

Mayor and Council Work Session November 12, 2024 Agenda

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

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

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

'Our prime purpose in this life is to help others' – Dalai Lama

4:00 PM WORK SESSION

- 4:00 PM** 1. Preliminary Agenda Review
- 4:10 PM** 2. Request for Exemption from Chapter 155, Noise for Fireworks - *Donna K. Spickler, City Clerk, and Brittany Arizmendi, Community Engagement Officer*
- 4:15 PM** 3. Customer Service Positions – *Beth Everhart, Support Services Manager and Ryan Grove, Support Services Supervisor*
- 4:20 PM** 4. Maryland Municipal Electric Utility Alliance - *Nathan Fridinger, Deputy Director of Electric*
- 4:30 PM** 5. FY26 Preliminary Budget for General Fund Agency Contributions – *Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager*
- 4:45 PM** 6. American Rescue Plan (ARPA) Allocations and Update – *Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager*
- 5:00 PM** 7. Program Open Space Annual Grant Program – *Eric Deike, Director of Public Works*
- 5:10 PM** 8. Grant Application – Energy Efficiency and Conservation Block Grant from the Department of Energy – *Jim Bender, City Engineer*
- 5:15 PM** 9. Safe Streets for All Safety Action Plan Update – *Jim Bender, City Engineer*
- 5:25 PM** 10. Community's City Center Plan 10-Year Update - *Jill Thompson, Director of Community & Economic Development, and Kathleen Maher, Director of Planning & Code Administration*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

**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

November_19__2024_Preliminary_Agenda.pdf

Description

November 19, 2024
Preliminary Agenda



**MAYOR AND CITY COUNCIL
REGULAR SESSION
(103RD VOTING SESSION)
NOVEMBER 19, 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

5:30 p.m. Capitol Christmas Tree in Downtown Hagerstown

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, December 3, 2024 - Work Session at 4:00 p.m.
 - 2. Tuesday, December 10, 2024 – Work Session at 4:00 p.m.
 - 3. Thursday, December 12, 2024 – Strategic Planning Meeting – 9:00 a.m. to 12:30 p.m.
 - 4. Tuesday, December 17, 2024 – Regular Session at 7:00 p.m.
 - 5. Tuesday, December 24, 2024 – No Meeting Scheduled
 - 6. Tuesday, December 31, 2024 – No Meeting Scheduled

V. PROCLAMATIONS

Municipal Government Works Month

**** 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

VI. AGENDA ITEM CITIZEN COMMENTS

Citizen Comments on agenda items shall be limited to topics listed for consideration on this agenda and limited to three minutes.

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, November 19, 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.

VII. PUBLIC HEARING

Ratification of Annexation Resolution for I-70 ROW, and Col. Henry K. Douglas ROW

VIII. MINUTES

October 1, 2024, October 8, 2024, October 15, 2024, and October 22, 2024

IX. CONSENT AGENDA

A. City Clerk:

1. Six iPad Pros with Keyboard – Staples, Inc. (Chicago, IL) \$ 7,558.68

B. Engineering:

1. RTK GPS Survey Grade Complete Package/Setup - Caron East, Inc. (Cumberland, MD) \$ 13,740.00
2. Miscellaneous Stormwater Engineering Services – Retainer Contract: Frederick Seibert & Associates (Hagerstown, MD) and Bayland Consultants (Hanover, MD)

C. Information Technology:

1. Barracuda Essentials Annual Software Renewal - System Source (Hunt Valley, MD) \$ 119,233.15

D. Police:

1. HPD 3rd Floor Office and Restroom Renovations - Change Orders - Popowski Brothers, Inc. (Cockeysville, MD) \$ 50,954.00
2. Six 2025 Ford Interceptors Utility AWD Vehicles (\$ 46,435.00/each) - New Holland Auto Group (New Holland, PA) \$ 278,610.00
3. Vehicle Upfitting for Police Interceptors Utility AWD – East Coast Emergency Lighting, Inc. (Millstone Township, NJ) \$ 78,249.99

E. Public Works:

1. John Deere Rough Mower Repairs - Finch Turf (Eldersburg, MD) \$ 19,065.00
2. Motorola 2-Way Radio Model XPR 5350e - Hankey's Radio, Inc. (Frederick, MD) \$ 9,894.10
3. Water/Sand Ballastable Roadway Jersey Barriers - Safeware, Inc. (Lanham, MD) \$ 4,442.41
4. Traffic Barricades and Traffic Barrels - Safeware, Inc. (Lanham, MD) \$ 4,258.00
5. Cardinal Zone Challenger Play Structure plus Installation - Playground Specialists, Inc. (Thurmont, MD) \$ 136,540.00
6. Pricing shown for Bulk Diesel Fuel and Gasoline Purchase is the total Washington County bid price - the original City Purchase Order for each component will be the approved FY25 budget totals. Bulk Diesel Fuel and Gasoline Purchase: Transport Deliveries - Petroleum Traders Corporation (Fort Wayne, IN) \$ 716,000.00
7. Bulk Gasoline and Diesel Fuel Purchase (Smaller Quantities): James River Solutions, LLC (Ashland, VA) \$ 716,000.00
8. Graco Line Stripper and Related Equipment - Sherwin-Williams (Hagerstown, MD) \$ 18,843.99

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Consent Agenda continued

9. Park Equipment - Benches, Picnic Tables, and Trash Receptacles - Metro Recreation (North Jefferson, MD) \$ 32,762.10
10. Toro Aerator and Toro Bullseye RapidSeed 590 - Turf Equipment and Supply Company (Jessup, MD) \$ 52,492.71

F. Utilities:

1. Light – MEA FY24 SOLE Grant Material - LED Light Fixtures -- Signify North America (Somerset, NJ) \$ 152,849.00
2. Light - HLD Facility Back-Up Generator -- Fidelity Power Systems (Sparks, MD) \$ 157,160.42
3. Light - Distribution Line Transformers -- United Utility Supply (Chambersburg, PA) \$ 37,200.00
4. Water Treatment Chemical Chlorine – Univar Solutions, Inc. (Downers Grove, IL) \$ 51,500.00
5. Water and Wastewater: Underground Infrastructure Marking for Distribution and Collections – USIC Locating Services, Inc. (Indianapolis, IN) \$ 100,000.00
6. Wastewater Treatment Plant Improvements - SCADA - AutomaTech (Plymouth, MA) \$ 40,634.00
7. Wastewater Treatment Chemical Ferric Chloride - Kemira Water Solutions, Inc. (Laurence, KS) \$ 28,912.00

X. UNFINISHED BUSINESS

There is no Unfinished Business

XI. NEW BUSINESS

- A. Approval of a Resolution: Subrecipient Agreement for Main Street Startup Grant – The Dog House
- B. Approval of Two (2) Full-time Positions: Support Services Department
- C. Approval of the Execution of the Formal Collaboration of Maryland Municipal Electric Utility Alliance
- D. Approval of Noise Ordinance Exemption – Hagerstown Boxcars – December 7, 2024 and Krumpke's Donut Drop – December 31, 2024
- E. Approval of Federal Lobbyist Contract with The Ferguson Group
- F. Approval of Agency Contributions
- G. Approval of Application for FY2026 Program Open Space Funding

XII. GENERAL CITIZEN COMMENTS

General Citizen Comments are welcome and shall be limited to three minutes.

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, November 19, 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.

XIII. CITY ADMINISTRATOR COMMENTS

XIV. MAYOR & COUNCIL COMMENTS

XV. 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:

Request for Exemption from Chapter 155, Noise for Fireworks - *Donna K. Spickler, City Clerk, and Brittany Arizmendi, Community Engagement Officer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-_Noise_Ordinance_Exemption.pdf

Description

Memo - Noise Ordinance
Exemption Request



CITY OF HAGERSTOWN, MARYLAND

Donna Spickler

City Clerk

One East Franklin Street • Hagerstown, MD 21740

E-mail: dspickler@hagerstownmd.org

Telephone: 301.766.4183 • TDD: 301.797.6617 • Website: www.hagerstownmd.org

TO: Mayor and City Council Members
Scott Nicewarner, City Administrator

FROM: Donna Spickler, City Clerk *DS*
Brittany Arizmendi, Community Engagement Officer *BA*

SUBJECT: Request for Exemption from Chapter 155, Noise for Fireworks

DATE: November 6, 2024

The Hagerstown Flying Boxcars are requesting an exemption from the City of Hagerstown Noise Ordinance for two separate fireworks displays to be held at Meritus Park.

The first is for a private, non-baseball event on Saturday, December 7, 2024. A copy of the request from David Blenckstone, General Manager, is attached. The second event is the Krumpe's Donut Drop 2024, to be held on Tuesday, December 31, 2024. The fireworks would be set up in the same manner as the fireworks throughout the baseball season.

Chapter 155 of the City Code allows exemptions from the Noise Ordinance for a variety of activities including parades, fireworks displays, festivals, and other special events by approval of the Mayor and City Council. These events, as planned, will require an exemption by the Mayor and City Council from §155-5 of the City Code. A copy of this section of the City Code is attached.

If the exemptions are approved, formal action would be scheduled for the November 19, 2024 Regular Session.

If you have any questions or need additional information, please contact either Ms. Arizmendi or me.

Thank you.

Attachments: City Code
Letter Requesting Exemption for December 7, 2024





October 18, 2024

Dear Mayor and Council,

The Hagerstown Flying Boxcars would like to respectfully request permission to host a fireworks show on Saturday, December 7 for a non-baseball event at Meritus Park.

Because there is not a game on Dec. 7, the show would start promptly at 7:00PM and last approximately 10 minutes. We will work with our fireworks vendor and the Hagerstown Fire Marshal for all the appropriate permitting.

Please contact me with any questions and thank you for your consideration.

Sincerely,

David Blenckstone

David Blenckstone

General Manager

Hagerstown Flying Boxcars

Chapter 155

NOISE

§ 155-1. Declaration of findings and policy.

§ 155-2. Definitions.

§ 155-3. Specific prohibitions.

§ 155-4. Noise exceeding measurable standards.

§ 155-5. Exemptions.

§ 155-6. Variances.

§ 155-7. Determination of violation.

§ 155-8. Violations and penalties.

§ 155-9. Severability.

[HISTORY: Adopted by the Mayor and Council of the City of Hagerstown 1-28-2014 by Ord. No. O-13-40.¹ Amendments noted where applicable.]

§ 155-1. Declaration of findings and policy.

It is the intent of the Mayor and City Council to ensure its citizens an environment free from such excessive noise as may jeopardize their health, welfare, and safety or degrade their quality of life. It is therefore the policy of the City and the purpose of this chapter to prevent such excessive noise.

§ 155-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BIOACOUSTIC BIRD DISPERSAL SYSTEMS — Electronic devices or recordings utilizing bioacoustics to disperse birds and combat the nuisance and health hazard caused by uncontrolled roosting in urban environments.

CONSTRUCTION ACTIVITIES — Any work on the construction site for the purpose of erection, demolition, alteration or repair of buildings, structures, or utilities associated with permits issued by the City of Hagerstown, or for site preparation and infrastructure installation related to such work which has been permitted by the City of Hagerstown.

dba — The abbreviation for the sound level in decibels determined by the A-weighting network of a sound-level meter or by calculation from octave-band or one-third-octave-band data.

EMERGENCY — Any occurrence or set of circumstances involving actual or imminent physical trauma or property damage demanding immediate attention.

EMERGENCY VEHICLE — A motor vehicle belonging to a fire department or fire company, an ambulance, or a motor vehicle belonging to a federal, state, county, or municipal law enforcement agency, provided such vehicles are in use as emergency vehicles by one authorized to use such vehicles for that purpose.

1. Editor's Note: This ordinance also provided for the repeal of former Ch. 155, Noise, adopted 9-24-1996 by Ord. No. 1996-27, as amended.

EMERGENCY WORK — Any work for the purpose of preventing or alleviating the physical trauma damage threatened or caused by an emergency.

EXCESSIVE NOISE — The presence of noise of sufficient loudness, character, and/or duration which disturbs the peace and is, or may be predicted with reasonable certainty to be, injurious to health or which unreasonably interferes with the proper enjoyment of one's place of residence, work or entertainment.

DAYTIME ON HOLIDAYS — 9:00 a.m. to 11:00 p.m.; holiday evening begins the night before and normal evening hours begin at the end of the day on the holiday.

DAYTIME ON WEEKDAYS — 7:00 a.m. to 10:00 p.m.; weekday evening begins on Sunday.

DAYTIME ON WEEKENDS — 9:00 a.m. to 11:00 p.m.; weekend evening begins on Friday.

NOISE SOURCE — The location or person generating the noise which is affecting other persons.

PERSON — An individual or group of individuals, corporation, partnership, association, or any other entity.

PLAINLY AUDIBLE — Any sound that can be clearly heard or understood by a person using his or her own normal hearing faculties at a distance of 100 feet or more from its source or through partitions common to attached dwelling units or between units within a single building.

PUBLIC RIGHT-OF-WAY — Any street, avenue, boulevard, highway, sidewalk, alley or similar place normally accessible to the public which is owned or controlled by a governmental entity.

PUBLIC SPACE — Any real property or structures thereon owned by a governmental entity and normally accessible to the public, including but not limited to parks and other public recreational areas.

RECEIVING AREA — The area occupied by persons which is affected by noise generated in another area or property.

§ 155-3. Specific prohibitions.

