

Mayor and Council

Work Session

March 19, 2024

Agenda

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

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

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

"If you watch how nature deals with adversity, continually renewing itself, you can't help but learn" – Bernie Siegel, MD

4:00 PM WORK SESSION

- 4:00 PM** 1. Oath: Battalion Chief Brian Henry, Hagerstown Fire Department
- 4:05 PM** 2. Social Work Month
- 4:10 PM** 3. Check Presentation: Maryland Physicians Care – *Amy Riley, Recreation Coordinator, Shannon Jones, Community Engagement Manager and Amanda Petersen, Community Engagement Coordinator with Maryland Physicians Care*
- 4:15 PM** 4. Opioid Restitution Funds: Tiny Homes Village Discussion – *Paul 'Joey' Kifer, Chief of Police, Earl Stoner, Director – Washington County Health Department and Tim Fisher, Executive Director of Community Action Council*
- 4:40 PM** 5. Preliminary Agenda Review
- 4:55 PM** 6. Renewal of Contract: Red Light Camera with ATS and Howard County – *Paul 'Joey' Kifer, Chief of Police*
- 5:00 PM** 7. Request Approval of Sale: 1994 Simon Duplex Aerial Fire Truck - *John DiBacco, Fire Chief*
- 5:05 PM** 8. Grant Coordinator Position – *Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager*
- 5:15 PM** 9. Hub City Little League Paint Request - *Erik Kline, Assistant Director of Public Works*
- 5:20 PM** 10. Update Chapter 64 – Address issues identified in Transient Housing Inspections – *Paul Fulk, Neighborhood Services Manager and Emily McFarland, Neighborhood Services Program Coordinator*
- 5:35 PM** 11. FY'25 Rate Model Update for Water and Wastewater – *NewGen Strategies & Solutions – Nancy Hausrath, Utilities Director*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

Oath: Battalion Chief Brian Henry, Hagerstown Fire Department

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Social Work Month

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Check Presentation: Maryland Physicians Care – *Amy Riley, Recreation Coordinator, Shannon Jones, Community Engagement Manager and Amanda Petersen, Community Engagement Coordinator with Maryland Physicians Care*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Opioid Restitution Funds: Tiny Homes Village Discussion – *Paul ‘Joey’ Kifer, Chief of Police, Earl Stoner, Director – Washington County Health Department and Tim Fisher, Executive Director of Community Action Council*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-_Tiny_Village_Concept_Discussion.pdf

Tiny_Village_Concept.pdf

Description

Discussion: Tiny Village Concept

Tiny Village Concept



CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE
50 N. Burhans Blvd.

Non-Emergency 301-790-3700
Emergency 240-313-4345
Fax 301-733-5513

March 12, 2024

To: Scott Nicewarner,
City Administrator

From: Paul J. Kifer, *PJK*
Chief of Police

Ref: Tiny Village Concept Discussion

I am requesting permission to meet with the Mayor & Council to discuss the potential opportunity of developing a tiny village within the city to address our growing population that suffers from substance abuse disorder, homelessness, and mental health problems.



A Nationally Accredited Law Enforcement Agency

The Village at Martin Heights

(Hagerstown's Homeless Secure Village)

The Village at Martin Heights

INTRODUCTION:

Several psychological studies say that having a place to call our own gives us a sense of belonging, safety, security, and personhood. Even things as simple as having a door that locks, a private kitchen and bathroom, or our own bed to sleep in at night can improve our psyche. What tiny houses can do is provide the unsheltered population that tent cities or homeless shelters cannot is a sense of ownership, and, in turn, a heightened sense of personhood.

Even if someone is not in a place in their life where they could get approved for an apartment or traditional home, tiny house homeless communities provide a simple home to call their own. One of the biggest benefits that tiny house communities can specifically provide the unsheltered population is a sense of independence.

Being homeless creates a sense of isolation from the community. Tiny homes support a communal environment. Tiny homes and simple living are so conducive to what it means to live communally. This sense of community is so important in a tiny house village for the homeless. The way people navigate through life is by being supportive of each other when things are good and when they are difficult. Social interaction and acceptance are key to people's success in climbing out of homelessness. Sharing dinners with one's "neighbors" and the ability to participate in social gatherings in a safe and accepting environment together can only help one's feeling of belonging.

Providing shelter is key but helping the residents find employment, improve their finances, regain a sense of independence, and develop social communities, along with assisting them with personal issues like mental health or substance abuse issues is also equally as valuable. A tiny home community can provide community services a "one stop shop" opportunity to assist a whole community of homeless in their own community.

Tiny home villages have sprouted up all over the nation with marketable success. This is not a unique idea, but an idea uniquely ours to make a reality. Others have paved the way for us to follow and do our way that fits our problems and abilities. Developing a tiny home village is a better use of limited funds in that it saves on costs associated to larger apartment complexes and buildings on things like, utilities, roofing, doors, and other fixtures that would cost more in those structures.

Tiny villages for homeless individuals are in nearly every state, Texas, California, Oregon, Colorado, Arizona, Florida, New Mexico, North Carolina, Tennessee, Georgia and here in MD to name a few.

PURPOSE/GOAL/PLAN:

To create a sustainable, transitional temporary housing community for those who are housing insecure, providing a benefit of being a dedicated safe and personal space, while being a size that allows for scaling to the local need quickly and cost effectively.

OVERVIEW:

The Village at Martin Heights will provide Transitional Dwelling Units (TDU's) run under the "Housing First" model. "Housing First" model is an approach to ending homelessness that prioritizes providing people experiencing homelessness with immediate access to permanent housing without preconditions or requirements, such as sobriety or participation in treatment or services. This model is based on the principle that stable housing is a prerequisite for addressing other life challenges, such as unemployment, substance use, or mental health issues. Here's an overview of how the "Housing First" protocol is approached in the state of Maryland and by the U.S. Department of Housing and Urban Development (HUD):

Key Elements of Housing First:

1. Immediate Access to Housing: Housing is offered without preconditions like employment, absence of criminal history, or sobriety.
2. Choice and Self-determination: Individuals have a choice in the housing and services they receive.
3. Recovery Orientation: The model supports individuals' recovery from substance use and mental health issues, offering services as needed and requested, but not as a condition of housing.
4. Individualized and Person-driven Support: Support services are tailored to meet individual needs and are voluntary.
5. Social and Community Integration: Efforts are made to encourage community integration and social inclusion for those housed under the program.

In the State of Maryland:

Maryland has adopted the Housing First model as part of its strategy to combat homelessness. The state's approach focuses on moving individuals and families from homelessness to housing as quickly as possible. Maryland integrates Housing First principles across its programs and partnerships with local governments and non-profit organizations. This includes rapid re-housing efforts, permanent supportive housing programs, and efforts to prevent homelessness. The Maryland Department of Housing and Community Development (DHCD) plays a significant role in implementing Housing First strategies, providing funding and support to local agencies and organizations that administer housing and services designed to keep people stably housed.

U.S. Department of Housing and Urban Development (HUD):

HUD strongly endorses the Housing First approach as an effective method to end all types of homelessness. HUD incorporates Housing First principles into its funding criteria, encouraging communities and Continuums of Care (CoCs) to prioritize rapid access to permanent housing for people experiencing homelessness, without barriers related to substance use, criminal history, or other conditions. HUD's adoption of Housing First is reflected in its grant programs, such as the Continuum of Care Program, and its policy guidance, which advises on best practices for implementing Housing First at the local level.

With this model The Village at Martin Heights will be an environment where participants will have those opportunities to receive resources to address their homelessness. Each participant will be required to attend community meetings and participate in transitional housing services along with responsibilities within the community to maintain the site.

Our Martin Heights initiative is based on several villages found throughout the United States, specifically a village within our own State in Salisbury, MD.

The proposed site of the village is in the Noland Village complex on 2 recently demolished housing sites. The sites are approximately ½ acre in size each and adjacent to each other.

The village will be comprised of approximately 25 tiny homes; each home is approximately 64 square feet in size. Each unit will have a smoke detector, heater built into the unit, air conditioner, a fold down bed, a small refrigerator and a microwave oven. There will be a laundry unit and a shower/restroom unit connected to the City's water and sewer system.

The village will be a gated community, providing security for the residents within. The entrance gate and individual residences will be controlled by a biometric lock system for better quality control.

Common areas for residential gathering will be developed within the gated community for recreational use..

The Village at Martin Heights will maintain a core group of stakeholders. Each stakeholder will have set responsibilities for the development and sustainability of the Village. The 4 core stakeholders will act as an executive committee for the Martin Heights Village Program.

1. Hagerstown Housing Authority
 - a. Will provide the land to the city for a cost of \$1.00.
 - b. Will provide Housing Security assets to the Village.
 - c. Will assist with some of the maintenance of the Village.
2. Washington County Health Department
 - a. Will provide on-site services associated with substance use disorder for the residents.
 - b. Will provide peer support and harm reduction programs.
 - c. Will seek alternative funding sources for sustainability of the Village.
3. Community Action Council
 - a. Will provide on-site services directly associated with sustainable housing.
 - b. Will provide services utilizing the Circles Program for participants.
 - c. Will utilize the Housing First Model in addressing the participant's homelessness.
 - d. Will provide staff for overnight needs.
 - e. Will take the lead on grant writing for sustainability of the Village.
 - f. Will seek alternative funding sources for sustainability of the Village.
4. The City of Hagerstown
 - a. Will provide the startup funding for the project.
 - b. Will be the lead contractor on the project.
 - c. Will purchase all necessary supplies for the project.
 - d. Will maintain the infrastructure for the Village.
 - e. Will provide backup staffing for the 24/7 Peer counselor for 30 days per year.
 - f. Will be responsible for resident entry to the program and evictions.
 - g. Will seek alternative funding sources for sustainability of the Village.
 - h. Will collect and analyze data to track the success rate and efficiency of the Village.

2015-2019 Point in Time Results		
Total 203	Sheltered 164	Unsheltered 85
Chronically Homeless 40	Substance Abuse Disorder 48	Serious Mental Illness 68
Veterans 55	Sheltered 50	Unsheltered 5
Point in Time Totals		
2015 203	2017 208	2019 249
Chronically Homeless Totals		
2015 47	2017 48	2019 40

2019- 249 or 4% in 2019 we were listed as tied for 7th highest in Maryland behind southern MD and Anne Arundel at 5% and the big 4 metro counties near or at double digit percentages.

The homeless population data is determined by the State Point in Time count. Those numbers are a representation of the homeless population within our city. These numbers only represent individuals contacted on a single day in January of that year. The number of homeless in each category is widely believed to be higher than the numbers represent.

PARTNERSHIPS:

Although the Martin Heights Village starts with 4 core partners, the need for additional resources and partnerships will be vital in attaining any success for the residents.

Additional ancillary partners throughout Washington County, MD can provide comprehensive programming through community-based services. We have long held a strong Homeless Coalition in Washington County for many years and will seek their assistance with this program to further any successes we accomplish.

GOALS and Objectives

In this section, a detailed description will be provided of the goals and objectives that will guide the activities of the Martin Heights Village 2024-2025. The goals will establish parameters for the priority of getting the facility opened. These goals are identified in 4 Stages. The main components have been identified in the chart below.

