarking and negotiation
- Fiduciary governance
- Participant education and support
- RFPs, conversions, and mergers & acquisitions



## Administration

### PENSION CO-SOURCING AND FULL OUTSOURCING

- Administration system for benefits eligibility
- Data Warehousing for participant pay and service history
- Fulfillment and required mailing notices support
- Participant online portal website access
- Participant service center
- Pension payroll, valuation and operations support
- Plan sponsor portal website access
- Plan sponsor reporting capabilities
- QDRO Determination
- Retirement and ongoing life event processing

### TPA ADMINISTRATION

- Distribution and loan processing
- Filings, notices and reporting
- Form 5500 and schedules
- Non-discrimination testing
- Payment processing
- Plan audit support
- Plan design services
- Plan document services
- Tax reporting

## Actuarial

### PENSION ACTUARIAL

- FASB, GASB, and IAS reporting
- Annual actuarial valuation (funding & accounting reports)
- Actuarial assumption review
- AFTAP certification and notice
- Asset/liability studies
- Data/asset reconciliation
- Employee benefit statements
- Stochastic and deterministic forecasts of contributions and expense
- PBGC filings and annual funding notice
- Lump sum windows, annuity buyouts, and other de-risking strategies
- Plan terminations

### HEALTH CARE ACTUARIAL

- OPEB, FASB, GASB IAS valuation reporting
- Actuarial assumption review
- Claims cost development
- Medicare Part-D attestation
- Plan start-up, redesign and termination consulting

## Retirement & Investment

### Solutions is a

**comprehensive retirement consulting, administration and actuarial team offering a robust suite of retirement solutions.**

Plan Type: 401(k), 403(b), 457, 401(a), Profit Sharing Plans, Money Purchase Plan, Pension, Cash Balance, Non-Qualified (DC&DB), SERP, VEBA

# Pension Demographics



<u>July 1</u>	<u>Actives</u>	<u>Retirees</u>	<u>Terminated</u>		<u>Total</u>
			<u>Vested</u>		
♦ 2021	164	104	14		282
♦ 2022	162	107	14		283
♦ 2023	160	112	19		291

	2021	2022	2023
Average Active Age	41.67	42.12	41.92
Average Length of Service	14.13	14.61	14.45

# Plan Provisions



**Contributions:** Employees currently contribute 9.00% of pay to the plan and the City currently targets a 14.00% of pay contribution.

**Normal Retirement:** Age 62 or 25 years of svc.

**Early Retirement:** Age 50 and 20 years of svc.

## **Salary Average:**

- Average of 5 highest consecutive plan years

## **Average Benefit at Normal Retirement:**

- Hired prior to July 1, 2018: 2.00% of average monthly compensation times years of service
- Hired on or after July 1, 2018: 1.80% of average monthly compensation times years of service

# Valuation Summary



Measurement	7/01/2021	07/01/2022	07/01/2023
Assumed Rate of Return	7.25%	7.25%	7.25%
Present Value of Accrued Benefits	\$49,606,124	\$52,199,847	\$54,185,263
Present Value of Future Accruals	11,985,484	12,716,862	15,181,183
Present Value of Future Benefits	\$61,591,608	\$64,916,709	\$69,366,446
Market Value of Assets	\$26,720,071	\$22,293,864	\$24,085,000
Accrued Benefits Funded Percentage *	53.9%	42.7%	44.4%
Future Benefits Funded Percentage *	43.4%	34.3%	34.7%

1. Present Value of Accrued Benefits is the current lump sum value of all accrued benefits at the assumed rate of return (no projection of salary or service)
2. Present Value of Future Accruals represents the value of future benefit increases due to salary growth and additional service for current participants
3. Present Value of Future Benefits is the current lump sum value of all benefits for current participants at the assumed rate of return (includes projection of future salary increases and future benefit accruals)
4. Note liabilities tend to increase each year as new entrants come into the plan, and payroll increases

\* These percentages differ from the year-end disclosure percentage which uses a lower interest rate and methodology required by GASB 68.

# Asset Summary



	7/1/2021	7/1/2022	7/1/2023
MV Assets at BOY	21,855,511	26,720,071	22,293,864
Employer Contributions	1,465,600	1,505,749	1,684,137
Member Contributions	845,330	972,814	1,095,008
Total Contributions	2,310,930	2,478,563	2,779,145
Benefit Payments and fees	(3,108,415)	(3,298,029)	(3,341,829)
Investment Return	5,662,045	(3,606,741)	2,353,820
Change in Assets	4,864,560	(4,426,207)	1,791,136
MV Assets at EOY	26,720,071	22,293,864	24,085,000
Investment Rate of Return	26.4%	(13.71%)	10.69%

# Actuarially Determined Contribution (ADC)



Year		FY 2022	FY 2023
1.	Present Value of Future Contributions (PVFC)	\$40,315,495	\$43,948,641
2.	Level % of Payroll Amortization of PVFC	\$2,281,857	\$2,487,493
3.	Assumed Expenses	\$95,000	\$106,000
4.	Expected Employees Contribution	\$999,000	\$1,116,000
5.	Net City Contribution: [(2) + (3) - (4)]	\$1,377,857	\$1,477,493
6.	Net City Contribution as % of Payroll	12.41%	11.92%

1. PVFC is equal to the present value of all future benefits less the actuarial value of assets
2. The amortization period for the PVFC is over 25 years
3. Budgeted (actual) contribution is 14.0% of payroll.

# Valuation Summary



Investment returns in FYE 2023 higher than assumed, but Plan continues to feel the impact of the 2022 loss.

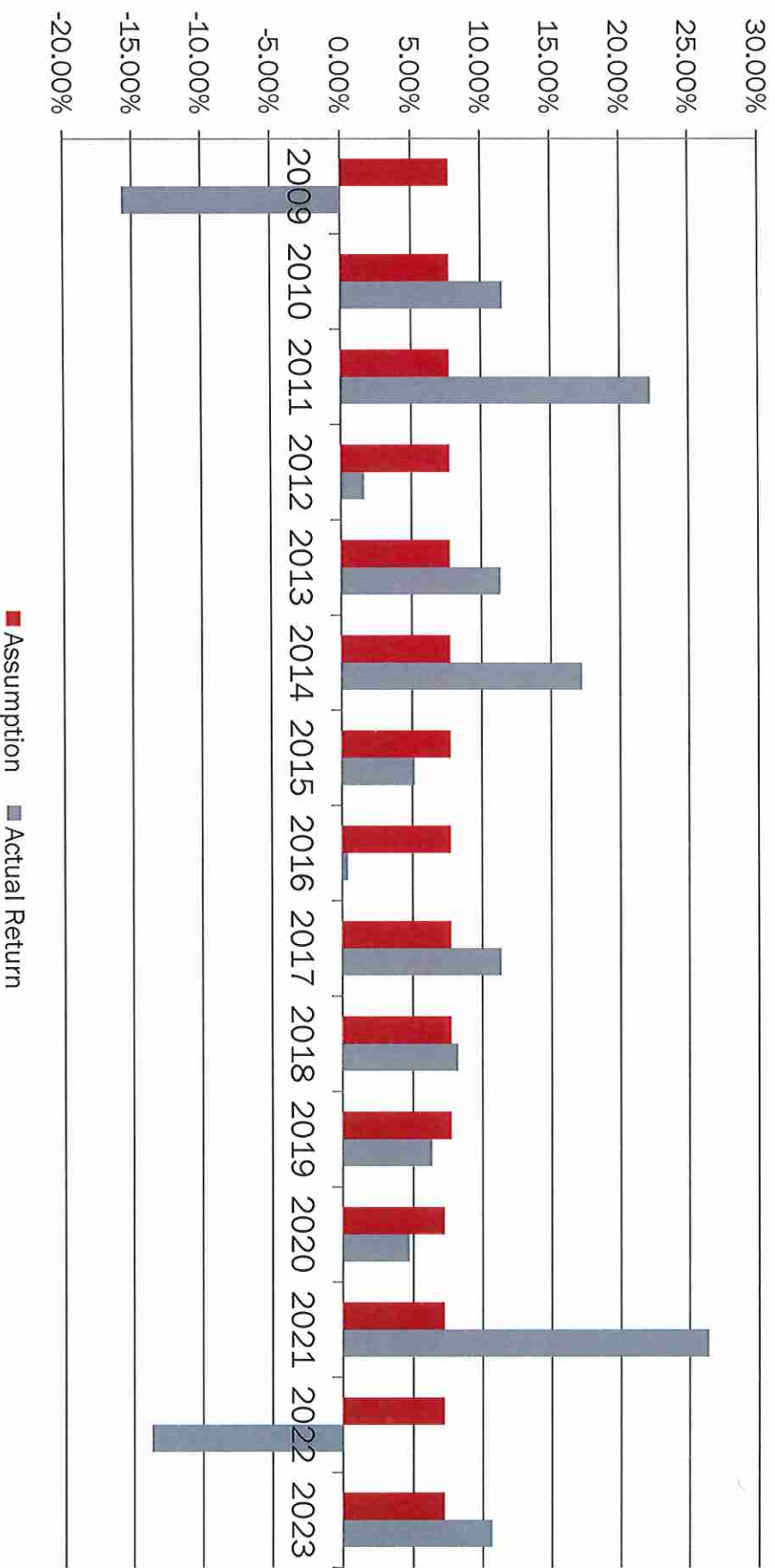
Plan is 34.7% funded on Future Benefits basis (See page 6)

As the change in liability tends to be less volatile, investment performance will drive funding ratio

Consider closing amortization period to accelerate pay down of unfunded liability

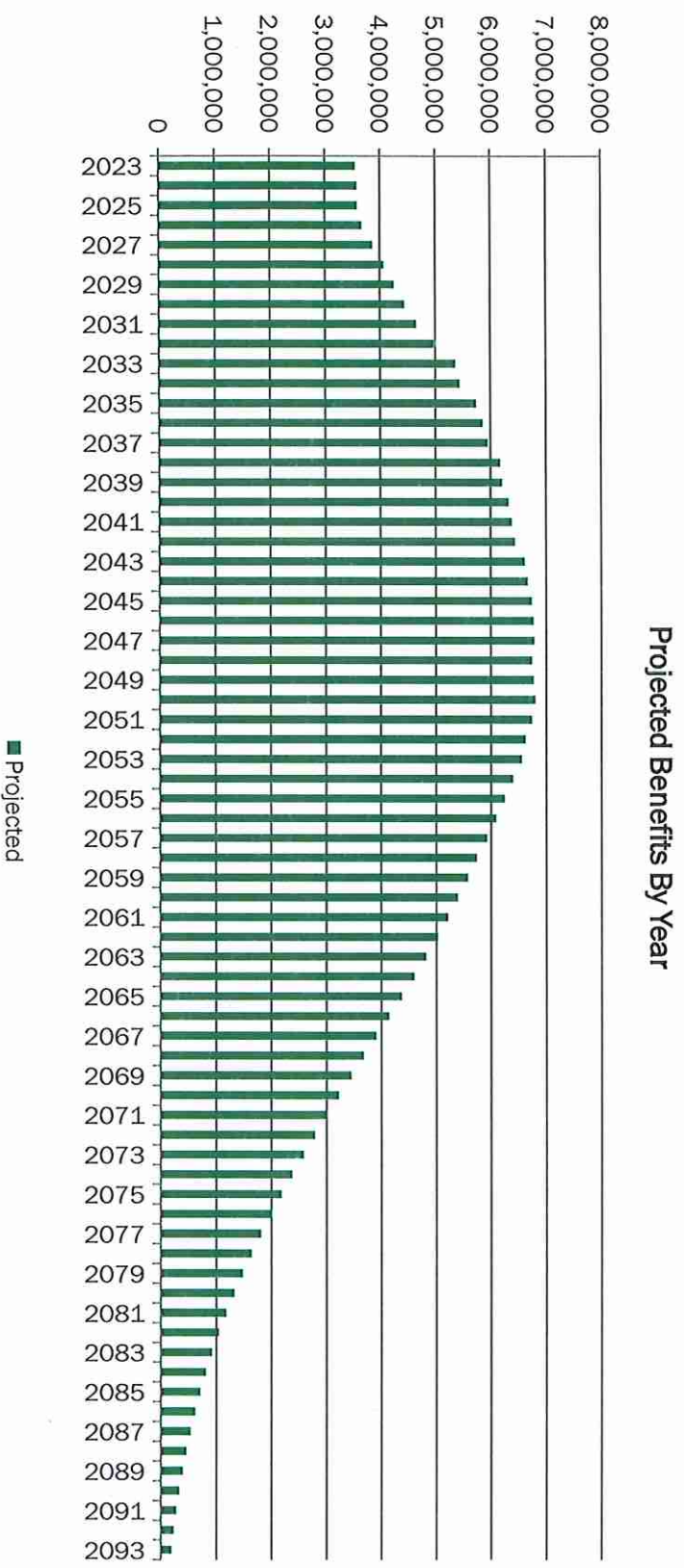
- Discussed in the following section.

# Rate of Return Review



1. Assumed annual investment return is 7.25%.
2. The average of the returns over the last 5 years has been 6.1% , over 10 years has been 7.2% and over 15 years 6.6%.

# Projected Benefits



Based on PUB-10 Mortality Table for Public Safety Employees (fully generational) with scale MP 2021, and valuation retirement assumption

Projected benefits for current retirees and employees



# Pension Funding Strategy



# Pension Funding Strategy



- Current ADC calculation uses
  - Present value of projected benefits (PVFB)
  - Paid over a 25 year, “rolling” or open period
  - Difficult to achieve 100% funding
  - Formerly a common practice
  - Considered risky today with increased investment volatility / uncertainty
- COH has responded by contributing more than the ADC; 14%.
- 14% still not projected to pay all promised benefits
- Under current assumptions and funding policy, plan assets are projected to deplete around 2044.

# Pension Funding Strategy



- Recommended updating Actuarially Determined Contribution (ADC) calculation
  - Change funding method to Entry Age Normal Liability
  - Level Percent of Pay Normal Cost
  - ADC equals pay down of unfunded liability over closed periods plus normal cost
- Funding policy revised to contribute the new ADC.

# Actuarially Determined Contribution



## Development of Actuarially Determined Contribution based on the 7/1/2023 Valuation

Total Entry Age Accrued Liability	64,650,656
Actuarial Value of Assets	25,417,805
Unfunded Actuarial Accrued Liability (UAAL)	39,232,851
Entry-Age Normal Funded Percent	39.37%
Normal Cost	685,891
Assumed Expenses	106,000
Total Normal Cost	791,891
Amortization of UAAL	2,212,446
Total Contribution at Beginning of Year	3,004,337
Adjusted to Mid Year at 7.25%	3,113,244
Expected Member Contributions	1,116,000
Net City Contribution	1,997,244
Expected City Payroll	12,400,000
City Actuarial Contribution as Percent of Payroll	16.11%

## Schedule of Amortization Bases

Effective Date	Initial Years	Initial Amount	Remaining Years	Remaining Amount	Amortization Amount
July 1, 2023**	30	\$39,232,851	30	\$39,232,851	\$2,212,446
					<u>\$2,212,446</u>

\*\* Initial unfunded liability. Subsequent Gains and Losses are amortized over 10 years.

Bases are amortized as a level percentage of payroll utilizing the Plan's payroll growth assumption of 3.0%.

Budgeted contribution for FY 2025 is 16.0% Payroll

# Pension Funding Strategy



## Comments

- Current Contribution under the revised strategy would be 16.11%
- Will fluctuate when actual plan experience differs from assumed experience based on actuarial assumptions
- July 1, 2023 Unfunded Liability will be fully paid down in 30 years
- Adherence to this policy will improve probability of solvency for the life of the Plan
- Should formally adopt a funding policy that reflects suggested change to funding strategy
- CBIZ will work with Staff to draft a written policy for Mayor and City Council adoption



# Important Notices and Certifications



## **Data Assumptions, Methods, and Provisions**

This report is based on participant data as of July 1, 2023, as summarized herein.

Except as otherwise noted herein, this report is based on assumptions, methods, and provisions summarized in the Actuarial Valuation Report for the Plan Year Beginning July 1, 2023 sent to the City on December 19, 2023.

# Certification



The actuaries whose signatures appear below meet the Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States and are qualified to render the actuarial opinion contained herein. CBIZ Benefits & Insurance Services, Inc.'s relationship with the Plan and Plan Sponsor is strictly professional. There are no aspects of the relationship that may impair or appear to impair the objectivity of our work.

A handwritten signature in dark ink, appearing to read "William G. Karbon".

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William G. Karbon  
MAAA, MSPA, EA

A handwritten signature in dark ink, appearing to read "Curtis Powell".

---

Curtis Powell  
EA, MAAA, FCA

March 12, 2024

---

Date



# CITY OF HAGERSTOWN, MARYLAND

Human Resources

TO: Scott Nicewarner, City Administrator

FROM: Don Francis, Director, Human Resources  
Amy Dreisbach, HR Administrator-Benefits & Wellness

DATE: March 6, 2024

RE: **Annual Police & Fire Pension Review with PNC**

---

During the March 12, 2024, work session, staff will be joined by Michelle Brandenburg, SVP, Investment Market Director with PNC Bank. The purpose of this review is to provide Mayor and Council with an overview of the City of Hagerstown Police & Fire Retirement plan and the City of Hagerstown Other Post Employment Benefit Trust.

## THE ROLE OF CBIZ and PNC

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# City of Hagerstown Police and Fire Retirement Plan

Presentation to Mayor and City Council of Hagerstown, Maryland

March 12, 2024

Presented by:

**Christopher Little**

Investment Market Director  
PNC Institutional Asset Management  
410-237-5353  
christopher.little@pnc.com

**Michelle Brandenburg, CFA, CAIA**

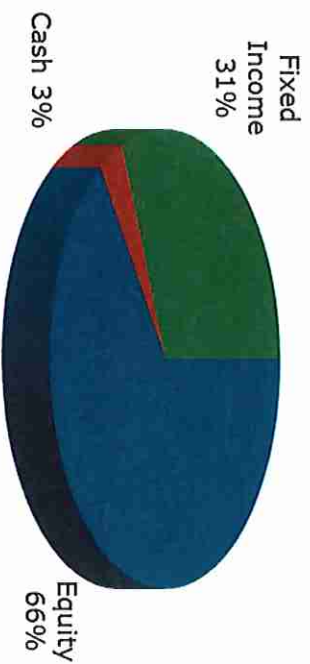
Investment Market Director  
PNC Institutional Asset Management  
410-361-6658  
michelle.brandenburg@pnc.com

# Executive Summary

- Portfolio management decisions are guided by the Plan's Investment Policy Guidelines, which are reviewed and reaffirmed at least annually. PNC IAM works closely with the Plan's Investment Committee, as well as the City's Human Resources and Finance Departments, to ensure investment objectives and goals are aligned. We meet quarterly to review the Plan's investments.
- Plan market value as of fiscal year end 2023 (6/30/23) was \$24.0 million versus one year earlier of \$22.3 million. Market value as of 12/31/23 was \$25.1 million.
- The current targeted asset allocation for the Plan is:
  - 65% equity
  - 32% fixed income
  - 3% cash
- Financial markets rebounded strongly in 2023, following significant losses in 2022. Returns were especially strong during the fourth quarter as softer than expected inflation data and dovish Federal Reserve rhetoric fueled market sentiment. Key catalysts for the path forward continue to be easing inflation pressures and monetary policy. Markets face a number of macro headwinds including a busy global election cycle in 2024. We expect the Federal Reserve to lower interest rates 3-4 times towards the second half of 2024.
- The advance reading of fourth quarter GDP showed GDP grew 3.3%, well above the consensus estimate of 2.0%. That growth rate translates to 2.5% for calendar 2023, a reacceleration compared to the 1.9% growth rate of 2022. Consensus still expects GDP to slow rapidly in the coming quarters, while managing to avoid negative growth in 2024.

