

# **Mayor and Council Work Session April 23, 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)

*"Never allow the fear of striking out keep you from playing the game" - Babe Ruth*

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

- 4:00 PM** 1. FY25 Budget Review – *Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager*
- 5:00 PM** 2. Proposed Parking Rate Changes – *Eric Deike, Director of Public Works*
- 5:15 PM** 3. Water/Wastewater Rate Model Update – *Nancy Hausrath, Utilities Director, Tyler Puffenberger, Deputy Director of Utilities and Ashley Newcomer, Financial Manager*
- 6:00 PM** 4. Cultural Trail Crosswalk at Baltimore Street - *Jim Bender, City Engineer*

## **CITY ADMINISTRATOR'S COMMENTS**

## **MAYOR AND COUNCIL COMMENTS**

## **ADJOURN**

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

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**Topic:**

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

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

FY25\_Budget\_Review\_Memo\_04-23-2024.pdf

**Description**

FY 2025 Budget Review



# CITY OF HAGERSTOWN, MARYLAND

## Finance & Accounting Department

One East Franklin Street • Hagerstown, MD 21740

Telephone: 301.766.4142 • Website: [www.hagerstownmd.org](http://www.hagerstownmd.org)

To: Scott Nicewarner, City Administrator

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

Date: April 23, 2024

Subject: FY25 Budget Review

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On Tuesday, April 2, 2024, we began FY25 Proposed Budget discussions with a summarized overview. Staff will continue to review the FY25 Proposed Budget through April and May. The schedule outlined below is a draft and can be updated based upon time needed and discussion topics.

### **April 23, 2024:**

1. General Fund Overview Statement of Revenue and Expenditures – Section 2, Pages 1-4
2. General Fund 5 Year Projections – Section 6
  - a. General Fund Revenue Projections – Pages 3, 5, and 7
  - b. General Fund Expenditures Projections – Pages 4, 9 and 10
  - c. General Fund Debt Service Projections – Pages 12-13
3. General Fund Agency Contributions – Section 2, Page 65
4. General Fund Public Functions – Section 2, Page 66

### **April 23, 2024 (in conjunction with separate rate discussions)**

1. Parking Fund 5 Year Projections - Section 6, Pages 24-26
2. Water Fund 5 Year Projections - Section 6, Pages 18-20
3. Wastewater Fund 5 Year Projections - Section 6, Pages 21-23

### **April 30, 2024 through May 21, 2024:**

Future budget review work sessions are anticipated to continue discussions on the General Fund and cover the following topics throughout April and May.

1. Economic Redevelopment Fund – Section 4, Pages 10-12
2. CDBG Fund – Section 4, Pages 3-8
3. Capital Improvement Program – Section 7
  - a. Strategic Plan – Pages 2-3
  - b. General Fund Projects by Funding Source (Bond Financing; CIP Fund Balance; and Transfers to CIP-General Fund) – Pages 16-20
4. Parking Fund Capital Improvement Projects - Section 7, Pages 39 and 160-163
5. Stormwater Fund 5 Year Projections - Section 6, Pages 31-32
6. Stormwater Fund Capital Improvement Projects - Section 7, Pages 45 and 169-177
7. Electric Fund 5 Year Projections - Section 6, Pages 15-17
8. Electric Fund Capital Improvement Projects - Section 7, Pages 31 and 110-131
9. Water Fund Capital Improvement Projects - Section 7, Pages 34 and Pages 132-145
10. Wastewater Fund Capital Improvement Projects - Section 7, Pages 36 and 146-159



11. Golf Fund 5 Year Projections – Section 6, Pages 27-28
12. Golf Fund Capital Improvement Projects – Section 7, Pages 41 and 164-165

**May 7, 2024:**

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

**May 21, 2024:**

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

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

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**Topic:**

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

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Proposed\_Parking\_Rate\_Changes\_Council\_Packet\_.pdf