Land Acquisition	Infrastructure	Building Supply	Buildout	Final Stage
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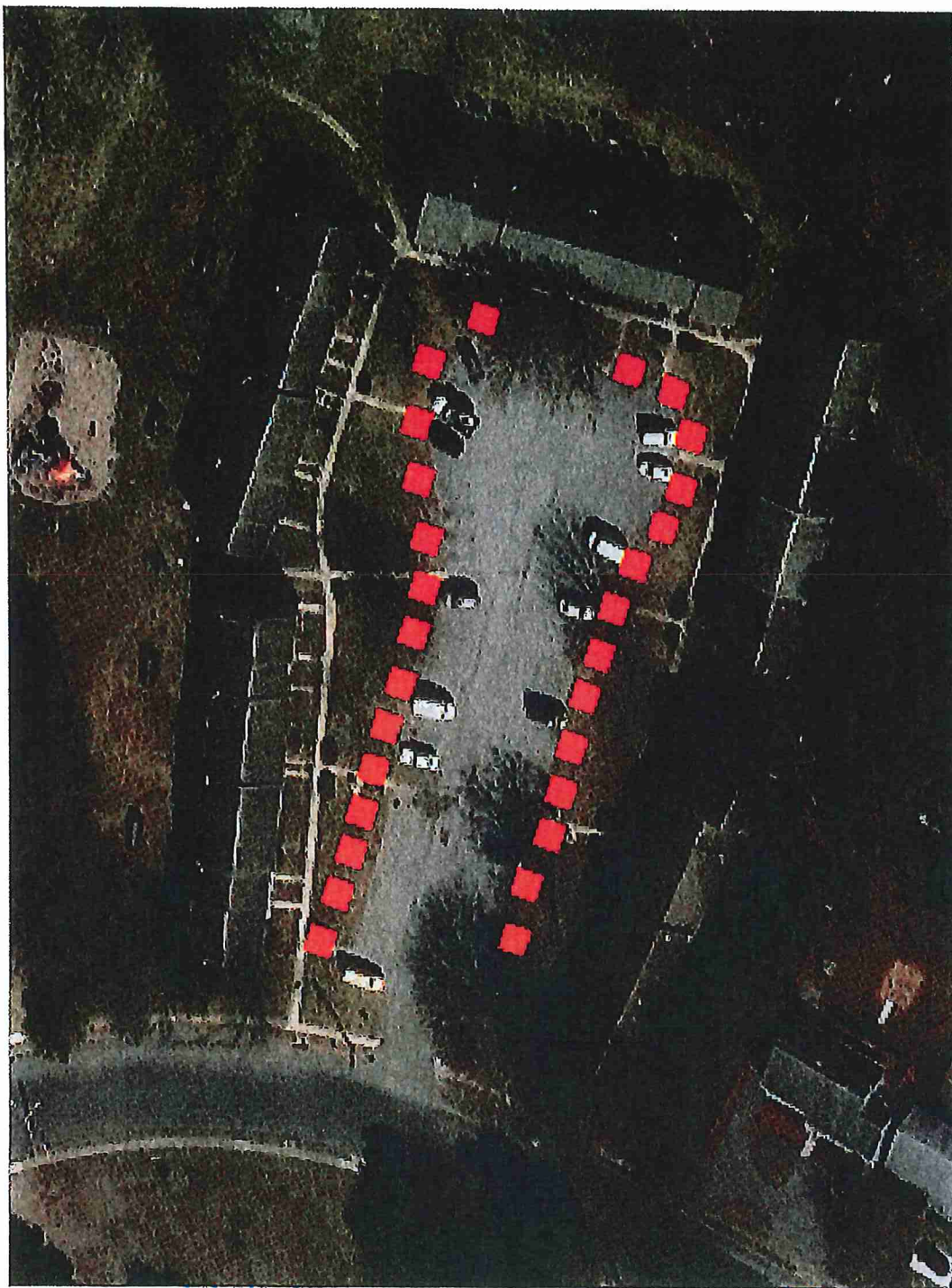
- **Stage 1**
 - **Acquire the land from the Hagerstown Housing Authority**
 - **Identify costs associated for the purchase and transfer.**
 - **Work with Code Administration on necessary changes to the City Code to allow the project to be developed.**
 - **Develop a get approved a community sponsorship program to assist with funding the project.**
 - **Work with the Light department, the Hagerstown Housing Authority, and the legal departments from both organizations to identify the uniqueness of the electrical responsibilities in that area.**
 - **Seek advice from Engineering on the project.**
 - **Work with Utilities to start developing a plan for connection.**
 - **Identify and develop responsibilities for the operation of the Village for all partners.**
 - **Develop an MOU utilizing the City's legal department.**
 - **Monitor other villages to determine best practices and lessons learned.**
 - **Build a plan to seek community support.**
- **Stage 2**
 - **Work with Finance on the procurement procedures utilizing Opioid Restitution Funds.**
 - **Approach The County Commissioners for funding assistance from the County's Opioid Restitution Funds.**
 - **Identify any RFP's for purchasing of supplies or contractors.**
 - **Identify any in-kind donations for various parts of the project.**
 - **Seek out the State for funding opportunities.**
 - **Finalize layout and needs.**
 - **Begin site work.**
 - **Work on Policies and procedures.**

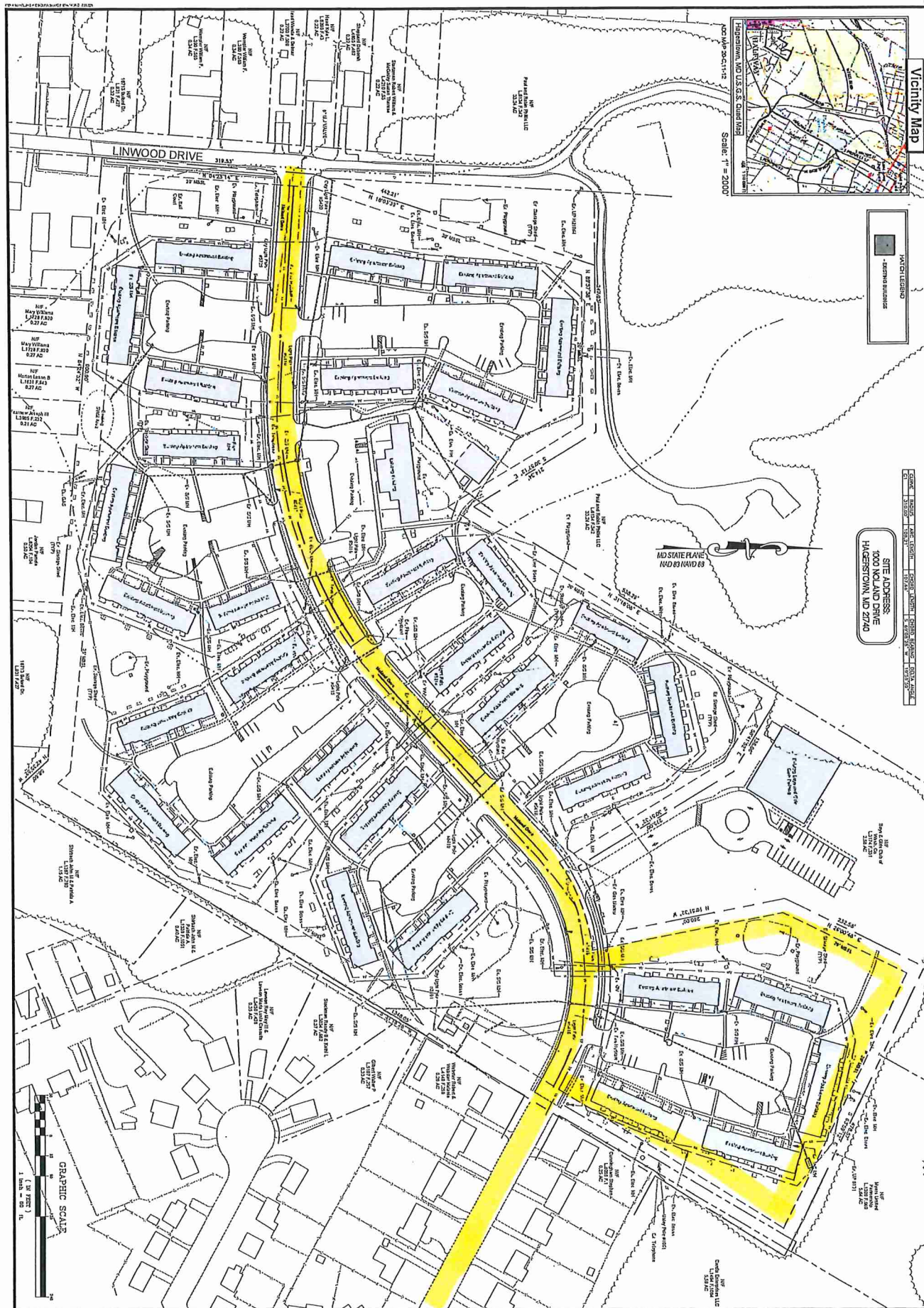
- **Stage 3**
 - Finish site work, concrete walkways, fencing, bathroom/shower installation, and laundry installation.
 - Build homes.
 - Utilize community volunteers to paint each home.
 - Install exterior grade multi-mailbox at entrance to the Village.
 - Install common area items.
 - Install biometrics on the main gate and houses.
 - Complete Policy Handbook.
- **Stage 4**
 - Open House event.
 - Media coverage.
 - Identify new residents from candidate pool.
- **Stage 5**
 - Open to first residents.

Program Goals and Objectives

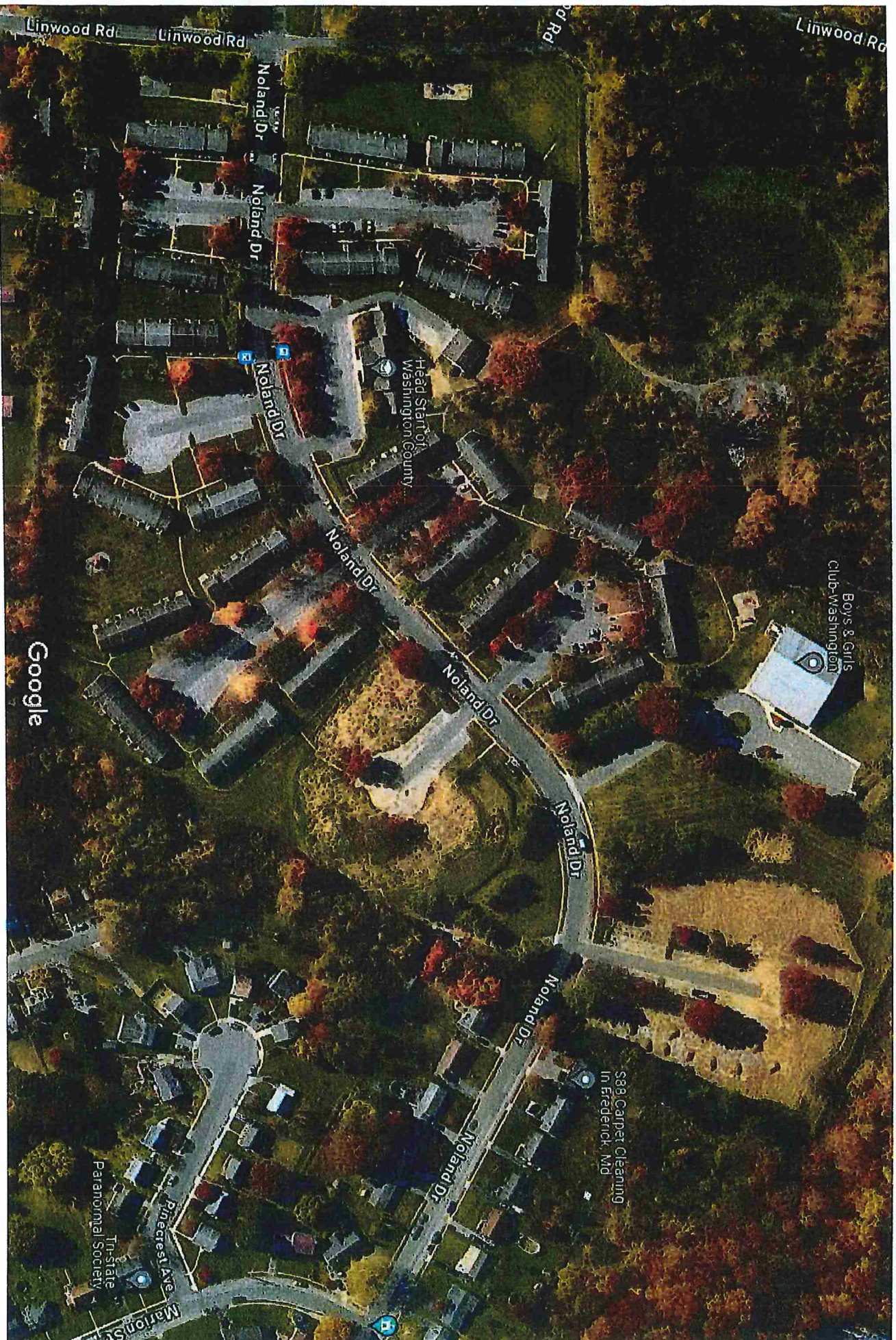
The goal of this village operation is to temporarily house the most visibly acute homeless individuals suffering from substance abuse and in need of case management to help navigate them out of homelessness and into long term permanent housing.

- To provide the residents with on-site services geared to their specific needs.
 - Substance Abuse issues.
 - Mental Health.
 - Physical health issues.
 - Peer mentorship.
 - Social and emotional support.
- To create life skills for the residents to be able to successfully maneuver back to home residency.
 - Workforce development
 - Financial Literacy
- Create a faster track for resident individuals to get into available housing upon graduating from the village.