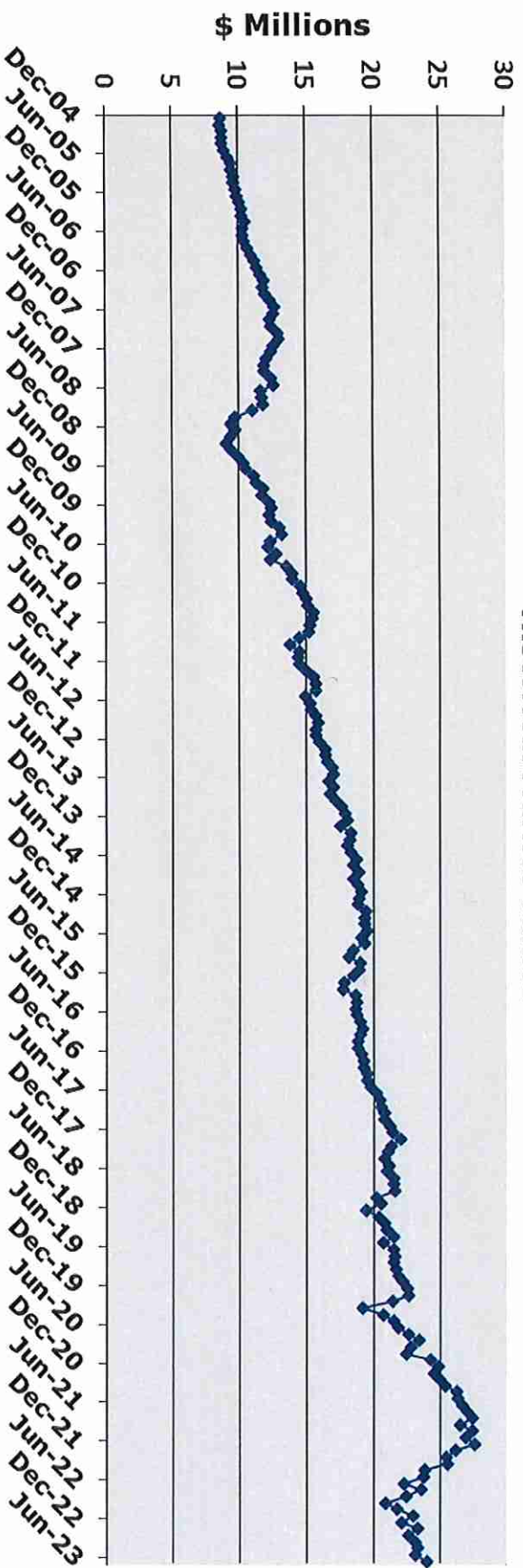
# City of Hagerstown Police and Fire Retirement Plan

## Investment Summary as of Fiscal Year-End 2023



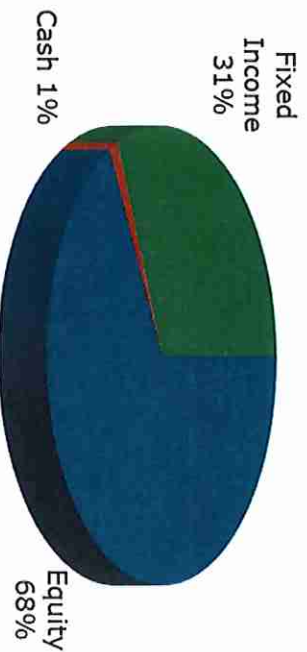
Asset Classification		1 Year	3 Year	5 Year
<b>Total Portfolio</b>		<b>10.78%</b>	<b>6.43%</b>	<b>6.10%</b>
Style Blended Total-Cash Taxable Index		10.19%	6.80%	6.21%
US Consumer Price Index		3.06%	5.77%	3.95%
<b>Total Equity</b>		<b>15.97%</b>	<b>10.88%</b>	<b>8.18%</b>
Blended Equity Index		15.89%	12.11%	9.10%
<b>Total Fixed Income</b>		<b>1.54%</b>	<b>-2.74%</b>	<b>1.54%</b>
Blended Fixed Income Index		0.64%	-3.29%	1.03%

### Historical Market Values



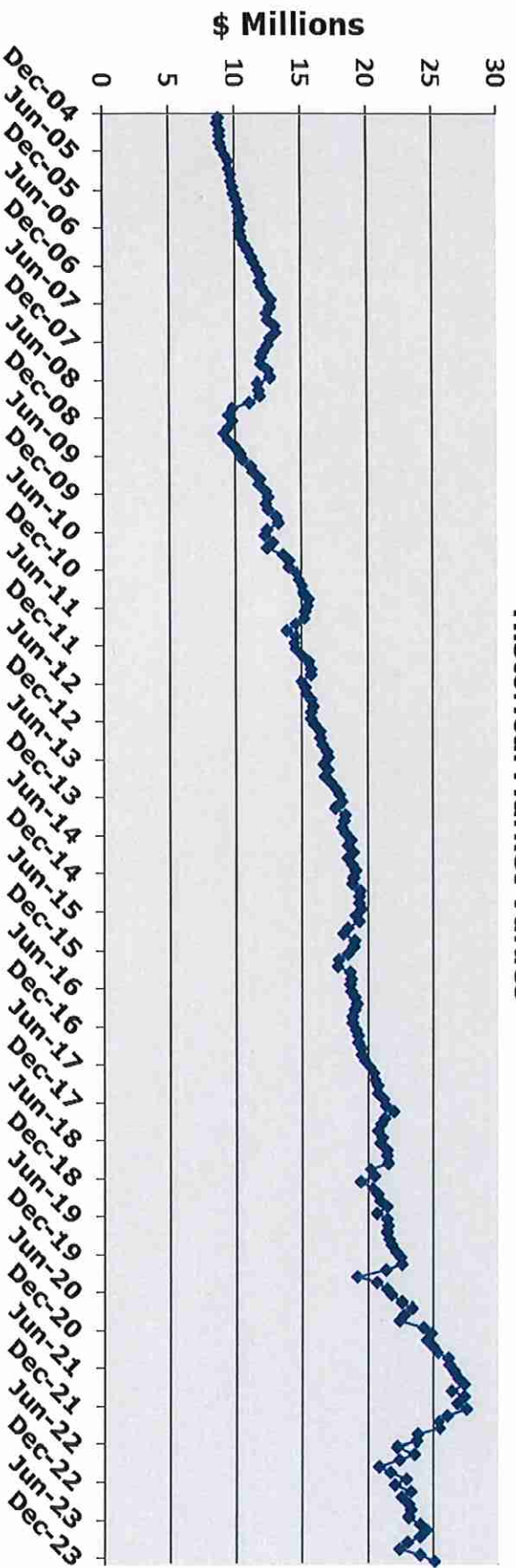
# City of Hagerstown Police and Fire Retirement Plan

## Investment Summary as of December 31, 2023



Asset Classification	FTD	1 Year	3 Year	5 Year
<b>Total Portfolio</b>				
Total Portfolio	6.68%	17.50%	3.52%	8.85%
Style Blended Total-Cash Taxable Index	6.38%	16.30%	3.72%	8.72%
US Consumer Price Index	1.56%	3.28%	5.74%	4.13%
<b>Total Equity</b>				
Total Equity	8.01%	23.17%	6.14%	12.15%
Blended Equity	7.35%	21.91%	6.95%	12.65%
<b>Total Fixed Income</b>				
Total Fixed Income	3.96%	7.13%	-2.29%	2.11%
Blended Fixed Income	4.09%	6.78%	-2.89%	1.62%

### Historical Market Values



# Disclosure

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# The City of Hagerstown Other Post Employment Benefit Trust

Presentation to Mayor and City Council of Hagerstown, Maryland

March 12, 2024

Presented by:

**Christopher Little**

Investment Market Director  
PNC Institutional Asset Management  
410-237-5353  
christopher.little@pnc.com

**Michelle Brandenburg, CFA, CAIA**

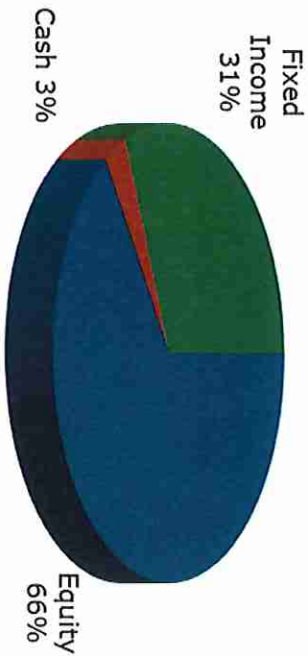
Investment Market Director  
PNC Institutional Asset Management  
410-361-6658  
michelle.brandenburg@pnc.com

# Executive Summary

- Portfolio management decisions are guided by the Plan's Investment Policy Guidelines, which are reviewed and reaffirmed at least annually. PNC IAM works closely with the Plan's Investment Committee, as well as the City's Human Resources and Finance Departments, to ensure investment objectives and goals are aligned. We meet quarterly to review the Plan's investments.
- Plan market value as of fiscal year end 2023 (6/30/23) was \$16.6 million versus one year earlier of \$15.9 million Market value as of 12/31/23 was \$18.2 million.
- The current targeted asset allocation for the Plan is:
  - 65% equity
  - 32% fixed income
  - 3% cash
- Financial markets rebounded strongly in 2023, following significant losses in 2022. Returns were especially strong during the fourth quarter as softer than expected inflation data and dovish Federal Reserve rhetoric fueled market sentiment. Key catalysts for the path forward continue to be easing inflation pressures and monetary policy. Markets face a number of macro headwinds including a busy global election cycle in 2024. We expect the Federal Reserve to lower interest rates 3-4 times towards the second half of 2024.
- The advance reading of fourth quarter GDP showed GDP grew 3.3%, well above the consensus estimate of 2.0%. That growth rate translates to 2.5% for calendar 2023, a reacceleration compared to the 1.9% growth rate of 2022. Consensus still expects GDP to slow rapidly in the coming quarters, while managing to avoid negative growth in 2024.

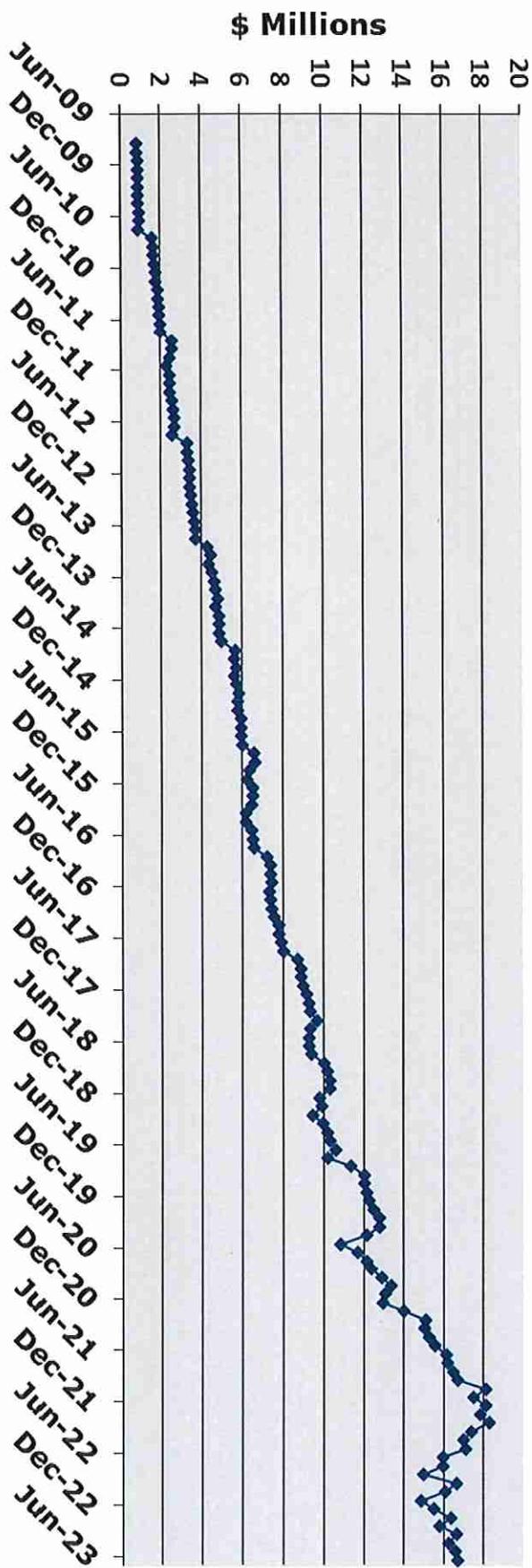
# The City of Hagerstown OPEB

## Investment Summary as of Fiscal Year-End 2023



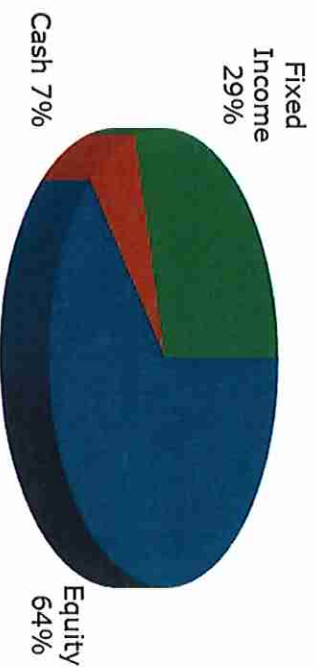
Asset Classification				
	1 Year	3 Year	5 Year	
<b>Total Portfolio</b>				
Style Blended Total-Cash Taxable Index	10.33%	6.34%	5.80%	
US Consumer Price Index	10.04%	6.69%	5.90%	
	3.06%	5.77%	3.95%	
<b>Total Equity</b>				
Blended Equity Index	15.65%	10.79%	8.22%	
	15.81%	12.16%	9.29%	
<b>Total Fixed Income</b>				
Blended Fixed Income Index	1.48%	-2.01%	1.27%	
	0.65%	-3.50%	0.57%	

Historical Market Values



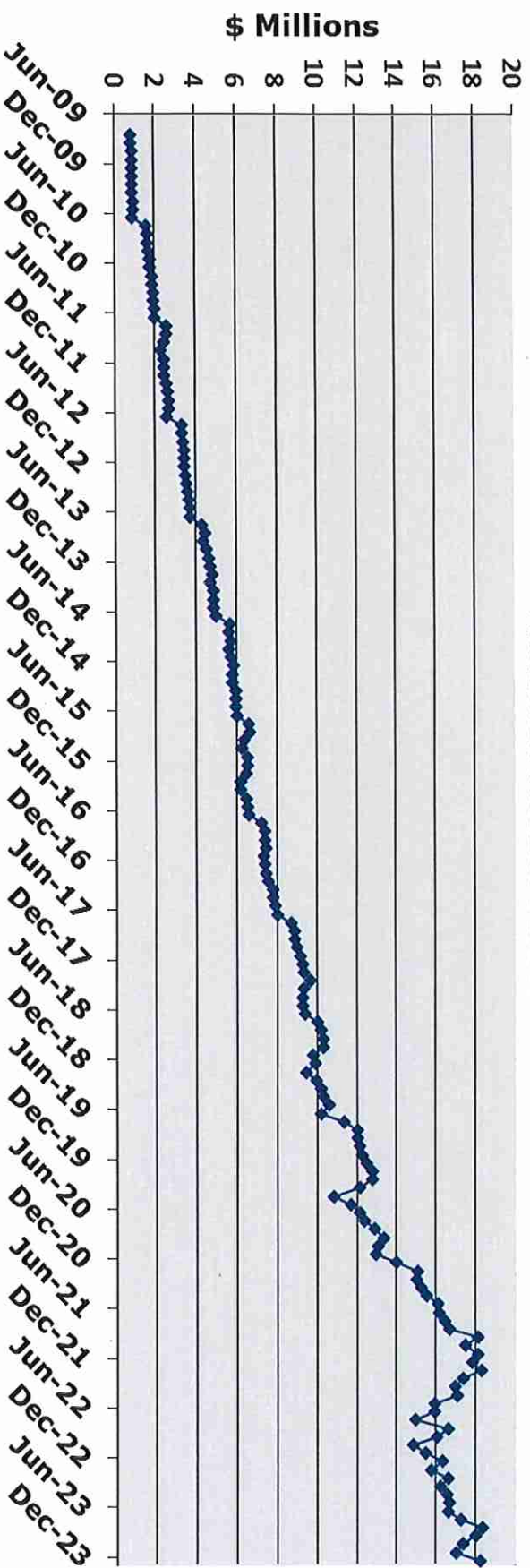
# The City of Hagerstown OPEB

## Investment Summary as of December 31, 2023



Asset Classification	FTD	1 Year	3 Year	5 Year
<b>Total Portfolio</b>	<b>6.37%</b>	<b>16.59%</b>	<b>3.18%</b>	<b>8.43%</b>
Style Blended Total-Cash Taxable Index	6.13%	15.62%	3.57%	8.26%
US Consumer Price Index	1.56%	3.28%	5.74%	4.13%
<b>Total Equity</b>	<b>7.90%</b>	<b>22.67%</b>	<b>6.00%</b>	<b>12.10%</b>
Blended Equity Index	7.36%	21.75%	7.05%	12.76%
<b>Total Fixed Income</b>	<b>3.96%</b>	<b>7.19%</b>	<b>-2.20%</b>	<b>1.93%</b>
Blended Fixed Income Index	4.12%	6.82%	-2.89%	1.14%

### Historical Market Values



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

---

**Topic:**

2024 Summer Camp Grant Program

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Summer\_Camp\_Council\_Packet.pdf

**Description**

2024 Summer Camp Grant  
Program



# CITY OF HAGERSTOWN, MARYLAND

## Public Works Department

[www.hagerstownmd.org](http://www.hagerstownmd.org)

TO: Scott Nicewarner, City Administrator

FROM: Eric B. Deike, Director Public Works

DATE: March 7, 2024

RE: 2024 Summer Camp Grant Program

### MAYOR AND COUNCIL ACTION REQUESTED

Approve the funding amounts for the agencies listed below for the Summer Camp Program.

### DISCUSSION

For over 25 years, the City has funded local agencies to provide recreation services for children of our community by providing summer play camps. In February 2021, the City Council approved a new policy for awarding the grant funds (Policy PR-103). Potential camp organizations were contacted to submit their applications for review.

Staff reviewed the four (4) agency proposals and ranked them based on policy PR-103. The table below summarizes their requests and staff recommendations.

Agency	Location	Children Served	Camp Times	Ages of Children	Dates of Program	2024 Requested Funds	Staff Recommended Funding Level
Hagerstown YMCA	Pangborn Park Potterfield Pool	45/week	9:00am– 3:00pm	6 - 12	6/24 - 8/16 M-F (7 weeks)	\$18,500	\$18,500
Boys & Girls Club	Wheaton Park City Park Potterfield Pool	200	8:30am– 4:30pm	6 - 18	6/24 - 8/09 M-F (7 weeks)	\$20,000	\$19,500
Girls, Inc.	Hager Park City Park University Plaza Potterfield Pool	125	7:30am– 5:00pm	6 - 18	6/24 - 8/09 M-F (7 weeks)	\$22,500	\$22,000
Robert W. Johnson Community Center	Wheaton Park	50 - 70	8 am – 4:30 pm	6 - 12	6/24 – 8/16 M-F (8 weeks)	\$15,000	\$15,000
TOTALS						\$76,000	\$75,000

### FINANCIAL IMPACT

Public Works Department  
51 West Memorial Blvd.  
Hagerstown, MD 21740  
Ph: 301.739.8577 Ext. 178

Parks and Recreation Division  
351 North Cleveland Ave.  
Hagerstown, MD 21740  
Ext. 169

Parking Division  
25 East Franklin St.  
Hagerstown, MD 21740  
Ext. 479

Funding for the camp is provided in the operating budget of the Recreation Division of Public Works. There is \$75,000 earmarked to support summer camps. This is a significant part of the Recreation Division budget representing approximately 20% of all recreation dollars spent by the city.

Robert W. Johnson Community Center ("RWJCC") failed to conduct a camp in 2023. Their funding (\$15,000) was reallocated elsewhere. RWJCC hired a new executive director in January 2024 and fully plans to conduct a summer camp in Wheaton Park this year.

Beacon House had requested funding in previous years, but they are no longer in operation. This allowed their 2023 funding allocation of \$9,000 to further support the four current applicants. The Boys & Girls Club received \$15,000 in calendar year 2023. The 2024 staff recommendation is \$19,500 or a \$4,500 increase over last year. Girls, Inc. received \$18,000 in 2023 and staff is recommending an increase of \$4,000 for the current year.

Overall, two of the four agencies will be fully funded per their request. The remaining two agencies will only be short of their request by \$500 but will receive thousands more than they received in previous years.

#### **RECOMMENDATION**

Individual contracts will be developed for each agency based on their specific needs and requested funding. A sample of one of these contracts is attached for your review. A resolution and motion document for each agency will be forwarded for approval on Tuesday, March 26, 2024.

Att: Policy PR-103  
Sample Summer Camp Contract  
Summer Camp Motion  
Summer Camp Resolution

C: Parks & Rec Staff  
Andrea Rueckerl

## **Policy Title: Summer Camp Grant Program**

**Policy and Procedure Number: PR-103**

**Mayor and Council Approval Date: February 23, 2021**

---

### **Program Overview:**

Summer camps are a great opportunity for kids to build life skills. Since the early 1990's, the purpose of the Hagerstown Summer Camp Grant Program ("Program") is to enroll children in summer camp where they can have a fun, safe and rewarding experience. The mission of the Program is as follows:

*Provide a safe, fun, supportive environment in which campers explore new, challenging and educational experiences, learn from positive role models, and have the opportunity to develop social, emotional and physical skills.*

Eligible camps must offer interesting, safe and engaging activities and educational opportunities.

Grants are intended to support the quality and affordability of licensed camps and provide access to those families most in need of the support. Funds are to be used for programming and not for capital expenditures.

Grant funds distributed will not exceed the amount in the City's Recreation Division annual budget. The City Attorney will develop contracts with the agencies for approval by City Council each year. This is a reimbursement program, and agencies must bill the City upon completion of the camp.

### **Eligibility:**

In order to be eligible for a grant under the Program, summer camps must be operated by non-profit community-based organization registered as exempt from Federal Income Tax under Internal Revenue Service Code Section 501(c)(3). In addition, all organizations applying for funds must serve low to moderate-income areas located specifically and exclusively within Hagerstown city limits and must be licensed by the Maryland Department of Health.

Recipients of Grants must agree to use a portion of the funds awarded to provide camp scholarships to cover a portion or all of the cost of a summer camp experience.

Applicants may request a maximum of \$250 per child per session to cover the cost of a summer camp experience. Only one application per organization may be submitted.

### **Application Procedures:**

To apply for funding under the Program, please submit a PDF of all required documents as an attachment:

1. **Cover Letter:** A one-page cover sheet including the following information: - Name, address, e-mail address, and telephone number of the organization. Include the executive director/CEO, contact person (if different) and a very brief description of proposed camp and the amount of funding requested.

2. **Narrative:** In no more than two typed pages, address the following:
- a. Description of the organization: mission, history, and goals of the camp.
  - b. Description of the camp including location, park to be used, number of campers, camp hours, programs offered, budget, matching funds and schedule.
  - c. Applicable information to address the “Selection Criteria” below
  - d. Organizational Attachments: Please attach the following items:
    - IRS 501(c)(3) determination letter
    - The most recent audited financial statement
    - Maryland Department of Health license

**Selection Criteria:**

Proposals will be evaluated based on the following criteria, listed by priority:

- (1) The applicant organization must demonstrate strong community support, organizational commitment and the current management team must demonstrate previous experience and ability to operate the camp;
- (2) Utilize a park or parks owned by the City of Hagerstown;
- (3) Methods to recruit City-resident children. Camps must be located in low and moderate-income neighborhoods to be considered;
- (4) The proposal should clearly state how many individual youth will be attending the proposed camp. Submit a full budget based upon realistic costs and a total request amount (based on no more than \$250 per camper per session). Requiring a *minimal* payment (\$10 per week or more) by each camper will strengthen the proposal;
- (5) Provide diverse activities including: sports, recreation, (such as hiking, swimming at Potterfield Pool, etc.), educational (STEM, literacy training) and field trip opportunities;
- (6) Program must run for a minimum of seven (7) full weeks (during the months of June-August), operate Monday thru Friday, for at least six (6) hours per weekday; and
- (7) Provide written plan of security and safety of play.

City staff will review the proposals and submit a recommendation to City Council for approval. Staff will recommend that the proposal receiving the highest score (based on the selection criteria above) will be funded first; second highest score funded second; and so on until the annual budget is exhausted.

*The City reserves the right to direct deviation from or make edits to this policy in whole or in part at any time.*

Approved By:

---

Rodney Tissue, Director

---

Date

**CONTRACT  
FOR THE PROVISION OF  
Summer Camp Programming**

**Between**

**THE CITY OF HAGERSTOWN**

**AND**

**THE HAGERSTOWN YMCA**

THIS AGREEMENT is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Hagerstown, and The Hagerstown YMCA hereinafter "Contractor".

1. **Work Effort.** Contractor hereby agrees to provide the services described and defined in the program proposal submitted by Contractor which is attached hereto and incorporated herein by reference.
2. **Purpose of Contract.** The purpose of this Contract is to provide a summer play camp at Pangborn Park while also utilizing the Potterfield Pool. The program will be conducted Monday-Friday, **June 24 – August 16, 2024**. It is proposed that approximately forty-five (45) or more children (ages 6-12) per week will be served on a daily basis. The program fee will be a weekly co-pay of \$25.00, for those that can afford it, and there are scholarship subsidies available.
3. **Contract Period.** This Contract shall commence as of **June 24, 2024, and shall terminate on August 16, 2024**. Any renewal of this Contract is subject to available funding and performance by Contractor satisfactory to the City of Hagerstown.
4. **Compensation and Invoicing.**
  - A. For the provision of services described above, Contractor shall be compensated monthly as specified under Section 5.
  - B. Contractor shall invoice the City of Hagerstown on a monthly basis for work satisfactorily completed and costs actually incurred. Each invoice must include a description of the number of participants receiving services, and the services performed and costs incurred on a daily or "fee for service" type basis, for the period covered by the invoice. Contractor's invoices shall be sent to: City of Hagerstown, Parks & Recreation Division, 351 N. Cleveland Ave., Hagerstown, MD 21740, will be reviewed and verified for work accomplished as set forth in the statement of work and when certified as acceptable, will be forwarded to the Accounting Department for payment.
  - C. In the event of dispute, the City of Hagerstown reserves the right to withhold payment of the disputed amount until such time as the dispute is resolved, the deficient work corrected, or settlement is achieved through other means.