**Description**

Proposed Parking Rate  
Changes



# CITY OF HAGERSTOWN, MARYLAND

## Public Works Department

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

TO: Scott Nicewarner, City Administrator

FROM: Eric B. Deike, Public Works Director

DATE: April 16, 2024

TOPIC: Proposed Parking Rate Changes

### MAYOR AND COUNCIL ACTION REQUESTED

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

### DISCUSSION

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

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

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

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

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

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

### **Parking Meters**

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

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

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

The Antietam Street Parking Lot (District Court):

- \$1.00 = 1 Hour

### **Parking Garages**

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

### **Daily Parking Rates**

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

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

### **Monthly Parking Rates**

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

### **Student Parking Rates**

- \$25.00 per month (parking lot only)

### **FINANCIAL IMPACT**

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

### **RECOMMENDATION**

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

Att: Parking Fund Projections Fiscal Year 2025/2029 Assumptions

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



PARKING FUND PROJECTIONS  
FISCAL YEAR 2025/2029  
ASSUMPTIONS

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

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

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

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

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



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

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**Topic:**

Water/Wastewater Rate Model Update – *Nancy Hausrath, Utilities Director, Tyler Puffenberger, Deputy Director of Utilities and Ashley Newcomer, Financial Manager*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

File Name	Description
MEMO_WATER_AND_WASTEWATER_MODEL_DISCUSSION_04022024.docx	MEMO DISCUSSION W&WW RATE MODEL





# CITY OF HAGERSTOWN, MARYLAND

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## Utilities Department

1 Clean Water Circle • Hagerstown, MD 21740

Telephone: 301-739-8577, ext. 650

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

March 28, 2024

To: Scott Nicewarner, City Administrator

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

Action: Discussion - Water/Wastewater Rate Model Update

The Utilities Department Financial/Administrative staff will be at the April 23, 2024 Mayor and City Council Work Session to provide an update on the requested amendments to the rate tables requested at the March 19<sup>th</sup> meeting. The Model has been updated to provide a new 1-Tier Rate for all customers in the non-residential declining tier.

Staff will provide updated documents during the meeting.

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

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**Topic:**

Cultural Trail Crosswalk at Baltimore Street - *Jim Bender, City Engineer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

MC\_memo\_Baltimore\_Crosswalk\_Apr\_23\_\_24.pdf

**Description**

Memo - Cultural Trail  
Crosswalk



# CITY OF HAGERSTOWN, MARYLAND

Engineering Department

April 23, 2024

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer JIM

RE: Cultural Trail crosswalk at Baltimore Street

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1. Background

At the April 2<sup>nd</sup> work session, the Council expressed concern regarding the relocation of the mid-block crosswalk where the Cultural Trail crosses Baltimore Street. The council directed staff to study the alternatives to the proposed crossing, and to report back their findings. The purpose of this memo is to present the results of that analysis, and to make a recommendation on the location and type of crossing.

2. Mayor & Council Action Requested

Determine whether or not to accept staff's assessment of the proposed crosswalk. If the Council is in agreement, staff would ask the Council to reconsider approval of the easement agreement with Hagerstown Housing Authority to allow the relocation of the Cultural Trail to begin. Staff will be present at the work session to discuss.

3. Discussion

With the configuration of Meritus Park, the location of the existing Cultural Trail south of Baltimore Street, and the location of the relocated trail on the stadium property, there are limited options to create a safe, continuous pedestrian trail through this area. Staff feels that the proposed solution, while not perfect, is the safest option given the circumstances.

Pedestrians approaching Baltimore Street from the south on the Cultural Trail will want to cross the street to continue northward on the trail. It is extremely unlikely that they will walk up to the signalized intersection at Summit Avenue to cross the street, and even less likely that they will walk up to the intersection at Potomac Street. Accepting that reality, the City must plan for pedestrians to cross the street mid-block; staff does not feel that a "do nothing" alternative is prudent.