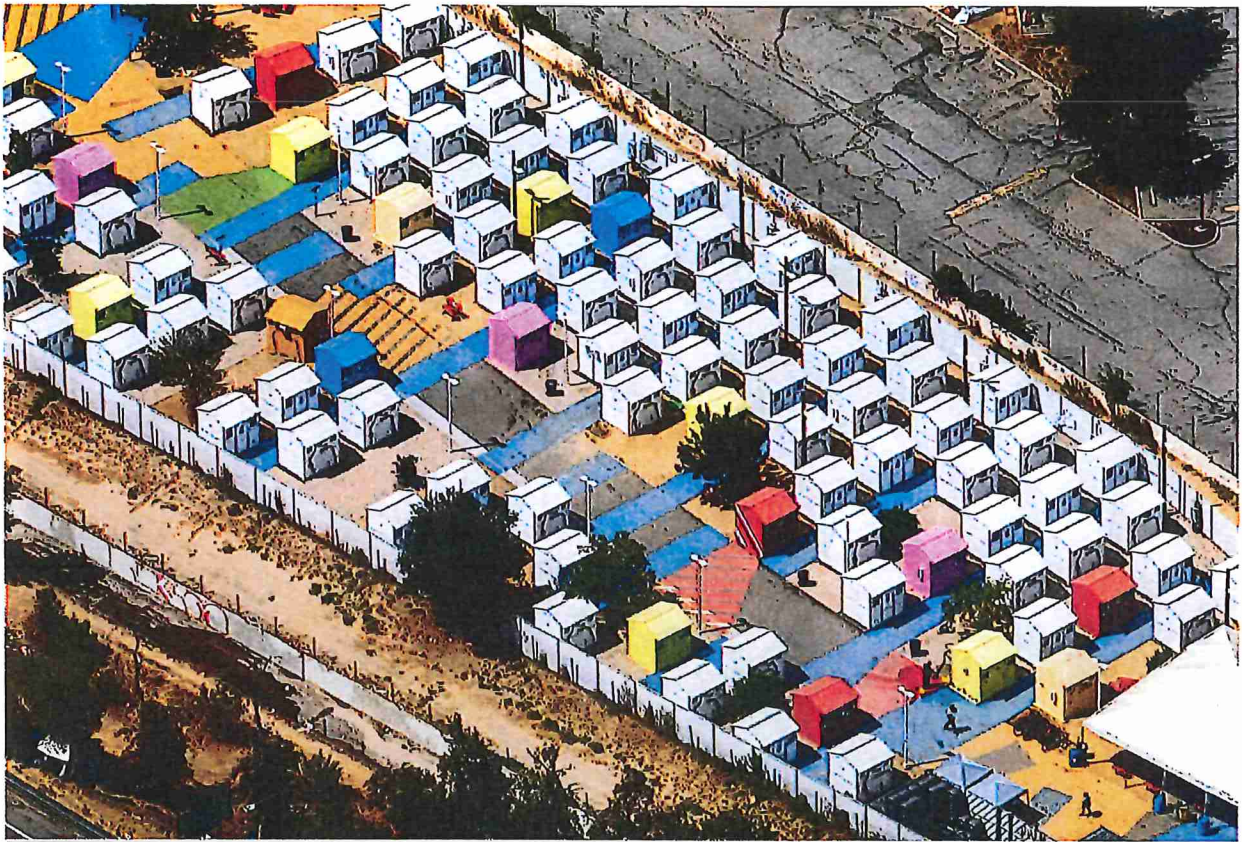


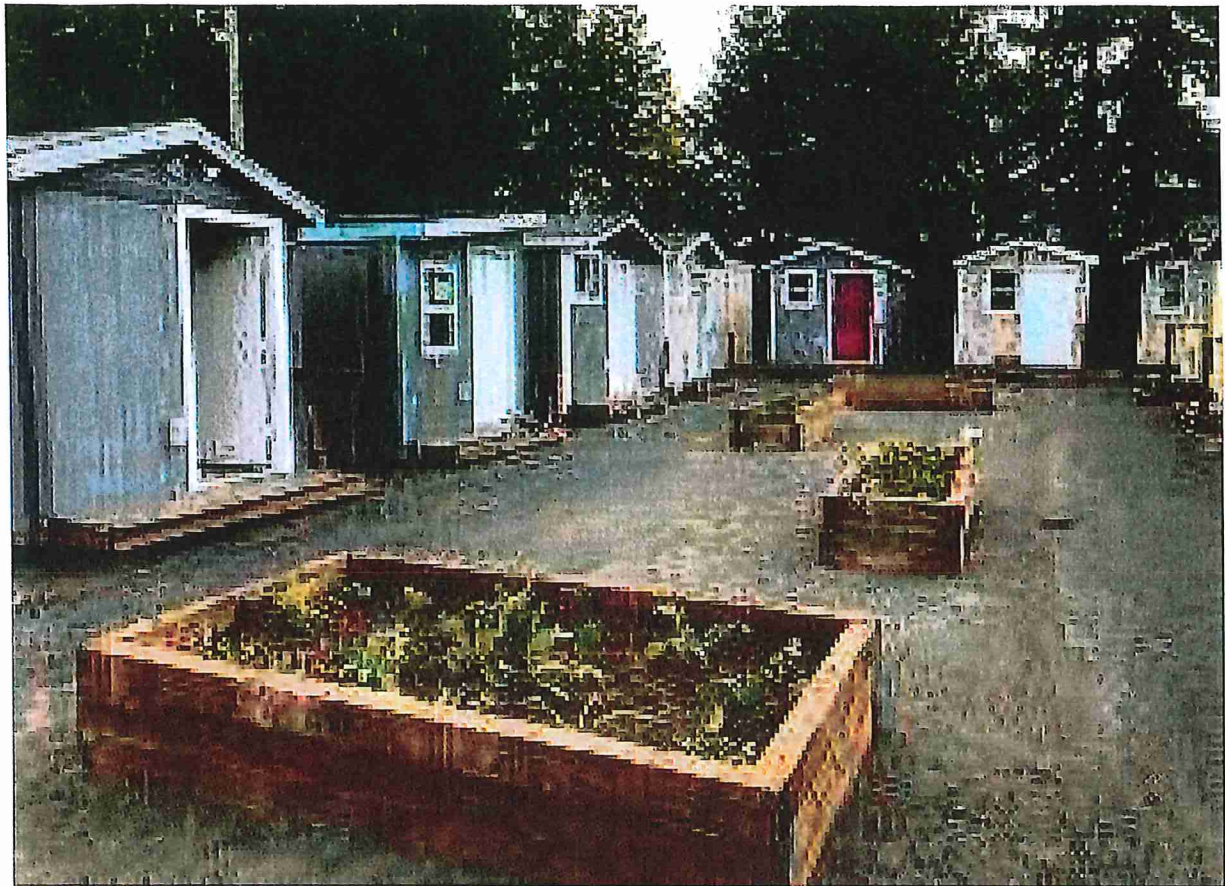
Google Maps











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

Topic:

Preliminary Agenda Review

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

March_26__2024_Preliminary_Agenda.pdf

Description

Preliminary Agenda



**MAYOR AND CITY COUNCIL
REGULAR SESSION
(89TH VOTING SESSION)
MARCH 26, 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.”

PRELIMINARY AGENDA

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

7:00 p.m. REGULAR SESSION – Council Chamber, 2nd floor, City Hall

I. CALL TO ORDER - Mayor Tekesha Martinez

II. INVOCATION

III. PLEDGE TO THE FLAG

IV. ANNOUNCEMENTS

- A. Rules of Procedure – *Effective December 15, 2020*
- B. Use of cell phones during meetings is restricted.
- C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.
- D. Meeting Schedule:
 - 1. Tuesday, April 2, 2024 – Work Session at 4:00 p.m.
 - 2. Tuesday, April 9, 2024 – Work Session at 4:00 p.m.
 - 3. Tuesday, April 16, 2024 – Work Session at 4:00 p.m.
 - 4. Tuesday, April 23, 2024 – Regular Session at 7:00 p.m.
 - 5. Tuesday, April 30, 2024 – No Meeting Scheduled

V. PUBLIC HEARINGS

- 1. Annexation of 55 West Oak Ridge Drive
- 2. Annexation of Right-of-Way (ROW) on Col. Henry K. Douglas Drive and Portion of I-170 Right-of-Way (ROW)

VI. CITIZEN COMMENTS

Citizens are welcome to provide comments in person or by sending an email to councilcomments@hagerstownmd.org no later than 5:00 p.m. on Tuesday, March 26, 2024. Include your full name, home street address, and topic of your comments. You may attach a letter to the email or write your comments in the body of the message. The City Clerk will read your name, address, and provide a summary of the comments. The full copy of the comments will be provided for public viewing as part of the minutes.

**** Please note all times are approximate and subject to change. Meetings are televised and recorded. ****

City Hall • Council Chamber • 1 East Franklin Street • Hagerstown, MD 21740 • 301.766.4183 • TDD 301.797.6617

VII. MINUTES

February 6, 2024, February 13, 2024, February 20, 2024, and February 27, 2024

VIII. CONSENT AGENDA

A. Community Engagement

1. Open Container Exemption for 2024 Downtown Events

B. Fire:

1. Flashover Simulator – Fire Training Structures (Phoenix, AZ) \$ 119,921.00

C. Information Technology:

1. Monthly Cloud Backups of 650 M365 User Accounts – SHI International (Somerset, NJ) \$ 18,682.68

D. Police:

1. Vehicle Upfitting: New Departmental Vehicles – East Coast Emergency Lighting, Inc. (Millstone Township, NJ) \$ 57,576.48
2. Purchase Order Amount Increase - 3rd Floor Renovations/Configuration - MSB Architects (Hagerstown, MD) \$ 10,740.00

E. Utilities:

- 1 Light: Emergency Repairs for Vehicle 135 - Palfinger (Tiffin, OH) \$ 14,723.49
- 2 Light: Funding Increase for Purchase Power and Regulatory Consulting Fees – GDS Associates (Marietta, GA) \$ 50,000.00
3. Water: Water and Wastewater Study – Zone 5 – Hazen and Sawyer Engineers (Baltimore, MD) \$ 88,822.50
4. Water: Fleet Purchase Unit 228 Backhoe – James River Equipment (Stephenson, VA) \$ 133,618.66
5. Water: Fleet Purchase Unit 260 Ford F-550 - Keystone Ford (Chambersburg, PA) \$ 100,700

X. UNFINISHED BUSINESS

- A. Approval of an Ordinance: Conveyance of Pump Station 30 Lot by Richmond Homes of Maryland

XI. NEW BUSINESS

- A. Introduction of an Ordinance: Chapter 64-8 Property Maintenance Code Amendments
- B. Introduction of an Ordinance: Chapter 230 Transient Housing Facility Amendments
- C. Introduction of an Ordinance: Update of Chapter 204, Billboard Ordinance
- D. Introduction of an Ordinance: Revised Drug Free School Zone Map and Amending Chapter 25 of the City Code
- E. Approval of a Resolution: Lease Agreement with the Valley Art Association
- F. Approval of a Resolution: 2024 Summer Camps
- G. Approval of a Resolution: Extension of Red-Light Camera Contract
- H. Approval of Resolution: Execution of an Easement Agreement with the Hagerstown Housing Authority for Cultural Trail Relocation
- I. Approval of the Partial Reallocation of Forfeited Invest Hagerstown City Center Grant Funds
- J. Approval of the Termination for an Invest Hagerstown City Center Redevelopment Grant: 6-16 W. Washington Street – JR Investments, LLC.
- K. Approval of On-Call Plumbing Services Contract: 5/1/24 to 4/30/25
- L. Approval of Sale: 1994 Simon Duplex Aerial Fire Truck
- M. Approval of Change Order to FY24 Sidewalk Replacement Contract
- N. Approval of One (1) Full-Time, Permanent Position: Grant Coordinator

XI. CITY ADMINISTRATOR COMMENTS

XII. MAYOR & COUNCIL COMMENTS

*** Please note all times are approximate and subject to change. Meetings are televised and recorded. ***

City Hall • Council Chamber • 1 East Franklin Street • Hagerstown, MD 21740 • 301.766.4183 • TDD 301.797.6617

XIII. ADJOURN

Some items that have been discussed and reviewed previously, or are of a routine nature, may not have additional information attached to this agenda.

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

Topic:

Renewal of Contract: Red Light Camera with ATS and Howard County – *Paul ‘Joey’ Kifer, Chief of Police*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-_Red_Light_Camera_Contract_Renewal.pdf

Description

Red Light Camera Contract
Renewal



CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE
50 N. Burhans Blvd.

Non-Emergency 301-790-3700
Emergency 240-313-4345
Fax 301-733-5513

March 14, 2024

To: Scott Nicewarner,
City Administrator

From: Paul J. Kifer,
Chief of Police

Re: Red Light Camera Contract Renewal

I am requesting to attend the Mayor & Council meeting on Tuesday, March 19, 2024 to seek Mayor and Council approval to renew the Red Light Camera contract with American Traffic Solutions through December 31, 2024.

Thank you.

A Nationally Accredited Law Enforcement Agency



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

Topic:

Request Approval of Sale: 1994 Simon Duplex Aerial Fire Truck - *John DiBacco, Fire Chief*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

memo__Sale_1994_Simon_Duplex_Aerial.pdf

Description

Sale 1994 Simon Duplex
Aerial



CITY OF HAGERSTOWN, MARYLAND

John E DiBacco
Fire Chief

March 19, 2024

TO: Scott Nicewarner, City Administrator

FROM: John DiBacco, Fire Chief *John E DiBacco*

SUBJECT: Disposal and Sale of 1994 Simon Duplex Aerial

It is requested that Mayor and Council accept an offer received from Clark County Fire Protection District 6, Vancouver, WA, to purchase the 1994 Simon Duplex Aerial (ladder truck) that was recently removed from service by HFD. The Simon Duplex Aerial was purchased in July 2014 for use as a reserve truck while awaiting the arrival of a new on-order ladder truck.

Clark County Fire was referred to HFD after they had traveled to Maryland to look at a ladder truck in another jurisdiction. Clark County has made a very reasonable offer of \$50,000.00. There is a very small market for a used truck of this age, and this is the only offer HFD has received. According to a local fire apparatus dealer, this amount exceeds the projected market value of the apparatus.