5. **Consideration, Payment, and Performance:**

- A. **Billing.** Contractor shall bill monthly based upon the actual expenditures incurred during the preceding month in accordance with the approved expenditures set forth in the Budget. All Summer Camp programming forms prepared by the City of Hagerstown must be completed by the Contractor in accordance with the required information and accompany the monthly invoices. Monthly invoices must be received by the City of Hagerstown, Parks & Recreation Division, by the 10<sup>th</sup> day of the month following the month for which the invoice is submitted. The Contractor may receive, upon request, an initial drawdown in an amount not to exceed 5% of the funding award, which shall be applied against monthly invoices. Once invoices of actual expenditures exceed the initial drawdown, payments will be made. The maximum sum which Contractor may receive under this Contract is **\$18,500.00**, the total sum of the funding award.
- B. **Payment to Contractor.** Payment to the Contractor pursuant to this Contract in excess of any drawdown shall be due and payable within thirty (30) days after receipt by the City of Hagerstown of a proper invoice from the Contractor.
- C. **Unauthorized Expenditures.** Contractor's unauthorized expenditures shall be the sole and exclusive responsibility of the Contractor. Unauthorized expenditures include but are not necessarily limited to:
- 1) those which cause total expenditures to exceed the amount of the approved budget;
  - 2) unbudgeted expenditures;
  - 3) those which differ from the approved budgeted amount; and
  - 4) those which are at variance with an explicit provision of this Contract.
- D. **Reconciliation.** Reconciliation is a fiscal resolution of the Contract pending audit, usually conducted at the termination of the Contract period and at the end of the City of Hagerstown's fiscal year. Reconciliation is based upon reported expenditures and income, subject to correction by the City of Hagerstown. Reconciliation will be conducted in accordance with the terms of the Contract. Based on the review of the final report, any funds due to the City of Hagerstown or the Contractor are due at the conclusion of the reconciliation. Any funds not expended or appropriately retained within the fiscal year must be refunded to the City of Hagerstown.
- It is understood and agreed that the City of Hagerstown, its officials, agents, servants, and employees, shall not be responsible for the financial records of the Contractor and shall not be liable for any acts or omissions of the Contractor, its subcontractors, agents, or assignees committed in connection therewith.
- E. **Audit.** The Contractor agrees that the City of Hagerstown and/or its authorized representatives for a period of five (5) years after complete performance or earlier termination of this Contract shall have access to and

the right to audit all documents pertaining to the operation of the Contractor's Summer Camp Program.

6. **Budget Modification.** The Contractor may request a budget modification to reallocate the existing budget at any time prior to the expiration of the Contract. A modification does not affect the amount of the award but may affect the amount available for other services. The Contractor must submit a request to the City of Hagerstown Parks & Recreation Division for budget modification:
  - 1) Whenever a change would affect any of the following controlled line items reported on the approved budget:
    - a) total salaries, consultant, and/or fringe costs increased by 5% of the budgeted amount
    - b) equipment increases over the budgeted amount; and
    - c) purchase of service increases over the budgeted amount and/or renovation or remodeling increases over the budgeted amount;
  - 2) Whenever a new estimate of third-party income (including fee collections) is over or under the previous estimate of incomes by 5%; or
  - 3) To purchase additional items or substitute items that were not included in the approved budget.

A request for budget modification must be submitted for approval to the Parks & Recreation Division in writing with supporting documentation.

7. **Program Modifications.** No program changes will be authorized without the written approval of the City of Hagerstown and the Contractor. Properly authorized program modifications will become an addendum to this Contract. The City of Hagerstown hereby designates the Parks Superintendent to approve or disapprove any program modifications pertaining to a change to a personnel position listed on the approved budget, including a salary reduction or increase, a change which affects the project scope such as a change in target population or services to be provided, or a change in the dates of the program duration.
8. **Equipment.** All equipment having an acquisition cost of Five Hundred Dollars (\$500.00) or more per unit and a useful life of more than two (2) years which is purchased with funds received under this Contract ("Capital Equipment"), shall be the property of the City of Hagerstown and shall be conspicuously labeled by Contractor immediately after its purchase as "Property of the City of Hagerstown, Maryland." Within ten (10) days of the termination or expiration of this Contract, including any renewal period, Contractor shall furnish the City of Hagerstown with a written inventory of all Capital Equipment acquired under this Contract. If the City of Hagerstown does not take physical possession of an item of Capital Equipment after the date of termination or expiration of this Contract, including any renewal period, that item of Capital Equipment shall automatically become the property of Contractor at the end of that twelve-month period.

9. **Program Evaluation Contract and Reporting.** The Contractor will be evaluated bi-monthly by the Parks Superintendent. Bi-monthly program reports submitted by the Contractor will be included in the bi-monthly evaluation. Both the Contractor and the Parks & Recreation Division will maintain copies of the evaluation reports.
10. **Meetings.** When requested by the Parks Superintendent, selected Contractor personnel shall attend meetings, conferences and presentations with the City of Hagerstown staff, public agencies, private organizations and others concerned with this project.
11. **Personnel.** Contractor represents that it has or will secure, at its own expense, all personnel needed to perform the services required to be performed by it under this Contract.
12. **Conflict of Interest.**
  - A. No official or employee of the City of Hagerstown, who exercises any functions or responsibilities in reviewing or approving the award or performance of this Contract during his/her tenure or one year thereafter shall have any personal interest, direct or indirect, apart from official duties, in this Contract or the proceeds thereof.
  - B. Contractor covenants that neither it nor any of its employees has any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract.
13. **Execution of Contract.** This Contract may be executed in several counterparts, each of which shall be deemed to be an original having identical legal effect.
14. **Ownership and Dissemination of Information.** During the term of this Contract and thereafter, Contractor shall not release any information related to the services or performance of the services under this Contract or publish any final reports or documents without the prior written approval of the City of Hagerstown, except as such release is mandated by federal or state law. Any reports, data, studies, or other materials in any form generated by or created in any way from or by the use of funds provided under this Contract shall be the sole and exclusive property of the City of Hagerstown.
15. **Sanctions upon Improper Acts.** If Contractor, or any of its officers, partners, principals, or agents, or if any employee of Contractor acting with Contractor's acquiescence, is convicted of a crime arising out of or in connection with the procurement of this Contract or the services or any payment under it, the Contract may be terminated at the option of the City of Hagerstown. In the event of a conviction occurring after the expiration or termination of this Contract, Contractor shall be liable for the refund of all fees or profit paid under the Contract which is directly related to the criminal conduct.

16. **Miscellaneous Provisions.**

- A. Applicable law. The interpretation, performance, and enforcement of this Contract shall be governed by the law of the State of Maryland.
- B. Amendments and Waivers. This Contract constitutes the entire agreement between the parties and all other communications prior to its execution, whether written or oral, with reference to the subject matter of this Contract is superseded by this Contract. Any amendment, Program Modifications, or Budget Modifications to this Contract must be made in writing and signed by both parties, subject to any additional approvals required by State law.

No term or conditional provision of this Contract shall be deemed waived and no breach shall be excused by the action or inaction of a party.

- C. Non-Discrimination in Employment. Contractor affirms and agrees that in relation to employment and personnel practices, it does not and shall not discriminate on the basis of race, age, religion, color, national origin, gender, marital status, or physical or mental disability (except for such disability which reasonably precludes the performance of such employment). Contractor will take affirmative action to ensure that employees are hired and treated during employment without regard to said factors.

In addition, Contractor further certifies that it now complies and will continue to comply with all federal, state and local laws and regulations pertaining to equal employment opportunity and equal employment practices.

- D. Contingent Fee Prohibition. Contractor warrants that it has not employed or retained any person, or entity, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, or entity, any fee or any other consideration contingent on the making of this Contract.
- E. Non-Availability of Funding. If the City of Hagerstown fails to provide funds or if funds are not otherwise made available for the performance of this Contract, this Contract shall be cancelled/terminated automatically as of the beginning of the period for which funds are not so provided. The effect of cancellation/termination of this Contract will be to discharge both Contractor and the City of Hagerstown from future performance of the Contract, but not from their rights and obligations existing at the date of termination. Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the Contract. The City of Hagerstown shall notify Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract.
- F. Termination for Cause. If Contractor fails to perform any of its obligation under this Contract, including timely performance, or otherwise breaches any provision of this Contract, the City of Hagerstown may terminate this Contract upon thirty (30) days prior written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for

termination. The City of Hagerstown shall pay Contractor fair and equitable compensation for satisfactory performance prior to receipt of such a termination notice.

- G. Retention of Records. Contractor shall retain and maintain all records and documents relating to this contract for five (5) years after final payment by the City of Hagerstown hereunder and shall make them available for inspection at all reasonable times. In addition, where applicable and pursuant to 42 Code of Federal Regulations (CFR), Part 420, Contractor shall retain until the expiration of five (5) years after the services are furnished under this Contract such books, documents, and records as required by those regulations. This provision shall survive the termination of this Contract, by expiration or otherwise.
- H. Compliance with Laws. Contractor hereby represents and warrants that it shall comply with all federal, state and local laws, regulations, policies and ordinances applicable to its activities and obligations under this Contract, including but not limited to the Americans with Disabilities Act of 1990, Public Law 101-336, as amended; and that it shall obtain all licenses, permits, insurance, and government approvals, if any, necessary to the performance of its obligations under this Contract.

Contractor further agrees to comply with all federal, state, and local laws, regulations, policies and ordinances as are applicable subsequent to the termination of this Contract, by expiration or otherwise, including those specifically related to confidentiality of records and information and to retention of records. Contractor understands, acknowledges and agrees that this provision shall survive the termination of this Contract, by expiration and otherwise.

- I. Liability for Lost Data. In the event of loss of any data or records necessary for the performance of this Contract where such loss is due to the error or negligence of Contractor, the Contractor shall be solely responsible for recreating such lost data or records.
- J. Subcontracting/Assignment. Contractor may not subcontract or assign any portion of its services to be provided under this Contract without prior written approval of the City of Hagerstown.
- K. Indemnification/Non-Liability. Contractor shall save and hold harmless and indemnify the City of Hagerstown against any liability and shall pay all judgments rendered against it for any and all loss or damage of whatever kind and nature, and for any suits, actions, or claims of any character arising from or as a consequence of the performance of Contractor under this Contract, up to the amount for which the City of Hagerstown is found liable under the Local Government Tort Claims Act, MD Courts and Judicial Proceedings Code Ann., Sections 5-301, *et. seq.* Contractor shall notify the City of Hagerstown within five (5) days of any claim or suit made or filed against Contractor regarding any matter resulting from or relating to Contractor's obligations or performance under the Contract and, in addition to the other obligations set out in this Article, shall cooperate, assist, and

consult with the City of Hagerstown in the defense or investigation of any claim, suit, or action made or filed against the City of Hagerstown as a result of or relating to Contractor's performance under this Contract.

Contractor shall maintain general liability insurance in a minimum amount of one million dollars per occurrence, two million dollars in the aggregate, naming the City of Hagerstown as an additional insured. Contractor shall also keep in place a commercially reasonable policy of Worker's Compensation Insurance. Contractor shall provide certificates of said insurance to the City of Hagerstown prior to the commencement of this Contract.

- L. Criminal Background Investigation. Contractor shall be responsible for completing criminal background investigations of all staff and volunteers providing service under this Contract, as mandated by law. Contractor shall maintain approved copies of reports of these background investigations in its personnel files and will also be responsible for complying with Family Law Article, 5-560 through 5-568, Annotated Code of Maryland.

In any case where a criminal record is reported, Contractor shall (1) notify the City of Hagerstown by the next work day and (2) take immediate and appropriate action to protect the safety and welfare of the children served hereunder.

- M. Independent Contractor Status. Contractor is an independent contractor and neither Contractor nor its employees, agents, or representatives shall be considered employees, agents or representatives of the City of Hagerstown. Nothing contained in the Contract is intended or should be construed as creating the relationship of co-partners or joint ventures, or an association of the City of Hagerstown and Contractor. From any amount due Contractor, there will be no deductions for federal income tax or FICA payments, nor for any State income tax, nor for any other purposes that are associated with any employer-employee relationship. Payment of federal income tax, FICA, and any State income tax shall be the responsibility of Contractor.
- N. Administration. The Parks Superintendent for the Parks & Recreation Division will serve as Contract Monitor. The Contractor agrees to permit the Contract Monitor to inspect any and all records of children and families pertaining to this Contract.
- O. Data. The Contractor agrees to observe all state and federal laws and regulations as to the disclosure of information and records on children being served. Written permission must be obtained from the City of Hagerstown prior to use or disclosure of such information.
- P. Word Forms. The use of any gender, tense or conjugation herein shall be applicable to all genders, tenses and conjugations. The use of the singular shall include the plural and the plural shall include the singular.

- Q. Paragraph Headings. Any heading utilized is so used for reference and convenience only and is not intended to define or limit the scope of any provision of this Contract nor affect the interpretation thereof.
- R. Party's Authority. The individual(s) executing this Contract on behalf of Contractor hereby covenant and warrant that they are duly authorized to execute and deliver this Contract on behalf of the Contractor. Parks & Recreation is a Division of the City of Hagerstown and serves as its' agent for all purposes under this Contract.
- S. Recognition of Funding from City. Contractor shall acknowledge funding from the City of Hagerstown in all advertising, promotional materials, and signage.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by affixing hereon their respective seals and signatures of the proper officers. It is recognized by and between the parties that it is necessary for the City to pass a Resolution approving the execution of this Agreement and the provisions hereof. In the event that said Resolution should not pass or should not become effective by virtue of a referendum or some other methodology or by operation of law, then in said event, this Agreement is null and void and of no effect. Otherwise, this Agreement shall be effective on the date on which it is passed and becomes legally effective

Attest

City of Hagerstown

Witness

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Name (Contractor)

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer Name (Printed)

\_\_\_\_\_  
Title

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

**DATE:** March 26, 2024

**TOPIC:** **APPROVAL OF A RESOLUTION: 2024 Summer Camp Program**

Charter Amendment

Code Amendment

Ordinance

✓ Resolution

Other

**MOTION:** I hereby move for the approval of a Resolution to authorize the execution of contracts with the Hagerstown YMCA; Boys and Girls Club; Girls, Inc.; and the Robert W. Johnson Community Center to operate summer play camps for the 2024 season. Funding amounts for each camp shall be as follows:

YMCA	Eighteen Thousand Five Hundred Dollars (\$18,500.00)
Boys & Girls Club	Nineteen Thousand Five Hundred Dollars (\$19,500.00)
Girls, Inc.	Twenty-Two Thousand Dollars (\$22,000.00)
Robert W. Johnson Community Center	Fifteen Thousand Dollars (\$15,000.00)

DATE OF INTRODUCTION: MARCH 26, 2024

DATE OF PASSAGE: MARCH 26, 2024

EFFECTIVE DATE: MARCH 26, 2024



**CITY OF HAGERSTOWN, MARYLAND**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE  
PROVISION OF SUMMER CAMP PROGRAMMING BETWEEN**

**THE CITY OF HAGERSTOWN AND**

- (1) THE BOYS AND GIRLS CLUB OF WASHINGTON COUNTY;  
(2) GIRLS, INC. OF WASHINGTON COUNTY (“GIRLS. INC”);  
(3) THE YOUNG MEN’S CHRISTIAN ASSOCIATION OF HAGERSTOWN,  
MARYLAND, INC. (“HAGERSTOWN YMCA”); AND  
(4) ROBERT W. JOHNSON COMMUNITY CENTER, INC.**

**RECITALS**

**WHEREAS**, The City of Hagerstown, Maryland has previously provided funding for certain summer play camp activities held within the corporate limits of the City of Hagerstown; and

**WHEREAS**, The Boys and Girls Club of Washington County has requested the opportunity to conduct summer play camp operations during the 2024 summer season at its location at Wheaton Park, City Park and Potterfield Pool and for various fieldtrips; and

**WHEREAS**, Girls, Inc. has requested the opportunity to conduct summer play camp operations during the 2024 summer season at its location at Hager Park, City Park, University Plaza and Potterfield Pool and for various fieldtrips; and

**WHEREAS**, the Hagerstown YMCA has requested the opportunity to conduct summer play camp operations during the 2024 summer season at its location at Pangborn Park and Potterfield Pool and for various fieldtrips; and

**WHEREAS**, the Robert W. Johnson Community Center, Inc. has requested the opportunity to conduct summer play camp operations during the 2024 summer season at its location at Wheaton Park and for various field trips; and

**WHEREAS**, The Mayor and Council find it to be in the best interests of the citizens of the City of Hagerstown to support all four (4) programs;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of Hagerstown, Maryland as its duly constituted legislative body, as follows:

1. That the aforementioned recitals are incorporated herein by reference.
2. That the Mayor be and is hereby authorized to execute and deliver the Contract For The Provision Of Summer Camp Programming Between the City of Hagerstown and The Boys and Girls Club of Washington County, a copy of which is attached hereto and incorporated herein by reference.

3. That the Mayor be and is hereby authorized to execute and deliver the Contract For The Provision Of Summer Camp Programming Between the City of Hagerstown and Girls. Inc. of Washington County, a copy of which is attached hereto and incorporated herein by reference.

4. That the Mayor be and is hereby authorized to execute and deliver the Contract For The Provision Of Summer Camp Programming Between the City of Hagerstown and The Boys and The Young Men's Christian Association of Hagerstown, Maryland, Inc., a copy of which is attached hereto and incorporated herein by reference.

5. That the Mayor be and is hereby authorized to execute and deliver the Contract For The Provision Of Summer Camp Programming Between the City of Hagerstown and Robert W. Johnson Community Center, Inc, a copy of which is attached hereto and incorporated herein by reference.

6. That the Mayor be and is hereby authorized to execute and deliver any other documentation necessary to effectuate the purpose of this Resolution.

**BE IT FURTHER RESOLVED**, that this resolution shall become effective immediately upon its approval.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

\_\_\_\_\_  
Donna K. Spickler, City Clerk

\_\_\_\_\_  
Tekesha Martinez, Mayor

Date of Introduction: March 26, 2024  
Date of Passage: March 26, 2024  
Effective Date: March 26, 2024

PREPARED BY:  
Salvatore & Morton, LLC, City Attorney

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

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**Topic:**

Invest Hagerstown City Center Grant: 6-16 W. Washington Street ; Christopher Siemerling,  
Economic Development Specialist.

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

031224\_WS\_Sachdev.pdf

**Description**

Invest Hagerstown City  
Center Grant: 6-16 W.  
Washington Street



# CITY OF HAGERSTOWN, MARYLAND

## Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)

Telephone: 301.739.8577, Ext. 111 • Website: [www.hagerstownmd.org/DCED](http://www.hagerstownmd.org/DCED)

TO: Scott Nicewarner, City Administrator

FROM: Chris Siemerling, Economic Development Specialist

DATE: March 1, 2024

RE: Invest Hagerstown City Center Grant: 6-16 W. Washington Street

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At the March 12, 2024, Work Session, staff will review a recommendation of the Review Committee to terminate an Invest Hagerstown City Center Redevelopment Grant approval of \$250,000 due to non-compliance.

### **Outline of Details:**

- Property: 6-16 W. Washington Street
- Owner: JR Investments, LLC, Jay Sachdev, Managing Member
- Approval Date: 4/27/2021
- Deadline Date: 6/30/2022 – extended to 12/31/2022
- Proposed Total Investment: \$783,620
- Proposed Scope of Work:
  - 2<sup>nd</sup> Floor – Creation of 18-20 telework/co-working offices with furnished shared workspaces.
  - 3<sup>rd</sup> Floor – 6-8 luxury apartments/condos
- Final Scope of Work Completed:
  - 2<sup>nd</sup> Floor – Creation of ~16 private offices and shared workspaces for businesses and teleworking professionals.
  - 3<sup>rd</sup> Floor – Creation of 8 market rate apartments
- Total Verified Investment: \$396,517.61
- Minimum Investment Required Per Approval Letter: \$750,000
- On 5/8/2023, a Letter for an Opportunity for Work Correction was sent to the developer outlining requirements and set a deadline for response of 6/9/2023. Staff met with the Developer to review the letter.
- Per the Letter provided “If JR Investments does not provide all items detailed within this letter by June 09, 2023, the City may choose to act to declare default and terminate this Grant Approval.”
- The Review Committee did not receive what was required as outlined in the letter provided, and JR Investments, LLC’s project at 6-16 W. Washington Street is currently in non-compliance with their Grant Approval.
- Staff have met with the developer on multiple occasions, including recently on 1/31/2024, 2/7/2024, and 2/16/2024. Review Committee also recently toured the property with the developer on 2/12/2024.

**Review Committee Recommendation:**

The Review Committee has reviewed the project and has determined that it has not met the guideline requirements of the Invest Hagerstown program.

- 1- Financials Don't Meet Investment Minimums
- 2- Project Has Not Met Program Required Guidelines

The Review Committee recommendation is for the Invest Hagerstown incentive be terminated due to noncompliance.

**Attachments:**

1. Required Motion
2. 2/7/2024 Eligible/Ineligible Breakdown
3. Developer Cost Breakdown Versus Verified Investment
4. 05/08/2023 Letter for an Opportunity for Work Correction
5. Original Approved Extension and Award Letters for Reference

c: Review Committee  
Jill Thompson, Director of Community & Economic Development

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

**DATE:** March 26, 2024

**TOPIC:** **Approval of the Termination for an Invest Hagerstown City Center  
Redevelopment Grant: 6-16 W. Washington Street – JR Investments, LLC**

Charter Amendment	—
Code Amendment	—
Ordinance	—
Resolution	—
Other	<u>X</u>

**MOTION:**

I hereby move for the Mayor and City Council to terminate the Invest Hagerstown City Center Redevelopment Grant approval for \$250,000 for JR Investments, LLC for 6-16 W. Washington Street. JR Investments, LLC failed to meet the minimum requirements of the program. Staff shall send a termination letter and the grant shall be forfeited.