A. The following are prohibited at any time in the City:

- (1) Sounding of horns or other auditory sounding devices on or in any motor vehicle on any public right-of-way or public property in the City, except as a warning of danger, as governed by the Maryland State Transportation Code.
- (2) Security alarms which fail to cease emitting an audible sound within 15 minutes of activation or which activate more than once in an eight-hour period following the first activation incident.

§ 155-4. Noise exceeding measurable standards.

- A. Except as otherwise specified in this chapter, a person must not cause or permit excessive noise that exceeds the following at distances specified in the subsections below:

Maximum Allowable Noise Levels (dBA) for Receiving Areas

	Daytime	Nighttime
Residential area	65 dBA	55 dBA
Commercial area	67 dBA	62 dBA
Industrial area	75 dBA	75 dBA

- B. When the noise source is located on private property, the noise is measured at or outside the property boundary of the noise source or at any point within any other property affected by the noise.
- C. When the noise source is located in a public right-of-way or other public space, the noise is measured at least 100 feet from the noise source.
- D. When the noise source is located within a structure containing more than one dwelling unit, the noise is measured from common areas within or outside the structure or from other dwelling units within the structure, when requested to do so by the owner or tenant in possession and control thereof. The noise shall be measured at a point at least four feet from the wall, ceiling or floor nearest the noise source, with the doors to the receiving area closed and windows in the normal position for the season.

§ 155-5. Exemptions.

- A. Activities undertaken by municipal, county, state, or federal governmental agencies or their contractors to promote or protect the public health, safety or general welfare. This includes noise generated at public-serving utility plants and facilities.
- B. Emergency work permitted by the City of Hagerstown.
- C. Radios, sirens, horns, and bells on emergency vehicles.
- D. Lawful discharge of firearms.
- E. Bioacoustic bird dispersal systems.
- F. Trains and aircraft.
- G. The striking of clocks and church bells.
- H. Air-conditioning or heat pump equipment used to cool or heat buildings.
- I. Activities on or in municipal, county, state, or federal properties and facilities, including school athletic facilities, municipal stadiums, and parks, and subject to the rules and regulations for use of those facilities.

- J. Noise caused by construction activities during normal daytime hours and starting at 7:00 a.m. on Saturdays, and, during the summer, starting at 6:00 a.m. on weekdays and Saturdays.
- K. Noise created by lawn and yard care equipment during daytime hours.
- L. Activities which have gained a variance from the City of Hagerstown under § 155-6 of this chapter.
- M. Parades, fireworks displays, festivals, and other special events, subject to the terms of approval or permits by the City of Hagerstown and approval of the Mayor and City Council.
- N. Noises caused by or from motor vehicles operating on a roadway, when regulated by state law. This does not include noise caused by stereos, radios, or other similar devices located within or on motor vehicles.

§ 155-6. Variances.

- A. Any person desiring relief from the provisions of this chapter shall apply for a variance to cause or create noise which would otherwise be in violation of this chapter, at least 30 days prior to the date for which the relief is requested. Application shall be made in writing to the City Clerk's office. The applicant must demonstrate the following in the application:
 - (1) The activity, operation or noise source cannot be done in a manner that would comply with the provisions of this chapter; or
 - (2) The provisions of the chapter would cause undue hardship for the applicant or the applicant's client; or
 - (3) The failure to grant a variance would unreasonably burden the exercise of the applicant's constitutional right of free speech or other constitutional right; and
 - (4) No reasonable alternative is available to the applicant.
- B. In determining whether to grant or deny the application for the variance, the Mayor and City Council shall consider the hardship to the applicant, the community, or other persons of not granting the variance against the adverse impact on the health and welfare of persons affected, the adverse effect on the property affected or any other adverse impact.
- C. Any variance granted pursuant to this chapter shall contain all conditions upon which the variance has been granted, including but not limited to the effective date, time of day, location and equipment limitations. Any variance granted pursuant to this section may be renewed upon application to the City Clerk's office and approval of the Mayor and City Council upon a showing that the reasons for which the variance was granted still exist or may be reevaluated periodically by the City to determine whether the activity under the variance is still deemed appropriate for an exception from the provisions of this chapter.

§ 155-7. Determination of violation.

Police officers, or other duly appointed and authorized City officials, shall be responsible for enforcement of the provisions of this chapter and for determining if a sound is excessive noise which violates the provision of this chapter. A sound is in violation of this chapter if it is determined to be excessive noise that is plainly audible to a person using his or her own normal hearing faculties across distances and/or at times specified in this chapter, unless otherwise exempted from the provisions of this chapter, and reaches or exceeds sound levels outlined in § 155-4. The equipment and techniques employed in the measurement of noise levels may be those recommended by the Maryland State Department of the Environment, which may, but need not, refer to currently accepted standards or recognized organizations, including, but not limited to, the American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), Society of Automotive Engineers (SAE), and the United States Environmental Protection Agency (EPA).

§ 155-8. Violations and penalties.

Any violation of the provisions of this chapter shall be deemed a municipal infraction and shall be punishable by a fine of up to \$500 for the first offense and up to \$1,000 for additional offenses within a twelve-month period. Each violation of any section of this chapter shall be considered a separate and distinct violation, punishable as prescribed herein. Each day the violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

§ 155-9. Severability.

Should any section, subsection, sentence, clause or phrase of this chapter be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of the chapter in its entirety or of any part thereof other than that portion declared to be invalid.

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

Topic:

Customer Service Positions – *Beth Everhart, Support Services Manager and Ryan Grove, Support Services Supervisor*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

11.12.24_Memo_Supp_Svcs_Additional_FT_Positions.pdf

Description

Support Services Additional
Full time position memo



CITY OF HAGERSTOWN

MARYLAND

To: Scott Nicewarner, City Administrator

From: Beth Everhart, Support Services Manager
Michelle Hepburn, Chief Financial Officer
Ryan Grove, Support Services Supervisor

Date: November 5, 2024

Subject: Customer Service Positions

We are requesting approval to hire 2 full-time employees to have the department fully staffed to meet the ever-growing account base and customer's needs. Support Services would then have 9 full time personnel, including the Supervisor and Manager. This request is being made to better assist the public in the ever-changing times and demands of customer service. Post Covid customer service never returned to the "old normal" and the demand and workload on the department has risen significantly. There are many new factors happening now and in the future that will continue to add more demands to staffs' workload including: the implementation of a City wide new ERP system; new CIS platform, and cashiering platform, and a move to our new location at 32 N. Potomac St. While these changes are positive and exciting, the changes will increase number of questions and customer inquiries and will require time to train and educate staff as well as customers on new features and functionality. In addition, it has become extremely challenging to recruit and retain trained staff on a part-time basis. To help remain budget neutral, hours will be reduced for one part-time position as they gradually work towards retirement. The other two floater part-time positions will be eliminated in our department.

If we can hire 2 full time positions at this time it will enable us to meet the demands of increased emails, movers, new accounts, long telephone wait times during peak hours, and collection efforts. It will also assist in having adequately trained employees through a transition time to a new CIS Software and cashiering system to ensure that all functions are covered and continue to maintain optimum customer service for the public.

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

Topic:

Maryland Municipal Electric Utility Alliance - *Nathan Fridinger, Deputy Director of Electric*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Description

2_-_MMEUA_WS_Memo_20241112.pdf

MEMO

3_-_Maryland_Municipal_Uilities_Alliance_Draft_20241105.pdf

Agreement



CITY OF HAGERSTOWN, MARYLAND

Hagerstown Light Department

425 E Baltimore St • Hagerstown, MD 21740

Telephone: 301-790-2600

Website: www.hagerstownlight.org

November 5, 2024

To: Scott Nicewarner, City Administrator
Nancy Hausrath, Director of Utilities

From: Nathan Fridinger, Electric Operations Manager

Subject: Formation of Maryland Municipal Electric Utility Alliance (MMEUA)

Action: Approval of the execution of the Formal Collaboration of Maryland Municipal Electric Utility Alliance

Legislative and regulatory acts have been monitored by representatives from each municipal electric company ("Muni") in the State of Maryland, which includes Hagerstown, Easton, Thurmont, Williamsport, and Berlin, to collectively review proposed policies, discuss strategy, and plan goals to serve in the best interest of their communities to dampen financial burden to our customer base. Most notably, during the 2021 session, the Muni's assisted with drafting Senate Bill 53 that introduced a cap to the Solar renewable energy requirement imposed by the State. This bill continues to provide substantial cost savings to our customers each year.

Because the five municipal electric utilities in four of the twenty-three Maryland Counties represent a small footprint, energy bills are often drafted without the municipal utility in mind. Forming the Maryland Municipal Electric Utilities Alliance ("MMEUA") is recommended to enhance the representation of the Muni's during legislative matters. Hagerstown's participation will help maintain the efforts put forth by promoting municipal utility awareness so that our best interests are not lost in goals best suited for Investor-Owned or Cooperative utilities.

A copy of the Articles of Formal Collaboration is attached.

Articles of Formal Collaboration of Maryland Municipal Electric Utility Alliance (MMEUA)

The five municipal Electric Utilities operating in the State of Maryland have voluntarily and formally aligned themselves under the following agreement. Collectively, these five utilities have shared interests and joint positions affecting the operational and financial aspects of operating an Electric Utility in the State of Maryland.

PURPOSE

The purpose of this Alliance is to create solutions to problems by any means including legislative efforts affecting the operation of municipal electric systems, to work for the general improvement of ratepayer systems through cooperative efforts, to encourage cooperation between officials and employees of member systems, and to promote the exchange of ideas and experiences and successful methods of efficient operation and management of such systems. To achieve this purpose, this Alliance may undertake any endeavor, project, undertaking, or other effort deemed by this Alliance to be appropriate, including any endeavors, projects, undertakings, or other efforts directly related to municipal electric systems for municipal operations.

NAME

The existing five Municipal electric companies, Town of Berlin Electric, Easton Utilities Electric, City of Hagerstown- Light Department, Town of Thurmont Electric, and Town of Williamsport Electric, also known as the Maryland Municipal Electric Utilities operating in the State of Maryland wish to create the Maryland Municipal Electric Utility Alliance (MMEUA).

TERM OF EXISTENCE

The Maryland Municipal Electric Utility Alliance (MMEUA) is a voluntary alliance that includes all Maryland Municipal Electric Utilities unless a utility specifically requests, in writing, that the alliance no longer include their organization. The Alliance shall exist so long as there are three participating member utilities.

MEMBERSHIP

“Member” shall refer to each municipality. Each member may nominate up to three representatives. Representatives shall be designated by each member municipality for the December annual meeting. Each member municipality, regardless of the number of participants at each meeting, will only have one vote.

Articles of Formal Collaboration of Maryland Municipal Electric Utility Alliance (MMEUA)

This alliance does not contemplate pecuniary gain or profit to the members or representatives thereof. The alliance organized under this agreement commits to voluntary participation for no financial gain or compensation. Membership shall have no annual cost for all participants. Those participating must, in good faith, represent the municipal utility operations in the State of Maryland and in the respective aspects of financial and legislative impact for ratepayers. At times the group may engage and share in costs associated with joint services received regardless of rate recovery. To incur any costs on behalf of the alliance, unanimous consent shall be provided by the MMEUA Members and a percentage-based calculation will be used to allocate these costs to each Member based on the "Number of Customers" served on each Member's most recently recorded EIA-861 Form.

All participating utilities shall be provided with an equal voice on all issues, and, except as to incurring of costs as set forth in the previous paragraph, a simple majority may engage in any effort representing the group at large. Any member may dissent or abstain from issues as they see fit to represent their unique interests. Only issues passed or adopted by a majority of the Alliance shall be represented as the MMEUA position; otherwise, they will be presented as a position of the individual utility.

OFFICERS

The alliance affairs shall be managed by a board of directors, as specified herein. The board shall consist of a President, a Vice President/President-Elect, and a Secretary.

The President shall serve as the presiding officer during MMEUA meetings and events. In the President's absence, the Vice President shall assume the president's responsibilities.

The Vice President and Secretary of the alliance shall be elected at the December annual meeting by the regular members. Vacancies in such offices may be filled by appointment by the board until the next annual meeting. No municipality may occupy more than one officer position.

The officers shall have such duties, responsibilities, and powers as provided in the bylaws or Maryland statutes. The number of directors may be increased or decreased from time to time by the amendment to the bylaws.

To seek nomination as an officer, a candidate must be a qualifying member of the organization in good standing. Officers must regularly attend meetings and may miss no more than two consecutive meetings.

BYLAWS

The initial board shall adopt any bylaws deemed necessary to continue to

Articles of Formal Collaboration of Maryland Municipal Electric Utility Alliance (MMEUA)

represent the purpose of the Alliance. The bylaws shall be attached to this article of formal collaboration and reviewed and maintained as requested. Amendments to the bylaws shall be produced by the board and submitted in writing to the members thirty (30) days prior to any meeting at which the amendments will be voted upon. Amendments to the bylaws shall require the approval of the simple majority of members in good standing present at such a meeting. Three members of separate municipalities participating in a scheduled meeting shall create a quorum for voting purposes.

AMENDMENTS

Amendments to these articles and any bylaws shall be proposed by the board and submitted in writing to the regular members at least 30 days before an annual or special meeting at which the amendments are to be voted upon. Amendment to these articles should require the approval of the majority of regular members in good standing present at such meeting (i.e., no more than five votes may be cast at a given time, one from each member municipality).

MEETING AND VOTING

The alliance shall have monthly meetings scheduled by the board to maximize the members' participation. These meetings, at a minimum, shall provide a platform to interact on issues affecting the alliance. During all weeks of a Maryland Legislative session, the board may organize weekly calls with the secretary, providing legislative tracking and positions decided on all legislation for review. There shall only be one vote by each municipality. The final decision on all positions shall be recorded and distributed to all members in writing.