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

Topic:

Grant Coordinator Position – *Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

03.19.24_Grants_Coordinator_Memo.pdf

Description

Grant Coordinator Position



CITY OF HAGERSTOWN, MARYLAND

Finance & Accounting Department

One East Franklin Street • Hagerstown, MD 21740

Telephone: 301.766.4142 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

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

Date: March 19, 2024

Subject: Grant Coordinator Position

We are requesting approval to convert the Grant Coordinator position from a temporary to a permanent, full-time position. The Grant Coordinator will oversee and manage the remainder of the American Rescue Plan Act of 2021(ARPA) grant and all other grants obtained by the City.

Duties will include, but are not limited to, coordinating grant committee meetings, compiling documentation, research and analysis, monitoring for compliance, and submitting reports.

The salary will be funded 50% by ARPA grant funds, as it is considered an eligible expense, and 50% by the General Fund in FY25.

After FY25, costs will be absorbed in to the overall General Fund operating budget.



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

Topic:

Hub City Little League Paint Request - *Erik Kline, Assistant Director of Public Works*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-_Hub_City_Little_League_Paint_Request.pdf

Description

Memo - Hub City Little League Paint Request



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

TO: Scott Nicewarner, City Administrator

FROM: Eric B. Deike, Director Public Works *EBD*
Erik Kline, Assistant Director of Public Works

DATE: March 13, 2024

SUBJECT: Hub City Little League Paint Request

MAYOR AND COUNCIL ACTION REQUESTED

Staff is looking for direction from the Mayor and Council regarding the painting of several little league buildings in Hellane Park for the Hub City Little League formerly known as the West End Little League.

DISCUSSION

Council recently approved the merger of the West End Little League with the American Little League and the Maugansville Little League to form the Hub City Little League (HCLL). This action was requested to boost player participation in the area, build the baseball program, and begin a softball program for youth.

The former West End Little League's colors have always been green and yellow. HCLL requested a change in colors to match the new league colors of black, gray, red, and yellow. HCLL requested to paint the major league and minor league press box buildings only to a height of 8 to 10 feet above the ground. The first 3 to 4 feet would be black, the next 3 to 4 feet would be red, and the top would have a band of yellow. The remaining walls of the two-story structure would remain green.

The primary colors in the Parks have traditionally been green and gray. However, there are variations of colors throughout the park system. Most restrooms are gray, most metal roofs are green, but there are other colors such as blues, reds, black, and tans depending on location. For example, Potterfield Pool colors are maroon and tan.

FINANCIAL IMPACT

The financial impact would be minimal (under \$1,000) and covered by the Parks' standard operating budget.

RECOMMENDATION

It is my recommendation to allow the Parks' staff to continue to work closely with all user groups to meet their needs within the Parks' operating budget including color selections. The primary colors for City Parks will remain green and gray but allow variations within reason. Varying colors can promote neighborhood pride and local identification. Please refer to the current City logo at the top of this memorandum.

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

Topic:

Update Chapter 64 – Address issues identified in Transient Housing Inspections – *Paul Fulk, Neighborhood Services Manager and Emily McFarland, Neighborhood Services Program Coordinator*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
Transient_Housing_Code_Recommendations_Mtg_Package_3_19_2024.pdf	Transient Housing Code Recommendations



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

MEMORANDUM

TO: Scott Nicewarner, City Administrator

FROM: Paul W. Fulk, Neighborhood Services Manager *PNF*
Emily McFarland, Neighborhood Services Programs Coordinator II

DATE: March 14, 2024

SUBJECT: Transient Housing – Code Recommendations

Staff from the Planning & Code Administration Department will be present at the March 19th Mayor and City Council meeting to provide code recommendations related to the Transient Housing Licensing Program.

The proposed change to Chapter 230 is to require the displaying of the transient housing license in the facility. This is to make visitors aware of the license requirement. If a visitor desired to take further steps in understanding the license requirements they could visit the City's website.

The transient housing inspections performed during the fall of 2023 identified gaps in Chapter 64 code related to transient housing. The proposed Property Maintenance Code updates are to definitions, floor conditions, entry doors, infestation, fire safety, backflow prevention and smoke/CO alarms requirements.

The proposed changes are to be introduced at the March 26th Regular Session.

Attachments:

- Exhibit 1: Chapter 230 Transient Housing Facility Change
- Exhibit 2: Chapter 64-8 Property Maintenance Code Changes

c: City Attorney
Kathleen Maher, Director of Planning and Code Administration

Exhibit 1

§ 230-3. Transient housing license required.

It shall be unlawful for the owner(s) of any transient housing facility to permit occupancy of any transient housing unit by a transient visitor unless said unit is currently licensed by the City and said license has not been denied, revoked or suspended. The license shall be displayed in the lobby or other prominent public place on the premises during the entire period the license is in effect.

Exhibit 2

CARBON MONOXIDE ALARM. A single or multiple station device that senses carbon monoxide and is capable of emitting a distinct and audible sound.

COMBINATION ALARM. A single or multiple station device that detects visible or invisible products of combustion including a built-in internal alarm signal and the same single or multiple station device that also senses carbon monoxide and is capable of emitting a distinct and audible sound.

ENTRY DOOR. A door entering into a structure, rental unit, rooming unit or transient housing unit.

EXTENDED STAY. A transient housing unit equipped with City Code compliant cooking facilities within a transient housing facility.

INDOOR FURNITURE. Any furniture intended for and made of such material that would require the furniture be sheltered from the natural elements such as rain and snow and shall include but not be limited to items such as couches, sofas, love seats, fabric covered chairs and mattresses.

INSECT. There are two basic types of insect infestations: nuisance and wood destroying. Nuisance insects include flies, fleas, bees, cockroaches, bed bugs and silverfish. Wood destroying insects include termites, powder-post beetles and carpenter ants.

INTERCONNECTION. Activation of any one ~~smoke~~ alarm causes alarm activation of all other required ~~smoke~~ alarms within the unit.

TRANSIENT HOUSING FACILITY.

- A. A structure containing one or more transient housing units.
- B. As used in Chapter 230, transient housing facility shall not include any rental facility, as that term is defined in Chapter 197 of the Code.
- C. Transient Housing Facilities shall include hotels, motels, inns, bed and breakfasts, and short-term rentals.

TRANSIENT HOUSING UNIT. Any single room or suite located in the City and which is intended for temporary living and sleeping purposes (typically less than 30 days, but in no case more than 182 days) where transient visitors and lodged for pay.

TRANSIENT VISITOR. A person who purchases lodging, with or without meals, for a period typically less than 30 days, but in no case more than 182 days.

102.6 Historic buildings. The provisions of this code may not be mandatory for existing buildings or structures designated as historic buildings by the City of Hagerstown ~~Preservation Design Historic~~ District Commission when such buildings or structures are judged by the code official to be safe and in the public interest of health, safety and welfare.

104.3 Inspections. The code official shall make all of the required inspections, or ~~shall~~ **may** accept reports of inspection by approved agencies or individuals. All reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The code official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority. ~~Whenever an expert opinion report is required by the Code Official, said report shall be the responsibility of the property owner.~~

108.1.5 Unsafe Component. Unsafe component includes any subsystem, subassembly, or other system designed for use in or as part of a structure which shall include but not limited to stairs, porches, decks, balconies or other components on the premises or within the structure which is in such disrepair or condition that such component is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

301.4 Accessibility Compliance. All Maryland Accessibility requirements shall be maintained and in good repair.

302.11 Signs. All on and off premise signs shall be maintained in good repair, properly painted and maintained in a skillful and reasonable manner. On premise signs advertising a business that has been out of operation for more than 30 days shall be removed.

Exemption: The provisions of this section shall not apply to historic painted signs approved for preservation by the ~~Preservation Design Historic~~ District Commission.

304.13 Window, light and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. ~~A storm window shall not constitute as a window.~~

304.15 Entry Doors. All ~~exterior~~ **entry** doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units, rooming units, ~~transient housing units~~, and guestrooms shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.10.

305.3 Interior surfaces. All interior surfaces, including ~~floors, ceilings, counters, cabinets,~~ windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

308.1 Infestation. All structures shall be kept free from ~~insect and rodent infestation~~. All structures in which ~~insects or rodents are an infestation is~~ found shall be promptly exterminated by approved processes that will not be injurious to human health. After ex-termination, proper precautions shall be taken to prevent re-infestation.

308.2 Owner. The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure ~~and/or rental unit and/or transient housing unit~~.

~~308.4 Multiple occupancy.~~ The owner of a structure containing two or more rental units, a multiple occupancy, a rooming house, transient housing facility, or a nonresidential structure shall be responsible for extermination of the entire structure when more than one unit is infested.

~~308.4 Multiple occupancy 308.5 Shared Areas.~~ The owner of a structure containing two or more dwelling rental units, a multiple occupancy, a rooming house, ~~transient housing facility~~, or a nonresidential structure shall be responsible for extermination in the public or shared areas of the structure and exterior property. ~~If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant shall be responsible for extermination.~~

~~308.5~~ **308.6 Occupant.** The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the ~~structure rental unit or transient housing unit~~.

Exception: Where the infestations are caused by defects in the structure, the owner shall be responsible for extermination.

~~308.7 Documentation.~~ The owner of a structure shall provide the Code Official with a report from a licensed extermination professional indicating the property has been abated of the infestation and the proper precautions to prevent re-infestation.

~~404.8 Kitchen Floor Surface.~~ Every kitchen floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

502.4 Employees' facilities. A minimum of one water closet, one lavatory and one drinking facility shall be available to employees.

~~Exemption:~~ Where drinking facility was not required at the time of original construction.

503.4 Toilet room and bathroom floor surface. Every toilet room and bathroom floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

~~Exemption: Structures built after 1978.~~

603.1.1 Mechanical Servicing. All fossil fuel appliances shall be serviced by a Maryland licensed HVAC professional annually.

604.3.3 Electrical Device Hazard. An electrical device shall not be painted.

702.1.1 Maintenance. The means of egress shall be maintained in good repair, structurally sound and sanitary.

702.11 Unit identification. Each unit in a structure or room in a transient housing facility shall be identified with a unique identifier. The identification shall be located 5 feet (1524 mm) above the floor in a position which is readily visible when the doors are in the open and closed position.

702.12 Emergency Instructions. A floor diagram reflecting the floor plan, exit locations, and transient housing unit identification shall be posted in an approved location in every transient housing unit. Fire safety information shall be provided in accordance with the currently adopted Fire Prevention Code of the City of Hagerstown.

706.1 General. The fire resistance rating of **entry doors**, floors, walls, ceilings, and other elements and components required by the then currently adopted City Code shall be maintained.

707.6 Backflow Prevention. Backflow prevention assemblies are required and to be maintained in good repair on potable water lines serving fire sprinkler systems and fire service standpipes. Backflow prevention devices are required and to be maintained in good repair for all commercial kitchen equipment served by potable water in accordance with City Plumbing Code.

707.6.1 Backflow Prevention Testing. All backflow prevention assemblies for fire suppression systems shall be inspected annually and the inspection report be submitted to the Department. The water purveyor's reports shall be used for the inspection report.

708.1 Exit signs. All required means of egress in multiple unit residential structures with more than three stories above grade shall be indicated with approved EXIT SIGNS. All exit signs shall **be maintained in an efficient, safe operating condition and** remain visible. All means of egress in nonresidential structures shall be indicated with approved Exit Signs where required by the building code.

Chapter 8
SMOKE & CARBON MONOXIDE ALARMS
SECTION 801
GENERAL

801.1 Scope. The provisions of this chapter shall govern the minimum standards for smoke and carbon monoxide alarms in existing structures.

801.2 Smoke Alarm Responsibility. The owner of the structure shall provide and maintain such smoke alarms in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter.

801.3 Carbon Monoxide Responsibility. The owner of the structure that relies on the combustion of a fossil fuel for heat, ventilation, hot water, clothes drying, fireplace, has an attached garage or was built after January 1, 2008 shall provide and maintain such carbon monoxide alarms or combination alarms in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter.

SECTION 802 MAINTENANCE AND TESTING

802.1 Compliance. The more restrictive code of the then currently adopted City Code or the State of Maryland Fire Prevention Code shall govern for compliance in all smoke alarms, and smoke detectors, carbon monoxide alarms, and combination alarms requirements.

802.2 Maintenance. All existing smoke alarms, and smoke detectors, carbon monoxide alarms, and combination alarms must be properly installed and maintained in a working condition.

802.2.1 Replacement. In all residential occupancies, all smoke alarms, and smoke detectors, carbon monoxide alarms, and combination alarms in operation for more than ten (10) years shall be replaced.

802.3 Installation. All smoke alarms, and smoke detectors, carbon monoxide alarms, and combination alarms shall be installed in accordance with the Code of the City of Hagerstown, and the manufacturer's instructions, NFPA 72, and NFPA 720. When actuated, the smoke alarms or smoke detectors, carbon monoxide alarms, or combination alarms shall provide an alarm suitable to warn the occupants within the individual room or dwelling unit.

802.4 Testing. All fire-warning and carbon monoxide-warning equipment shall be maintained and tested in accordance with the manufacture's instructions and in compliance with nationally accepted standards.

802.5 Alterations, repairs and additions. Any permitted alterations, repairs and additions completed on the structure must comply with the Code of the City of Hagerstown as related to smoke alarms and carbon monoxide alarms.