The existing crosswalk on Baltimore Street is located near the former intersection of Baltimore Street and Hood Street. Hood Street was removed as part of the construction of Meritus Park, and if the crosswalk remains at its existing location, it would direct pedestrians into the loading dock area of the new stadium; staff does not feel that this is a safe or desirable situation, and it would be impossible to install a crossing beacon on the north side of the street. The most logical location for a new crosswalk is at the location where the relocated trail on the stadium property hits Baltimore Street.

As was mentioned at the April 2<sup>nd</sup> work session, staff feels that the best location for the new crosswalk is to the west of the Potomac Towers driveway entrance. Separating the crosswalk from that entrance will reduce potential conflicts between pedestrians on the Cultural Trail and vehicles entering the Hagerstown Housing Authority property. A perpendicular (90 degree) crosswalk would be preferred, but that would place the crosswalk in the middle of the Potomac Towers driveway entrance, which cannot work. The proposed crosswalk will be skewed across the street, similar to the existing crosswalk. The attached exhibit shows the proposed crosswalk location, the Potomac Towers entrance, the relocated Cultural Trail on the Meritus Park (north) side of the street, and the stadium's loading/delivery area.

On the original Cultural Trail, there were six (6) crosswalks installed that were not at stop-controlled intersections. At each of these crosswalks, Rectangular Rapid Flashing Beacons (RRFBs) were installed to increase the safety of pedestrians crossing the streets. These RRFBs are activated by a push button, and they initiate alternating flashing yellow lights on either side of the crosswalk. The purpose of the RRFBs is to catch the attention of drivers approaching the crosswalk, alerting them that a pedestrian is about to cross the street. By Maryland State law, drivers are required to stop for pedestrians in marked crosswalks, whether or not there is a traffic signal or beacon at that location; the RRFBs are an enhancement to improve pedestrian safety. Staff is proposing to relocate the RRFB at the former Baltimore Street crosswalk to the new crosswalk location.

At the April 2<sup>nd</sup> work session, several Councilmembers expressed the desire to force vehicles to stop at the crosswalk, and felt that a traffic signal should be installed at that location. Staff has considered that request, and is not recommending the installation of a signal at this time for the following reasons:

1. Traffic signals and RRFBs rely on drivers to pay attention and comply with the law, and violations of the law are an enforcement issue. Neither type of device provides any sort of physical protection for pedestrians. As stated earlier, vehicles are required to stop for pedestrians in marked crosswalks regardless of the presence of a signal or beacon. Research by the Federal Highway Administration (FHWA) suggests that RRFB's can increase vehicle yielding rates by 98 percent at marked crosswalks, and that they are most effective on streets where vehicle speeds are less than 40 mph. Staff does not feel that a traffic signal would result in an appreciably safer crossing than an RRFB.
2. Installation of a traffic signal would impact traffic flow on Baltimore Street, and there is a concern that traffic would back up to the Potomac Street intersection during peak traffic flow periods. To minimize disruptions to traffic, the new signal would need to be coordinated with the downtown signal timing network; that coordination would mean that the new signal wouldn't immediately cycle when the button was pushed. That could lead to pedestrians not waiting for the signal, and crossing without any visual indication to drivers. Staff feel that this is a less-safe condition than an RRFB that operates independently from the signal network.
3. Based upon rough estimates from the City's traffic consultant (attached), the cost to install a traffic signal at this location would range from \$110,000 to \$145,000. The City already has the RRFB that would be relocated to this crosswalk, and the cost to install it would be reimbursed by the Maryland Stadium Authority. There is also a lead time to acquire new traffic signal equipment; based upon other current traffic

signal projects, staff estimates that it would be a minimum of six months before a signal could be installed.

The crosswalk will have additional elements to enhance its effectiveness. The pavement markings for the crosswalk will be what FHWA considers to be “high visibility” markings. STOP and/or yield pavement markings will be placed on either side of crosswalk, and “STOP Here” or “Yield Here” signs will be installed at those locations. We will also install in-street “STOP for pedestrians in crosswalk” signs on flexible posts, similar to the signs on Walnut Street at Walnut Towers. Staff feels that these features, in combination with the RRFBs, will make this crossing as safe as possible given the constraints of the site.