DATE OF INTRODUCTION: 3/26/2024  
DATE OF PASSAGE: 3/26/2024  
EFFECTIVE DATE: 3/26/2024

**JR Investments - 6 W. Washington Street**  
**City-Center Redevelopment Grant Eligible/Ineligible Expenses**

Page	Eligible Receipt Number	Paid To	Date Paid	Service	Eligible	Ineligible	Why
1-4	N/A	Eligible/Ineligible Summary	N/A	N/A	N/A	N/A	Not a receipt
5	1	Bushey Feight Morin (BFM)	7/12/2021	Architect	\$ 5,000.00	\$ -	
6	2	Bushey Feight Morin (BFM)	12/20/2021	Architect	\$ 5,000.00	\$ -	
7	3	Mashariki Electrical	2/10/2022	Electrical	\$ 1,000.00	\$ -	
8	4	Hotel Finishing Contractor Group	2/10/2022	Demo	\$ 4,000.00	\$ -	
9	5	Hotel Finishing Contractor Group	2/22/2022	Demo	\$ 3,000.00	\$ -	
10	N/A	Hotel Finishing Contractor Group	2/28/2022	Demo	\$ -	\$ 3,000.00	Ineligible - Paid by a separate entity (Downtown Investments LLC)
11	N/A	J&G Handyman LLC	2/28/2022	Dump Fee	\$ -	\$ 1,563.76	Ineligible - Paid by a separate entity (Downtown Investments LLC) - Ineligible - Trash is not an eligible expense
12	N/A	Mashariki Electrical	3/2/2022	Electrical	\$ -	\$ 1,500.00	Ineligible - Paid by a separate entity (Downtown Investments LLC)
13	6	Jesus Guzman	3/7/2022	Demo	\$ 2,655.37	\$ -	
14	N/A	Jesus Guzman	3/11/2022	Dump Fee	\$ -	\$ 1,239.67	Ineligible - Trash is not an eligible expense
15	7	Hub City Sprinkler	4/13/2023	Sprinkler System Test	\$ 250.00	\$ -	
16	N/A	Standard Roofing and Construction	3/18/2022	Flat Roof Repair	\$ -	\$ 21,400.00	Ineligible - Quote/Invoice, Not a Paid Statement.
17	8	Hotel Finishing Contractor Group	4/25/2022	Demo	\$ 7,500.00	\$ -	
18	9	Mashariki Electrical	4/25/2022	Electrical	\$ 7,500.00	\$ -	
19	N/A	JR Investments, LLC	4/26/2022	Self Payment	\$ -	\$ 25,000.00	Ineligible - Self payments are not an eligible expense.
20	10	JC Plumbing & Fire Sprinkler	4/26/2022	Fire Suppression/Plumbing	\$ 10,000.00	\$ -	
21	11	Ben Burdette	4/26/2022	Handyman	\$ 400.00	\$ -	
22	12	JC Plumbing & Fire Sprinkler	5/2/2022	Fire Suppression/Plumbing	\$ 10,000.00	\$ -	
23	13	Hotel Finishing Contractor Group	5/3/2022	Demo	\$ 5,000.00	\$ -	
24-26	N/A	United Refrigeration Inc.	5/3/2022	HVAC	\$ -	\$ 23,085.38	Ineligible - Credit Card Authorization Form Received, but nothing that shows payment made.
27	N/A	REW Materials	5/5/2022	Materials	\$ -	\$ 868.21	Ineligible - Quote/Invoice, Not a Paid Statement.
28	14	JC Plumbing & Fire Sprinkler	5/9/2022	Fire Suppression/Plumbing	\$ 5,000.00	\$ -	
29	15	LS Grim Consulting	5/9/2022	Engineering	\$ 3,500.00	\$ -	
30	16	Foundation Building Materials	5/10/2022	Materials	\$ 183.38	\$ -	
31	17	Hotel Finishing Contractor Group	5/12/2022	Demo	\$ 2,500.00	\$ -	
32	18	Master Granite	5/12/2022	Granite	\$ 1,000.00	\$ -	
33	N/A	United Refrigeration Inc.	5/17/2022	HVAC	\$ -	\$ 2,286.90	Ineligible - Quote/Invoice, Not a Paid Statement.
34	N/A	JJ Cheap Appliances	5/21/2022	Appliances	\$ -	\$ 1,700.00	Ineligible - Appliances are not an eligible expense.
35	19	Mashariki Electrical	5/23/2022	Electrical	\$ 6,000.00	\$ -	
36	20	Marks Mchanical Services LLC	5/24/2022	HVAC	\$ 5,000.00	\$ -	
37	21	Linares Munoz Eder	5/25/2022	Paint	\$ 2,000.00	\$ -	
38	22	R.E. Michael Company, LLC	5/26/2022	Materials	\$ 276.63	\$ -	
39	23	R.E. Michael Company, LLC	5/26/2022	Materials	\$ 230.10	\$ -	
40	24	R.E. Michael Company, LLC	5/27/2022	Materials	\$ 279.09	\$ -	
41	25	KE Industrial Services Corp	5/27/2022	HVAC Parts	\$ 755.00	\$ -	
42	26	Pedro Lopez	5/27/2022	Repairs	\$ 950.00	\$ -	
43	27	Linares Munoz Eder	5/28/2022	Flooring/Painting	\$ 2,000.00	\$ -	
44	N/A	Lowe's	5/29/2022	Appliances	\$ -	\$ 3,048.56	Ineligible - Appliances are not an eligible expense.
45	28	R.E. Michel Company, LLC	6/1/2022	Materials	\$ 354.89	\$ -	
46	29	R.E. Michel Company, LLC	6/1/2022	Materials	\$ 244.36	\$ -	
47	30	Bushey Feight Morin (BFM)	6/1/2022	Architect	\$ 5,000.00	\$ -	
48	31	LS Grim Consulting	6/1/2022	Engineering	\$ 5,000.00	\$ -	

49	32	R.E. Michel Company, LLC	6/2/2022	Materials	\$ 21.62	\$ -	
50	33	KE Industrial Services Corp	6/2/2022	HVAC Parts	\$ 1,064.97	\$ -	
51	34	Mashariki Electrical	6/2/2022	Electrical	\$ 6,000.00	\$ -	
52	N/A	March & McLennan Agency	6/3/2022	Insurance	\$ -	\$ 1,050.00	Ineligible - Insurance payments are not an eligible cost.
53	35	JC Plumbing & Fire Sprinkler	6/6/2022	Fire Suppression/Plumbing	\$ 10,000.00	\$ -	
54	36	Mashariki Electrical	6/6/2022	Electrical	\$ 1,300.00	\$ -	
55	N/A	Grainger	6/8/2022	Materials	\$ -	\$ 530.20	Ineligible - Quote/Invoice, Not a Paid Statement.
56	37	Mashariki Electrical	6/9/2022	Electrical	\$ 8,000.00	\$ -	
57	N/A	JJ Cheap Appliances	6/9/2022	Appliances	\$ -	\$ 1,150.00	Ineligible - Appliances are not an eligible expense.
58	38	Hotel Finishing Contractor Group	6/9/2022	Demo	\$ 8,000.00	\$ -	
59	N/A	J&G Handyman LLC	6/10/2022	Dump Fee	\$ -	\$ 897.44	Ineligible - Trash is not an eligible expense
60	39	Elder Leonel Valdivieso Mercado	6/10/2022	Electrical	\$ 300.00	\$ -	
61	40	Linares Munoz Eder	6/12/2022	Roof	\$ 750.00	\$ -	
62	41	JC Plumbing & Fire Sprinkler	6/12/2022	Plumbing	\$ 15,000.00	\$ -	
63	42	Capitol Building Supply	6/13/2022	Materials	\$ 259.39	\$ -	
64	43	Hotel Finishing Contractor Group	6/15/2022	Cabinet Install	\$ 1,000.00	\$ -	
65	44	Mashariki Electrical	6/16/2022	Electrical	\$ 2,000.00	\$ -	
66	N/A	Josue Ramos	6/17/2022	Trash Pickup	\$ -	\$ 1,330.27	Ineligible - Trash is not an eligible expense
67	45	Hotel Finishing Contractor Group	6/20/2022	Demo	\$ 3,000.00	\$ -	
68	46	Gomez Contracting	6/20/2022	Insulation	\$ 1,500.00	\$ -	
69	47	LS Grim Consulting	6/20/2022	Engineering	\$ 3,500.00	\$ -	
70	48	DD&B Construction	6/20/2022	General Contractor	\$ 15,000.00	\$ -	
71	49	Capitol Building Supply	6/22/2022	Materials	\$ 527.92	\$ -	
72	50	Mashariki Electrical	6/22/2022	Electrical	\$ 6,000.00	\$ -	
73	51	Hernandez Martinez Odil	6/22/2022	Drywall	\$ 1,500.00	\$ -	
74	52	JC Plumbing & Fire Sprinkler	6/22/2022	Plumbing	\$ 10,000.00	\$ -	
75	53	Alonso Dolecio	6/22/2022	Repairs	\$ 800.00	\$ -	
76	54	Spicher Security Systems	6/22/2022	Fire Alarm	\$ 198.44	\$ -	
77	55	Hernandez Martinez Odil	6/22/2022	Drywall	\$ 2,200.00	\$ -	
78	56	Hernandez Martinez Odil	6/22/2022	Fire Stop	\$ 800.00	\$ -	
79	57	Capitol Building Supply	6/23/2022	Materials	\$ 254.27	\$ -	
80	N/A	Josue Ramos	6/23/2022	Cleaning	\$ -	\$ 900.00	Ineligible - Cleaning is not an eligible expense
81	58	Hernandez Martinez Odil	6/27/2022	Drywall	\$ 4,068.00	\$ -	
82	59	Gerson Josue Arias Samaya	6/27/2022	Carpet/Flooring	\$ 1,000.00	\$ -	
83	60	JC Plumbing & Fire Sprinkler	6/27/2022	Plumbing	\$ 15,000.00	\$ -	
84	N/A	J&G Handyman LLC	6/28/2022	Trash Pickup	\$ -	\$ 1,527.00	Ineligible - Trash is not an eligible expense
85	N/A	Josue Ramos	6/30/2022	Cleaning	\$ -	\$ 870.00	Ineligible - Cleaning is not an eligible expense
86	61	Gerson Josue Arias Samaya	6/30/2022	Carpet/Flooring	\$ 4,355.11	\$ -	
87	62	Rutilio Rivera	7/2/2022	HVAC Ductwork	\$ 620.00	\$ -	
88-89	N/A	Dominion Electric Supply Company Inc.	7/5/2022	Electrical Supplies	\$ -	\$ 933.83	Ineligible - Paid by a separate entity (Laurel Contractor Cash Sale)
90	63	Capitol Building Supply	7/5/2022	Materials	\$ 305.28	\$ -	
91	64	Elder Leonel Valdivieso Mercado	7/5/2022	Electrical	\$ 550.00	\$ -	
92	65	Hernandez Martinez Odil	7/5/2022	Drywall	\$ 3,300.00	\$ -	
93	66	Mashariki Electrical	7/5/2022	Electrical	\$ 3,000.00	\$ -	
94-95	N/A	Scott Electric	7/8/2022	Electrical Supplies	\$ -	\$ 1,555.34	Ineligible - Paid by a separate entity (Laurel Contractor Cash Sale)
96	N/A	Scott Electric	7/8/2022	Electrical Supplies	\$ -	\$ 334.29	Ineligible - Paid by a separate entity (Laurel Contractor Cash Sale)
97	N/A	J&G Handyman LLC	7/8/2022	Trash Pickup	\$ -	\$ 736.35	Ineligible - Trash is not an eligible expense
98	67	Hernandez Martinez Odil	7/8/2022	Drywall	\$ 2,000.00	\$ -	
99	N/A	Josue Ramos	7/8/2022	Cleaning	\$ -	\$ 780.00	Ineligible - Cleaning is not an eligible expense

100	N/A	JJ Cheap Appliances	7/8/2022	Appliances	\$ -	\$ 1,900.00	Ineligible - Appliances are not an eligible expense.
101	68	Mashariki Electrical	7/8/2022	Electrical	\$ 1,500.00	\$ -	
102	69	Hernandez Martinez Odil	7/11/2022	Drywall	\$ 1,756.00	\$ -	
103	70	Mashariki Electrical	7/13/2022	Electrical	\$ 2,900.00	\$ -	
104	71	Mashariki Electrical	7/13/2022	Electrical	\$ 2,000.00	\$ -	
105	72	Raul Orellana	7/14/2022	Sprinkler	\$ 7,500.00	\$ -	
106	73	Linares Munoz Eder	7/18/2022	Flooring/Ceiling	\$ 4,000.00	\$ -	
107	74	Bushey Feight Morin (BFM)	7/21/2022	Architect	\$ 5,000.00	\$ -	
108	N/A	Josue Ramos	7/22/2022	Cleaning	\$ -	\$ 135.00	Ineligible - Cleaning is not an eligible expense
109	75	Linares Munoz Eder	7/22/2022	Flooring/Ceiling	\$ 4,000.00	\$ -	
110	76	Mashariki Electrical	7/22/2022	Electrical	\$ 3,600.00	\$ -	
111	N/A	J&G Handyman LLC	7/29/2022	Trash Pickup	\$ -	\$ 675.89	Ineligible - Trash is not an eligible expense
112	N/A	JJ Cheap Appliances	7/29/2022	Appliances	\$ -	\$ 3,300.00	Ineligible - Appliances are not an eligible expense.
113	77	Raul Orellana	8/8/2022	Sprinkler Heads	\$ 2,000.00	\$ -	
114	78	Elder Leonel Valdivieso Mercado	8/9/2022	Electrical Outlets	\$ 350.00	\$ -	
115	79	Elder Leonel Valdivieso Mercado	8/10/2022	Electrical Bay	\$ 480.00	\$ -	
116	80	Master Granite	8/11/2022	Granite	\$ 2,500.00	\$ -	
117	81	Elder Leonel Valdivieso Mercado	8/11/2022	Light hanging	\$ 480.00	\$ -	
118-119	N/A	Amazon	8/14/2022	Kitchen Faucets	\$ -	\$ 294.89	Ineligible - Paid by a separate entity (Pooja Berry)
120	82	Triad Engineering	8/16/2022	Fire Stop Inspection	\$ 383.50	\$ -	
121	N/A	Saint Anthony Enterprises	8/17/2022	Appliances	\$ -	\$ 2,850.00	Ineligible - Appliances are not an eligible expense.
122	83	Elder Leonel Valdivieso Mercado	8/18/2022	Electrical	\$ 700.00	\$ -	
123	84	Elder Leonel Valdivieso Mercado	8/23/2022	Electrical	\$ 350.00	\$ -	
124	85	Raul Orellana	8/24/2022	Sprinkler	\$ 5,000.00	\$ -	
125	N/A	Amazon	8/24/2022	Kitchen Faucets	\$ -	\$ 76.30	Ineligible - Paid by a separate entity (Pooja Berry)
126	86	Independent Glass Works	8/25/2022	Glass Repair	\$ 744.87	\$ -	
127	87	Elder Leonel Valdivieso Mercado	8/29/2022	Electrical	\$ 480.00	\$ -	
128	N/A	Josue Ramos	8/29/2022	Cleaning	\$ -	\$ 655.00	Ineligible - Cleaning is not an eligible expense
129	88	Amazon	8/30/2022	Motion Sensors	\$ 158.94	\$ -	
130	89	Elder Leonel Valdivieso Mercado	8/30/2022	Electrical	\$ 740.00	\$ -	
131	90	ABC Supply Co. Inc.	9/2/2022	Materials	\$ 233.20	\$ -	
132	91	Marks Mchanical Services LLC	9/6/2022	HVAC	\$ 2,500.00	\$ -	
133	N/A	JJ Cheap Appliances	9/6/2022	Appliances	\$ -	\$ 250.00	Ineligible - Appliances are not an eligible expense.
134	92	Ramon Lira De La Hoya	9/11/2022	Insulation	\$ 1,300.00	\$ -	
135	N/A	Amazon	9/13/2022	Loveseat Sofa	\$ -	\$ 731.34	Ineligible - Paid by a separate entity (Pooja Berry) - Ineligible - Furniture is not an eligible expense.
136	N/A	Amazon	9/13/2022	Armchairs	\$ -	\$ 1,065.24	Ineligible - Paid by a separate entity (Pooja Berry) - Ineligible - Furniture is not an eligible expense.
137	N/A	J&G Handyman LLC	9/16/2022	Trash Pickup	\$ -	\$ 534.00	Ineligible - Trash is not an eligible expense
138-139	N/A	Amazon	9/17/2022	Side Tables	\$ -	\$ 254.37	Ineligible - Furniture is not an eligible expense.
140	N/A	Josue Ramos	9/22/2022	Cleaning	\$ -	\$ 780.00	Ineligible - Cleaning is not an eligible expense
141	93	Vincente Lopez Edwin Francisco	9/27/2022	Painting	\$ 2,000.00	\$ -	
142	94	Ben Burdette	9/29/2022	Handyman	\$ 390.00	\$ -	
143	95	Vincente Lopez Edwin Francisco	9/30/2022	Painting	\$ 1,950.00	\$ -	
144	96	Raul Orellana	10/18/2022	Sprinkler	\$ 2,000.00	\$ -	
145	N/A	Junk B Gone	10/20/2022	Trash Pickup	\$ -	\$ 350.00	Ineligible - Trash is not an eligible expense
146	N/A	Linares Munoz Eder	10/20/2022	Repairs	\$ -	\$ 305.00	Ineligible - Paid by a separate entity (Downtown Investments LLC)
147	N/A	Josue Ramos	11/3/2022	Cleaning	\$ -	\$ 330.00	Ineligible - Cleaning is not an eligible expense
148	97	Triad Engineering	11/5/2022	Firestop	\$ 350.00	\$ -	

149	98	Fire-X	11/14/2022	Fire Signs	\$ 64.66	\$ -	
150	99	Capitol Building Supply	11/15/2022	Materials	\$ 95.34	\$ -	
152-153	N/A	Ben Burdette	11/16/2022	Repairs	\$ -	\$ 580.00	Ineligible - Paid by a separate entity (Downtown Investments LLC)
154	N/A	DD&B Construction	12/2/2022	General Contractor	\$ -	\$ 25,000.00	Ineligible - Check provided was never cashed. Developer states they will pay after check request is processed.
155	N/A	DD&B Construction	12/2/2022	General Contractor	\$ -	\$ 25,000.00	Ineligible - Check provided was never cashed. Developer states they will pay after check request is processed.
156	N/A	DD&B Construction	12/2/2022	General Contractor	\$ -	\$ 25,000.00	Ineligible - Check provided was never cashed. Developer states they will pay after check request is processed.
157	N/A	DD&B Construction	12/2/2022	General Contractor	\$ -	\$ 25,000.00	Ineligible - Check provided was never cashed. Developer states they will pay after check request is processed.
158	N/A	Amazon	12/2/2022	Water Meter	\$ -	\$ 269.38	Ineligible - Paid by a separate entity (Pooja Berry)
159	100	Otis Elevator	12/12/2022	Elevator	\$ 1,182.98	\$ -	
160-161	N/A	Amazon	3/14/2023	Exit Signs + Door Locks	\$ -	\$ 232.88	Ineligible - Beyond 12/31/2022 Receipt Date Deadline. - Ineligible - Paid by a separate entity (Pooja Berry)
162	N/A	Amazon	3/14/2023	Folding Advertising Sandwich Board	\$ -	\$ 153.59	Ineligible - Beyond 12/31/2022 Receipt Date Deadline. - Ineligible - Paid by a separate entity (Pooja Berry) - Ineligible - Furniture is not an eligible expense.
163	N/A	Ben Burdette	3/16/2023	Repairs	\$ -	\$ 75.00	Ineligible - Beyond 12/31/2022 Receipt Date Deadline.
164	N/A	Jesus Guzman	3/29/2023	Repairs	\$ -	\$ 220.00	Ineligible - Beyond 12/31/2022 Receipt Date Deadline.
<b>SUBTOTAL</b>					<b>\$ 293,443.31</b>	<b>\$ 213,305.08</b>	
<b>HOME DEPOT ITEMIZED TOTAL</b>					<b>\$ 84,531.68</b>	<b>\$ 18,156.94</b>	
<b>TOTAL RECEIVED RECEIPTS</b>					<b>\$ 377,974.99</b>	<b>\$ 231,462.02</b>	

**Additional Received Receipts 2/7/2024**

Page	Eligible Receipt Number	Paid To	Date Paid	Service	Eligible	Ineligible	Why
	101	Foundation Building					
	102	Materials	5/2/2022	Materials	\$ 12,006.25	\$ -	
	103	Lowe's	8/9/2022	Materials	\$ 1,044.91	\$ -	
	104	Lowe's	8/11/2022	Materials	\$ 82.41	\$ -	
	105	Lowe's	8/17/2022	Materials	\$ 492.72	\$ 4.75	Partially Ineligible - Cleaning supplies are not eligible expenses.
	106	Lowe's	8/19/2022	Materials	\$ 53.05	\$ -	
	107	Lowe's	8/19/2022	Materials	\$ 68.80	\$ -	
	108	Lowe's	8/19/2022	Materials	\$ 110.08	\$ -	
	109	Lowe's	8/23/2022	Materials	\$ 215.67	\$ -	
	110	Lowe's	8/25/2022	Materials	\$ 1,043.00	\$ -	
	111	Lowe's	8/29/2022	Materials	\$ 102.08	\$ -	
	112	Lowe's	9/1/2022	Materials	\$ 81.31	\$ -	
	113	Lowe's	9/5/2022	Materials	\$ 116.76	\$ -	
	114	ABC Supply Co. Inc.	9/13/2022	Materials	\$ 1,194.17	\$ -	
	115	Fire-X	10/6/2022	Part Installation	\$ 10.29	\$ -	
		Johnson Controls Fire Protection LP	10/31/2022	Fire Suppression	\$ 8,246.20	\$ -	
<b>SUBTOTAL</b>					<b>\$ 16,621.50</b>	<b>\$ 4.75</b>	
<b>Potential Additional Home Depot Receipts 2/7/2024</b>					<b>\$ 1,921.12</b>		Potentially Eligible - Unable to verify expenses.
<b>TOTAL RECEIVED RECEIPTS</b>					<b>\$ 396,517.61</b>		

City-Center Redevelopment Grant:

N/A  
Minimum Investment Required: \$750,000

# Hagerstown Project 6 W Washington Street

JC Plumbing		\$75,000
Mashariki Electricals		\$52,300
Hotel Contractor Group		\$37,000
Linarez Ceiling		\$13,055
Raul Orleanna Sprinkler		\$16,500
J J Appliance		\$11,150
Master Granite		\$3,500
Leo Electrical Helper		\$4,430
Hernandez Odil Drywall Install		\$15,624
Marks Mechanical HVAC		\$10,369
Otis Elevator Upgrades		\$10,000
Josue Ramos Evening Helpers		\$5,780
Carpet 2nd Floor Install		\$5,355
Vincente Lopez Paint Touch up		\$3,950
LS Grimm MEP Engineer Fess		\$12,000
BFM Architect		\$20,000
DD&B General Contractor		\$115,000
J&G Handyman for Trash Pick Up		\$6,504
Lowes Dishwashers Purchase		\$3,048
Gomez and Ramon for Insulation		\$2,800
Demo and Handyman Services		\$8,033
Triad Engineering		\$733
Johnson Control		\$21,042
Duct work Rutillio		\$620
Zelle Payments		\$33,498
Cash App Payments		\$4,786
Venmo Payments		\$39,953
Bank Credit Card Payments		\$111,811
Home Depot Pro Account		\$109,878
Amazon Purchases		\$4,537
Hub City Sprinklers		\$675
Cash Payments Paid Daily Labour		\$25,000
Fire Extinguishers		\$350
Misc Invoices		\$7,900