802.6 Tampering. Anyone tampering or interfering with the effectiveness of a smoke alarm ~~or~~ smoke detector, **carbon monoxide alarms, or combination alarms** shall be in violation of this code.

802.7 UL Listed. All smoke alarms shall be in compliance with UL217 or UL268. All carbon monoxide alarms shall be in compliance with UL2034 or UL 2075. All combination alarms shall be in compliance with all UL listings contained in this section.

SECTION 803 LOCATION REQUIREMENTS

803.1 Location Level. Smoke alarms, ~~and~~ smoke detectors, **carbon monoxide alarms, and combination alarms** shall be installed on every level including basements.

Exception: Smoke alarms, ~~or~~ smoke detectors, **carbon monoxide alarms, or combination alarms** shall not be required in nonhabitable attics and crawl spaces.

803.2 Location Split Level. In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm, ~~or~~ smoke detector, **carbon monoxide alarm, or combination alarm** installed on the upper level shall suffice for the adjacent level, provided that the lower level is less than one full story below the upper level.

803.3 Location Bedrooms. Smoke alarms, ~~and~~ smoke detectors **and combination alarms** shall be installed ~~in the area of the bedrooms~~ outside each separate sleeping area in the immediate vicinity of the bedrooms. Structures built or altered after January 1, 2001 shall also install smoke detectors or smoke alarms in each sleeping room.

SECTION 804 INTERCONNECTION

804.1 Smoke Alarm Interconnection. Where structures are built on or after January 1, 1989, interconnection of smoke alarms, ~~and~~ smoke detectors **and combination alarms** shall be required.

Exception: Interconnection on a structure constructed prior to January 1, 1989 may be required by the Code Official if certain substandard aspects of the building warrant such a measure to protect public health, safety and welfare.

804.2 Carbon Monoxide Interconnection. All carbon monoxide alarms within a dwelling unit shall be interconnected.

Exception: Alarms installed in existing construction shall not be required to be interconnected unless required by the Code Official.

804.2 804.3 Maintenance. Smoke alarms and smoke detectors shall maintain interconnection within the unit.

SECTION 805

SMOKE ALARM POWER SOURCE – ONE and TWO FAMILY DWELLING

805.1 Power Source. All one and two family dwellings shall be required to comply with requirements in 805.1.1 through 805.1.3.

805.1.1 Before 1975. Where structures are built before July 1, 1975, ten (10) year lithium battery powered smoke alarms ~~or combination alarms that are sealed and tamper-resistant~~ shall be required.

805.1.2. Between 1975 and 1990. Where structures are built between July 1, 1975 and June 30, 1990, AC primary smoke alarms ~~or combination alarms~~ shall be required.

805.1.3. After 1990. Where structures are built on or after July 1, 1990, AC primary with battery backup smoke alarms ~~or combination alarms~~ shall be required.

SECTION 806

SMOKE ALARM POWER SOURCE – THREE UNIT DWELLINGS, GUEST ROOMS, BOARDING HOUSES, SUITES, DORMITORIES AND OTHER SIMILAR STRUCTURES

806.1 Power Source. All three unit dwellings, guest rooms, boarding houses, suites, dormitories and other similar structures shall be required to have on of the following:

OPTION 1 – Installation of ten (10) year lithium battery powered smoke alarms ~~or combination alarms~~ on every level, ~~outside of the sleeping areas and in each bedroom~~ outside each separate sleeping area in the immediate vicinity of the bedrooms, or

OPTION 2 – Installation of AC primary with battery backup smoke alarms ~~or combination alarms~~ on every level, in each dwelling unit ~~and in the area of the sleeping rooms~~ outside each separate sleeping area in the immediate vicinity of the bedrooms.

Exceptions:

1. A commercial light and power source along with a secondary battery source that is capable of operating the device for at least twenty-four (24) hours in the normal condition followed by four (4) minutes of alarm.
2. A commercial light and power source is not normally available, a noncommercial ac power source along with a secondary battery source that is

capable of operating the device for at least seven (7) days in the normal condition followed by four (4) minutes of alarm.

3. Other systems as approved by the Fire Marshal's Office, **Planning and Code and Administration Division, Engineering** Department or authority having jurisdiction.

SECTION 807

SMOKE ALARM POWER SOURCE –

FOUR OR MORE UNIT DWELLINGS, GUEST ROOMS, BOARDING HOUSES, SUITES, DORMITORIES AND OTHER SIMILAR STRUCTURES

807.1 Power Source. All four or more unit dwellings, guest rooms, boarding houses, suites, dormitories and other similar structures shall be required to have AC primary battery back-up smoke alarms, **or** smoke detectors **or combination alarms**.

Exceptions:

1. A commercial light and power source along with a secondary battery source that is capable of operating the device for at least twenty-four (24) hours in the normal condition followed by four (4) minutes of alarm.
2. A commercial light and power source is not normally available, a noncommercial ac power source along with a secondary battery source that is capable of operating the device for at least seven (7) days in the normal condition followed by four (4) minutes of alarm.
3. Other systems as approved by the Fire Marshal's Office, **Planning and Code Administration Division, Engineering** Department or authority having jurisdiction.

SECTION 808

CARBON MONOXIDE POWER SOURCE

808.1 Power Source. All structures that require carbon monoxide alarms shall be required to comply with one of the following requirements in 808.1.1 through 808.1.4.

808.1.1 Battery. Ten (10) year lithium battery powered carbon monoxide alarms that are sealed and tamper-resistant.

808.1.2 AC Power. AC Primary with battery backup carbon monoxide alarms.

808.1.3 Control Unit. Alarms are connected to an on-site control unit that monitors the carbon monoxide alarms remotely so that a responsible party is alerted when the device activates the alarm signal and receives primary power from a battery or the control unit.

808.1.4 Other System. Other system as approved by the Fire Marshal's Office, Planning and Code Administration Department, or authority having jurisdiction.

SECTION 808 809

DEAF OR HEARING IMPAIRED SMOKE ALARMS

~~808.1~~ 809.1 Deaf or Hearing Impaired Smoke Alarms. An owner of a structure where a deaf or hearing impaired occupant resides shall install a smoke alarm when activated provides a signal that:

1. Is approved by a nationally recognized testing laboratory for electrical appliances and approved by the Fire Marshall's office

And

2. Is sufficient to warn the deaf or hearing impaired resident(s) or occupant(s).

809.2 Deaf or hearing Impaired Carbon Monoxide Alarms. An owner of a structure where a deaf or hearing impaired occupant resides that requires a carbon monoxide alarms per the City Code shall install a carbon monoxide alarm or combination alarm so that when activated the alarm provides a signal that:

1. Is approved by a nationally recognized testing laboratory for electrical appliances and approved by the Fire Marshall's office

And

2. Is sufficient to warn the deaf or hearing impaired resident(s) or occupant(s).

809.3 Deaf or hearing Impaired Transient Housing. A transient housing facility shall have available at least one approved notification appliance for the deaf or hard of hearing individual for each 50 units or fraction of 50 units.

809.3.1 Posting. A transient housing facility shall post in a conspicuous place at the registration desk a permanent sign that states the availability of smoke alarm notification appliances for the deaf or hard of hearing individual.

Municipal Infraction Fines

Code Section	Title	Fines
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	Section 308	
	Extermination	
308.4	Multiple occupancy	\$200
308.7	Documentation	\$200

Section 404
Occupancy Limitations

404.8	Kitchen Floor Surfaces	\$200
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Section 603
Mechanical Equipment

603.1.1	Mechanical Services	\$200
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Section 604
Electrical Facilities

604.3.3	Electrical Device Hazards	\$100
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Section 702
Means of Egress

702.1.1	Maintenance	\$500
702.11	Unit identification	\$200
702.12	Emergency Instructions	\$200

Section 706
Fire Resistance Ratings

707.6	Backflow Prevention	\$500
707.6.1	Backflow Prevention Testing	\$500

Section 801
General

801.3	Carbon Monoxide Responsibility	\$1,000
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Section 802
Maintenance and Testing

802.7	UL Listed	\$500
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Section 804
Interconnection

804.2	Carbon Monoxide Interconnection	\$500
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Section 808
Carbon Monoxide Power Source

808.1	Power Source	\$500
808.1.1	Battery	\$500
808.1.2	AC Power	\$500
808.1.3	Control Unit	\$500
808.1.4	Other System	\$500

Section 809
Deaf or Hearing Impaired Smoke Alarms

809.2	Deaf or hearing Impaired Carbon Monoxide Alarms	\$500
809.3	Deaf or hearing Impaired Transient Housing	\$500
809.3.1	Posing	\$500

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

Topic:

FY'25 Rate Model Update for Water and Wastewater – NewGen Strategies & Solutions – *Nancy Hausrath, Utilities Director*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
MEMO_WATER_AND_WASTEWATER_MODEL_DISCUSSION_03192024.docx	MEMO WATER AND WASTEWATER RATES
Hagerstown_Rate_Study_Findings_Presentation.pdf	Rate Study Findings



CITY OF HAGERSTOWN, MARYLAND

Utilities Department

1 Clean Water Circle • Hagerstown, MD 21740

Telephone: 301-739-8577, ext. 650

Website: www.hagerstownmd.org

March 19, 2024

To: Scott Nicewarner, City Administrator

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

Action: Discussion - Water/Wastewater Rate Model Update

The Utilities Department Financial/Administrative staff has completed the update of the Water and Wastewater Rate Model. This work was completed by NewGen Strategies & Solutions along with City staff. Financial data is updated annually and reviewed to ensure operational and capital expenses as well as revenue are consistent with model projections. In 2019, the Mayor and City Council approved a Five-Year Rate Plan. The adopted rate plan was implemented in FY20 and was effective through FY24.

Staff will provide a copy of the presentation at the Mayor and City Council Work Session on March 19th. Staff will also provide sample bill calculations for each fiscal year for water and wastewater using rate increases recommended by NewGen Strategies using actual and projected financial data.

Staff and NewGen Strategies will present the findings of the most recent Rate Model at the March 19th Work Session. NewGen Strategies and Solution will attend the meeting and provide an overview of their evaluation and recommendations for water and wastewater rates for FY25, FY26 and FY27. As you are aware, several upgrades to existing water and wastewater facilities are underway and staff are hopeful that MDE will approve a second raw water source on the Antietam and a new intake and water treatment plant. As a result of the expected cost associated with these projects, staff is recommending a Three-Year Rate Plan.

The proposed Rate Model will discuss factors affecting charges and rates to include operating and maintenance expenses, capital improvements, debt service, change in customer base, etc. As you are aware, the Rate Model will also determine rates for customers located within the Municipal Limits and for customers served by City owned and operated water and wastewater facilities located outside Municipal Limits.

Important to note is there are no changes in the methodologies utilized in the formulation of this Rate Plan as have existed in the previously approved Rate Models. The proposed Rate Model uses historical audited revenue and expenses as well and projected revenues and expenses to include planned capital improvements to the water and wastewater systems.

The proposed Rate Model will include recommendations for Miscellaneous Fees outlined annually in the Budget. Approval of the new Rate Schedule will include the adoption of the updated Miscellaneous Fees.

The City currently imposes benefit charges on customers who connect to the water and/or wastewater system. The benefit charges are based on the capital costs of providing water and sewer capacity for new customers. Benefit charges are proportioned based upon anticipated usage and jurisdiction (inside/outside city). Benefit charges are intended to recover the capital cost of capacity constructed to serve a new customer. This includes treatment as well as pumping, distribution and collection for systems that are off-site. Recommendations for updated Benefit Fees are also included in the proposed Rate Model.