SIGNATORIES

In witness whereof, we, the undersigned, constituting the Members of this alliance, have executed these articles of formal collaboration.

Articles of Formal Collaboration
of
Maryland Municipal Electric Utility Alliance (MMEUA)

Town of Berlin:

_____	_____
Printed Name	Mayor/Chief Elected Official
_____	_____
Signature	Date

Town of Easton:

_____	_____
Printed Name	Mayor/Chief Elected Official
_____	_____
Signature	Date

City of Hagerstown:

_____	_____
Printed Name	Mayor/Chief Elected Official
_____	_____
Signature	Date

Articles of Formal Collaboration
of
Maryland Municipal Electric Utility Alliance (MMEUA)

Town of Thurmont:

_____	_____
Printed Name	Mayor/Chief Elected Official

_____	_____
Signature	Date

Town of Williamsport:

_____	_____
Printed Name	Mayor/Chief Elected Official

_____	_____
Signature	Date

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

Topic:

FY26 Preliminary Budget for General Fund Agency Contributions – *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

11.12.24_Agency_Contribution_Memo_FY26_Bud.pdf

Description

FY26 Budget - Agency
Contributions



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

Date: November 12, 2024

Subject: FY26 Preliminary Budget for General Fund Agency Contributions

Per the attached General Fund Agency Contribution policy, the November 12th Work Session provides the opportunity for Mayor and Council to discuss any adjustments to be included in the FY2025/26 budget for General Fund agency contributions.

As outlined in the policy, any changes to total funding levels or any changes to the agencies guaranteed to receive funding from the City will be considered by Mayor and Council by the end of October. The charts below summarize the agencies that will receive funding per the current policy and the total funding amounts:

8 agencies that will receive General Fund Agency Contributions:

Community Rescue Services
Hagerstown Municipal Band
Hagerstown Neighborhood Development Partnership (HNDP)
Maryland Symphony Orchestra
The Maryland Theatre
Washington County Historical Society
Washington County Museum of Fine Arts
Washington County Free Library

Total Funding for General Fund Agency Contributions:

Total for 8 agencies identified	195,000.00
Mayor and Council contingency	10,000.00
	\$ 205,000.00

Mayor and Council direction is requested to address two questions:

1. Are there any changes to the agencies identified that will receive General Fund contributions in FY2025/26? Funding was subsequently provided to Heart of the Civil War Heritage Area in the following fiscal years:
 - FY2021/22 - \$7,200
 - FY2022/23 - \$7,200



- FY2023/24 - \$7,500
- FY2024/25 - \$10,000

2. Are there any changes requested in the funding levels established in the policy for FY2025/26?

Staff will be present for discussion at the November 12th Work Session.

City of Hagerstown
General Fund Agency Contribution Policy

Purpose:

The City of Hagerstown for many years has funded grants to local community agencies using annual appropriations in the General Fund as the source of this financial support. The purpose of this policy is the following:

- 1) To establish the level of General Fund funding support for agency contributions.
- 2) To define the City's timeline for this process.
- 3) To specify the City's requirements for the information to be provided by agencies seeking funding.
- 4) To outline the schedule for the City's distribution of funds to agencies receiving a grant of more than \$5,000.

Funding:

- 1) The Mayor and Council have established funding to be allocated toward 8 recipients identified by the City as core agencies. These agencies include the following:
 - a) Washington County Free Library
 - b) Washington County Museum of Fine Arts
 - c) Maryland Theatre
 - d) Maryland Symphony Orchestra
 - e) Hagerstown Municipal Band
 - f) Community Rescue Services
 - g) Hagerstown Neighborhood Development Partnership
 - h) Washington County Historical Society
- 2) The Mayor and Council have established a \$0 contingency for General Fund Agency Contributions.
- 3) The Mayor and Council have established that the total funding level range for General Fund Agency Contributions is between \$205,000 - \$272,100 to include funding all current obligations.

Timeline:

- 1) If needed, the Mayor and Council will consider changes to these funding levels for General Fund Agency Contributions in future fiscal years by the end of October.
- 2) The City will distribute application packets to community agencies in November.
- 3) Applications from agencies are due no later than the 2nd Friday of January. Submission of funding requests will not be received after this date.
- 4) The Mayor and Council will approve Community Agency funding from the General Fund by the end of May.
- 5) Agencies will be notified of the Mayor and Council's funding decision by mid-June for contributions to be available beginning July 1.

Application: The City of Hagerstown will consider a number of factors/criteria in approving funding requests. Agencies requesting more than \$5,000 in funding should include the following in their applications for funding:

- 1) A full description of how the requested grant from the City would be used to support agency operations, services, and capital improvements.
- 2) A summary of other local government funding sources and amounts including any grants received from Washington County or other municipalities.
- 3) A copy of the agency's most recent budget.
- 4) A copy of the agency's most recent financial report or audit prepared by an independent auditing firm.
- 5) A description of how the agency supports the goals of the City for downtown revitalization, expansion of the arts, culture, and education, neighborhood vitality, quality of life.
- 6) Agency service data related specifically to providing service and assistance to residents of the City of Hagerstown.

As part of the application and approval process an agency may be requested to make a presentation of their funding request and service information to Mayor and Council during a public work session.

Distribution of Funds:

- 1) The City will distribute grant funds to the agencies on a quarterly reimbursement basis beginning on October 1 of each year for those organizations receiving a grant of more than \$5,000. Other agencies can receive the full amount of their grant in July, the first month of the City's fiscal year.

Mayor and Council and City staff will review this policy at a minimum of every five years and update as necessary.

Approved by Mayor and Council November 25, 2014

Revised October 20, 2015

Revised October 18, 2019

Revised October 13, 2020

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

Topic:

American Rescue Plan (ARPA) Allocations and Update – *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

Description

11.12.24_ARPA_Allocations_and_Quarterly_Update_Memo_Combined.pdf	American Rescue Plan Act (ARPA) Update
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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

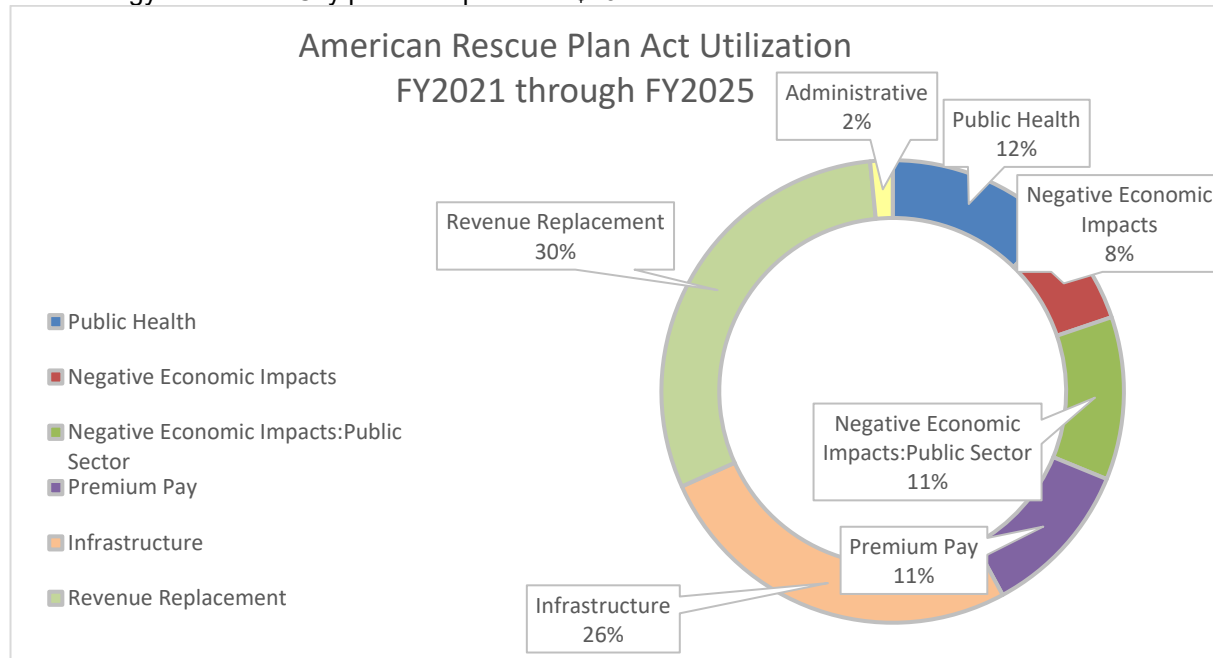
Date: November 12, 2024

Subject: American Rescue Plan Act of 2021 (ARPA) Allocations and Update

ARPA funding provided to the City totals \$20.4 million dollars. The City has spent \$15.7 million or approximately 77.0% of that total funding as of November 6, 2024 with another \$4.1 million encumbered and obligated. The totals below do not include amounts that are obligated and encumbered on open purchase orders:

- FY21 - \$2.15 million
- FY22 - \$2.11 million
- FY23 - \$1.96 million
- FY24 - \$5.22 million
- FY25 through November 6 - \$4.29 million

The deadline to have all funding spent or obligated is December 31, 2024 and must meet the IRS definition of obligated which includes an encumbered purchase order plus a contract or agreement at minimum. As a reminder, the IRS defined seven different eligible categories in which this funding can be spent. Each category has specifications on eligibility criteria. The seven categories include the following: Public Health, Negative Economic Impacts, Negative Economic Impact: Public Sector, Premium Pay, Infrastructure, Revenue Replacement, and Administrative. The chart below reflects the current allocation and strategy of how the City plans to spend the \$20.4 million.



City of Hagerstown

ARPA Funding Summary as of November 2024: Completed Projects

Public Health	Negative Economic Impact	Negative Economic Impact: Public Sector	Infrastructure	Revenue Replacement	Premium Pay/Administrative
Hagerstown Ice Rink Description: Required upgrades to air intake dehumidification system.	FSU HUB @USMH Description: Provide temporary funding to maintain early childhood learning program, plus legal fees.	2-Factor Authentication Software Description: Additional security for the City's network.		Backhoe Purchase Description: For service and maintenance in Public Works and Parks/Rec Dept.	Premium Pay (city employees) Description: Pandemic compensation for essential employees.
\$190,425	\$20,250	\$26,675		\$128,414	\$2,153,000
Goodwill Community Outreach Description: Recruit/Hire 2 Outreach Coordinators for homeless coordinated entry services (includes legal fees).	Brothers United Who Care Speak Up! Community News Description: Funding to support summer internships for youth within the City.	Public Facility Emergency Equipment Description: For the purchase of Automated External Defibrillators (AEDs), carbon monoxide detectors, and Stop the Bleed® trauma kits for large public facilities, including CPR/AED training.		Camera Truck Description: Replacement of camera rig for pipe system maintenance.	
\$12,900	\$25,000	\$118,702		\$415,137	
Goodwill Homeless At-Risk Quarantine Program Description: Legal fees for a potential program through Goodwill.	Convention and Visitor's Bureau (CVB) Description: Aid to assist with marketing, advertising and sponsorships for tourism industry impacted by COVID-19 (includes legal fees).	HPD Firing Range Security System Description: Purchase of security system and improvements at firing range.		HPD Firing Range Target System Description: Upgrade for the existing firearms system and modernization of training facility.	
\$250	\$125,350	\$12,659		\$23,900	
ENVY Initiatives Description: Funding to develop a youth violence prevention program and other programs to help support the youth in collaboration with multiple external partners.	Support Local Artists & Bands Description: Provide incentives and support to local artists through the Heart of Art Grant Program.	Community Outreach Vehicle Description: Purchase of a vehicle for the Community Outreach Coordinator position.		PAL Roof Description: Fairgrounds Park Police Athletic League roof replacement.	
\$4,982	\$30,733	\$43,200		\$424,332	
	Blight Eradication/Operation Takeback Initiative Description: Fund Operation Takeback projects to improve community safety on King Street.	Office 365 Implementation Description: Purchase of software for upgrade and standardization of all city employee workstation systems, stabilizing operational environment.		Drones Description: Purchase of drones for HPD.	
	\$191,731	\$161,894		\$140,371	
	City-Wide Restaurant Ready Grant Program Description: New incentive program to assisted with opening 3 restaurants within the City.	Arctic Wolf Software Description: Purchase of Information Technology cybersecurity application and monitoring system.		HFD Ladder Truck Description: Purchase of additional ladder truck for fire department.	
	\$128,763	\$97,907		\$1,200,000	
		Trash Truck Description: Replacement of trash truck servicing trash collection customers, City events and general maintenance.		HFD Natural Gas Generator Description: Replacement of the natural gas powered diesel generator at fire station 3.	
		\$121,875		\$132,533	
		HFD Flashover Simulator Description: Training tool that provides firefighters a safe and secure system to recognize the signs of a flashover.		Gasboy Fleet System Description: Gasboy pedestal controller for fuel island.	
		\$119,921		\$12,575	
				Wastewater Pump Station 11 Generator Description: Replace stolen generator from PS11.	
				\$40,927	
\$208,557	\$521,827	\$702,832	\$0	\$2,518,188	\$2,153,000

Total Spent on Completed Projects:

\$6,104,404

Total Spent and Obligated on Allocated and Started Projects:

\$13,688,080

Grand Total Spent and Obligated to Date:

\$19,792,484

96.9%

City of Hagerstown

ARPA Funding Summary as of November 2024: Projects Obligated

Public Health	Negative Economic Impact	Negative Economic Impact: Public Sector	Infrastructure	Revenue Replacement	Premium Pay/Administrative
32 N. Potomac Purchase and Renovation Description: Purchase and renovation costs for the relocation of Customer Service/Billing. Spent to Date: \$2,207,781 \$2,200,000 \$7,781 \$2,207,781	Negative Economic Impact: Assistance to Nonprofits Description: Project funding assistance to nonprofits to address negative social and economic impacts exacerbated by the pandemic. Spent to Date: \$570,693 \$0 \$961,036 \$961,036	Outreach Coordinator Position Description: New position to be a liaison between the city and social service agencies. Includes estimated salary/benefits and administrative costs. Spent to Date: \$193,337 \$222,065 \$0 \$222,065	Pump Station #13 Description: Will address service demands from flow transfer area. Spent to Date: \$0 \$2,420,000 -\$2,420,000 \$0	HPD Body-Worn Cameras Description: Purchase of Cameras/Taser/Virtual Training Program. Spent to Date: \$391,347 \$522,796 \$0 \$522,796	Grant Coordinator Description: Estimated annual salary/benefits and administrative costs for 3-year temporary position. Spent to Date: \$232,508 \$307,305 \$0 \$307,305
		City Hall Elevator Replacement Description: Design and replacement of second elevator in City Hall due to unavailability of required repair parts. Spent to Date: \$538,902 \$591,780 -\$23,522 \$568,258	Pump Station #9/#33 Description: Will address service demands from flow transfer area. Spent to Date: \$3,485,387 \$3,000,000 \$1,720,444 \$4,720,444	Solid Waste Collection Totes Description: For the purchase of new totes for residents. Spent to Date: \$999,207 \$1,000,000 \$0 \$1,000,000	
		HPD 3rd Floor Renovation including Bathroom Description: 3rd floor office and bathroom renovations of HPD building. Spent to Date: \$54,544 \$217,046 \$30,891 \$247,937	Stormwater Project Description: Stormwater retention area at the Hagerstown Field House. Spent to Date: \$236,775 \$700,000 -\$269,500 \$430,500	Professional Court Extension Description: Costs shared with the County for development of new road access beyond the eastern edge of the City to Robinwood/hospital area. Spent to Date: \$481,889 \$1,150,000 -\$593,111 \$556,889	
		Hellane Park Fence Description: Deter foul balls from entering bleachers and parking lot. Spent to Date: \$0 \$0 \$44,860 \$44,860		Traffic Signal Upgrade Description: Funding to upgrade two traffic signals at Antietam & Summit and Salem & West Side Ave. Spent to Date: \$14,602 \$1,000,000 -\$86,396 \$913,604	
		HFD Windows Description: Replacement of windows at Station 3 - Eastern Blvd. Spent to Date: \$0 \$60,740 \$0 \$60,740		IT Generator Description: Back-up standby generator for server room; installation costs. Spent to Date: \$18,450 \$0 \$85,710 \$85,710	
		HPD Fire Alarm System Description: Update HPD Building fire alarm system. Spent to Date: \$45,039 \$45,710 \$0 \$45,710		WW Treatment Plant Windows Description: Replacement of windows in the WW Maintenance and SCADA office. Spent to Date: \$61,939 \$66,939 \$0 \$66,939	

		HFD Community Risk Reduction Boards Description: Purchase electronic sign boards to provide fire prevention and life safety information to citizens. Spent to Date: \$72,771 \$145,542		Traffic Calming Description: Speed board trailer & standalone speed board Spent to Date: \$20,328 \$0	
		\$0		\$20,328	
		\$145,542		\$20,328	
		Wheaton Park Phase II Description: Natural playground equipment. Spent to Date: \$3,184 \$0		WW Collections Pump Station 2 Generator Description: Replace existing generator that is in fair to poor condition Spent to Date: \$0 \$0	
		\$116,916		\$73,687	
		\$116,916		\$73,687	
		Vehicle Fire Training Prop Description: Falcon CX vehicle fire training used to train in realistic vehicle fire scenarios, improving firefighters skills in handling vehicle fires and enhancing overall public safety Spent to Date: \$0 \$0		Water Pump Station 4 Description: Replace existing generator that is in fair to poor condition Spent to Date: \$0 \$0	
		\$58,564		\$186,636	
		\$58,564		\$186,636	
		PCAD Description: Purchase 16 field tablets with accessories so inspectors can enter inspection data into the system in the field Spent to Date: \$0 \$0			
		\$7,501			
		\$7,501			
		HFD Portable Training Props Description: Internal training equipment to aid in community risk reduction. Spent to Date: \$0 \$0			
		\$21,624			
		\$21,624			
\$2,207,781	\$961,036	\$1,539,716	\$5,150,944	\$3,426,588	\$307,305

Total ARPA Funds Received: \$20,421,010

Total Allocated and Started Projects: \$13,593,370

Total Allocated and Completed Projects: \$6,104,404

Remaining Unallocated Funds: \$723,236

City of Hagerstown

ARPA Funding Summary as of November 2024: Projects Proposed and Not Started

Remaining Unallocated Funds: \$723,236

Public Health	Negative Economic Impact	Negative Economic Impact: Public Sector	Infrastructure	Revenue Replacement	Premium Pay/Administrative
Behavioral and Mental Health Description: Community Health and Rehabilitation Resources, ie. 24-Hour Crisis Center, accreditation costs for service providers, expanding availability of counselors, bridge the funding gap for treatment, rehab referrals and assistance, peer recovery support.	Negative Economic Impact Description: Increase educational/training opportunities for City residents, Expand transit for employment, HCC and USMH Scholarships, Affordable daycare program for students and new job seekers, Downtown Training Space.	Citywide Phone System Upgrade Description: Upgrade of phone system to streamline and stabilize operations.		HPD Generator Description: To assist in relocation.	
\$500,000	\$425,000	\$75,000		\$0	
-\$500,000	-\$425,000	-\$75,000		\$0	
\$0	\$0	\$0		\$0	
Youth Violence Prevention Description: Funding to develop a youth violence prevention program.		Public Safety Radios & In-Station Alerting Description: To supplement Washington County grant funding for the purchase of portable radios, accessories and dispatch system improvements.		Fuel Station Dispensing Units Description: Replacement of city fuel station dispensers.	
\$25,000		\$187,500		\$35,000	
-\$25,000		-\$187,500		-\$35,000	
\$0		\$0		\$0	
		HPD Firing Range Description: Purchase of additional storage space.		Public Works Two Way Radio Purchase	
		\$0		\$0	
		\$0		\$10,000	
		\$0		\$10,000	
		HPD Equipment		Engineering Survey Grade RTK GPS Receiver Description: RTK GPS Survey Grade Complete package/setup	
		\$0		\$0	
		\$21,000		\$13,740	
		\$21,000		\$13,740	
		Parks Description: Replacement of slides		HLD Generator Description: HLD Facility Back Up Generation	
		\$0		\$0	
		\$45,000		\$157,160	
		\$45,000		\$157,160	
		Public Works Description: Other Operating Materials and Supplies (safety water barriers) and traffic barriers		Public Works Description: Line striping equipment	
		\$0		\$0	
		\$8,700		\$18,844	
		\$8,700		\$18,844	
		M&C Description: Tablets/IPADS for newly elected administration to utilize for public meetings and work; City Clerk laptop utilized to record official meeting minutes of all public meetings		Placeholder for other eligible projects or costs	
		\$0		\$0	
		\$0		\$448,791	
		\$0		\$448,791	
\$0	\$0	\$74,700	\$0	\$648,536	\$0

Remaining Unallocated Funds \$723,236
 Proposed Not Started Projects \$723,236
 Remaining Available ARPA Funds (\$0)

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

Topic:

Program Open Space Annual Grant Program – *Eric Deike, Director of Public Works*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

POS_FY26_Funding_Request_Council_Packet.pdf

Description

Program Open Space
Annual Grant Program



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

TO: Scott Nicewarner, City Administrator

FROM: Eric B. Deike, Director of Public Works

DATE: October 30, 2024

SUBJECT: Program Open Space Annual Grant Program

MAYOR AND COUNCIL ACTION REQUESTED

Staff is seeking direction and approval from the Mayor and Council on recommendations for the Program Open Space (POS) grant funds for Fiscal Year 2025 - 2026 and beyond.

DISCUSSION

POS is a grant through the Maryland Department of Natural Resources (DNR). DNR places the responsibility of grant review to the local county jurisdictions. The City's request will first go to Washington County for review and must be submitted by the end of the calendar year.

Each year, staff reviews and recommends any number of projects to be submitted for POS funding. The list of projects for Fiscal Year 2025 -2026 and beyond is attached for your review.

The recommended FY25 projects in order of priority are as follows:

1. Reconstruct Hole No. 5 at The Greens at Hamilton Run: Hole No. 5 on this public golf course is located on the east side of the course on a hill. The green is where each hole is located. For Hole No. 5, the green drains poorly due to the inadequate soil makeup below the surface. It is difficult to keep grass growing on this green, creating a poor golfing experience. Plans have already been drawn up for this project and could be advertised for bidding rather quickly once POS funding is approved.
2. Construct Pickleball Court at Fairgrounds Park: The request is to construct a pickleball court near the Cleveland Ave. entrance of Fairgrounds Park. This is a currently a conceptual project as there are no construction plans at this time. The court would open and available to the public during Park hours.
3. Replace Roof of the Train Museum: The train museum is located within City Park on the southwest side of the park near the softball fields. The museum is located within the Train Hub that includes a pavilion, playground equipment and Engine 202. The roof of the museum is currently asphalt shingles that have come to the end of their life. The new roof would be a standing seam metal roof to match other roofs within the park.



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

Attached are photos of the proposed projects and locations.

Reconstruction of Hole No. 5 is listed as the first priority since there are construction plans for this project that already exist. There was an attempt to complete this project earlier in 2024 as part of the stormwater project at the golf course. Unfortunately, time ran out as the course was pushed to be open for the Spring of 2024. The reconstruction of Hole No. 5 had to be delayed.

The pickleball court currently has no formal plans. This is only a conceptual idea for a future project. This is the second priority project as time will be needed to design this court and any amenities. The estimated cost is based on pickleball court project planned to be built in Boonsboro.

Replacement of the Train Museum roof is needed in the next few years. POS funding can be an appropriate funding source for roof replacements.

POS prefers projects that will have a useful life of at least 20 years. Proposed projects of a less useful life are typically rejected immediately by Washington County. For example, resurfacing a tennis or basketball court would not be funded but repaving plus resurfacing a tennis or basketball court would possibly be funded.

There is no guarantee that any or all the projects will be accepted. The proposed projects are submitted to Washington County Engineering Department. All the requested projects throughout the County are brought before the Washington County Board of Parks & Recreation, who review all the projects. They decide which projects will be approved to move onto the DNR.

DNR receives the Washington County proposed list of projects. All the projects throughout the State are then taken to the Maryland State Public Works Board for final approval. Until written confirmation is received, the projects should not move forward.

FINANCIAL IMPACT

The overall funding for POS was cut for FY25. It remains to be seen if funding will be restored to levels in previous years. Local funding typically requires at least a 10% match or more. If all three projects are accepted, the City match would equate to \$34,000.

The City funding may or may not affect the FY26 budget. The projects are to be completed within a 5-year period of time. Therefore, City funds can sometimes be carried forward to future budgets if the projects are not completed within the proposed fiscal year. This can be due for a number of reasons including permitting, size of the project, or simply inadequate labor to complete a project in a timely manner.

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

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

Parking Division
1 E. Franklin St.
Hagerstown, MD 21740
Ext. 479



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

RECOMMENDATION

Staff recommend submitting the entire list as attached for POS grant funding consideration. Washington County staff will review the project to determine which projects may be funded. The final decision will be made by DNR later in calendar year 2025.