Roof Repairs	TBD	\$21,000
Electric Phase Change	TBD	\$15,000

\$792,181    \$36,000

Expenses	Summary Sheet	Eligible	Ineligible	Missing	Notes
JC Plumbing	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	
Mashariki Electricals	\$ 52,300.00	\$ 50,800.00	\$ 1,500.00	\$ -	Ineligible amounts paid by separate entity.
Hotel Contractor Group	\$ 37,000.00	\$ 34,000.00	\$ 3,000.00	\$ -	Ineligible amounts paid by separate entity.
Linarez Ceiling	\$ 13,055.00	\$ 12,750.00	\$ 305.00	\$ -	Ineligible amounts paid by separate entity.
Raul Orleana Sprinkler	\$ 16,500.00	\$ 16,500.00	\$ -	\$ -	
JJs Appliances	\$ 11,150.00	\$ -	\$ 8,300.00	\$ 2,850.00	Ineligible - Appliances are not an eligible expense.
Master Granite	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	
Leo Electrical Helper	\$ 4,430.00	\$ 4,430.00	\$ -	\$ -	
Hernandez Odil Drywall Install	\$ 15,624.00	\$ 15,624.00	\$ -	\$ -	
Marks Mechanical HVAC	\$ 10,369.00	\$ 7,500.00	\$ -	\$ 2,869.00	
Otis Elevator Upgrades	\$ 10,000.00	\$ 1,182.98	\$ -	\$ 8,817.02	
Josue Ramos Evening Helpers	\$ 5,780.00	\$ -	\$ 5,780.27	\$ (0.27)	Ineligible - Cleaning is not an eligible expense
Carpet 2nd Floor Install	\$ 5,355.00	\$ 5,355.11	\$ -	\$ (0.11)	Gerson Josue Arias Samaya
Vincente Lopez Paint Touch Up	\$ 3,950.00	\$ 3,950.00	\$ -	\$ -	
LS Grimm EP Engineer Fees	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	
BFM Architect	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	
DD&B General Contractor	\$ 115,000.00	\$ 15,000.00	\$ 100,000.00	\$ -	Ineligible - Check provided was never cashed. Developer states they will pay after check request is processed.
J&G Handyman for trash	\$ 6,504.00	\$ -	\$ 5,934.44	\$ 569.56	Ineligible - Trash is not an eligible expense
Lowes Dishwashers	\$ 3,048.00	\$ -	\$ 3,048.56	\$ (0.56)	Ineligible - Appliances are not an eligible expense.
Gomez and Ramon for Insulation	\$ 2,800.00	\$ 2,800.00	\$ -	\$ -	
Demo and Handyman Services	\$ 8,033.00	\$ -	\$ -	\$ 8,033.00	Unable to verify contractor referenced - Demo was part of hotel Contractor Group payments.
Triad Engineering	\$ 733.00	\$ 733.50	\$ -	\$ -	
Johnson Control	\$ 21,042.00	\$ 8,246.20	\$ -	\$ 12,795.80	
Duct work Rutillio	\$ 620.00	\$ 620.00	\$ -	\$ -	
Zelle Payments	\$ 33,498.00	\$ -	\$ -	\$ 33,498.00	Ineligible - Not a canceled check or receipt.
Cash App Payments	\$ 4,786.00	\$ -	\$ -	\$ 4,786.00	Ineligible - Not a canceled check or receipt.
Venmo Payments	\$ 39,953.00	\$ -	\$ -	\$ 39,953.00	Ineligible - Not a canceled check or receipt.
Bank Credit Card Payments	\$ 111,811.00	\$ -	\$ -	\$ 111,811.00	Ineligible - Not a canceled check or receipt.
Home Depot Pro Account	\$ 109,878.00	\$ 86,452.80	\$ 18,156.94	\$ 5,268.26	Ineligible expenses include beverages, beds/furniture, cleaning supplies, and material for other projects. \$1,921.12 included in potentially eligible expenses require receipts to determine final eligibility.
Amazon Purchases	\$ 4,537.00	\$ 158.94	\$ 3,077.99	\$ 1,300.07	Ineligible amounts paid by separate entity.
Hub City Spinklers	\$ 675.00	\$ 250.00	\$ -	\$ 425.00	Some expenses beyond 12/31/2022 receipt deadline.
Cash Payments Paid Daily Labour	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	Ineligible - Not a canceled check or receipt. Unable to verify what cash payments are being applied towards.
Fire Extinguishers	\$ 350.00	\$ -	\$ -	\$ 350.00	Part of Home Depot Expenses
Misc Invoices	\$ 7,900.00	\$ -	\$ -	\$ 7,900.00	See Eligible/Ineligible Receipt Breakdown
<b>Totals</b>	<b>\$ 792,181.00</b>	<b>\$ 376,853.53</b>	<b>\$ 149,103.20</b>	<b>\$ 266,224.77</b>	



# CITY OF HAGERSTOWN, MARYLAND

## Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)

Telephone: 301.739.8577, Ext. 111 • Website: [www.hagerstownmd.org/DCED](http://www.hagerstownmd.org/DCED)

05/08/2023

Mr. Jay Sachdev, Managing Member  
JR Investments, LLC  
6-16 W. Washington Street  
Hagerstown, MD 21740  
[Sachdevjay@gmail.com](mailto:Sachdevjay@gmail.com)  
301-653-9779

RE: Invest Hagerstown: City-Center Redevelopment Grant – 6 W. Washington Street

The City is providing this letter for clarification of the status and for the opportunity for work completion and corrective action.

### Current Status of Grant:

- 1- The grant approval letter states a project completion deadline of 06/30/2022. Your application indicated that you planned to complete the project by 03/03/2021, and the City provided additional time as contingency.
- 2- A deadline extension of 07/31/2022 was requested, and the City provided additional time as contingency of 12/31/2022. To date, the project remains incomplete with outstanding corrections still required on the second and third floors.
- 3- The deadline has passed, and an extension request is necessary for City-Center Grant consideration.

### Clarification on Project Costs:

The City is requiring a clear understanding of why the \$750,000 minimum investment requirement cannot be demonstrated by receipts.

- 1- The grant approval letter for \$250,000 of the Invest Hagerstown City Center Redevelopment Grant included a minimum project cost of \$750,000. Your application indicated that you anticipated a Total Project Cost of \$783,620 for the scope of work described.
- 2- Receipts for all work completed to date have been submitted and reviewed. Eligible receipts total \$391,624.59 (\$307,092.91 + \$84,531.68).
- 3- All submitted receipts shall be for only the scope of work for the property per the attached approved Scope of Work for the Invest Hagerstown Application.
- 4- The grant approval letter states receipts must be for eligible project costs for work listed, and must equal or exceed the "Total Grant and Minimum Required Match" amount shown. The City also reserves the right to request additional receipts matching these Total Project Costs.

- 5- Funds will only be disbursed after staff have verified that all work in the Application and Development Plan is completed to the City's satisfaction, including all required inspection approvals and that the receipts requirement have been met.

### **Opportunity for Work Completion:**

The following is an outline of property improvements that were listed in your project's approved scope of work that have not taken place at 6 W. Washington Street. These items shall be completed to City Satisfaction per original agreed upon scope of work for the project.

#### Outstanding/Corrective Actions Required from the attached Approved Application Scope of Work:

- 1- The unlevel flooring needs to be repaired. The original, approved, scope of work stated work would include "prep & or repair subfloor in areas where required". (J.D. Rock estimate – A.3.)
- 2- Residential units were fitted with used, or "scratch and dent", appliances, and need to be replaced with new units to match original application. The original, approved, scope of work stated work would include "installing new kitchen appliances in the kitchen areas" of each residential unit. (J.D. Rock estimate – B. 19.)
- 3- Appliances need to be installed so they open correctly and fully. Appliances shall follow a general standard of installation that permits freedom of movement and ventilation that complies with their listing label and the manufacturer's instructions and requirements.
- 4- Wood rot needs to be repaired on the sills and trim of the interior of the property. The original, approved, scope of work stated work would include "two coats of white semi-gloss paint to all newly installed base & crown moulding, and to existing window trim". (J.D. Rock estimate – B.23.)
- 5- Finishing work in residential units needs to be completed with new materials. This includes adding a closet system/closet shelf and clothes rod to each closet; permanently installing appropriately sized mirrors above each sink in each bathroom; and permanently installing towel racks and toilet paper holders in each bathroom. (Callas Estimate – Div. 10, Div. 22)

#### Items from the attached letter from Fire Marshall's Office dated 04/14/2023:

- 6- Sprinkler contractor must verify NST on stand pipe in lobby – and throughout building.
- 7- Suite 206 – Ceiling close in to accommodate sprinkler head which protects HVAC unit. All holes in ceiling & walls must be closed with fire caulking, or approved & sealed per fire code.
- 8- Fire alarm & sprinkler report still needed.

**General Guidelines:**

- 9- All work for the project must be performed by licensed, permitted contractors and must comply with local, state, and federal codes and ordinances. All code upgrades must be performed to City Code.
- 10- As referenced in the Invest Hagerstown Grant Approval Letter, the applicant must remain in Good Standing with the City of Hagerstown.

**Response Requested By 06/09/2023.**

**City is seeking response for the following by 06/09/2023:**

- 1- Timeline for the completion of all outstanding/corrective work.
- 2- Written commitment to address all items address in this letter, and written request for a deadline extension.
- 3- Estimates for the outstanding/corrective work from licensed contractors.
- 4- Financing plan for outstanding/corrective work.

**Next Steps:**

With this information, the City will review the deadline extension request.

If JR Investments does not provide all items detailed within this letter by June 09, 2023, the City may choose to act to declare default and terminate this Grant Approval.

We greatly appreciate you being a part of the City's business community, and strive to work towards the common goal of improving the image and quality of life in Hagerstown. We are happy to be able to partner with you on this and any future projects.

Please contact our office at (301) 739-8577 ext. 822, or email at [csiemerling@hagerstownmd.org](mailto:csiemerling@hagerstownmd.org) if you have any questions about this letter.

Sincerely,

*Christopher Siemerling*

Christopher J. Siemerling  
Economic Development Specialist

C: Invest Hagerstown Review Committee

**Attachments:**

- 1- Original Approval Letter
- 2- 06/30/2022 Dated Grant Extension Approval Letter
- 3- Notice of Inspection from Fire Marshall's Office
- 4- Eligible/Ineligible Receipt Breakdown
- 5- Eligible/Ineligible Home Depot Receipt Breakdown
- 6- Approved Scope of Work for Reference



## Community & Economic Development

Advancing the Economy, Image and Quality of Life

June 30, 2022

Mr. Jay Sachdev, Managing Member  
JR Investments, LLC  
6-16 W. Washington Street  
Hagerstown, MD 21740  
[Sachdevjay@gmail.com](mailto:Sachdevjay@gmail.com)  
301-653-9779

**RE: Invest Hagerstown: City Center Grant Extension Request**

Dear Mr. Sachdev,

The Invest Hagerstown Review Committee have received your request for an extension of your and City Center Redevelopment Grant deadline of **6/30/2022**. After discussion, the Review Committee is in agreement to provide your **FIRST** extension request, and has provided an additional buffer to **12/31/2022**.

We thank you for your investment in our community, and believe your project will support the goals of the grant program, and will contribute to the City's economic development and community development efforts. Please continue to provide regular project updates so we are able to best assist you moving forward.

**Grant Notice:**

**JR Investments, LLC**

**Property Address: 6-16 W. Washington Street**

**Grant Amount: \$250,000**

**Minimum Required Match: \$500,000**

**Total Grant and Minimum Required Match: \$750,000 (Submitted receipts must total this amount.)**

**Total Project Costs: \$783,620**

**Approval Date: 4/27/21**

**Approval Status: ☒ Planned or ☐ In Progress**

**Receipt Date: Date on each receipt must be after: 4/27/21**

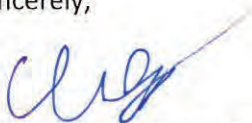
**Project must Start by: (within 6 months of approval): 11/1/21**

**Completion Date/Receipt Submission Deadline Date: ~~6/30/22~~ Extension To 12/31/2022**

City of Hagerstown  
Department of Community & Economic Development  
14 N. Potomac Street, Suite 200A  
Hagerstown, MD 21740  
(301) 739-8577 Ext. 111  
Email: [dcled@hagerstownmd.org](mailto:dcled@hagerstownmd.org)

We look forward to continuing working with you and your organization in Hagerstown. If you should have any questions about this approval, please feel free to contact me directly at 301-797-6294, or via email at [csiemerling@hagerstownmd.org](mailto:csiemerling@hagerstownmd.org).

Sincerely,



Christopher J. Siemerling  
Economic Development Specialist  
Department of Community & Economic Development  
City of Hagerstown

c: DCED Review Committee



## Community & Economic Development

Advancing the Economy, Image and Quality of Life

[www.hagerstownmd.org](http://www.hagerstownmd.org)

June 11, 2021

Mr. Jay Sachdev, Managing Member  
JR Investments, LLC  
6-16 W. Washington Street  
Hagerstown, MD 21740  
[Sachdevjay@gmail.com](mailto:Sachdevjay@gmail.com)  
301-653-9779

### RE: Invest Hagerstown: City Center Grant Program

Dear Mr. Sachdev,

We are pleased to inform you that your application for a grant has been approved, and we are pleased to provide you this Commitment Letter.

#### Grant Notice:

JR Investments, LLC

Property Address: 6-16 W. Washington Street

Grant Amount: \$250,000

Minimum Required Match: \$500,000

Total Grant and Minimum Required Match: \$750,000 (Submitted receipts must total this amount.)

Total Project Costs: \$783,620

Approval Date: 4/27/21

Approval Status: ☒ Planned or ☐ In Progress

Receipt Date: Date on each receipt must be after: 4/27/21

Project must Start by: (within 6 months of approval): 11/1/21

Completion Date/Receipt Submission Deadline Date: 6/30/22

As a reminder, the all policies and guidelines of the grant program apply, and they include the following:

1. Applicant must complete project consistent with the attached Guidelines, Application, Development Plan and Budget.
2. Receipts must be for eligible projects costs for work listed and must equal or exceed the "Total Grant and Minimum Required Match" amount shown above. The City reserves the right to request additional receipts matching Total Project Costs.
3. A project will have an Approval Status of either "Planned" or "In Progress." For projects approved as "Planned," the date on each receipt must be after the Approval Date. For projects approved as "In Progress," the date on each receipt must be within 90 days prior to the Approval Date. The date on all receipts submitted must be after the "Receipt Date" shown above.

City of Hagerstown  
Department of Community & Economic Development  
14 N. Potomac Street, Suite 200A  
Hagerstown, MD 21740  
(301) 739-8577 Ext. 111  
Email: [dcled@hagerstownmd.org](mailto:dcled@hagerstownmd.org)

4. All receipts must be submitted by the "Completion Deadline Date/Receipt Submission Deadline Date."
5. The applicant shall purchase the product or services, then submit the paid receipts once project is completed.
6. Funds will only be disbursed after staff have verified that all work in the Application and Development Plan is completed to the City's satisfaction including all required inspection approvals and that the receipts requirement has been met.
7. The applicant must complete the attached City of Hagerstown Vendor Forms. The City of Hagerstown will issue a 1099 form following grant disbursement, and the grant may be taxable.
8. The applicant must remain in good standing with the City of Hagerstown.
9. Any code upgrades required for the project must be performed to City Code and must be completed by a licensed, permitted contractor.
10. All work for the project must be performed by licensed, permitted contractors.
11. All work must comply with local, state, and federal codes and ordinances.
12. The City has the right to terminate the grant commitment and reallocate the funds if not used by the "Completion Deadline Date" shown above.

The City of Hagerstown believes your project will support the goals of the grant program, and will contribute to the City's economic development and community development efforts.

Congratulations on your grant award, and please contact our office at (301) 739-8577 ext. 111 or [DCED@hagerstownmd.org](mailto:DCED@hagerstownmd.org) if you have any questions about this approval.

Sincerely,



Jill F. Thompson  
Director of Community & Economic Development  
City of Hagerstown

Attachments:

- City of Hagerstown Vendor Forms
- Program Guidelines
- Project Application
- Development Plan and Budget

c: DCED Review Committee

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

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**Topic:**

Invest Hagerstown: Recommendation for Forfeited Funds ; Christopher Siemerling, Economic Development Specialist. Amanda Gregg, Finance Specialist.

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

031224\_WS\_IH\_Forfeitures.pdf

**Description**

Invest Hagerstown:  
Recommendation for  
Forfeited Funds.



# CITY OF HAGERSTOWN, MARYLAND

## Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)

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TO: Scott Nicewarner, City Administrator

FROM: Christopher Siemerling, Economic Development Specialist  
Amanda Gregg, Finance Specialist

DATE: March 12, 2024

RE: Invest Hagerstown: Recommendation for Forfeited Funds

At the March 12, 2024 Work Session, staff will review a recommendation for use of Forfeited City Center Redevelopment Grant Funds in the Invest Hagerstown Program.

The total Forfeited City Center Redevelopment Grant funds to date are:

Developer	Property Address	Amount	Notes
Gideon Properties, LLC	72 W. Washington St.	\$750,000	
City Sprouts, LLC	37 & 49 Jonathan St.	\$230,000	
Firehouse Rentals LLC	105-107 N. Potomac St.	-\$150,000	\$150,000 of forfeited funds utilized towards 105-107 N. Potomac St. project.
<b>TOTAL FORFEITED FUNDS</b>		<b>\$830,000</b>	

Staff recommend keeping \$500,000 in the City Center Redevelopment Grant Fund for anticipated projects. Staff recommend reallocating \$330,000 of this funding to any of the 4 Invest Hagerstown programs listed below on a first come, first served basis.

Recommend - Keep in City Center Redevelopment Grant Funds	\$500,000
Recommend - Reallocate to any of the 4 programs	\$330,000

The remaining balance of FY2024 funds for the City Center Redevelopment Grant is as follows:

1. City Center Redevelopment Grant \$0.00

The 4 Invest Hagerstown programs and the remaining balance of FY2024 funds are as follows:

2. City Wide Redevelopment Grant \$28,479.81 (\$28,165 current FY24 and \$314.81 rollover/forfeited = \$28,479.81)
  3. Rental Rehabilitation Grant \$0.00
  4. Homeownership Grant Program \$0.00
  5. Sign and Façade Grant Program \$19,610.00 (\$8,660 current FY24 and \$10,950 rollover/forfeited = \$19,610.00)
- 
- Total \$48,089.81

c: Review Committee

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

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**Topic:**

Proposed Amendments to Chapter 204, Signs – The Billboard Ordinance – *Kathleen Maher, Director of Planning & Code Administration and Paul Fulk, Neighborhood Services Manager*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

M\_CC\_packet\_update\_Billboard\_ord\_3\_12\_2024.pdf  
Billboards\_Aug\_2023.pdf

**Description**

Update Billboard Ordinance  
Map of Billboards



# CITY OF HAGERSTOWN, MARYLAND

## Planning & Code Administration Department

One East Franklin Street • Hagerstown, MD 21740

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## MEMORANDUM

**TO:** Scott Nicewarner, City Administrator

**FROM:** Kathleen A. Maher, Director  
Paul Fulk, Neighborhood Services Manager

**DATE:** February 27, 2024

**SUBJECT:** Proposed Amendments to Chapter 204, Signs – The Billboard Ordinance

Staff will be present at the March 12 work session to follow up on the discussion of December 12, 2023 regarding a proposed update to Chapter 204, Signs. While this chapter is called signs, it is actually the section of the code addressing billboards or off-premises advertising. The proposed changes were recommended in response to requests from the public, to make changes consistent with County and/or State Highway Administration (SHA) provisions, and to update language that has become dated or is inconsistent with Supreme Court direction on signs.

On December 12, the Mayor and Council indicated support for the proposed changes. Staff's next step was to advise the billboard owners in the city of the proposed changes and return back with any feedback received. Only one billboard owner responded to our contact and they had no comments.

### Proposed Changes

Attached is the memo and draft ordinance presented on December 12. The following is an overview of the proposed changes:

1. Sec. 204-1, 204-2, 204-3, 204-5, 204-6, 204-new 7, 204-new 8, 204-new 9. – Minor tweaks to language to clarify terms, definitions, the date for grandfathered signs, and the administrative and appeal process. Administration would go from the Chief Code Official to the Department (PCAD).
2. Sec. 204-3 and 204-4. Define the institutional district (INST), the mixed-use districts (CC-MU and N-MU), and the residential districts (RMOD, RMED, RH, and RO) and identify them as prohibited locations for billboards. Our code currently prohibits billboards in residential districts. The County and SHA also prohibit billboards in

residential areas. The INST, CC-MU and N-MU districts either include residential properties or are in close proximity to residential properties.

3. Sec. 204-4. Remove all the exception provisions since they apply to on-premise signs (not off-premise/billboards) and because the Supreme Court prohibits making regulation distinctions for signs based on sign message content.
4. Sec. 204-6 (A). Reduce the spacing requirements between billboards from 500 feet to 300 feet to match SHA's requirement.
5. Sec. 204-6 (B). Make it clear the street setback provision is for freestanding billboards and not building-mounted billboards.
6. Sec. 204-6 (B). Add intersection right-of-way setback requirements for freestanding billboards – 300 feet from a Dual Highway intersection and 100 feet from any other intersection to match the County requirement.
7. Sec. 204-6 (C). Make it clear the illumination prohibition for proximity to residential areas is for internally illuminated or digital billboards.
8. Sec. 204-6 (E). Allow freestanding billboards to also be three-sided in a triangular configuration which is allowed in SHA's provisions.
9. Sec. 204-6, (F) and (G). Delete the provisions about trim work on signs and length and width of signs.
10. Sec. 204-6 (new F). Add area maximum for building-mounted billboards that is one square foot per linear foot of the wall it is mounted on with a maximum of 300 square feet. One square foot per linear foot is the measure for wall-mounted signs on smaller downtown buildings.
11. Sec. 204-6 (new G). – Allow digital billboards with auto-dimming and stationery image restrictions to match SHA's provisions.
12. Sec. 204-7. Remove the landscaping provisions around freestanding billboards.
13. Sec. 204-new 8 (A)1. – Have the portable sign prohibition be for any such sign, not just those with changeable message boards, to match SHA's requirement.
14. Sec. 204-new 8 (A)2. – Clarify the lighting feature which is prohibited – strobing and revolving, not flash, blink, or turn on and off – and that digital signs are not included in the prohibition.

15. Sec. 204-new 8 (A)5. – Prohibit any signs which mimic traffic signs or which obscure traffic control devices and obscure drivers' view of other traffic to match SHA's restrictions.
16. Sec. 204-new 8 (A)6. – Add prohibition for any sign visible from the interstate or a state or federal scenic byway, unless otherwise approved by SHA or FHA, to match SHA's restrictions.
17. Sec. 204-new 10. Add an expiration provision if an old billboard has transitioned into being an on-premise sign. The former billboard would be considered non-conforming for an on-premise sign and subject to the provisions of the Land Management Code (chapter 140).

### **Next Steps**

If the Mayor and Council are ready to take action, we can schedule introduction of the ordinance to update the code for the March 26 regular meeting. If approved at the end of April, the updated code would become effective 30 days later.