At the same time, no one knows for sure what vehicular and pedestrian traffic patterns will be like after Meritus Park opens, or what effect the opening of the Hub City Garage will have on the situation. Staff plans to monitor the areas around the stadium (including Baltimore Street) during events, and will make adjustments as necessary to promote the safe and efficient flow of vehicles and pedestrians.

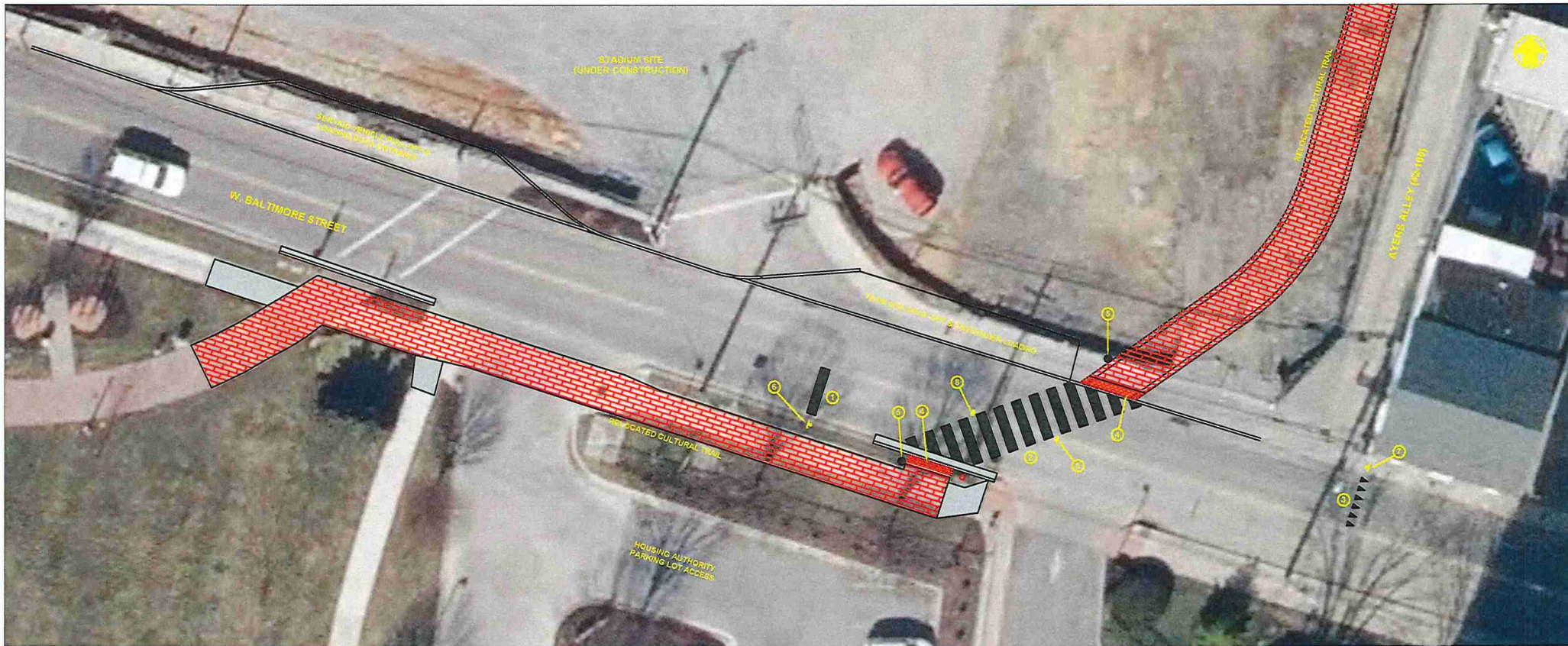
attachments: exhibit showing proposed crosswalk and constraints on Baltimore St.  
exhibit showing details of proposed crosswalk  
cost estimates for a traffic signal installation