March 19, 2024 | City of Hagerstown | Water and Wastewater Rate Study Update

Presentation: Rate Study Findings



Mike Maker
Deputy Director
Water Practice



Guiding Principles and Objective

- The water and wastewater enterprise funds should be financially self-supporting
- The utilities should maintain reserves to provide for contingencies and unplanned expenses
- Water and wastewater rates should be kept as low as possible *over time*

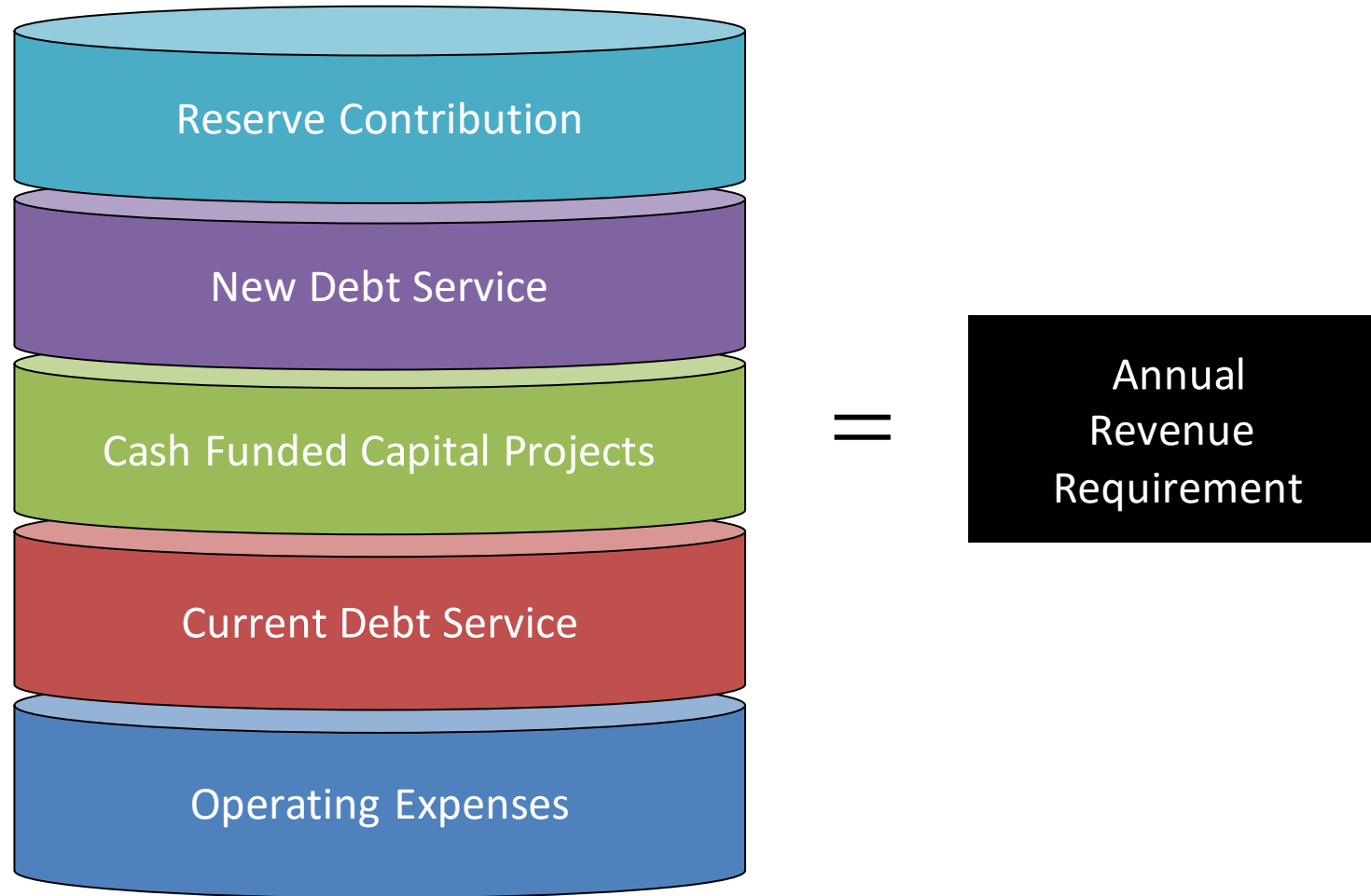
Objective: Ensure rates are stable through sound financial management and system maintenance

- ✓ Review water and wastewater funds to maintain financial stability
- ✓ Prepare long-term financial plan that includes capital investments required for a sustainable system

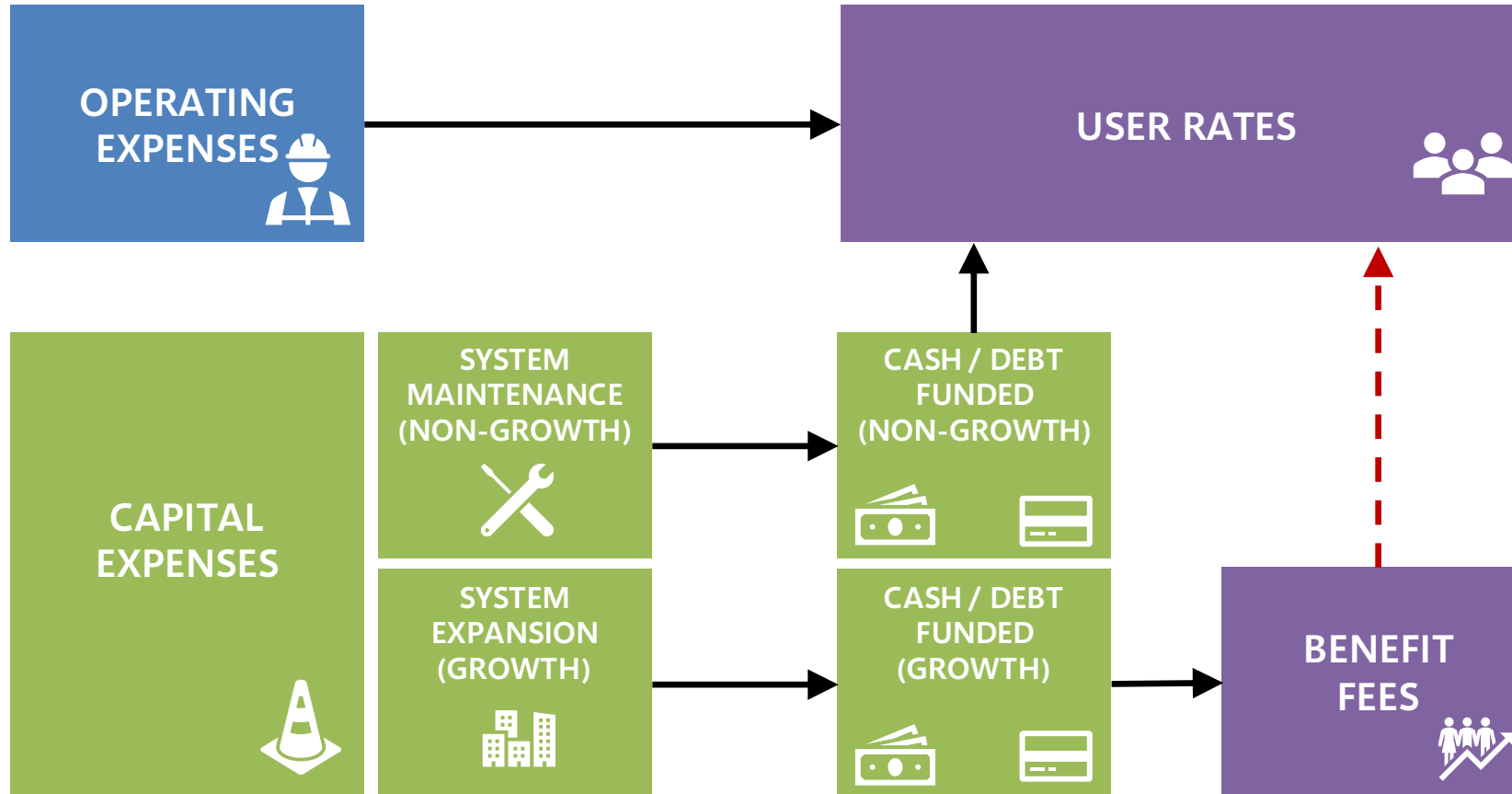
Factors Affecting Charges and Rates

- Operating and maintenance expense changes
 - health insurance expense was escalated by 3.0%
 - PILOT and admin overhead expenses were not escalated
 - all other expenses were escalated by 1.5% or 2.0% per year, depending on function
- Capital improvement plans
 - investment in the treatment, distribution, and collection systems
- Debt service
 - existing and future debt
- Customer changes
 - 1% increase per year based on historical trend
- Water usage and sewage generation changes
 - 0.5% decrease per year (declining usage) based on historical trend
- Miscellaneous revenue changes
 - 1% increase per year
- Reserve targets
 - minimum operating fund balance of 180 days (50%) of operating expenses
 - 3R reserve balance contributions of \$100,000 per year for water and \$200,000 per year for wastewater