### **Attachments**

C:     Blaine Mowen, Chief Code Official  
       Jill Thompson, DCED Director  
       Doug Reaser, Economic Development Manager  
       Ann Rotz, City Attorney  
       Jason Morton, City Attorney



# CITY OF HAGERSTOWN, MARYLAND

## Planning & Code Administration Department

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## MEMORANDUM

**TO:** Scott Nicewarner, City Administrator

**FROM:** Kathleen A. Maher, Director  
Paul Fulk, Neighborhood Services Manager

**DATE:** December 6, 2023

**SUBJECT:** Proposed Amendments to Chapter 204, Signs – The Billboard Ordinance

Staff will be present at the December 12 work session to review Chapter 204 and proposed amendments to this code in response to requests from the public and to update language that has become dated or is inconsistent with Supreme Court direction on signs.

### **Summary of Current Off-Premises Advertising Sign Regulations (Chapter 204 – Signs)**

Chapter 204 regulates off-premises advertising signs or billboards. Such signs are used to promote activity, events, or enterprises that are located on a different property from where the sign is located. The purpose of these regulations is to reasonably accommodate off-premises advertising signs while also establishing minimum standards intended to further traffic safety, maintain and enhance the aesthetic environment of the city, and minimize possible adverse effects of signs on nearby public and private property. This code is administered by the Chief Code Official. Chapter 204 dates to at least 1967 and was repealed and readopted with revisions in 1999. This code has not been modified since.

The following is a quick summary of the City's billboard provisions:

1. billboards are prohibited in residential zoning districts and must be setback from residential districts by 100 feet if unlit and 500 feet if lit;
2. billboards must be distanced from one another by at least 500 feet;
3. there can be no more than one billboard per property;
4. the maximum height of a freestanding billboard is 30 feet;
5. the maximum size of a sign face is 300 square feet;
6. billboards may contain one or two sign faces, but a billboard with two sign faces must have the signs faces placed back-to-back;
7. billboards must be setback 25 feet from the street right-of-way;
8. there are landscaping provisions for the base of billboards; and

9. the following types of off-premise advertising signs are prohibited in the city:
  - a. portable signs
  - b. rooftop signs
  - c. signs attached to stationary equipment
  - d. signs with lights that flash, blink, or turn off intermittently.

As you can see from the attached map and inventory of the existing billboards in the city, many of the billboards in the city pre-date some or many of the above code provisions. They would be considered grandfathered.

Attached is a summary document that compares City billboard regulations with what is required by Washington County for outside city locations and what is required by the State Highway Administration for signs along federal or state roadways.

### Requests Requiring Code Amendment

Over the last several years, Planning staff have been contacted by several individuals regarding requests that would require amendment to Chapter 204 or requesting that we not make certain revisions to the code. The following are the requests:

1. A property owner with two billboards containing 4 sign faces in the CG zoning district indicated he would like to be able to have digital billboards. ***(#9d above prevents staff from approving digital billboards.)***
2. A representative from one of the three billboard owners in the city requested that we not amend the code to allow digital billboards, because it would put him at a competitive disadvantage.
3. A representative of a local development company indicated they would like to be able to put up three-sided billboards in the city, like are in place near the corner of Massey and Halfway Blvd. ***(#6 above prevents staff from accommodating such a request.)***
4. A property owner in the downtown area has indicated they would like to put up a building-mounted digital sign to advertise their business and to promote activities and enterprises that are located off-premises. ***(#7 and #9d above prevents staff from approving an off-premise advertising sign with these characteristics.)\****

\*An additional impediment for the fourth request is that City Code does not allow a single sign to be both an on-premise and off-premise advertising sign. On-premise advertising signs are regulated by the zoning ordinance with certain provisions. Off-premise advertising signs are regulated by Chapter 204 with another set of quite different provisions. Recent Supreme Court direction on signs prohibits sign regulation distinctions based on sign content, but does allow sign regulation distinctions based on location – such as on- or off-premises. There is not a way to accommodate this hybrid request without perhaps discarding all of the City's sign provisions. The zoning ordinance would allow the property in question to have a sizeable on-premise advertising sign. If

Chapter 204 were amended, they could also install a wall-mounted, digital sign as desired for off-premises advertising (if approved by SHA).

### Proposed Amendments

Staff are proposing the following amendments to update the code, to be consistent with other jurisdictions' codes where it seems prudent to do so, and to remove provisions or restrictions in the existing code which no longer seem desirable or necessary. The proposed amendments can be seen in the attached copy of the ordinance with changes highlighted in red.

1. Sec. 204-1, 204-2, 204-3, 204-5, 204-6, 204-new 7, 204-new 8, 204-new 9. – Minor tweaks to language to clarify terms, definitions, the date for grandfathered signs, and the administrative and appeal process. Administration would go from the Chief Code Official to the Department. (PCAD).
2. Sec. 204-3 and 204-4. Define the institutional district (INST), the mixed-use districts (CC-MU and N-MU), and the residential districts (RMOD, RMED, RH, and RO) and identify them as prohibited locations for billboards.
  - a. **WHY?** – the code already prohibits billboards in residential districts.
  - b. **WHY?** – residential areas/districts are also prohibited billboard locations by the County and State Highway Administration.
  - c. **WHY?** – the INST, CC-MU and N-MU districts either include residential properties or are in close proximity to residential properties.
3. Sec. 204-4. Remove all the exception provisions.
  - a. **WHY?** – they apply to on-premise signs which is not the subject of this chapter.
  - b. **WHY?** – a 2022 Supreme Court decision prohibits making distinctions in sign regulations based on the content of the sign message. The decision does allow a distinction based on location – on-premise versus off-premise.
4. Sec. 204-6 (A). Reduce the spacing requirements between billboards from 500 feet to 300 feet.
  - a. **WHY?** – this matches the State Highway Administration's requirement.
5. Sec. 204-6 (B). Make it clear the street setback provision is for freestanding billboards and not building-mounted billboards.
  - a. **WHY?** – it would appear that this code did not factor in the possibility of building-mounted billboards.
6. Sec. 204-6 (B). Add intersection right-of-way setback requirements for freestanding billboards – 300 feet from a Dual Highway intersection and 100 feet from any other intersection.
  - a. **WHY?** – this matches the County requirement.

7. Sec. 204-6 (C). Make it clear the illumination prohibition for proximity to residential areas is for internally illuminated or digital billboards.
  - a. **WHY?** – external light washing over a sign does not create a significant impact, however internally glowing or digital signs could.
8. Sec. 204-6 (E). Allow freestanding billboards to also be three-sided in a triangular configuration.
  - a. **WHY?** – this is allowed in the State Highway Administration's provisions.
  - b. **WHY?** – it was requested by a local company.
9. Sec. 204-6, (F) and (G). Delete the provisions about trim work on signs and length and width of signs.
  - a. **WHY?** – Not necessary in staff's opinion. Maximum square footage provision is enough.
10. Sec. 204-6 (new F). Add area maximum for building-mounted billboards that is one square foot per linear foot of the wall it is mounted on with a maximum of 300 square feet.
  - a. **WHY?** – the formula proposed takes into consideration placement of billboards on relatively small buildings or for much more expansive buildings. Doesn't seem appropriate to have the same parameter for each circumstance.
  - b. **WHY?** – one square foot per linear foot is the maximum for building-mounted on-premise signs for storefronts downtown that are 50 feet or less wide.
11. Sec. 204-6 (new G). – Allow digital billboards with auto-dimming and stationery image restrictions.
  - a. **WHY?** – this matches the State Highway Administration's provisions.
  - b. **WHY?** – the auto-dimming and stationery image restrictions are also in the Land Management Code for on-premise signs.
  - c. **WHY?** – digital signs have been requested by a property owner.
12. Sec. 204-7. Remove the landscaping provisions around freestanding billboards.
  - a. **WHY?** – this creates maintenance issue which looks unsightly if untended and creates enforcement work for staff.
  - b. **WHY?** – nearly all existing freestanding billboards pre-date this requirement, so none of them have it anyway.
13. Sec. 204-new 8 (A)1. – Have the portable sign prohibition be for any such sign, not just those with changeable message boards.
  - a. **WHY?** – this matches the State Highway Administration's requirement.
  - b. **WHY?** – the issue of concern was portability and impermanence, not message type.

14. Sec. 204-new 8 (A)2. – Clarify the lighting feature which is prohibited – strobing and revolving, not flash, blink, or turn on and off – and that digital signs are not included in the prohibition.
  - a. **WHY?** – strobing and revolving is the lighting issue of concern in current times.
  - b. **WHY?** – makes it clear digital signs are not included in the prohibition.
15. Sec. 204-new 8 (A)5. – Prohibit any signs which mimic traffic signs or which obscure traffic control devices and obscure drivers' view of other traffic.
  - a. **WHY?** – this matches State Highway Administration's restrictions and is sensible for any roadway.
16. Sec. 204-new 8 (A)6. – Add prohibition for any sign visible from the interstate or a state or federal scenic byway, unless otherwise approved by SHA or FHA.
  - a. **WHY?** – matches State Highway Administration's restrictions.
17. Sec. 204-new 10. Add an expiration provision if an old billboard has transitioned into being an on-premise sign. The former billboard would be considered non-conforming for an on-premise sign and subject to the provisions of the Land Management Code (chapter 140).
  - a. **WHY?** – there are at least two former billboards that at some point in the past transitioned to being signs for the business on that location and are no longer advertising off-premise enterprises, events, etc. Having that sign no longer considered a billboard removes it from the sign distancing provisions for new billboards.
  - b. **WHY?** – a property owner has requested to install a building-mounted billboard which is too close to one of these expired billboards. This change would allow the new billboard to be approved.

## Next Steps

When the Mayor and Council are ready, proposed amendments can be added to a future regular session to start the introduction and approval process.

## Attachments

C:

Blaine Mowen, Chief Code Official  
Jill Thompson, DCED Director  
Doug Reaser, Economic Development Manager  
Ann Rotz, City Attorney  
Jason Morton, City Attorney

## Chapter 204 Signs – Off-premises and Billboards

### 204-1. Short title.

This chapter shall hereinafter be known and cited as the "Sign Billboard Ordinance."

### §204-2. Purpose.

- A. There is a significant relationship between the manner in which off-premises advertising signs and billboards are displayed and the public safety and the value and economic stability of adjoining properties. The reasonable display of off-premises advertising signs and billboards is necessary as a public service and necessary in order to conduct competitive commerce and industry.
- B. The purpose of this chapter is to establish minimum standards for off-premises advertising signs and billboards within the City of Hagerstown to further traffic safety by minimizing distractions and obstructions, to encourage the effective use of signs as a means of communication, to maintain and enhance the aesthetic environment and the City's ability to attract sources of economic development and growth, to minimize the possible adverse effects of off-premises advertising signs and billboards on nearby public and private property and to enable the fair and consistent enforcement of this chapter.

### §204-3. Definitions.

Unless otherwise expressly stated or the context clearly indicates a different intention, the following terms shall, for the purpose of this chapter, have the meanings indicated in this section:

**BILLBOARD** - ~~An freestanding outdoor advertising structure.~~ off-premises board displaying advertisements

**DEPARTMENT** – Planning and Code Administration Department

**DIGITAL SIGN** - A sign which automatically changes message or copy electronically to create static images of a certain fixed duration. For purposes of this Chapter a digital sign shall not include full-motion video or scrolling, rolling or dissolving images, or signs maintained by the City of Hagerstown within the public right-of-way for a public purpose or benefit.

**FACE** - The surface of any sign or billboard upon, against, or through which the message is displayed or illustrated on said sign or billboard.

**FREESTANDING** - Any structure not permanently affixed or attached to a building or other permanent improvement.

**INSTITUTIONAL ZONING DISTRICT** – The INST zoning district as defined in Chapter 140.

**LOT** - Any piece or parcel of land or a portion of a subdivision that is recorded in the land records of Washington County, Maryland.

**MIXED-USE ZONING DISTRICTS** – The CC-MU and N-MU zoning district as defined in Chapter 140.

**OFF-PREMISES ADVERTISING SIGN** - Any sign, billboard or other structure or vehicle which advertises an event, product, service, business or entertainment media which is not available or located on the premises. An off-premises advertising billboard includes any sign, billboard or other structure which displays multiple messages and includes at least one message which advertises anything which is not available or located on the premises.

**ON-PREMISES SIGN** – Any sign, billboard or other structure or vehicle which advertises an event, product, service, business or entertainment media which is available or located on the premises.

**PORTABLE SIGN** -Any **off-premises advertising** sign not permanently affixed to the ground or a building or not designed to be permanently attached to the ground or a building.

**PREMISES** – Any single parcel or lot of real property in the City, including the land and all improvements or structures, upon which a sign is located.

**RESIDENTIAL ZONING DISTRICT** – The RMOD, RMED, RH, and RO zoning districts as defined in Chapter 140.

**ROOFTOP SIGN** - Any **off-premises advertising** sign located on or attached to the roof of a building, garage, shed or other structure, including a porch roof, lower level roof or a roof on any level of such structure.

**SIGN** - Any structure, display or device that is arranged, intended, designed or used as an **off-premises** advertisement, announcement, identifier, description, or direction to attract the public's attention.

**SUBSTANTIAL RECONSTRUCTION** – Replace or rebuild existing off-premises advertising sign that changes the structural design of the original off-premises advertising sign, height, number of sign faces, type of sign face, etc.

#### **§204-4. Residential Location restriction.**

It shall be unlawful for any person to erect and thereafter maintain within any residential, **mixed-use, or institutional** zoning district of the City any billboard or **other off-premise** advertising sign, ~~with the following exceptions, which is visible from other properties in those districts or from a public right-of-way.~~

- ~~A. Real estate signs. Real estate signs erected temporarily for the purpose of advertising the sale or rental of only the premises or a portion of the premises upon which they are located provided that if any such sign is erected, it shall be removed as soon as it has served its purpose, that is, immediately upon the sale or the rental of such premises or portion thereof, and provided, further, that no such sign shall exceed eight square feet in area. This exception is not intended to permit the erection of signs advertising the rental of rooms for temporary lodging to tourists or other transients, the erection and maintenance of which signs are hereby expressly prohibited.~~
- ~~B. Professional nameplates. Professional nameplates not exceeding one square foot in area.~~
- ~~C. Signs and bulletin boards. A sign or bulletin board not exceeding 12 square feet in area, so placed as not to interfere with or obstruct the view across any intersecting street and erected upon the premises of a church or charitable institution for the purpose of displaying the name and activities hereof or the service to be held therein.~~
- ~~D. Governmental signs. Signs of any size or shape erected by or under the direction of any governmental body or agency in any location for purpose of promotion, identification, direction, safety or convenience of the public.~~
- ~~E. Subdivision identification. Permanent subdivision identification signs which do not exceed 20 square feet in surface area per face, limited to two faces, not exceeding one per main entrance and set back 15 feet from the curb line.~~
- ~~F. Development signs. Temporary development signs advertising the sale or rental or structures which have a maximum surface area of 60 square feet, limited to two faces, maximum height of 15 feet, indirectly illuminated, and set back 10 feet from the street line.~~
- ~~G. Construction sign. Temporary construction signs limited to one each for contractors, architects, financing, etc., nonilluminated and set back 15 feet from the street line, and permitted only while construction is in progress or for such time as may be required by federal requirements for financing for extending advertising.~~
- ~~H. Historic signs. Memorial tablets or signs and historical markers, flags, and insignias of bona fide civic, charitable, fraternal and welfare or religious organizations and national flags and flags of political subdivisions of the United States.~~
- ~~I. Political signs. One or more political campaign signs which, in the aggregate, do not exceed a total of 32 square feet in area, on any privately owned lot. Each such sign shall be erected and maintained in compliance with all applicable election laws.~~
- ~~J. Nonbusiness signs. Nonbusiness signs may be erected for a period not to exceed 90 days in any calendar year by or for the owner or lawful occupant of any lot or structure which said signs, in aggregate, do not exceed a total of six square feet in area, nonilluminated.~~

~~Such signs must be set back at least 10 feet from the curbline on any lot or fixed to an occupied dwelling, structure or building, except where such dwelling, structure or building is located less than 10 feet from the curb and in that event the setback is the lesser of 10 feet or the distance between the dwelling structure or building and the curbline.~~

**§204-5. Off-premises advertising sign restrictions.**

- A. No off-premises advertising sign which was not in existence ~~on the effective date of this chapter prior to March 15, 1999~~ shall be permitted within the City limits of the City of Hagerstown, unless said sign is in compliance with the provisions of this chapter. Any off-premises advertising sign existing outside of the City limits immediately prior to annexation, which is subsequently annexed into the City limits, shall be considered to have existed ~~on the effective date of this chapter prior to March 15, 1999~~.
- B. No increase in size or height, ~~number of sign faces, change to digital, internally illuminated sign face,~~ or relocation of an existing off-premises advertising sign shall be permitted after ~~the effective date of this chapter~~ March 15, 1999, unless ~~the property and off-premises advertising sign is~~ in compliance with this chapter.
- ~~C. No off-premises advertising sign in existence on the effective date of this chapter, that is illegal or otherwise violative of any law, ordinance, or regulation, shall be deemed lawful merely as a result of its compliance with this chapter. This chapter is in addition to, and does not supersede, any existing law, ordinance or regulation that may be applicable.~~
- D. It shall be unlawful for any person, partnership, corporation, or other entity to own, construct or maintain an off-premises advertising sign within the City limits of the City of Hagerstown without first obtaining a **building** permit for such off-premises advertising sign and remitting the required permit fee. A **building** permit is required for each off-premises advertising sign, regardless of size or type. No **building** permit shall be issued unless the off-premises advertising sign is in compliance with the standards, restrictions and requirements of this chapter. This permit requirement shall not be applicable to any off-premises advertising sign in existence ~~on the effective date of this chapter prior to March 15, 1999~~, except upon replacement thereof or the substantial reconstruction, repair, or modification thereof.
- E. All **building** permit applications for off-premises advertising signs shall be filed with the ~~building inspector and shall state the following:~~ Department.
  - ~~(1) The name and address of the owner of the off-premises advertising sign and the name and address of the owner of the property on which the said sign is or will be located.~~

~~(2) A statement that the off-premises advertising sign is or will be constructed in accordance with all applicable state and City regulations, including the building and electrical codes in effect at the time of construction.~~

~~(3) The approximate location of the off-premises advertising sign and the approximate location of buildings on the property where the said sign is or will be located.~~

~~(4) The size, height, setback, type and number of faces on each off-premises advertising sign.~~

~~(5) The date of the construction of the off-premises advertising sign and the company, number, state permit number and building permit number, if any.~~

~~F. Any off-premises advertising sign which has not been issued a permit from the building inspector and the requisite permit fee paid shall be removed within 60 days of written notification by the building inspector the owner of said sign or landowner upon which the off-premises advertising sign is located.~~

~~G. The permit issued for each off-premises advertising sign will be displayed on the molding, trim or base on the lower right corner of each off-premises advertising sign in a manner to be readable from the ground. Each permit shall contain the name of the owner of the said sign, the current address and phone number of the owner and the voltage of any electrical apparatus used.~~

~~H. The permit fee for each off-premises advertising signs shall be established and specified by the Mayor and City Council from time to time.~~

#### **§204-6. Standard for off-premises signs.**

The following standards shall apply to all off-premises advertising signs which are constructed after ~~the effective date of this chapter~~ March 15, 1999 and to existing off-premises advertising signs which are replaced entirely or are substantially reconstructed, repaired or modified.

A. Not more than one off-premises advertising sign shall be allowed per lot and no new off-premises advertising sign shall be located within ~~500~~ 300 feet of any existing off-premises advertising sign, regardless of the number of lots in between. This restriction shall not be applicable to any off-premises advertising sign ~~in existence on the effective date of this chapter~~ prior to March 15, 1999 when said sign is ~~being replaced; reconstructed; repaired without substantial reconstruction or modified.~~

B. All ~~freestanding~~ off-premises advertising signs shall be set back not less than 25 feet from the right-of-way line of all streets. ~~All freestanding off-premises advertising signs shall be setback at least 300 feet from an intersection of the Dual Highway and at least 100 feet from any other intersection.~~ This setback line restriction shall not be applicable to any off-premises advertising sign ~~in existence on the effective date of this chapter~~

prior to March 15, 1999 when said sign is being ~~replaced, reconstructed,~~ repaired without substantial reconstruction ~~or modified.~~

- C. No off-premises advertising signs shall be located within 100 feet of a City residential zoning district, and if **internally illuminated or digital**, within 500 feet of a City residential zoning district. This restriction shall not be applicable to any off-premises advertising sign ~~in existence on the effective date of this chapter prior to March 15, 1999~~ when said sign is being ~~replaced, reconstructed,~~ repaired without substantial reconstruction ~~or modified.~~
- D. No off-premises advertising sign face **on a freestanding structure** shall exceed a total of 300 square feet **per sign face** in surface area including trim, nor shall it contain more than one message per face, except for complementary or joint messages.
- E. ~~No more than two~~ Freestanding off-premises advertising signs may have one, two, or three faces ~~are permitted per off-premises advertising sign. All off-premises advertising signs with~~ Two-faced faces signs shall have the two faces placed back-to-back. Three-faces signs shall have the faces placed in a triangular configuration.
- F. ~~Each off-premises advertising sign shall be framed with trim work, which shall be no smaller than six inches and no larger than one foot in width.~~
- G. ~~No off-premises advertising sign shall exceed a vertical dimension of 14 feet nor a total horizontal dimension of 25 feet.~~
- F. No off-premises advertising sign face attached to a building shall exceed one square foot per linear foot of the wall it's mounted on with a maximum of 300 square feet permissible. No more than one wall-mounted off-premises advertising sign is permissible per property. Must be mounted flush to the wall.
- G. Digital off-premises advertising signs are permissible provided they are equipped with auto dimming that adjust the brightness to the ambient light at all times of the day and night, hold a stationary image for at least 8 seconds, do not have flashing, moving, or video images, and have a maximum 1-2 second transition time between images.
- H. No **freestanding** off-premises advertising sign shall exceed 30 feet in height **measured** from the grade to the highest point of the structure.

#### **~~§204-7. Landscaping requirements.~~**

~~The following landscaping requirements shall apply to all freestanding off-premises advertising signs which are constructed after the effective date of this chapter and to existing freestanding off-premises advertising signs which are replaced entirely or are substantially reconstructed, repaired or modified, such that the cost of such reconstruction, repair or modification exceeds 50% of the current replacement cost of said sign.~~

~~A. A landscape strip of an area equal to or greater than the surface area of a sign face and at least as long as the sign length shall be located immediately adjoining the supporting structure on each face side of the sign.~~

~~B. Eight feet in height.~~

~~(1) For all signs exceeding eight feet in height, a hedge or other durable planting with a minimum height being no less than that which places the top of the durable planting within 12 inches of the bottom of the sign face, and attaining a height equal to the bottom of the sign face within four years after planting, is to extend the entire length of the required landscape strip.~~

~~(2) For all signs up to eight feet in height, a perennial ground cover is to extend the entire length of the required landscape strip. Common grasses shall not satisfy this requirement.~~

~~C. For all signs exceeding 15 feet in height, two flowering trees shall be placed within the required landscape strip. —~~

~~D. Single faced structures with the rear viewable from a public right-of-way or other public property shall have equally spaced evergreen trees planted in the rear of the structure. The number of trees shall be equal to two, or the number of supporting members of the structure, whichever is greater. The reverse side of the sign shall be a one earthtone color. —~~

~~E. Existing or alternative landscaping materials may be utilized to meet the requirements of this subsection provided that they substantially comply with the standards specified herein. —~~

#### **§204-87. Maintenance.**

All off-premises advertising signs, structures, and faces and landscaping shall be kept in good repair and properly painted and maintained in a skillful and reasonable manner. All exterior lighting and illumination will be oriented toward the ground. ~~All new off-premises advertising signs constructed after the effective date of this chapter shall be in compliance with the provisions of this chapter, building code, electrical code and any applicable City laws, ordinances or regulations.~~ Any plan to substantially reconstruct an off-premises advertising sign or alter the number of type of sign faces on an existing billboard shall only be permissible if in compliance with this Chapter.