## PROPOSED CROSSWALK LOCATION ON W. BALTIMORE STREET





1



2



3



8

- SALVAGED/RELOCATED 14' PEDESTAL POLE
- SALVAGED/RELOCATED BICYCLE/PEDESTRIAN CROSSING SIGN 36" x 36" (1 EACH SIDE OF POLE)
- SALVAGED/RELOCATED RECTANGULAR RAPID FLASHING BEACON "RRFB" 24" x 4" (1 EACH SIDE OF POLE)
- SALVAGED/RELOCATED DIRECTIONAL ARROW SIGN 24" x 12" (1 EACH SIDE OF POLE)
- SALVAGED/RELOCATED INFORMATIONAL SIGN 8" x 12" (LOOK BOTH WAYS VEHICLES MAY NOT STOP CROSS WITH CAUTION)
- SALVAGED/RELOCATED PUSH BUTTON ACTIVATION OF RRFB'S

#### LEGEND

- 1 24" WIDE SOLID WHITE THERMOPLASTIC STOP BAR
- 2 24" WIDE x 10' LONG SOLID WHITE THERMOPLASTIC WITH 2" SPACING (HIGH VISIBILITY CROSSWALK)
- 3 12" x 18" SOLID WHITE THERMOPLASTIC YIELD MARKINGS WITH 12" SPACING (6 REQUIRED)
- 4 BRICK PAVER DETECTABLE WARNING SURFACE 24" WIDE x 10' LONG
- 5 14' PEDESTAL POLE WITH RECTANGULAR RAPID FLASHING BEACON, SIGNAGE AND PUSHBUTTON.
- 6 STOP HERE FOR PEDESTRIAN SIGN (R1-5b) 30" x 30" MOUNTED 7' ABOVE GRADE TO BOTTOM OF SIGN ON U-CHANNEL POST
- 7 YIELD HERE FOR PEDESTRIAN SIGN (R1-5) 30" x 30" MOUNTED 7' ABOVE GRADE TO BOTTOM OF SIGN ON U-CHANNEL POST
- 8 IN-STREET STOP FOR PEDESTRIAN WITHIN CROSSWALK SIGN (R1-6a) 12" x 36" MOUNTED ON A FLEX POST (2 REQUIRED)

# OVERHEAD TRAFFIC SIGNAL

KCI TECHNOLOGIES, INC.  
QUANTITY AND COST BREAKDOWN

Project: Pedestrian Signal - West Baltimore Street Trail Re-alignment  
Intersection: W. Baltimore Street, Ayers Alley  
County: Washington  
Client: City of Hagerstown  
Type of Est.: Preliminary  
Date of Est.: April 5, 2024  
Mast arm pole layout

KCI Project No.  
Contract:

Type of Est.: Preliminary			COMPUTED:		Date		By		
Date of Est.: April 5, 2024			CHECKED:						
Mast arm pole layout									
ITEM #		ITEM DESCRIPTIONS	UNIT	QTY.	UNIT	PRICE	AMOUNT		
CATEGORY 1 (PRELIMINARY)									
1001	120515	MAINTENANCE OF TRAFFIC	EA	1		\$7,000.00	\$7,000.00		
1002	130875	MOBILIZATION	LS	1		\$7,000.00	\$7,000.00		
						SUBTOTAL:	\$14,000.00		
CATEGORY 2 (GRADING)									
2001	203030	TEST PIT EXCAVATION	CY	2		\$300.00	\$600.00		
						SUBTOTAL:	\$600.00		
CATEGORY 5 (PAVING)									
							\$0.00		
						SUBTOTAL:	\$0.00		
							\$0.00		
CATEGORY 6 (SHOULDERS)									
							\$0.00		
						SUBTOTAL	\$0.00		
							\$0.00		
CATEGORY 8 (TRAFFIC)									
8001	800000	MAST ARM POLE AND 36 FOOT MAST ARM, ANY 'T' DIMENSION	EA	1		\$32,000.00	\$32,000.00		
8002	801004	CONCRETE FOR SIGNAL FOUNDATION	CY	5		\$1,500.00	\$8,100.00		
8003	801605	SHEET ALUMINUM SIGN	SF	18		\$50.00	\$900.00		
8004	802501	NO. 6 AWG STRANDED BARE COPPER GROUND WIRE	LF	120		\$5.00	\$600.00		
8005	802571	ELECTRICAL CABLE 1-CONDUCTOR, 2/0 AWG, TYPE THHN	LF	60		\$5.00	\$300.00		
8006	805125	2 INCH SCHEDULE 80 RIGID PVC CONDUIT-TRENCHED	LF	20		\$25.00	\$500.00		
8007	805135	3 INCH SCHEDULE 80 RIGID PVC CONDUIT-TRENCHED	LF	20		\$35.00	\$700.00		
8008	805155	4 INCH SCHEDULE 80 RIGID PVC CONDUIT-SLOTTED	LF	60		\$80.00	\$4,800.00		
8009	807206	UP TO 200 AMP EMBEDDED METERED SERVICE PEDESTAL, CONCRETE COLLAR & GROUND RODS	EA	1		\$3,800.00	\$3,800.00		
8010	810022	ELECTRICAL CABLE 1-CONDUCTOR NO. 8 AWG-THHN/THWN	LF	30		\$4.00	\$120.00		
8011	811001	FURNISH AND INSTALL ELECTRICAL HANDHOLE	EA	2		\$3,000.00	\$6,000.00		
8012	818013	6 FOOT OR 10 FOOT PEDESTAL POLE, POWDER COAT, WITH BREAKAWAY COUPLING FOUNDATION AND GF	EA	2		\$1,650.00	\$3,300.00		
8013	837001	GROUND ROD - 3/4 INCH DIAMETER X 10 FOOT LENGTH	EA	2		\$250.00	\$500.00		
8014	860284	12 INCH LED VEHICULAR TRAFFIC SIGNAL HEAD SECTION	EA	12		\$550.00	\$6,600.00		
8015	860285	16 INCH LED COUNTDOWN PEDESTRIAN SIGNAL HEAD	EA	2		\$1,500.00	\$3,000.00		
8016	861105	ELECTRICAL CABLE - 2 CONDUCTOR (NO. 14 AWG)	LF	120		\$3.50	\$420.00		
8017	861107	ELECTRICAL CABLE - 5 CONDUCTOR (NO. 14 AWG)	LF	350		\$4.00	\$1,400.00		
8018	865210	AUDIBLE/TACTILE PEDESTRIAN PUSHBUTTON STATION AND SIGNS	EA	2		\$1,500.00	\$3,000.00		
8019	865300	2-WIRE APS CENTRAL CONTROL UNIT	EA	1		\$4,200.00	\$4,200.00		
9001	971047	CONTROLLER CABINET, SIZE S WITH CONTROLLER AND HD IP-BASED VIDEO DETECTION COMMUNICATION	EA	1		\$50,000.00	\$50,000.00		
						SUBTOTAL	\$130,240.00		
TOTALS									
				PRELIMINARY SUBTOTALS:					\$14,000.00
				GRADING SUBTOTALS:					\$600.00
				PAVING SUBTOTALS:					\$0.00
				SHOULDERS SUBTOTALS:					\$0.00
				TRAFFIC SUBTOTALS:					\$130,240.00
				CATEGORIES 1 - 8 TOTAL:					\$144,840.00



# GROUND - MOUNTED TRAFFIC SIGNAL

KCI TECHNOLOGIES, INC.  
QUANTITY AND COST BREAKDOWN

Project: Pedestrian Signal - West Baltimore Street Trail Re-alignment  
Intersection: W. Baltimore Street, Ayers Alley  
County: Washington  
Client: City of Hagerstown  
Type of Est.: Preliminary  
Date of Est.: April 5, 2024  
Pedestal Pole Layout

KCI Project No.  
Contract:

		COMPUTED:		Date		By	
		CHECKED:					
ITEM #		ITEM DESCRIPTIONS	UNIT	QTY.	UNIT	PRICE	AMOUNT
CATEGORY 1 (PRELIMINARY)							
1001	120515	MAINTENANCE OF TRAFFIC	EA	1		\$5,000.00	\$5,000.00
1002	130875	MOBILIZATION	LS	1		\$5,000.00	\$5,000.00
						SUBTOTAL:	\$10,000.00
CATEGORY 2 (GRADING)							
2001	203030	TEST PIT EXCAVATION	CY	2		\$300.00	\$600.00
						SUBTOTAL:	\$600.00
CATEGORY 5 (PAVING)							
						SUBTOTAL:	\$0.00
CATEGORY 6 (SHOULDERS)							
							\$0.00
							\$0.00
						SUBTOTAL	\$0.00
CATEGORY 8 (TRAFFIC)							
8001	800000	14' PEDESTAL POLE WITH BREAKAWAY TRANSFORMER BASE	EA	2		\$4,000.00	\$8,000.00
8002	801004	CONCRETE FOR SIGNAL FOUNDATION	CY	3		\$1,500.00	\$4,050.00
8003	801605	SHEET ALUMINUM SIGN	SF	42		\$50.00	\$2,100.00
8004	802501	NO. 6 AWG STRANDED BARE COPPER GROUND WIRE	LF	100		\$5.00	\$500.00
8005	805135	3 INCH SCHEDULE 80 RIGID PVC CONDUIT-TRENCHED	LF	20		\$35.00	\$700.00
8006	805155	4 INCH SCHEDULE 80 RIGID PVC CONDUIT-SLOTTED	LF	60		\$80.00	\$4,800.00
8007	807206	UP TO 200 AMP EMBEDDED METERED SERVICE PEDESTAL, CONCRETE COLLAR & GROUND RODS	EA	1		\$3,800.00	\$3,800.00
8008	811001	FURNISH AND INSTALL ELECTRICAL HANDHOLE	EA	2		\$3,000.00	\$6,000.00
8009	837001	GROUND ROD - 3/4 INCH DIAMETER X 10 FOOT LENGTH	EA	2		\$250.00	\$500.00
8010	860284	12 INCH LED VEHICULAR TRAFFIC SIGNAL HEAD SECTION	EA	12		\$550.00	\$6,600.00
8011	860285	16 INCH LED COUNTDOWN PEDESTRIAN SIGNAL HEAD	EA	2		\$1,500.00	\$3,000.00
8012	861105	ELECTRICAL CABLE - 2 CONDUCTOR (NO. 14 AWG)	LF	120		\$3.50	\$420.00
8013	861107	ELECTRICAL CABLE - 5 CONDUCTOR (NO. 14 AWG)	LF	280		\$4.00	\$1,120.00
8014	865210	AUDIBLE/TACTILE PEDESTRIAN PUSHBUTTON STATION AND SIGNS	EA	2		\$1,500.00	\$3,000.00
8015	865300	2-WIRE APS CENTRAL CONTROL UNIT	EA	1		\$4,200.00	\$4,200.00
8016	873003	REMOVE AND DISPOSE OF EXISTING SIGNAL EQUIPMENT (PER SIGNALIZED INTERSECTION LOCATION)	EA	0		\$5,000.00	\$0.00
9001	971047	CONTROLLER CABINET, SIZE S WITH CONTROLLER AND HD IP-BASED VIDEO DETECTION COMMUNICATION	EA	1		\$50,000.00	\$50,000.00
						SUBTOTAL	\$98,790.00
TOTALS							
PRELIMINARY SUBTOTALS:							\$10,000.00
GRADING SUBTOTALS:							\$600.00
PAVING SUBTOTALS:							\$0.00
SHOULDERS SUBTOTALS:							\$0.00
TRAFFIC SUBTOTALS:							\$98,790.00
CATEGORIES 1 - 8 TOTAL:							\$109,390.00