Revenue Requirement

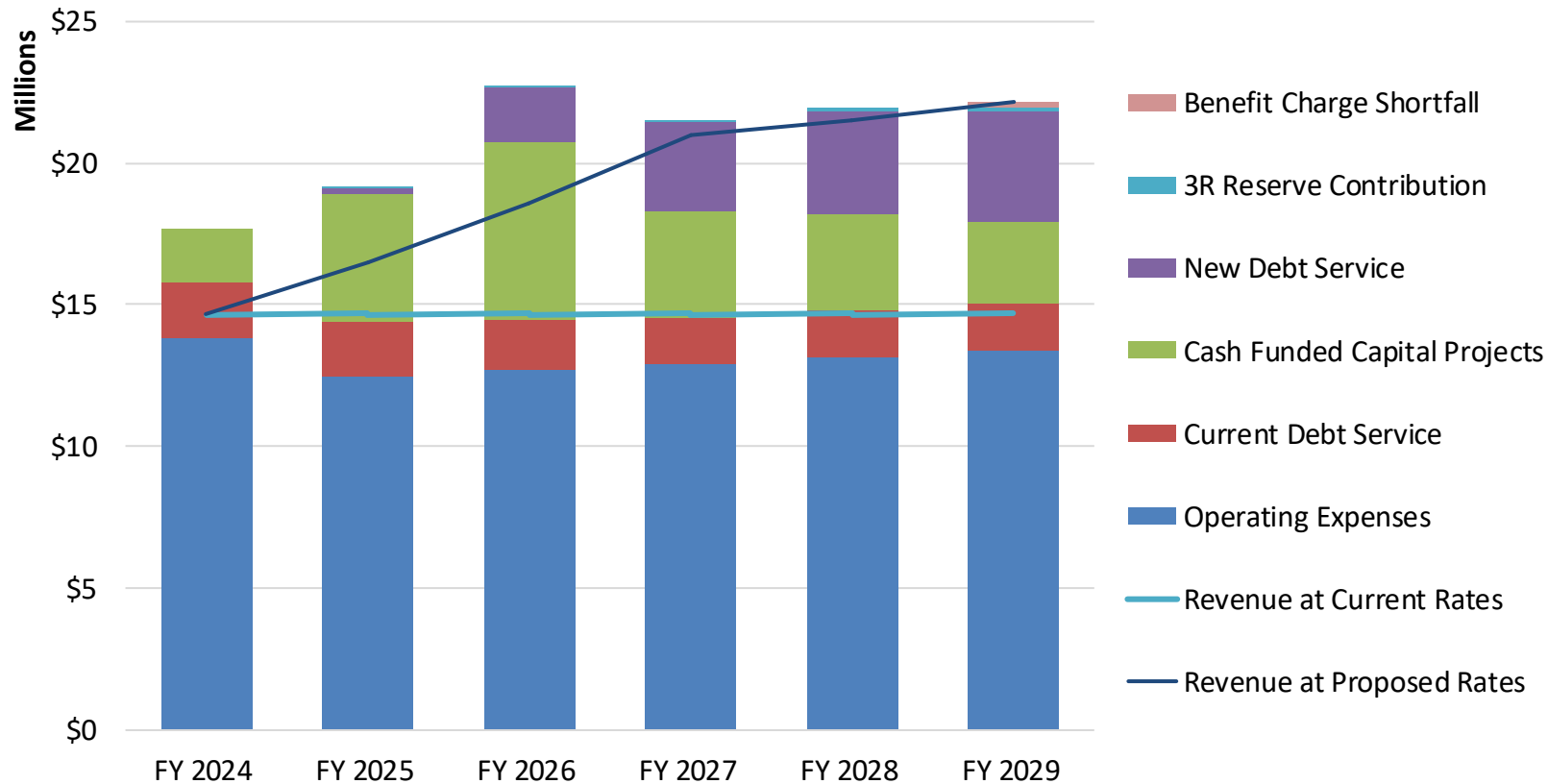


Relationship between User Rates and Benefit Fees



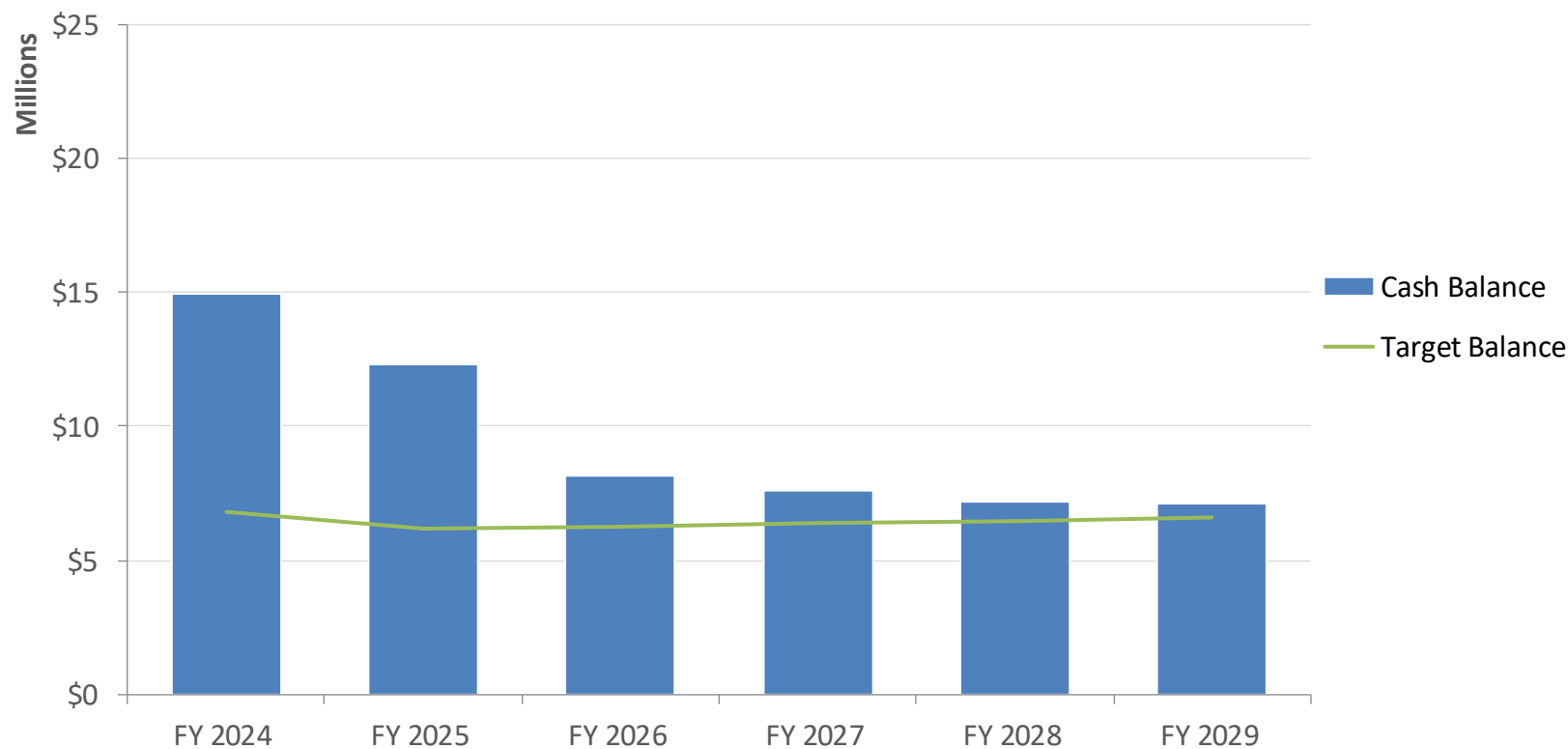
If benefit fees are set at less than cost or anticipated growth does not occur, existing customers will have to make up the difference via higher user rates.

Revenue Requirements vs. Current and Proposed Revenue – Water



Proposed Revenue reflects a 14% increase in FY 2025, FY 2026, and FY 2027 and a 3% increase each year thereafter

Operating Fund Balance – Water



The green line represents target equal to operating fund balance of 180 days (50%) of operating expenses

Projected Water Inside City Fees

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Quarterly Fixed Fee*						
5/8	\$8.32	\$9.48	\$10.81	\$12.32	\$12.69	\$13.07
3/4	\$8.32	\$9.48	\$10.81	\$12.32	\$12.69	\$13.07
1	\$20.80	\$23.70	\$27.03	\$30.80	\$31.73	\$32.68
1 1/2	\$41.60	\$47.40	\$54.05	\$61.60	\$63.45	\$65.35
2	\$66.56	\$75.84	\$86.48	\$98.56	\$101.52	\$104.56
3	\$133.12	\$151.68	\$172.96	\$197.12	\$203.04	\$209.12
4	\$208.00	\$237.00	\$270.25	\$308.00	\$317.25	\$326.75
6	\$416.00	\$474.00	\$540.50	\$616.00	\$634.50	\$653.50
8	\$665.60	\$758.40	\$864.80	\$985.60	\$1,015.20	\$1,045.60
10	\$1,148.16	\$1,308.24	\$1,491.78	\$1,700.16	\$1,751.22	\$1,803.66
Quarterly Usage Fees (per 1,000 gallons)**						
Residential						
Level 1 (0 - 18,000 gallons)	\$1.87	\$2.13	\$2.43	\$2.77	\$2.85	\$2.94
Level 2 (Over 18,000 gallons)	\$3.57	\$4.07	\$4.64	\$5.29	\$5.44	\$5.61
Non-Residential						
Level 1 (0 - 100,000 gallons)	\$1.87	\$2.13	\$2.43	\$2.77	\$2.85	\$2.94
Level 2 (Over 100,000 gallons)	\$1.67	\$1.90	\$2.17	\$2.47	\$2.55	\$2.63

**monthly fixed fees are 1/3 of quarterly fees*

***monthly usage levels are 1/3 of quarterly usage levels*

Projected Water Outside City Fees

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Quarterly Fixed Fee*						
5/8	\$24.21	\$27.60	\$31.46	\$35.86	\$36.94	\$38.05
3/4	\$24.21	\$27.60	\$31.46	\$35.86	\$36.94	\$38.05
1	\$60.53	\$69.00	\$78.65	\$89.65	\$92.35	\$95.13
1 1/2	\$121.05	\$138.00	\$157.30	\$179.30	\$184.70	\$190.25
2	\$193.68	\$220.80	\$251.68	\$286.88	\$295.52	\$304.40
3	\$387.36	\$441.60	\$503.36	\$573.76	\$591.04	\$608.80
4	\$605.25	\$690.00	\$786.50	\$896.50	\$923.50	\$951.25
6	\$1,210.50	\$1,380.00	\$1,573.00	\$1,793.00	\$1,847.00	\$1,902.50
8	\$1,936.80	\$2,208.00	\$2,516.80	\$2,868.80	\$2,955.20	\$3,044.00
10	\$3,340.98	\$3,808.80	\$4,341.48	\$4,948.68	\$5,097.72	\$5,250.90
Quarterly Usage Fees (per 1,000 gallons)**						
Residential						
Level 1 (0 - 18,000 gallons)	\$4.53	\$5.16	\$5.88	\$6.70	\$6.90	\$7.11
Level 2 (Over 18,000 gallons)	\$8.61	\$9.81	\$11.18	\$12.73	\$13.11	\$13.51
Non-Residential						
Level 1 (0 - 100,000 gallons)	\$4.53	\$5.16	\$5.88	\$6.70	\$6.90	\$7.11
Level 2 (Over 100,000 gallons)	\$4.08	\$4.65	\$5.30	\$6.03	\$6.21	\$6.40

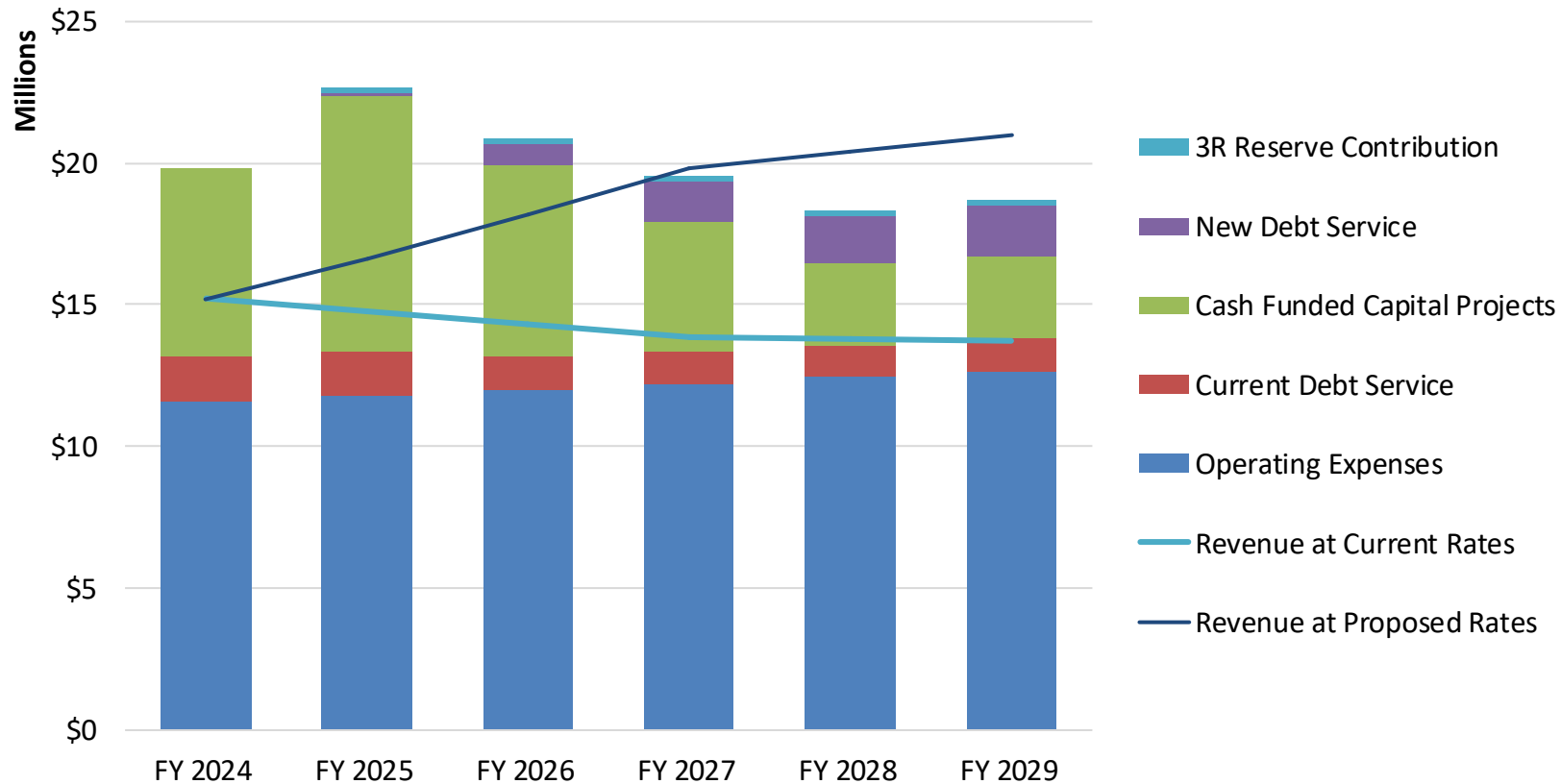
**monthly fixed fees are 1/3 of quarterly fees*

***monthly usage levels are 1/3 of quarterly usage levels*

Projected Water Wholesale Fees

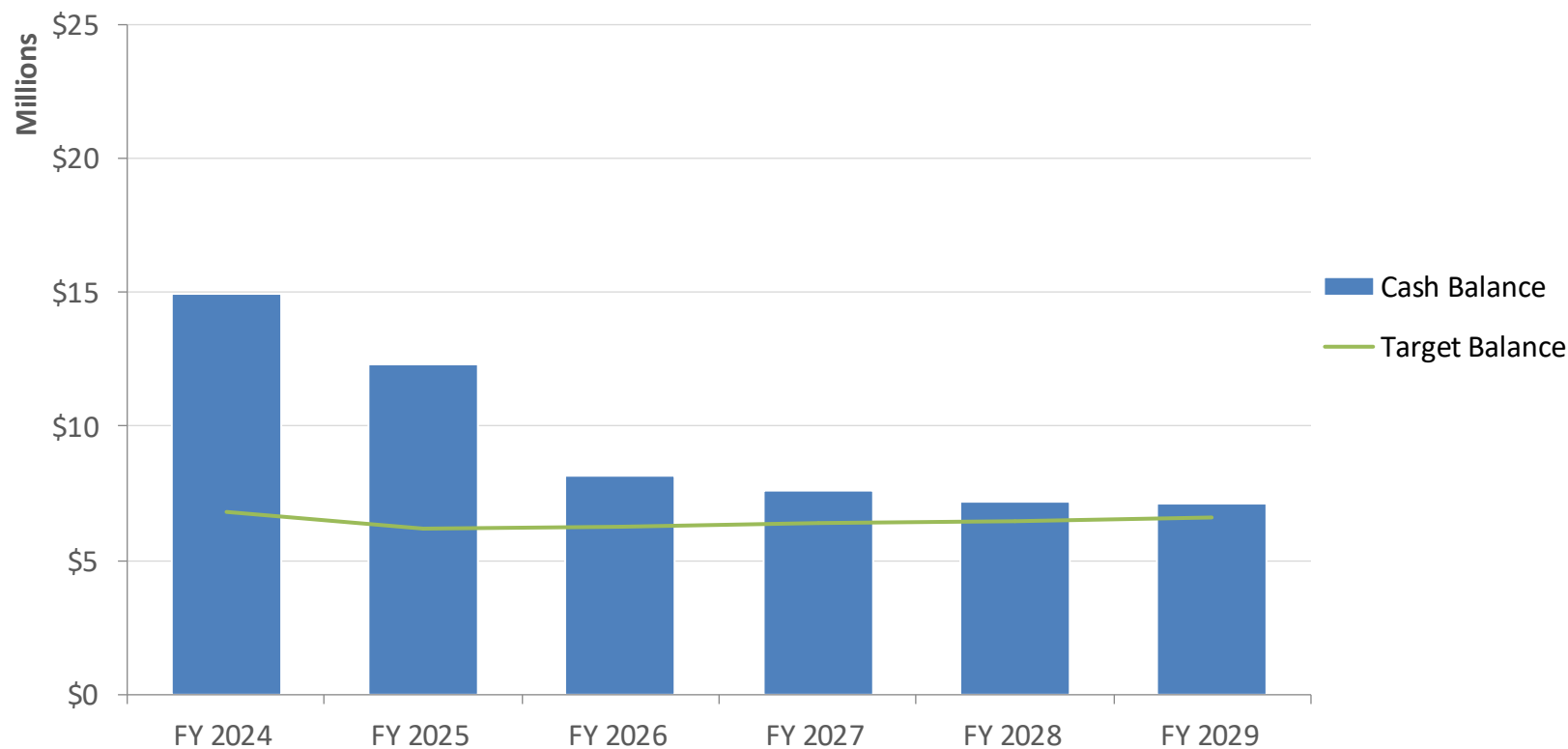
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Monthly Fixed Fee						
5/8	\$6.78	\$7.73	\$8.81	\$10.04	\$10.34	\$10.65
3/4	\$6.78	\$7.73	\$8.81	\$10.04	\$10.34	\$10.65
1	\$16.95	\$19.33	\$22.03	\$25.10	\$25.85	\$26.63
1 1/2	\$33.89	\$38.65	\$44.05	\$50.20	\$51.70	\$53.25
2	\$54.23	\$61.84	\$70.48	\$80.32	\$82.72	\$85.20
3	\$108.46	\$123.68	\$140.96	\$160.64	\$165.44	\$170.40
4	\$169.68	\$193.25	\$220.25	\$251.00	\$258.50	\$266.25
6	\$339.36	\$386.50	\$440.50	\$502.00	\$517.00	\$532.50
8	\$542.98	\$618.40	\$704.80	\$803.20	\$827.20	\$852.00
10	\$935.47	\$1,066.74	\$1,215.78	\$1,385.52	\$1,426.92	\$1,469.70
Monthly Usage Fees (per 1,000 gallons)						
Level 1 (0 - 33,333 gallons)	\$3.81	\$4.34	\$4.95	\$5.64	\$5.81	\$5.98
Level 2 (Over 33,333 gallons)	\$3.43	\$3.91	\$4.46	\$5.08	\$5.23	\$5.38