#### **§204-98. Prohibited signs.**

A. Regardless of whether any such sign was in existence ~~on the effective date of this chapter prior to March 15, 1999~~, the following off-premises advertising signs are specifically prohibited:

- (1) Portable signs ~~with changeable message boards.~~
- (2) Any signs which include ~~strobing or revolving lights that flash, blink or turn on or off intermittently, with the exception of time and temperature displays.~~ This prohibition shall not apply to digital signs which are regulated as to image changing in §204-6.
- (3) Rooftop signs
- (4) Signs on or attached to stationary equipment such as semitruck trailers where signing is the apparent principal use of the equipment on either a temporary or permanent basis.
- (5) ~~Signs located in the streets, alleys, sidewalks or public rights-of-way of the City of Hagerstown without the express permission of the City of Hagerstown.~~ Any signs which mimic traffic signs or which obscure drivers' view of other traffic.
- (6) Any signs visible from the interstate or a state or federal scenic byway, unless otherwise approved by State Highway Administration (SHA) or Federal Highway Administration (FHA)

~~B. Any such sign existing on the effective date of this chapter shall be permitted to exist in its present location for a period of five years from the effective date of this chapter.~~

#### **§204.109 Enforcement; appeals; violations and penalties.**

- A. The provisions of this chapter shall be enforced by the ~~Building Inspector Department~~ and all appeals shall be taken as if from the ~~City Building Codes~~. Enforcement actions shall be prosecuted against the owner of an off-premises advertising the sign, ~~the tenant of the property on which the off-premise advertising sign is located,~~ and/or the owner of the property on which the off-premises advertising sign is located. ~~Any person affected by an action of the City for a violation of this chapter shall have 30 days from the date upon which notice is issued to file an appeal, in writing, to the Board of Code Appeals.~~
- B. Any owner of a sign or landowner upon which a sign is located whose sign does not display the required permit as provided for in this chapter or who otherwise violates any of the provisions of this chapter shall be guilty of a municipal infraction. Pursuant to Article III, Chapter 1, of the City Code, each day the sign exists without a permit or in violation of this chapter shall be a separate offense.
- C. The fine for violation of this chapter shall be \$100 for each initial violation, and \$200 for each day thereafter that the violation continues.

#### **~~§204-11. When effective.~~**

~~All provisions of this chapter shall be in full force and effect on and after the effective date of this chapter.~~

#### **§204-10 Expiration of Off-Premises Designation**

Any off-premises advertising sign utilized on a premises to advertise anything which is available or located on said premises for a period of two-years shall lose the designation as an off-premises advertising sign. This sign would be designated as a non-conforming on-premises sign and be subject to the provisions of Chapter 140, Land Management Code.

## Billboards - Off-Premise, Outdoor Advertising

	Current Regs in Chapter 204: Signs	SHA Regs for State and Federal Roads	Washington County Zoning Ordinance
Permit required	Yes	If for location visible from State or Federal shield road (e.g., US 11, US 40, MD 65, MD 60, MD 58, MD 64, MD 632). After get City permit, apply for SHA permit.	Yes, and site plan. No new billboard approved unless another is removed.
Prohibited Locations	Residential zoning districts.	1. If visible from Interstate. 2. If visible from Scenic Byway - National Road. 3. Residential, Agricultural and Conservation areas.	1. residential zoning districts. 2. airport district. 3. outside UGA. 4. if visible from historic resource. 5. within 1,000 feet of State or Federal shield roads. 6. within ROW.
Prohibited Characteristics	1. portable signs with changeable message boards. 2. flashing, blinking lights. 3. roof top signs. 4. Signs attached to stationary equipment.	1. Flashing or moving lights. 2. Mimic traffic signs. 3. mounted to tree, painted on rock, etc. 4. obscure traffic control device. 5. obscure drivers' view of other traffic.	1. flashing or moving lights. 2. Mimic traffic signs. 3. mounted to tree, etc. 4. obscure traffic device. 5. obscure drivers' view of traffic. 6. obscure view of another billboard. 7. obscene, indecent, or immoral content. 8. portable.
Limit per Property	Maximum of one sign per lot.	N/A	N/A
Spacing requirement between Billboards	500 feet	300 feet	500 feet
Setback from ROW	25 feet	N/A	1. 300 feet from intersection of a dual highway. 2. 100 feet of any other intersection. 3. zoning setbacks elsewhere.
Seperation from Residential districts	100 feet if unlit; 500 feet if lit.	N/A	500 feet if unlit. 1,000 feet if lit.
Seperation from Other Features	N/A	250 feet from public park, public forest, playground, or cemetery adjacent to State or Federal shield road.	500 feet from hospital, nursing home, and schools. 1,000 feet if lit.
Digital signs permitted?	No.	Yes, with auto dimming, stationary image for 8 seconds, 1-2 second transition time.	No.
Maximum number of Signs per Structure	2 signs	3 signs	2 signs
Maximum Square footage of Single Sign	300 sq.ft.	800 sq.ft. for single sign; 400 sq.ft. per sign if side-by-side sign.	300 feet
Maximum square footage of multiple signs on a Structure	600 sq.ft.	1,000 sq.ft.	600 feet
Multiple sign types allowed	back-to-back	back-to-back, side-by-side, v-shaped, tri-face.	back-to-back
Dimension maximums for signs	14 feet vertical; 25 feet horizontal.	25 feet vertical; 50 feet horizontal.	N/A
Maximum height of Sign Structure	30 feet	N/A	30 feet
Trimwork requirement	minimum width of 6 inches; maximum width of 1 foot.	N/A	N/A
Landscaping requirement	detailed requirements for around base of sign.	N/A	N/A
Maintenance requirement	Yes	N/A	Yes
Grandfathered Signs	Erected prior to effective date of code (1999) or prior to annexation into city.	Erected prior to July 1, 1975	Erected prior to November 16, 2004.
Replacement of non-conforming signs permitted?	Yes, but if replacement effort is substantial enough new sign must meet code requirements.	Yes, but in-kind only.	Yes.
Modification of non-conforming signs permitted?	No increase in size or height or relocation unless in compliance with code.	No change in material, dimensions, or height.	No increase in size or height.

# Billboard Inventory in Hagerstown

Aug 8 2023

Map #	Street	Location	Type of Billboard	No. of Panels	Billboard Owner	Property Owner	Zoning District
1	N. Burhans	Former TBH	side by side	2	Kegerreis Outdoor Advertising	TBH	IR
2	N. Burhans	Old Fairchild property	v-shape, side by side	4	Kegerreis Outdoor Advertising	DNA Holdings	IG
3	S. Burhans	Traffic island at Ridge and Chase	stacked	2	Kegerreis Outdoor Advertising	Norfolk Southern	CG
4	S. Burhans	Physioc property	back to back	2	Clear Channel	Physioc	CG
5	S. Burhans	Physioc property	v-shape	2	Clear Channel	Physioc	CG
6	Dual Highway	at Cannon - CVS	side by side	2	Kegerreis Outdoor Advertising	CVS	CG
7	Dual Highway	east of Advance Auto	single face	1	Kegerreis Outdoor Advertising	Groh	CG
7	Dual Highway	east of Advance Auto	single face	1	Kegerreis Outdoor Advertising	Groh	CG
7	Dual Highway	east of Advance Auto	single face	1	Kegerreis Outdoor Advertising	Groh	CG
7	Dual Highway	east of Advance Auto	single face	1	Kegerreis Outdoor Advertising	Groh	CG
8	Dual Highway	Property west of M&T Bank	back to back	2	Washco Dev	Washco Dev	CG
9	Dual Highway	at Eastern	v-shape, side by side	3	Kegerreis Outdoor Advertising	Advertising Inc.	CG
10	Dual Highway	beside Chipotle	back to back	2	Washco Dev	Washco Dev	CR
11	Dual Highway	Across from Lawn Mower business	back to back	2	Clear Channel	Lorich	CR
12	Dual Highway	Harrison property	back to back	2	Kegerreis Outdoor Advertising	Carolee	CR
13	Dual Highway	Harrison property	single face	1	Kegerreis Outdoor Advertising	Carolee	CR
14	Dual Highway	Harrison property	single face	1	Kegerreis Outdoor Advertising	Carolee	CR
15	Dual Highway	Across from Younger Toyota	single face	1	Washco Dev	Shaoal Holdings	CR
28	Eastern	Rose Wood	back to back	2	Washco Dev	Washco Dev	CG
16	Eastern	Beaver Creek car wash	side by side, back to back	4	Kegerreis Outdoor Advertising	Snook?	CG
17	Frederick	Hub City Auto	v-shape	2	Kegerreis Outdoor Advertising	Consoletti	CG

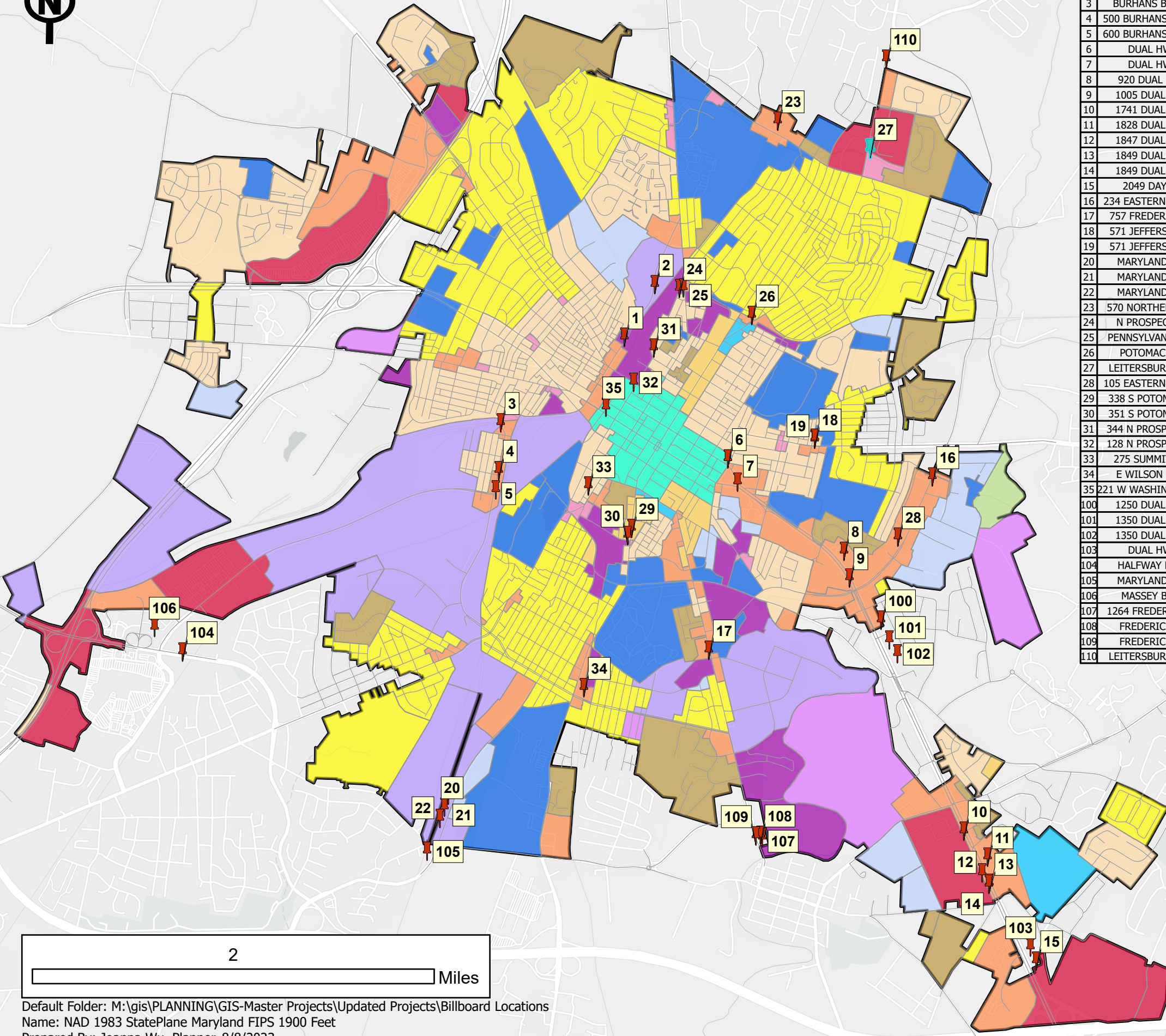
18	Jefferson	Laundromat	back to back	2	Kegerreis Outdoor Advertising	Hospice of WC	CG
19	Jefferson	Laundromat	single face	1	Kegerreis Outdoor Advertising	Hospice of WC	CG
20	Maryland	Norfolk Southern	back to back	2	Kegerreis Outdoor Advertising	Norfolk Southern	IG
21	Maryland	Norfolk Southern	v-shape	2	Kegerreis Outdoor Advertising	Norfolk Southern	IG
22	Maryland	Norfolk Southern	v-shape	2	Kegerreis Outdoor Advertising	Norfolk Southern	IG
23	Northern	Dwayne's Auto Repair	v-shape, side by side	4	Kegerreis Outdoor Advertising	Lehman	CG
24	Pennsylvania	at N. Prospect	single face	1	Kegerreis Outdoor Advertising	?	RMED
25	Pennsylvania	at N. Prospect	side by side	2	Kegerreis Outdoor Advertising	?	RMED
26	Potomac Ave	at McComas	side by side	2	Kegerreis Outdoor Advertising	Advertising Inc.	N-MU
27	Potomac Ave	south of Stone House Square	back to back	2	Kegerreis Outdoor Advertising	Advertising Inc.	CL
27	Potomac Ave	south of Stone House Square	back to back	2	Kegerreis Outdoor Advertising	Advertising Inc.	CL
29	S. Potomac	at mini-warehouses in Locust Pointe	single face	2	?	Beaver Creek Self Storage	RO
30	S. Potomac	G.S. Images	single face	1	Kegerreis Outdoor Advertising	339 Antietam LLC	IR
31	N. Prospect	across from old Moller warehouse	single face	1	Kegerreis Outdoor Advertising	Property Street LLC	RMED
32	N. Prospect	across from Union Rescue Mission	single face	1	?	Christ Reformed Church	CC-MU
33	Summit	across from old Trolley Barn	side by side	2	Kegerreis Outdoor Advertising	Advertising Inc.	RMED
35	W. Washington	221 W. Washington St	building mounted	2	?	RNJ Enterprises	CC-MU
34	Wilson	Trailer Depot	v-shape	2	Kegerreis Outdoor Advertising	CSX	CG
TOTAL				73			

## OUTSIDE CORPORATE BOUNDARY

Map #	Street	Location	Type of Billboard	No. of Panels	Billboard Owner	Property Owner	Zoning District
100	Dual Highway	Palm Reader	v-shape, side by side	4	Kegerreis Outdoor Advertising	Behpouri	BG
101	Dual Highway	Bowling Alley - west side	v-shape	2	Great Outdoors Advertising	Turner	BG
102	Dual Highway	Bowling Alley - east side	v-shape	2	Great Outdoors Advertising	Turner	BG
103	Dual Highway	Britt-Reed	side by side	2	Kegerreis Outdoor Advertising	Advertising Inc.	HI
104	Halfway	Motel	triangle	3	Great Outdoors Advertising	Omex LLC	BG
105	Maryland	Norfolk Southern	back to back	2	Great Outdoors Advertising	Norfolk Southern	HI
106	Massey	Vitamin Shoppe	triangle	3	Great Outdoors Advertising	2013 Massey Blvd	BG
107	Frederick	Funkstown Hill	single face	1	Kegerreis Outdoor Advertising	Morningstar	RS
108	Frederick	Funkstown Hill	single face	1	Kegerreis Outdoor Advertising	Crampton	RS
109	Frederick	Funkstown Hill	single face	1	Kegerreis Outdoor Advertising	Advertising Inc.	RS
110	Leitersburg Pike	North of Lyles Bldg	back to back	2	Kegerreis Outdoor Advertising	Holcim	BG
TOTAL				23			



# Billboard Locations



Id	LOCATION	PANELS	BLBD_OWNR	PROP_OWNR	ZONING	BLBD_TYPE
1	410 BURHANS BLVD N	2	KEGERREIS	THOMAS BENNETT & HUNTER INC	IR	SIDE BY SIDE
2	660 BURHANS BLVD N	4	KEGERREIS	CSX TRANSPORTATION	IG	V SHAPED, BACK-TO-BACK
3	BURHANS BLVD S	2	KEGERREIS	NORFOLK SOUTHERN	CG	STACKED
4	500 BURHANS BLVD S	2	CLEAR CHANNEL	HAGERSTOWN SPRING WORKS	CG	BACK-TO-BACK
5	600 BURHANS BLVD S	2	CLEAR CHANNEL	HAGERSTOWN SPRING WORKS	CG	V SHAPED
6	DUAL HWY	2	KEGERREIS	HUB CITY REALTY ASSOCIATIES LLC	CG	SIDE BY SIDE
7	DUAL HWY	4	KEGERREIS	VINCENT GROH	CG	SIDE BY SIDE
8	920 DUAL HWY	2	WASHCO	WASHCO CENTRE AT ANTIETAM CREEK LLC	CG	BACK-TO-BACK
9	1005 DUAL HWY	3	KEGERREIS	ADVERTISING INC	CG	V SHAPED, BACK-TO-BACK
10	1741 DUAL HWY	2	WASHCO	WASHCO TRISTATE PLAZA LLC	CR	BACK-TO-BACK
11	1828 DUAL HWY	2	CLEAR CHANNEL	LORICH CO INC, C/O ELIZABETH BOYCE	CG	BACK-TO-BACK
12	1847 DUAL HWY	1	KEGERREIS	CAROLEE INVESTMENTS LLC ET AL	CR	SINGLE FACE
13	1849 DUAL HWY	2	KEGERREIS	CAROLEE INVESTMENTS LLC ET AL	CR	BACK-TO-BACK
14	1849 DUAL HWY	1	KEGERREIS	CAROLEE INVESTMENTS LLC ET AL	CR	SINGLE FACE
15	2049 DAY RD	1	WASHCO	SHAOOL HOLDINGS LLC	CR	SIDE BY SIDE
16	234 EASTERN BLVD N	4	KEGERREIS	BEAVER CREEK CAR WASH	CG	BACK-TO-BACK
17	757 FREDERICK ST	2	KEGERREIS	CONSOLETTI JOSEPH J & CAROL A	CG	V SHAPED, BACK-TO-BACK
18	571 JEFFERSON ST	1	KEGERREIS	HOSPICE	CG	SINGLE FACE
19	571 JEFFERSON ST	2	KEGERREIS	HOSPICE	CG	BACK-TO-BACK
20	MARYLAND AVE	4	KEGERREIS	VIRGINIA HOLDINGS CORP	IG	BACK-TO-BACK
21	MARYLAND AVE	2	KEGERREIS	VIRGINIA HOLDINGS CORP	IG	V SHAPED
22	MARYLAND AVE	2	KEGERREIS	VIRGINIA HOLDINGS CORP	IG	V SHAPED
23	570 NORTHERN AVE	4	KEGERREIS	LEHMAN EDWIN J & NATALIE A	CG	V SHAPED
24	N PROSPECT ST	1	KEGERREIS	UNKNOWN	RMED	SINGLE FACE
25	PENNSYLVANIA AVE	2	KEGERREIS	UNKNOWN	RMED	SIDE BY SIDE
26	POTOMAC AVE	2	KEGERREIS	ADVERTISING INC	NMU	SIDE BY SIDE
27	LEITERSBURG PIKE	4	KEGERREIS	ADVERTISING INC	CL	BACK-TO-BACK
28	105 EASTERN BLVD N	2	WASHCO	WASHCO CENTRE AT ANTIETAM	CG	BACK-TO-BACK
29	338 S POTOMAC ST	1	KEGERREIS	339 ANTIETAM LLC	RO	SINGLE FACE
30	351 S POTOMAC ST	1	KEGERREIS	BEAVER CREEK SELF STORAGE	IR	SINGLE FACE
31	344 N PROSPECT ST	1	KEGERREIS	PROPERTY STREET LLC	RMED	SINGLE FACE
32	128 N PROSPECT ST	1		CHRIST REFORMED CHURCH	CCMU	SINGLE FACE
33	275 SUMMIT AVE	2	KEGERREIS	ADVERTISING INC	RMED	SIDE BY SIDE
34	E WILSON BLVD	2	KEGERREIS	CSX TRANSPORTATION	CG	V SHAPED
35	221 W WASHINGTON ST	0		RNJ ENTERPRISES	CCMU	BUILDING MOUNTED
100	1250 DUAL HWY	2	KEGERREIS	BEHPOURI MORTAZA	BG	V SHAPED
101	1350 DUAL HWY	2	GREAT OUTDOORS ADV	TURNER DEV CO INC	BG	V SHAPED
102	1350 DUAL HWY	2	GREAT OUTDOORS ADV	TURNER FRANKLIN	BG	V SHAPED
103	DUAL HWY	2	KEGERREIS	ADVERTISING INC	HI	BACK-TO-BACK
104	HALFWAY BLVD	3	GREAT OUTDOORS ADV	G6 HOSPITALITY PROPERTY LLC	BG	TRIANGLE
105	MARYLAND AVE	2	GREAT OUTDOORS ADV	NORFOLK SOUTHERN	HI	BACK-TO-BACK
106	MASSEY BLVD	3	GREAT OUTDOORS ADV	HALF MAT LLC	BG	TRIANGLE
107	1264 FREDERICK ST	1	KEGERREIS	MORNINGSTAR HOWARD R& PATRICIA L	RS	SINGLE FACE
108	FREDERICK ST	1	KEGERREIS	ADVERTISING INC	RS	SINGLE FACE
109	FREDERICK ST	1	KEGERREIS	CRAMPTON PAUL N JR & PAMELA	RS	SINGLE FACE
110	LEITERSBURG PIKE	2	KEGERREIS	HOLCIM	BG	BACK-TO-BACK

### Legend

Billboards

Centerlines

#### Zoning Districts

AT (Agricultural Transitional)

C2 (Commercial General)

CC-MU (City Center-Mixed Use)

CG (Commercial General)

CL (Commercial Local)

CR (Commercial Regional)

I-MU (Industrial-Mixed Use)

IG (Industrial General)

INST (Institutional)

IR (Industrial Restricted)

N-MU (Neighborhood-Mixed Use)

POM (Professional Office Mixed Use)

POM (Professional Office Mixed)

RH (Residential-High Density)

RMED (Residential-Medium Density)

RMOD (Residential-Moderate Density)

RO (Residential-Office)

Corporate Boundary

2 Miles



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

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**Topic:**

Project Restore – *Brittany Arizmendi, Community Engagement Officer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Project\_Restore\_2.0.pdf

**Description**

Memo: Project Restore 2.0  
Grant Application



# **CITY OF HAGERSTOWN, MARYLAND**

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Office of Community Engagement  
1 E Franklin Street, Suite 210A, Hagerstown, MD 21740

TO: Scott Nicewarner  
FROM: Brittany Arizmendi, Community Engagement Officer  
DATE: March 7, 2024  
SUBJECT: Project Restore 2.0 - Grant Application

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Staff will attend the March 12<sup>th</sup> Work Session to receive approval to apply for up to \$300,000 from the Department of Housing and Community Development's Project Restore 2.0 grant program. Place-based organizations located in Sustainable Communities within Maryland are encouraged to apply. Downtown Hagerstown Main Street and the Department of Economic and Community Development plan to apply with two separate applications, per the guidance of DHCD staff.