Att: Project Photos

C: Parks Staff
Finance Staff

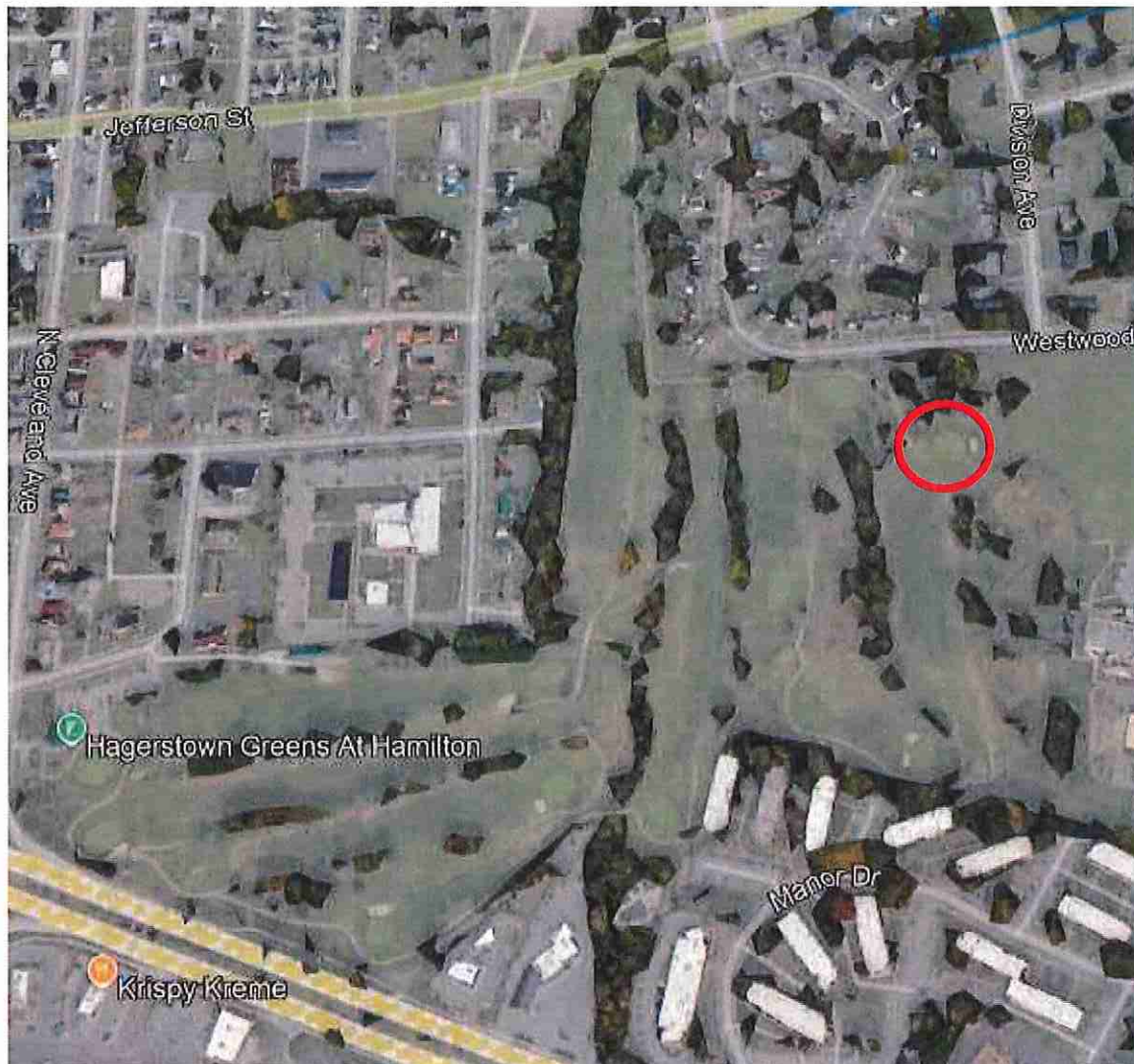
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CITY OF HAGERSTOWN
5-YEAR PROGRAM OPEN SPACE
PROPOSED PLAN FY26 – 30 (Listed by Priority)

Fiscal Year	CIP #	Project	Location	Est. Cost	POS Funds Requested	City Match
2026	C0522	Reconstruct Hole No. 5 at The Greens at Hamilton Run Golf Course	The Greens on Hamilton Run Golf Course	\$125,000	\$112,500	\$12,500
2026	C0626	Construct A Pickleball Court at Fairgrounds Park	Fairgrounds Park	\$200,000	\$180,000	\$20,000
2026	C0439	Replace Roof of the Train Museum	City Park	\$15,000	\$13,500	\$1,500
2027	C0626	Parking Lot Improvements Near BMX	Fairgrounds Park	\$250,000	\$150,000	\$15,000
2027	C0439	Repave Walking Paths Throughout City Park	City Park	\$60,000	\$54,000	\$6,000
2028	C0522	Museum Drive Restrooms	City Park	\$425,000	\$382,500	\$42,500
2028	C0047	Park Lake Improvements (replaces perimeter walls, dredge lake, landscaping, repair leaks)	City Park	\$1,000,000	\$200,000	\$800,000
2029	C0237	Tables, Benches, Trash Cans	Multiple Parks	\$54,000	\$48,600	\$5,400
2030	C0825	Golf Course Improvements of Cart Paths, Tee Boxes, Greens	The Greens at Hamilton Run Improvements	\$100,000	\$90,000	\$10,000
2030	C0237	Tables, Benches, Trash Cans	Multiple Parks	\$55,000	\$49,500	\$5,500



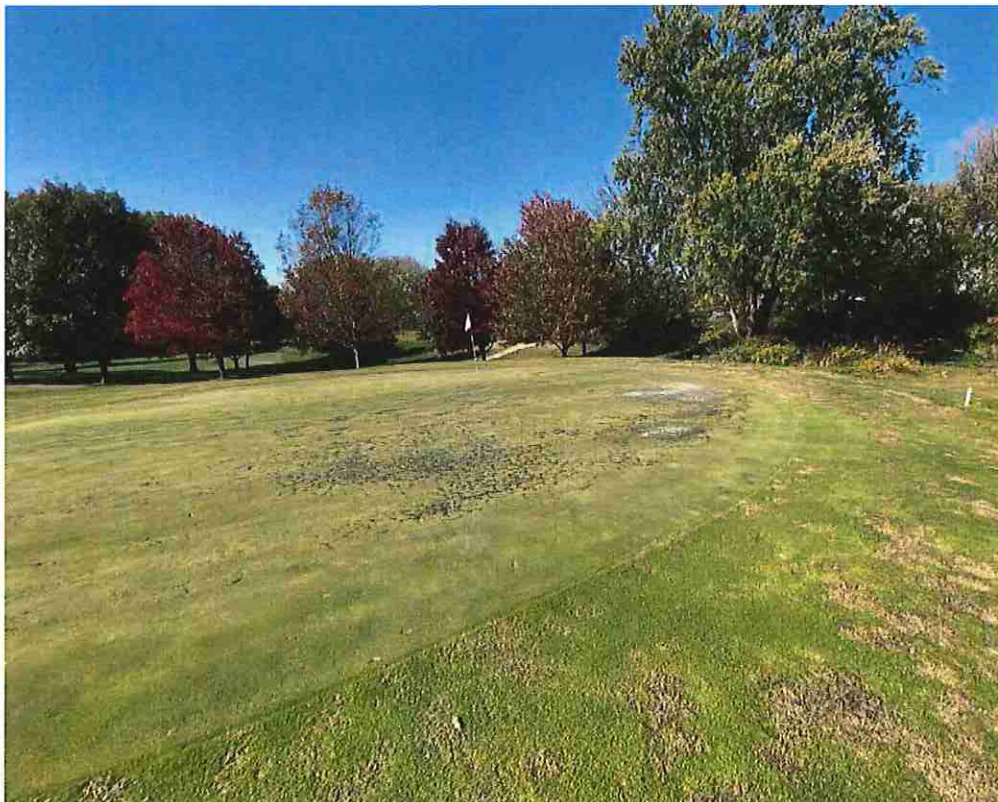
The Greens at Hamilton Run
Hole No. 5 circled in **RED**.



Hole No. 5 current condition.



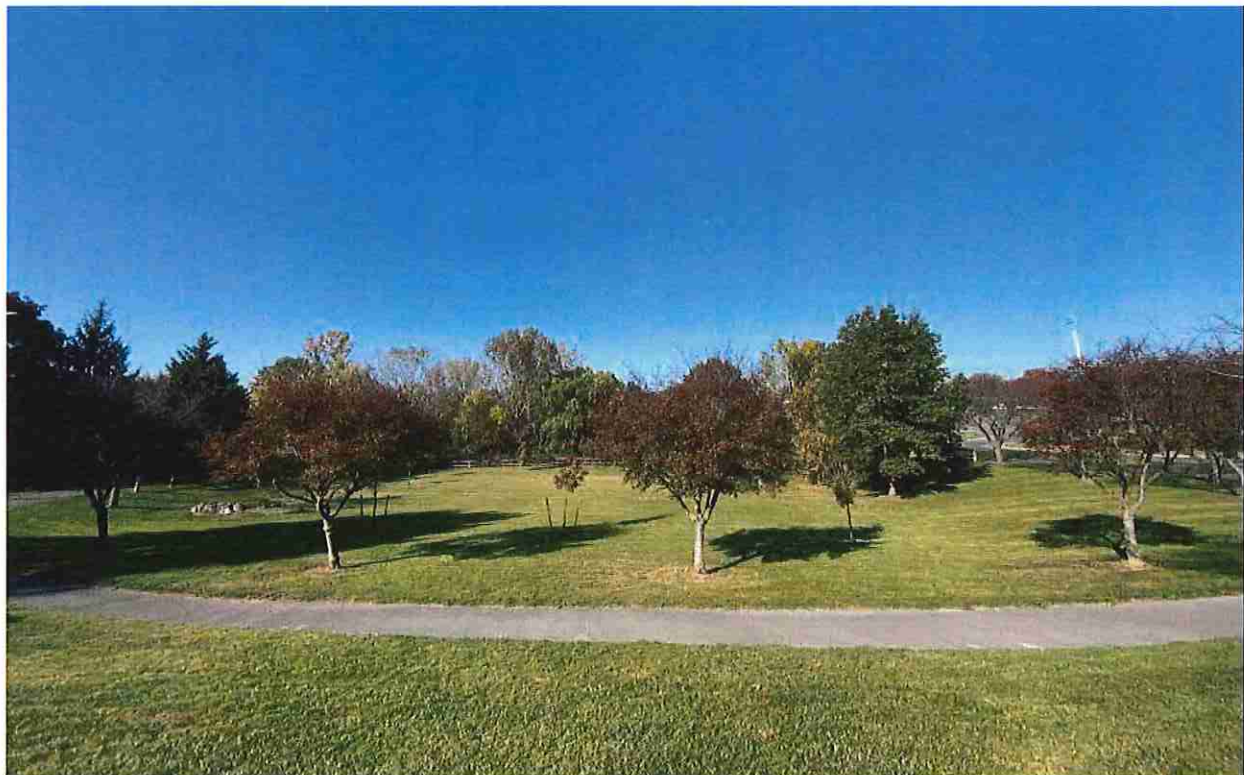
Hole No. 5 current condition.



Hole No. 5 current condition.



Fairgrounds Park
Proposed pickleball court noted by the **RED** square.



Looking west towards area proposed for pickleball court.



Train Hub Museum located in City Park.



Asphalt shingles to be replaced with metal roof.

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

DATE: November 19, 2024

TOPIC: **Approval of Application for FY 2026 Program Open Space Funding**

Charter Amendment

Code Amendment

Ordinance

Resolution

✓ Other

MOTION: I hereby move for Mayor and Council approval of an application to Washington County Government requesting Fiscal Year 2026 Program Open Space (POS) development funding for improvements to the City's recreational facilities. The requested POS share of the projects is as follows:

1. Reconstruct Hole No 5 at The Greens at Hamilton Run Golf Course: \$112,500
2. Construct a pickleball court at Fairgrounds Park: \$180,000
3. Replace the roof of the Train Museum: \$15,000

Date of Introduction: November 19, 2024

Date of Passage: November 19, 2024

Effective Date: November 19, 2024

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

Topic:

Grant Application – Energy Efficiency and Conservation Block Grant from the Department of Energy – *Jim Bender, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Council_Memo_-_EECBG_energy_grant_application.pdf

Description

Memo: Energy Efficiency
Conservation Block Grant



CITY OF HAGERSTOWN, MARYLAND

Engineering Department

November 12, 2024

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer JIM

RE: Grant Application – Energy Efficiency and Conservation Block Grant

1. Background

The Department of Energy opened a funding opportunity for the Energy Efficiency and Conservation Block Grant (EECBG) program. The goal of this program is to provide funding to municipalities to encourage them to initiate projects that will save energy by retrofitting existing facilities, conducting energy audits, enhancing insulation and weather-tightness of buildings, and other actions. The EECBG program allocates a certain amount of funding to each municipality; in the case of Hagerstown, the amount allocated was \$76,550. There is not a local matching requirement for this funding; the City just needed to apply for it. Because the amount of grant funding is greater than \$50,000, the City's Grant Policy requires approval from the City Council.

Mayor & Council Action Requested

Review this information, and approve the submission of the grant application to the Department of Energy. Staff will be present at the work session to discuss.

2. Discussion

The EECBG program basically provides “free” funding to municipalities and tribes to implement projects to save energy. The lack of a local matching requirement makes this an attractive program to utilize in the completion of projects.

In the City's grant application, we proposed three (3) potential projects:

1. Replacement of the exterior floodlights at the Potterfield Pool. The existing high pressure sodium light fixtures will be replaced with energy efficient LED fixtures. This enhanced lighting will not only save energy, but will also permit the City to hold more evening activities at the pool, potentially increasing revenue.
2. Replacement of light fixtures in City Hall. The majority of the lights in the various offices throughout the building are 4' fluorescent fixtures. The City proposes to replace these fixtures with energy efficient LED fixtures. This retrofit will cut energy consumption, and will provide longer-lasting, better quality light.
3. With any remaining funding after completing Tasks 1 & 2, the Hagerstown Light Department will retrofit as many streetlights as possible with LED fixtures. Again, energy savings plus the added longevity of the LED lights will be an upgrade over the existing high pressure sodium and metal halide fixtures.

cc: Nathan Fridinger

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

Topic:

Safe Streets for All Safety Action Plan Update – *Jim Bender, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Council_Memo_SS4A_update_Nov__24.pdf

Description

Memo: Safe Streets For All
Update



CITY OF HAGERSTOWN, MARYLAND

Engineering Department

November 12, 2024

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer *JMB*

RE: Safe Streets for All Safety Action Plan - update

1. Background

In 2023 the City Council agreed to accept a grant from the Federal Highway Administration (FHWA) to complete a Safety Action Plan (SAP) for the City. The SAP would identify safety issues on streets and highways within the City, investigate root causes for accidents and near misses, and develop a list of measures that could be adopted to address these concerns. Once the SAP is finalized, reviewed, and approved, the City will be able to apply for additional funding to actually implement some of the proposed solutions. The purpose of this memo is to give an update on the progress on the SAP.