Revenue Requirements vs. Current and Proposed Revenue - Wastewater



Proposed Revenue reflects a 13% increase in FY 2025, FY 2026, and FY 2027 and a 3% increase each year thereafter

Operating Fund Balance – Wastewater



The green line represents target equal to operating fund balance of 180 days (50%) of operating expenses

Projected Wastewater Inside City Fees

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Quarterly Fixed Fee*						
5/8	\$24.90	\$28.14	\$31.80	\$35.93	\$37.01	\$38.12
3/4	\$24.90	\$28.14	\$31.80	\$35.93	\$37.01	\$38.12
1	\$62.25	\$70.35	\$79.50	\$89.83	\$92.53	\$95.30
1 1/2	\$124.50	\$140.70	\$159.00	\$179.65	\$185.05	\$190.60
2	\$199.20	\$225.12	\$254.40	\$287.44	\$296.08	\$304.96
3	\$398.40	\$450.24	\$508.80	\$574.88	\$592.16	\$609.92
4	\$622.50	\$703.50	\$795.00	\$898.25	\$925.25	\$953.00
6	\$1,245.00	\$1,407.00	\$1,590.00	\$1,796.50	\$1,850.50	\$1,906.00
8	\$1,992.00	\$2,251.20	\$2,544.00	\$2,874.40	\$2,960.80	\$3,049.60
10	\$3,436.20	\$3,883.32	\$4,388.40	\$4,958.34	\$5,107.38	\$5,260.56
Quarterly Usage Fees (per 1,000 gallons)						
All Usage	\$6.07	\$6.86	\$7.75	\$8.76	\$9.02	\$9.29

**monthly fixed fees are 1/3 of quarterly fees*

Projected Wastewater Outside City Fees

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Quarterly Fixed Fee*						
5/8	\$41.37	\$46.75	\$52.83	\$59.70	\$61.49	\$63.33
3/4	\$41.37	\$46.75	\$52.83	\$59.70	\$61.49	\$63.33
1	\$103.43	\$116.88	\$132.08	\$149.25	\$153.73	\$158.33
1 1/2	\$206.85	\$233.75	\$264.15	\$298.50	\$307.45	\$316.65
2	\$330.96	\$374.00	\$422.64	\$477.60	\$491.92	\$506.64
3	\$661.92	\$748.00	\$845.28	\$955.20	\$983.84	\$1,013.28
4	\$1,034.25	\$1,168.75	\$1,320.75	\$1,492.50	\$1,537.25	\$1,583.25
6	\$2,068.50	\$2,337.50	\$2,641.50	\$2,985.00	\$3,074.50	\$3,166.50
8	\$3,309.60	\$3,740.00	\$4,226.40	\$4,776.00	\$4,919.20	\$5,066.40
10	\$5,709.06	\$6,451.50	\$7,290.54	\$8,238.60	\$8,485.62	\$8,739.54
Quarterly Usage Fees (per 1,000 gallons)						
All Usage	\$10.17	\$11.49	\$12.98	\$14.67	\$15.11	\$15.56

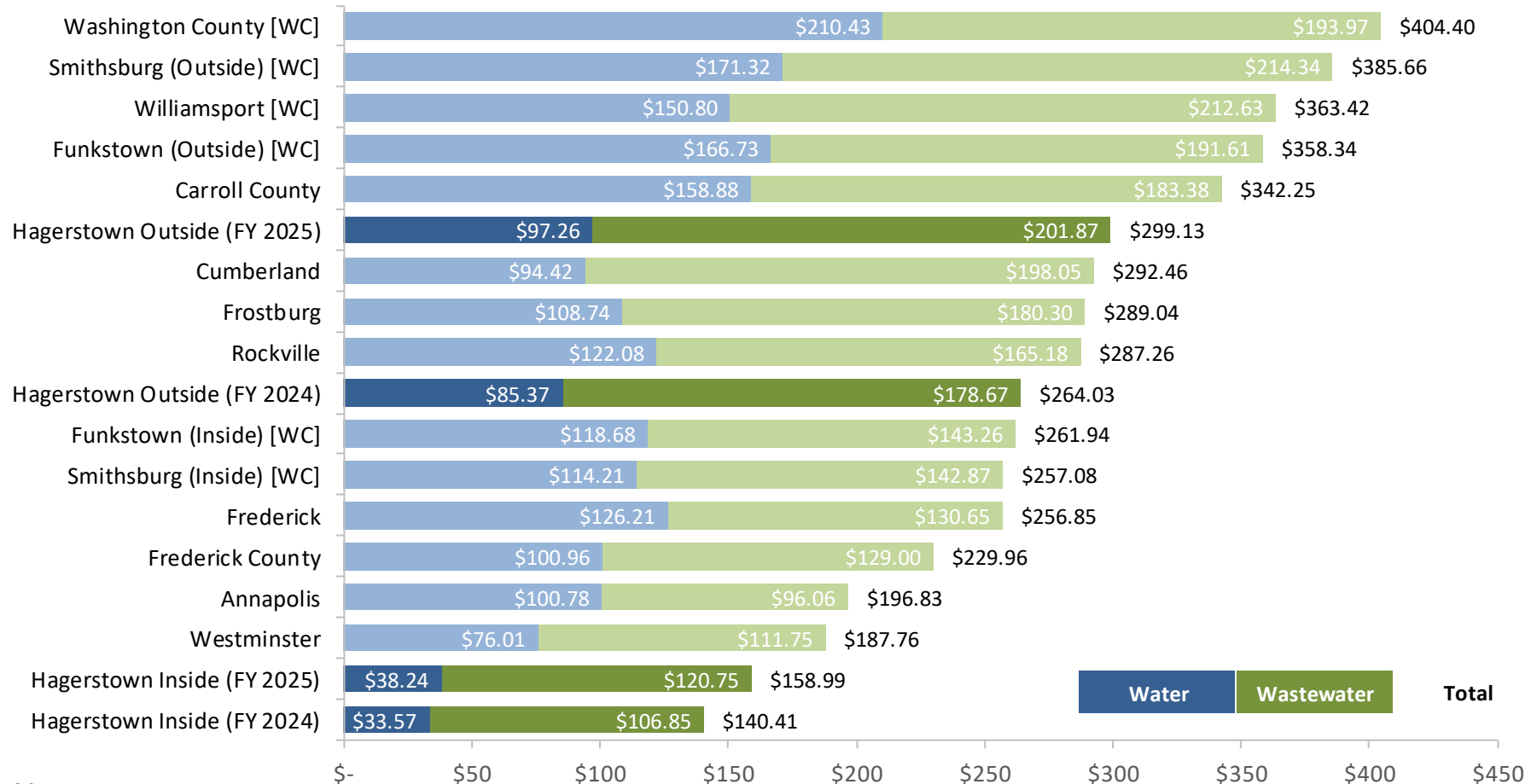
**monthly fixed fees are 1/3 of quarterly fees*

Projected Wastewater Joint City/County Fees

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Quarterly Fixed Fee*						
5/8	\$35.98	\$40.66	\$45.95	\$51.92	\$53.48	\$55.08
3/4	\$35.98	\$40.66	\$45.95	\$51.92	\$53.48	\$55.08
1	\$89.95	\$101.65	\$114.88	\$129.80	\$133.70	\$137.70
1 1/2	\$179.90	\$203.30	\$229.75	\$259.60	\$267.40	\$275.40
2	\$287.84	\$325.28	\$367.60	\$415.36	\$427.84	\$440.64
3	\$575.68	\$650.56	\$735.20	\$830.72	\$855.68	\$881.28
4	\$899.50	\$1,016.50	\$1,148.75	\$1,298.00	\$1,337.00	\$1,377.00
6	\$1,799.00	\$2,033.00	\$2,297.50	\$2,596.00	\$2,674.00	\$2,754.00
8	\$2,878.40	\$3,252.80	\$3,676.00	\$4,153.60	\$4,278.40	\$4,406.40
10	\$4,965.24	\$5,611.08	\$6,341.10	\$7,164.96	\$7,380.24	\$7,601.04
Quarterly Usage Fees (per 1,000 gallons)						
All Usage	\$8.83	\$9.98	\$11.28	\$12.75	\$13.13	\$13.52

**monthly fixed fees are 1/3 of quarterly fees*

FY 2025 Combined Quarterly Bill Comparison



Notes:

- Comparison is for smallest meter size and 13,500 gallons of usage
- [WC] = other Washington County municipalities

Projected Benefit Charges

- Offset the capital costs of backbone capacity in the water and wastewater systems – mains, interceptors, major pumping stations, and treatment facilities
- Benefit charge calculation based on the capacity of the City’s water and wastewater systems, historical cost of systems, and projected capital expenses

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Charge per Gallon						
Water Inside	\$14.50	\$14.94	\$15.39	\$15.85	\$16.33	\$16.82
Water Outside	\$29.00	\$29.88	\$30.78	\$31.70	\$32.66	\$33.64
Wastewater Inside	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71	\$29.57
Wastewater Outside	\$28.98	\$29.85	\$30.75	\$31.67	\$32.62	\$33.60
Charge per Minimum 200 Gallons						
Water Inside	\$2,900	\$2,988	\$3,078	\$3,170	\$3,266	\$3,364
Water Outside	\$5,800	\$5,976	\$6,156	\$6,340	\$6,532	\$6,728
Wastewater Inside	\$5,100	\$5,254	\$5,412	\$5,574	\$5,742	\$5,914
Wastewater Outside	\$5,796	\$5,970	\$6,150	\$6,334	\$6,524	\$6,720

Fees reflect a 3% increase each year from FY 2025 through FY 2029

Projected Annual Fireline Fees

- Offsets the cost of the fire protection standby service that the City makes available on demand
- Fireline fee calculation based on Maine Public Utilities Commission-developed “fire protection curve” that provides the percentage of a water system’s costs that should be attributed to fire protection (ratio of peak hour flow to required fire flow)

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Inside City						
4	\$223.09	\$230.00	\$237.00	\$244.00	\$251.00	\$259.00
6	\$501.28	\$516.00	\$532.00	\$548.00	\$564.00	\$581.00
8	\$892.36	\$919.00	\$947.00	\$975.00	\$1,004.00	\$1,034.00
10	\$1,393.64	\$1,435.00	\$1,479.00	\$1,523.00	\$1,569.00	\$1,616.00
12	\$2,005.13	\$2,065.00	\$2,127.00	\$2,191.00	\$2,257.00	\$2,324.00
Outside City						
4	\$298.35	\$307.00	\$316.00	\$325.00	\$335.00	\$345.00
6	\$667.93	\$688.00	\$709.00	\$731.00	\$752.00	\$775.00
8	\$1,188.02	\$1,225.00	\$1,263.00	\$1,300.00	\$1,339.00	\$1,379.00
10	\$1,857.29	\$1,913.00	\$1,972.00	\$2,031.00	\$2,092.00	\$2,155.00
12	\$2,674.40	\$2,753.00	\$2,836.00	\$2,921.00	\$3,009.00	\$3,099.00

Fees reflect a 3% increase each year from FY 2025 through FY 2029 (rounded to the dollar)

Recommendations

- Adopt the projected water and wastewater fees and charges for FY 2025 through FY 2027
 - 14% increase per year for water
 - 13% increase per year for wastewater
- Review rates, fees, and charges on an annual basis and revise as needed
- Consider a full cost of service study for all rates, charges, and fees every three to five years



QUESTIONS?

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