A sample draft application, City Center District Map, and Sustainable Community map are attached to this memo.

Staff seeks Council support to move forward with applying for this grant. Application opens March 13, 2024, and the deadline is April 24, 2024.

## Project Restore 2.0 (FY2024)

### Maryland Department of Housing and Community Development

#### Project Restore 2.0 (FY2024)

##### Section 1. Eligibility

Are you a place-based organization located in Maryland?

☐

Yes

☐

No

Place-based organizations are non-profit or local government entities that work to improve a specific business district within their Maryland jurisdiction whose mission and work substantially contribute to the economic development and/or historic preservation of the local commercial corridors and business district/s they serve, and whose programs and activities support the small businesses within the communities they serve.

Is your organization located in a DHCD-designated Sustainable Community?

☐

Yes

☐

No

The Sustainable Communities Program is a place-based designation offering a comprehensive package of resources that support holistic strategies for community development, revitalization and sustainability. Look up your organization's address to determine if you are in a Sustainable Community here: [Sustainable Community Search](#)

Does your organization have at least a 0.5 full-time equivalent (FTE) dedicated, paid staff member?

☐

Yes

☐

No

Are you an/a:

☐

IRS-determined nonprofit organization

☐

Local government entity

Upload W-9: Taxpayer Identification Certification

*W-9, must be signed and dated from within the last year.*

Upload a screenshot of your entity's Certificate of Good Standing

*Upload a screenshot from the Maryland State Department of Assessments and Taxation (SDAT) website from within the last 30 days and it must show the entity is in good standing. Visit: [egov.maryland.gov Business Express](https://egov.maryland.gov/BusinessExpress)*

Upload IRS Letter of Determination of Nonprofit Status

Upload the Organization's Bylaws

*Bylaws must be signed and dated.*

Upload the Organization's Articles of Incorporation

Upload a list of your current Board of Directors

*The list must include list first name, last name, term, position, and contact information for each board member. Indicate if any positions are vacant.*

Describe how your staff and Board demographically represent the community you serve. Consider demographics broadly including race, language, gender identity, age, socioeconomic status, ability/disability, etc. If your staff and Board do not demographically represent the community you serve, please describe strategies or initiatives that you plan to implement to ensure your staff and Board reflects the community being served.

0/1000 max characters

## Section 2. Tell us about your organization

For nonprofit organizations, your Legal name needs to be typed as it appears on your Certificate of Good Standing with the Maryland Department of Assessment and Taxation (SDAT). Be sure to include any abbreviation and punctuation as it

appears on your Certificate of Good Standing.

Organization Legal Name:

Primary Contact

First name

Title

Cell phone / best phone number

###-###-####

Do you have a secondary contact?

☐

Yes

☐

No

First name

Title

Cell phone / best phone number

###-###-####

MAILING ADDRESS DIRECTIONS: This mailing address MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.

Street Address

City

Zip

Suite/unit#

State

MD

County

Are you (Select all that apply)

☐

One of the state’s 34 designated Main Street Maryland communities;

☐

One of Baltimore City's 8 designated Main Street neighborhoods;

☐

One of the designated Arts & Entertainment districts;

Website

Facebook

X/Twitter

Instagram

YouTube

Number of employees (FTE/full time equivalent) as of February 1, 2024:

Do you plan to hire additional employees if awarded this grant?

☐

Yes

☐

No

How many FTEs would you hire?

0.0

Is your organization currently signed up to receive ACH payments from the State of Maryland?

☐

Yes

☐

No

ACH is direct deposit of grant funds rather than receiving a paper check.

***If awarded Project Restore funds, you will be required to complete the ACH request form. Grant payments for Project Restore will be made via ACH.***

What is your organization's official mission statement?

0/250 max characters

What year was your organization established.

YYYY

4-4 characters required, 0 entered

What is your organization's current strategy to create and sustain a thriving local business district?

0/2000 max characters

**Upload your current strategic plan, or feasibility or market study here, if available.**

***(It is recommended to provide a 72 dpi - low resolution file)***

Plans / Studies

Document Description

Who has been involved in the creation of the plan, including how you've engaged the community you serve?

0/2000 max characters

Describe how your organization currently supports small businesses located in your district.

0/2000 max characters

DHCD seeks to make lovable places and right the wrongs of the past through our programs. In that spirit, describe how your organization has demonstrated a commitment to creating a more equitable community. Equitable communities are often defined as ones where everyone is included in the full benefits of society, treated with fairness and justice, and empowered to participate fully in social, cultural, and economic life.

0/2000 max characters

How does your organization support minority and women owned businesses in the district? Provide specific examples.

0/2000 max characters

Describe how you've managed and complied with grants in the past, especially grants for similar projects.

0/2000 max characters

Describe specific accomplishments your organization has achieved during the past year relating to placemaking, business attraction/retention/expansion and economic/community development.

0/2000 max characters

Upload your organization's most current annual report, if available.

---

### **Section 3. Tell us about how you plan to use Project Restore funds, if awarded.**

Describe the overall strategy for how you will utilize awarded funds to activate vacant property/s in your district.

0/2000 max characters

How will this effort improve both resident and visitor experiences overall in your district?

0/2000 max characters

Describe how activating the properties advances your current strategic plan.

0/2000 max characters

Describe your outreach and marketing strategy to activate the vacant buildings identified below. Please include specific strategies or actions related to an inclusive, equitable process for attraction and expansion of businesses.

0/2000 max characters

Describe your organization’s experience completing projects similar to what is planned here if awarded Project Restore funds.

0/2000 max characters

**Provide details on the properties you want to activate with Project Restore funds.**

- List the properties in the order of priority. That is, the first property listed is the top priority, the second is the next highest priority, and so on.
- The list must include vacant commercial buildings. Vacant lots, sidewalks or other outdoor spaces will not be considered.
- The focus of Project Restore is to support downtown, historic and commercial corridors, street-level retail to support walkable business districts.

**Property Details**

Street address

City

Zip

Property condition

☐

Poor

☐

Fair

☐

Good

☐

Excellent

Current zoning for the property

Property priority

Suite / unit #

State

SAMPLE  
All applications to be submitted  
via Maryland One Stop.  
Application opens  
March 13, 2024 at 8am EST.

Will a change in zoning be required for this property given the intended use?

☐

Yes

☐

No

What will the zoning be changing to?

Commercial, Industrial, Resi

*\*\* Only commercial properties are eligible uses for Project Restore. If the property is not zoned commercial at the time of application, a zoning change will be required \*\*.*

Is this property historic?

☐

Yes

☐

No

- DHCD will work with awardees to coordinate with the Maryland Historical Trust (MH) after funding decisions are made to ensure compliance as necessary for each property activated with these funds.
- Historic is defined as a building that is individually listed in the National Register, located within a listed National Register Historic District, or was surveyed in the Maryland Inventory of Historic Properties and include a link to MEDUSA. You can verify the property here- [Medusa Maryland's Cultural Resource Information System - Version 1.6](#)

### Landlord / property owner

First name

Last name

Title

Company affiliation

Email

Phone number

Total rentable sq/ft

Rent sq/ft or sale price

\$

Most recent use

☐

Light manufacturing

☐

Hotel/lodging

☐

Mixed use

☐

Office

☐

Restaurant/Cafe

☐

Retail (that is not restaurant/cafe)

☐

Other

Vacant since

MM/YYYY

7-7 characters required, 0 entered

(Other) description

Upload one internal photo of this property

Upload one exterior photo of this property.

## Project Team

**If awarded, tell us who will be supporting the implementation of this program.**

Will a current staff member be implementing the program?

☐

Yes

☐

No

Staff member full name, email and phone number.

0/100 max characters

Position description

0/500 max characters

Staff resume

Will you be hiring a new staff member to implement the program?

☐

Yes

☐

No

New hire position description

0/500 max characters

Expected hire date

MM/DD/YYYY

Will you be partnering with an organization to implement the program?

☐

Yes

☐

No

Name of partner organization/s and their role/s

0/500 max characters

Describe the current financial condition of your organization generally. Provide key summary stats regarding year over year changes in revenue and expenses and explain the changes.

0/2000 max characters

Upload current budget

Upload most current year-to-date financial statements.

*Financial statements should include Statement of Financial Position or Balance Sheet and Statement of Activities or Income Statement, minimally.*

## Project Budget

Complete a budget for your program for items and activities over the grant period. Enter total requested funds for the activity. Total requested funds will calculate based on the activities entered and must be between \$30,000 and, \$300,000.

Eligible costs are:

1. Rent payments (up to \$30,000 per building).
2. Renovation and fit out of buildings (interior and/or exterior) and furniture, fixtures and equipment. Project Restore funds cannot be used for new construction;
3. Up to 15% of total request may go toward the salary of one (new or existing) staff member responsible for attraction, retention, and support of sub-grantees and other direct program expenses.

Requested amount

\$

Activity

Total grant request

\$

Provide an explanation of the budget included in the budget table above. If you are requesting funding for renovation and fit-out, please describe why the budgeted amount is necessary to address the condition of the building. Funds do not have to be divided equally across property/s.

Explanation of budget

0/1000 max characters

### Timeline

Complete a timeline for your program including dates for key milestones. Be sure to add such milestones as sub-grant applications submitted, sub-grant agreements finalized, property improvements complete, and when the business will be open and operational. Use July 1, 2024, as the expected start date of the grant period. You can enter up to 12 milestones here.

Milestone

Enter tasks / activity

Expected date of completion

MM/DD/YYYY

### Signature Section

I hereby certify that, to the best of my knowledge, the provided information in this application is true and accurate.

Authorizing signature

☒ Text

☐ Draw

Your Name

☐ I agree to be legally bound by this document.

Name of authorized signee

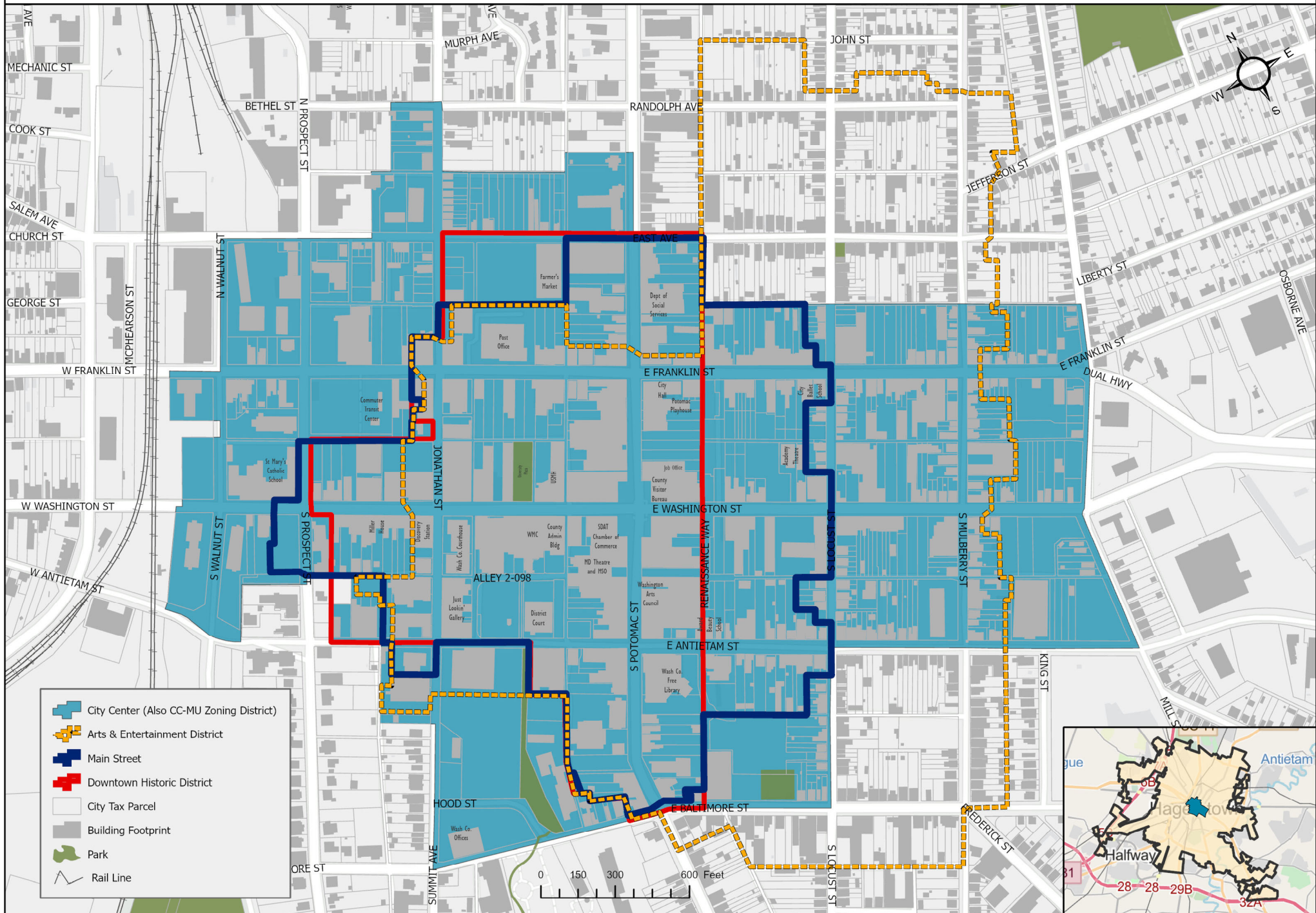
Title of authorized signee

Date of signature

**SAMPLE**  
**All applications to be submitted**  
**via Maryland One Stop.**  
**Application opens**  
**March 13, 2024 at 8am EST.**

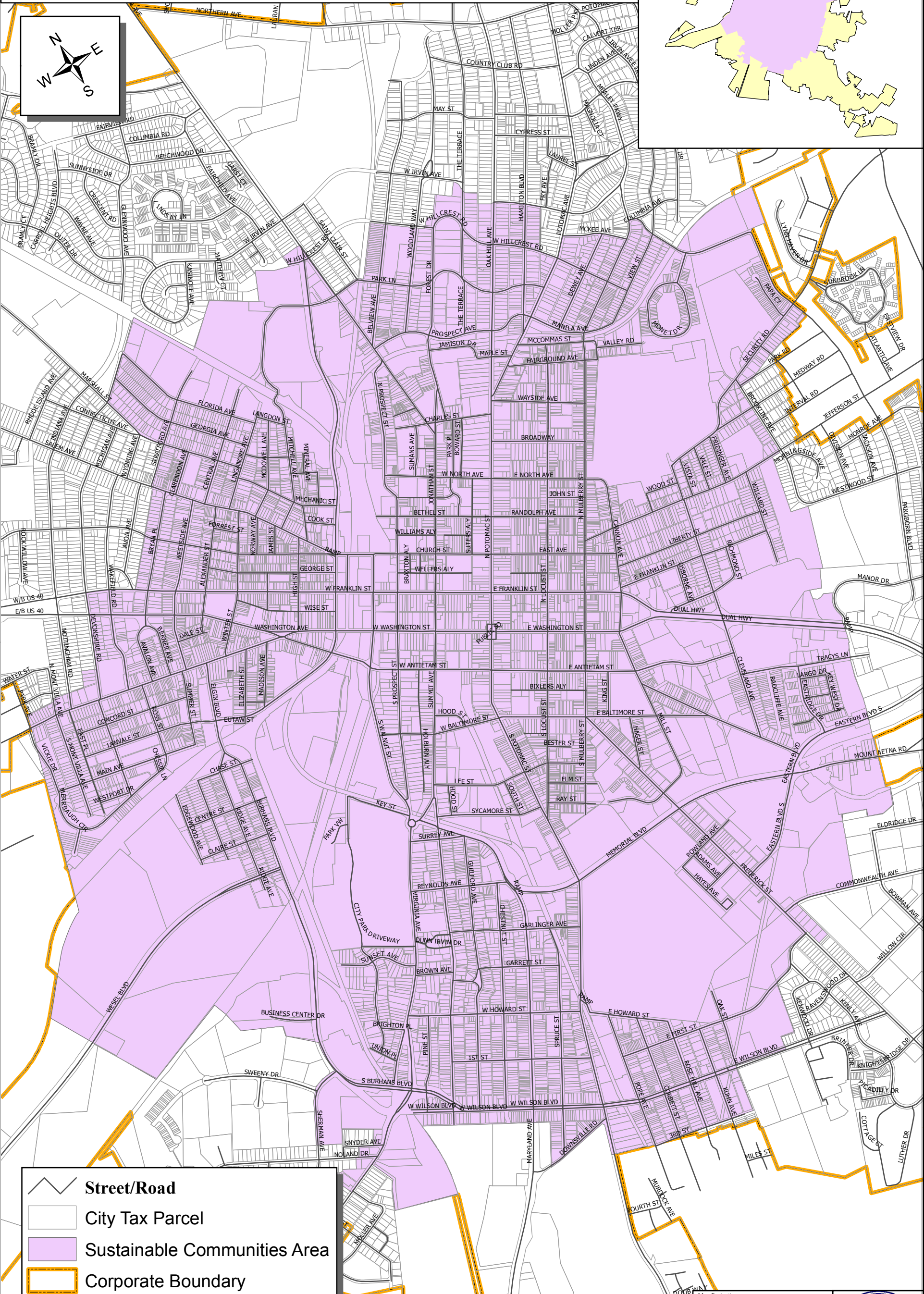
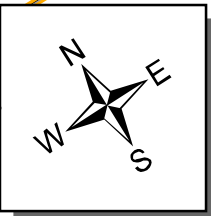
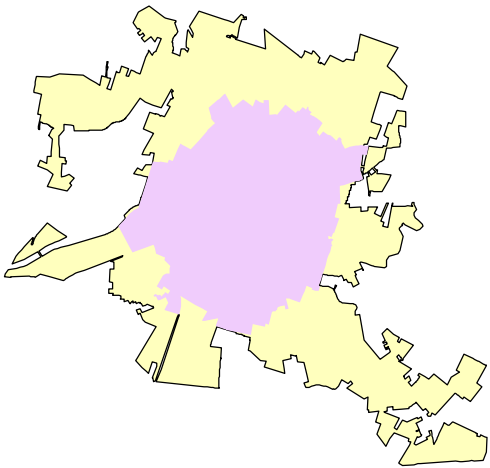


# City Center District Map



# City of Hagerstown

## Sustainable Communities Area

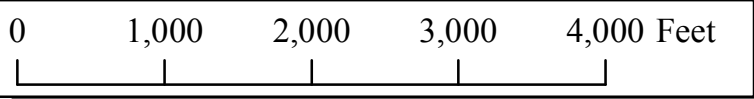


Street/Road

City Tax Parcel

Sustainable Communities Area

Corporate Boundary



Map Projection:  
NAD83 State Plane Maryland FIPS (feet)

Data Sources:  
City Hagerstown, 2008  
Washington County, 2007

Prepared By:  
Hagerstown Planning Office, 9/30/11

M:\gis\PLANNING\GIS-MasterProjects\ArcMAP\Revitalization.mxd



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

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**Topic:**

BISFA Parent Guild Lamp Post Decorations for Graduation Program – *Brittany Arizmendi, Community Engagement Officer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

BISFA\_Lamp\_Post\_(Graduation).pdf

**Description**

BISFA Parent Guild Lamp  
Post



# **CITY OF HAGERSTOWN, MARYLAND**

Office of Community Engagement  
1 E Franklin Street, Suite 210A, Hagerstown, MD 21740

TO: Scott Nicewarner

FROM: Brittany Arizmendi, Community Engagement Officer

DATE: March 7, 2024

SUBJECT: BISFA Parent Guild Lamp Post Decorations for Honor Graduating Seniors

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Staff will attend the March 12<sup>th</sup> Work Session to present a proposal from the Barbara Ingram School for the Arts Parent Guild. The BISFA Parent Guild is requesting permission to decorate City Center lamp posts on North and South Potomac Street to honor its graduating seniors. The Parent Guild will be responsible for paying for, installing, and taking down these decorations. The decorations are the same size (15"x15") as the holiday decorations that the BISFA Foundation has placed on City Center lamp posts since 2011, and the lamp posts will be the same posts as are used for the holiday decorations. The copy on the decorations will be "Congratulations - NAME OF STUDENT – Class of 2024." A sample is attached. Decorating would take place beginning April 26, 2024, and will be removed by June 8, 2024.

As with the holiday decorations, BISFA volunteers and/or a contractor doing the installation will follow City guidelines for the installation. Volunteers will sign a hold harmless agreement and/or a contract will provide the City with a certificate of insurance.

Nathan Fridinger, Deputy Director of Electric Operations, has reviewed this proposal and given their consent.

Staff seeks Council support and approval of this request at the Regular Session on March 26, 2024.

February 22, 2024

Brittany Arizmendi

Community Engagement Officer City of  
Hagerstown

1 East Franklin Street  
Hagerstown, MD 21740

Dear Brittany:

The Barbara Ingram School for the Arts Parents Guild would like to partner with the City of Hagerstown for a Lamp Post Decorating Sponsorship during the month of May 2024. The Parent Guild of Barbara Ingram offers this sponsorship opportunity to parents of graduating Seniors as a way to honor their student's achievement. The money raised from this sponsorship directly benefits the school. We will provide the signage. We understand the BISFA Parent Guild is responsible for attaching the personalized signs to the posts. We would like to be able to install the signage on April 26 & 27th and take them down on June 8th.

The Lamp Post Sponsorship has become a tradition in downtown over the past 12 years, and we would appreciate your consideration in continuing it. We have a lot of families who look forward to it and will visit downtown at this time of year specifically to see their student's signage.

Thank you in advance for your support and consideration.

Sincerely,

Elizabeth Alberding  
President of BISFA  
Parent Guild

**CONGRATULATIONS!**



**Donny  
Eichelberger**

**CLASS of 2020**