Mayor & Council Action Requested

No action is requested at this time; this memo is just a status update for informational purposes. When the SAP report is complete, staff and our consultants will make a presentation to the Council. Staff will be present at the work session to discuss.

2. Discussion

Work on the SAP began in the fall of 2023. The City entered into an agreement with the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) to utilize their consultant team to prepare the plan. That consultant team is headed by Michael Baker International, Fehr & Peers, and other consultants.

The initial work by the team was to gather data on traffic, accident rates and locations, bicycle and pedestrian accidents, traffic signals, speed limits, and other factors. Fortunately, through previous studies completed for HEPMOP, the consultants already had much of this data. City staff were able to augment the data with current information derived from our own data collection efforts. The consultant was also able to access additional data from several State and Federal databases.

After initial review and parsing of the data, the team began to organize the information into basic categories based upon FHWA's "Safe System Approach": "Safe Road Users", "Safe Vehicles", "Safe Speeds", "Safe Roads", and "Post-Crash Care". A stakeholders group was identified, which included members from public safety, public transit, Washington County Schools, City Engineering and Public Works staff. A stakeholders meeting was held in August to review the preliminary results of the analysis, and to talk about the next steps in the development of the SAP.

During the month of September, the consultant team conducted an online survey to collect comments and concerns from residents. The survey was very successful; more than 1,900 residents responded with comments. The survey included the ability for residents to drop pins on a map to identify locations where they experienced a concern or safety issue, and to add notes specifically documenting their concern; more than 2,100 pins were dropped on the map. Select slides from the survey results are attached.

After the survey closed, the team began parsing the comments and mapped concerns, looking for trends, and identifying specific roadway corridors that had the highest concentrations of concerns. While many of the concerns were related to vehicular speeding, there were a number of concerns over pedestrian and bicyclist issues.

Earlier today, a second stakeholder meeting was held to review the survey results, and to discuss the next steps in finalizing the SAP; I will provide a synopsis of that meeting at the work session. It is anticipated that the meeting will focus on identifying priority roadway corridors, identifying the City's "High Injury Network", and an analysis of the crash data that has been collected.

A third stakeholder meeting is planned for January 2025, and it will identify three (3) priority safety corridors where in-field safety audits will be conducted. The results of those audits will help to shape the draft version of the final SAP which will be issued in March 2025. The draft SAP will be published and remain open for public comment for 30 days, and then the final SAP will be published. The final plan will be presented to the Council in April or May of 2025 for formal adoption.

attachments: selected slides from the online survey

Safe System Approach Review



SSA Principles

The principles provide foundational concepts to help with the eventual prioritization of programs and projects.

- Focus on fatal and severe crashes
- Roadway design
- Reduce crash force
- Collaboration and Coordination
- Prevention
- Layered Approach

SAFE SYSTEM PRINCIPLES



Death/Serious Injury is Unacceptable

While no crashes are desirable, the Safe System approach prioritizes crashes that result in death and serious injuries, since no one should experience either when using the transportation system.



Responsibility is Shared

All stakeholders (transportation system users and managers, vehicle manufacturers, etc.) must ensure that crashes don't lead to fatal or serious injuries.



Humans Make Mistakes

People will inevitably make mistakes that can lead to crashes, but the transportation system can be designed and operated to accommodate human mistakes and injury tolerances and avoid death and serious injuries.



Safety is Proactive

Proactive tools should be used to identify and mitigate latent risks in the transportation system, rather than waiting for crashes to occur and reacting afterwards.



Humans Are Vulnerable

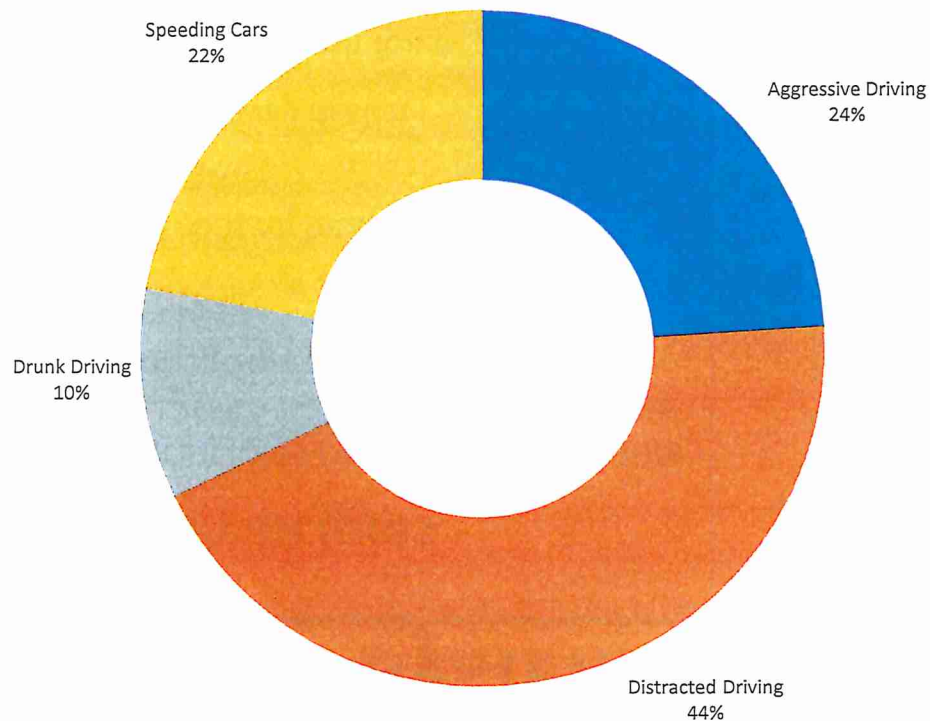
People have limits for tolerating crash forces before death and serious injury occurs; therefore, it is critical to design and operate a transportation system that is human-centric and accommodates human vulnerabilities.



Redundancy is Crucial

Reducing risks requires that all parts of the transportation system are strengthened, so that if one part fails, the other parts still protect people.

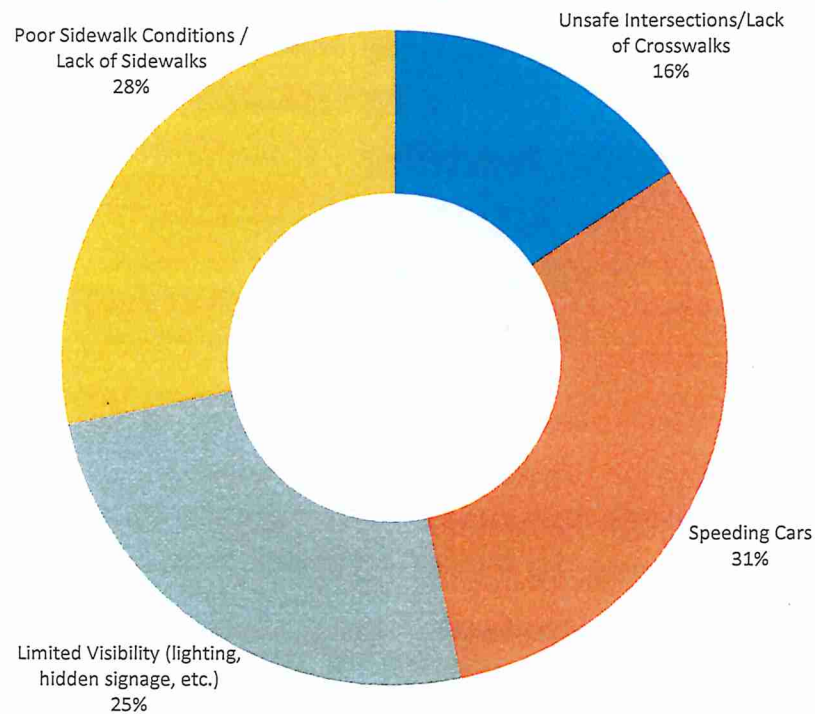
Survey Results – Driver Concerns



Additional Comments:

- Poorly marked lanes
- No Signage
- Phone Use
- Alcohol & Recreational Drugs
- Running Red Lights

Survey Results – Pedestrian Concerns



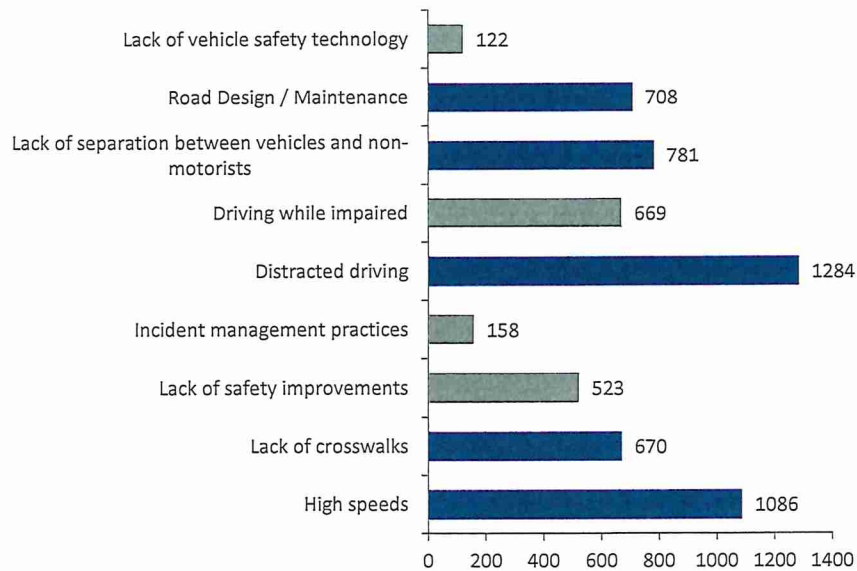
Additional Comments:

- Pedestrians not using crosswalks
- Pedestrians not paying attention
- Pedestrians walking into traffic/not using sidewalks
- Vehicles running stop signs

Survey Results – Pedestrian Safety

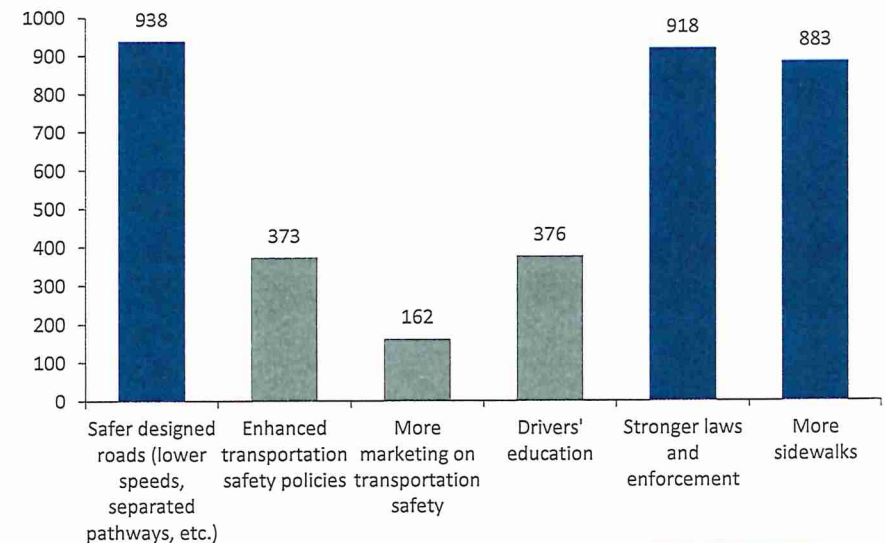


What do you think are the top five contributors of safety problems for those who choose to walk?

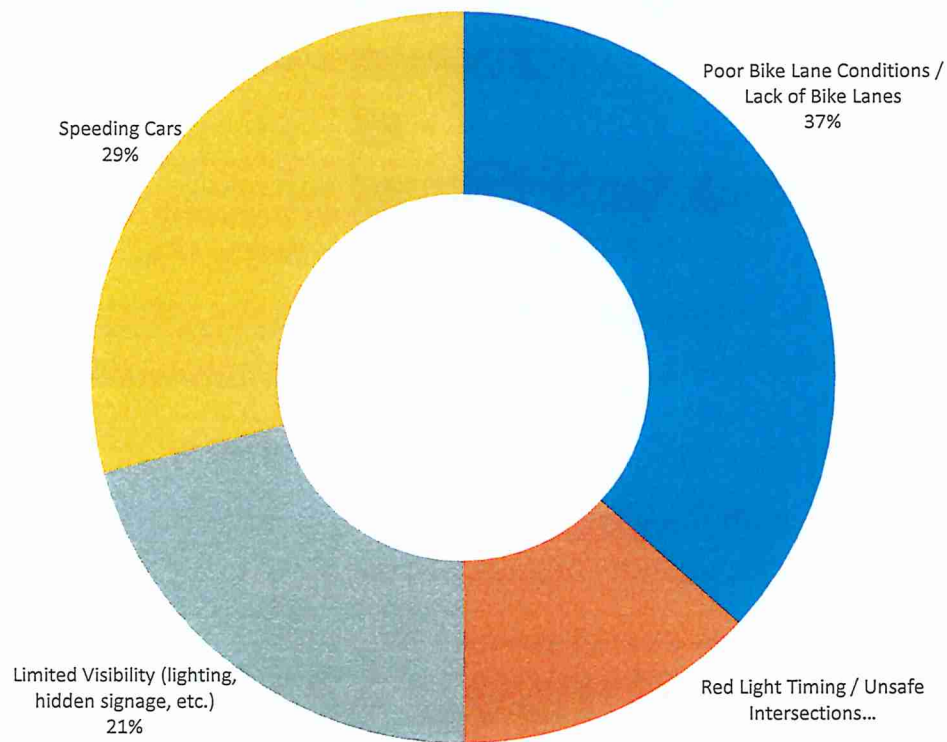


57% Walk in their Area

What three contributors would make you feel safer choosing to walk?



Survey Results – Bike Concerns



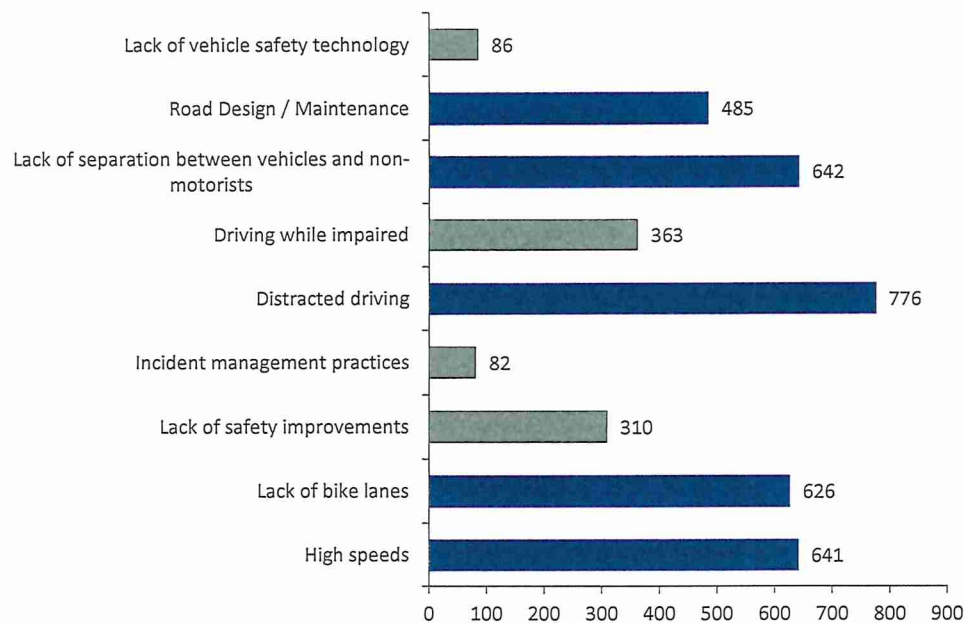
Additional Comments:

- Cars not sharing road with bikes/scooters
- Riding head on into cars
- Not adhering to traffic rules
 - Running red lights & stop signs
- Use of bikes in unsafe manor
 - Wheelies, weaving in and out of traffic

Survey Results – Bike Safety

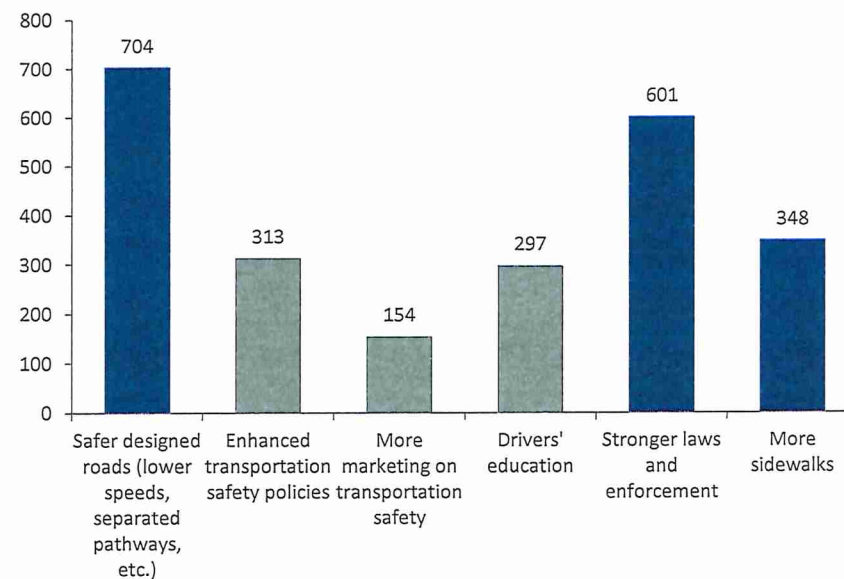


What do you think are the top five contributors of safety problems for those who choose to bike?



17% Bike in their Area

What three contributors would make you feel safer choosing to bike?

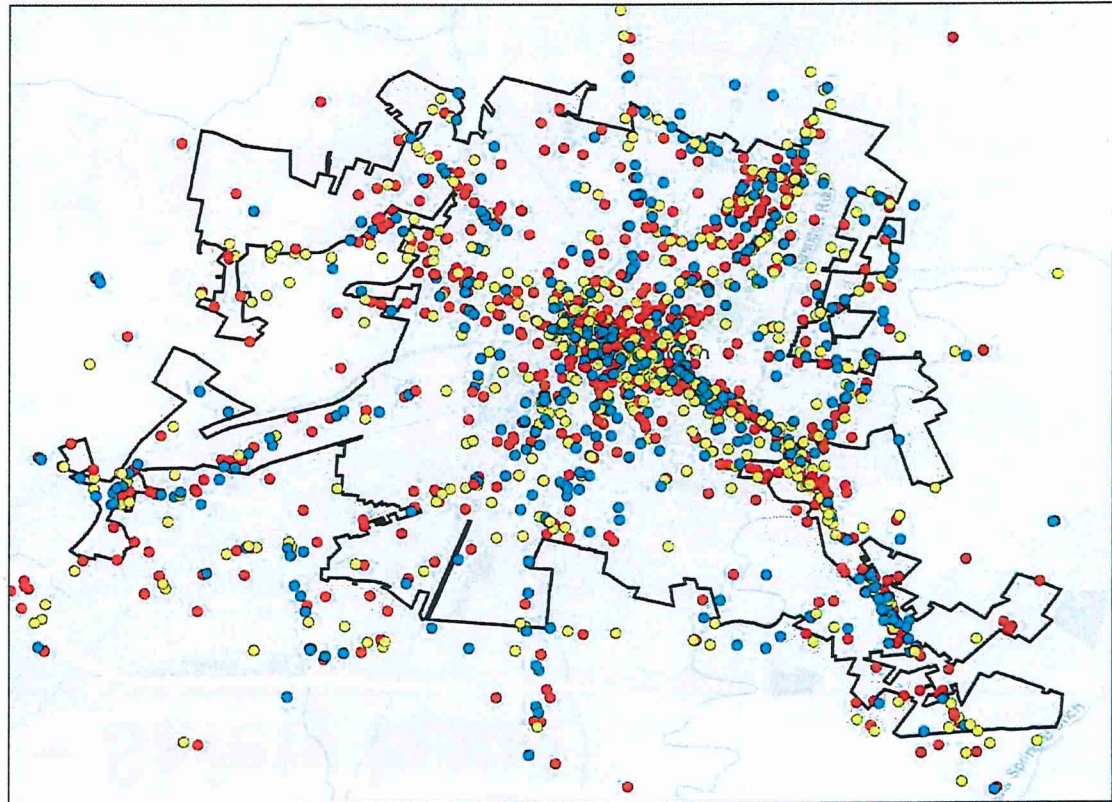


Survey Results – Mapping



2,192 Markers

- Improvement Ideas - 535
- Near Misses - 622
- Safety Issues - 958

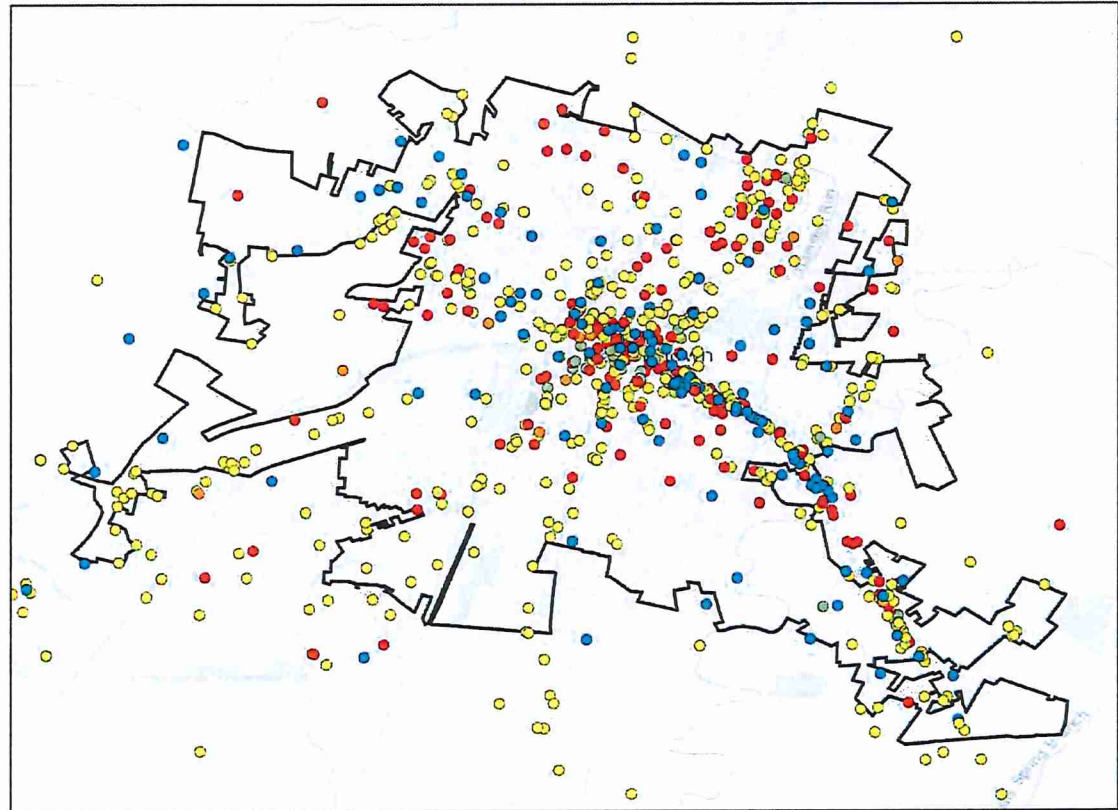


Survey Results – Safety Issue



958 Markers

- Biking Concern - 28
- Driving Concern - 585
- Transit Concern - 16
- Walking Concern - 200
- Not specified - 129

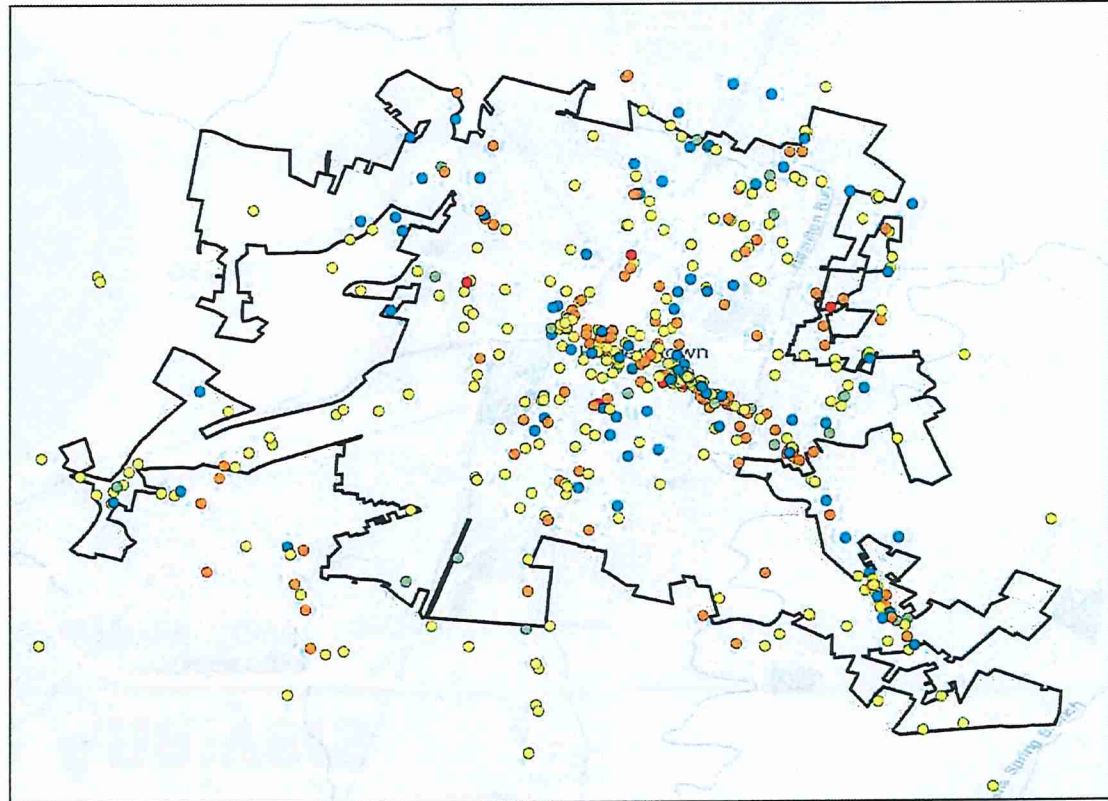


Survey Results – Improvement Ideas



535 Markers

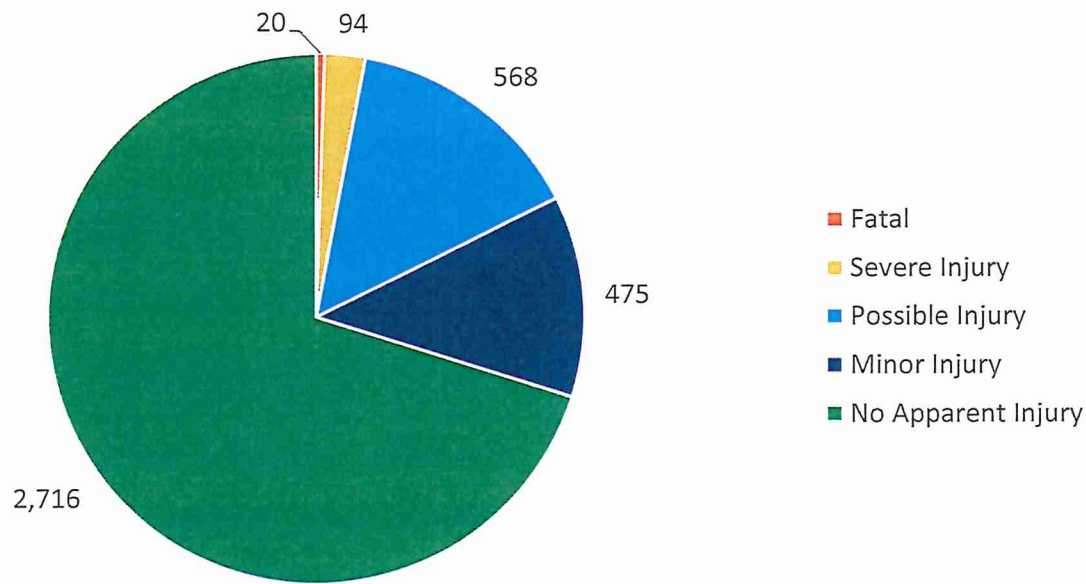
- Bike -27
- Driving - 295
- Pedestrian -123
- Transit - 9
- Not specified - 81



Finalized Crash Analysis



Hagerstown Non-Interstate Crashes by Severity (2019 – 2023)



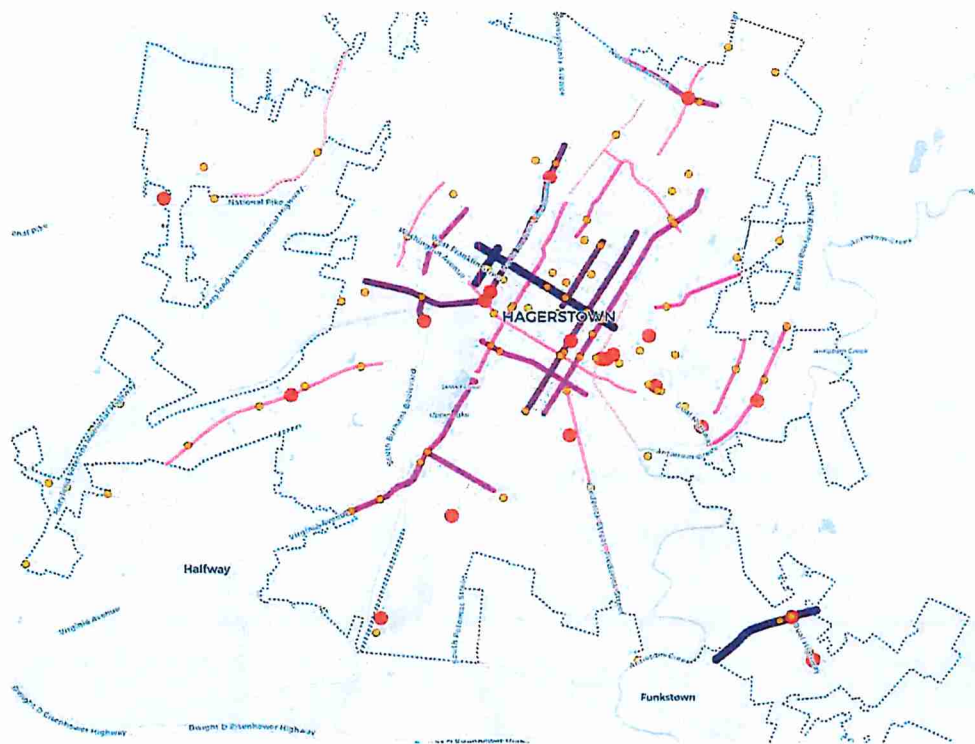
Total = 3,873

Source: Maryland State Police Crash Data & Hagerstown Police Crash Data

Local Roads High Injury Network



Hagerstown Local Roads HIN



51% of KSI crashes on 14% of Hagerstown's local roadways.

02

Project Overview & Timeline



AUGUST 2024

Stakeholder Meeting #1

OCTOBER 2024

Stakeholder Meeting #2

- Survey Results
- Priority corridors
- High injury network
- Crash Analysis

MARCH 2025

Stakeholder Meeting #4

- Draft SAP
- 30-day public comment period

Survey open 30 days

Public Comments

SEPTEMBER 2024

Public Engagement /
MetroQuest Survey

JANUARY 2025

Stakeholder Meeting #3
and Hagerstown City
Council Meeting

- Priority Safety Corridors
- Road Audits (3)

APRIL/MAY 2025

Final Safety Action Plan
Hagerstown City Council
Adoption

- ★ Public Meetings
- ★ Round 4 NOFO Release

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

Topic:

Community's City Center Plan 10-Year Update - *Jill Thompson, Director of Community & Economic Development, and Kathleen Maher, Director of Planning & Code Administration*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

111224_WS_City_Center_Plan_Update.pdf

Description

Community's City Center
Plan 10-Year Update



TO: Scott Nicewarner, City Administrator

FROM: Jill Thompson, Director of Community & Economic Development
Kathleen Maher, Director of Planning & Code Administration

DATE: November 8, 2024

RE: Community's City Center Plan 10-Year Update

Staff will attend the November 12, 2024 Mayor and City Council Work Session to provide an update on the accomplishments of the ten (10) year Community's City Center Plan.

The Community's City Center Plan was released in July of 2014. The plan was a 10-year roadmap for eight catalyst projects that spurred development in City Center. The Community's City Center Plan was the result of broad community input, with the consultants spending more than 130 hours collecting feedback from the community.

Staff will review the eight (8) catalyst projects and the accomplishments to each of the areas of the plan.

Attachments

Ten Year Community's Center PowerPoint
Ten Year Community's City Center Report

Hagerstown Community's City Center Plan

10 Year Review
2014 - 2024



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BACKGROUND

- In July 2014, The Community's City Center Plan was released. The plan is a 10-year roadmap for eight catalyst projects aimed to spur development in City Center. The plan was the result of broad community input, with consultants spending more than 130 hour collecting feedback from the community.
- The plan included detailed steps for making the project concepts a reality, bringing an anticipated \$125 million in new investment to downtown over 10 years. This is a public-private partnership with 75% of the investment from the private sector, and the balance from all levels of public resources.

Hagerstown



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8 CATALYST INITIATIVES

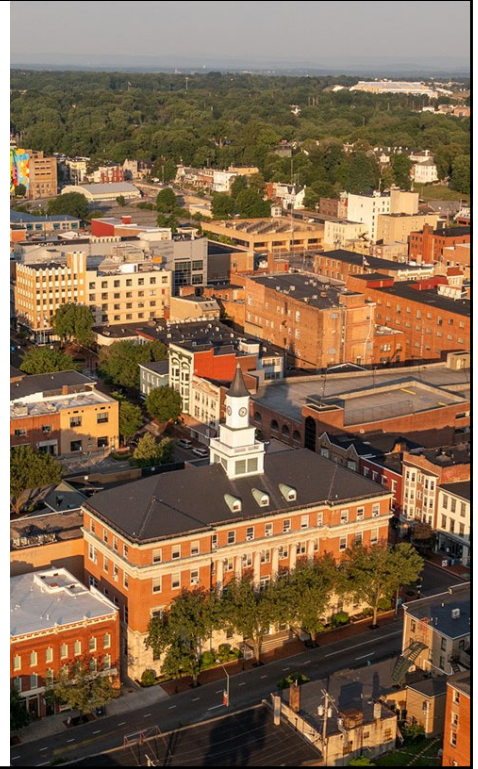
New Development Initiatives

- 1. Strategy for Office Development & Recruitment
- 2. Maryland Theatre Expansion Project
- 3. USMH Expansion Support Strategy
- 4. Hotel/ Conference Center & Heritage Center/ Commemorative Park
- 5. Linking City Park and A&E District with Trail and New Housing

Expansion of Projects

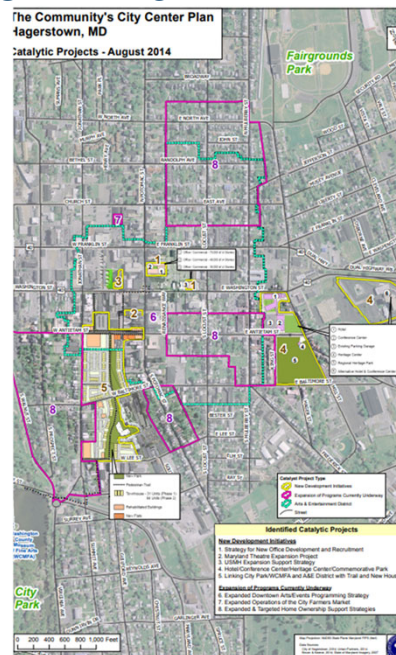
- 6. Expanded Downtown Arts/Events Programming Strategy
- 7. Expanded Operations of the City Farmers Market
- 8. Expanded & Targeted Home Ownership Support Strategies

Hagerstown



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8 CATALYST INITIATIVES



Hagerstown

Hagerstown, MD
City Center Plan
Catalytic Projects - August 2014

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1. STRATEGY FOR NEW OFFICE DEVELOPMENT & RECRUITMENT



Hagerstown

2014 Goals:

- Position downtown to compete for new office development using portions of Central Parking Lot.
- Partner with a selected, experienced developer through competitive process.
- Estimated 154,000 sf new office development across three buildings.
- 2014 parking accommodates 70,000 square feet- additional office will require new parking deck.

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1. STRATEGY FOR NEW OFFICE DEVELOPMENT & RECRUITMENT

Results:

- 2014-2015 The City and a developer entered an exploratory phase on Class A office building development project using concept renderings.
- 2016 City applied for state Strategic Demolition Fund program, not awarded.
- 2019 determination that attraction of tenant to occupy 20,000 sf was needed to move from concept to project
- 2020 pandemic shifted to work-from-home mode for many businesses. City pivoted, adding property to CNS process.



Hagerstown

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1. STRATEGY FOR NEW OFFICE DEVELOPMENT & RECRUITMENT

Results:

- Private sector development has created a number of mixed-use properties, including office space in downtown Hagerstown
- Parking consideration addressed through new Hub City Parking deck at 50 W. Antietam Street.



Hagerstown



2 S. Potomac Street
Bowen Commercial Group



34 W. Franklin Street
The Franklin



100 W. Franklin Street
Franklin Center



33 W. Franklin Street
HQ, Franklin Plaza

7

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2. MARYLAND THEATRE EXPANSION PROJECT



Hagerstown

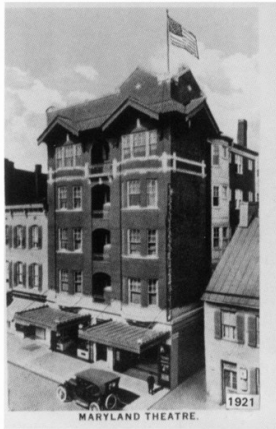
2014 Goals:

- Expand draw of downtown's largest attraction
- Grow from 150 to 225 performance days per year and reach an annual audience of 60,000 or more
- Continue necessary improvements to seating and "back of house"
- Create new entrance, offices, and performance space

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2. MARYLAND THEATRE EXPANSION PROJECT



MARYLAND THEATRE, 2021

Results:

- 2019 new construction restored the lobby to the edge of the street (1915 original) and doubled the street-front width
- Added 5 levels to previously vacant space
- Provides an additional 35,000 square feet of event space including:
- Ballroom, VIP suite, additional dressing rooms, meeting rooms, cocktail lounge, a grand lobby, and box office
- Historic preservation work to historic theatre

Hagerstown

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2. MARYLAND THEATRE EXPANSION PROJECT

Before: 2014



After: 2024



Hagerstown

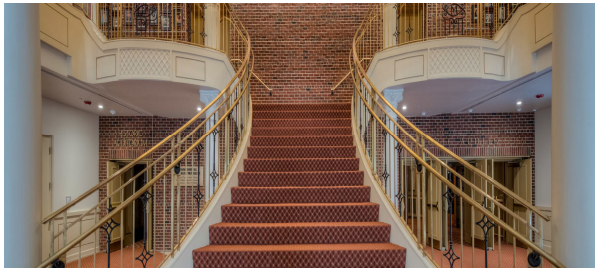
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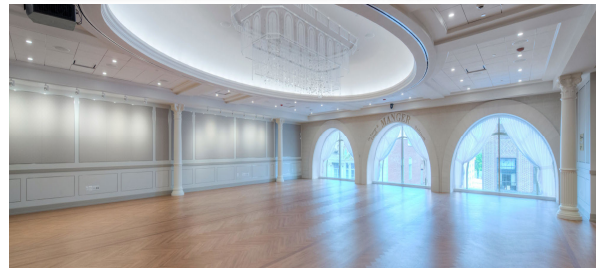
2. MARYLAND THEATRE EXPANSION PROJECT

2024 Results:

- In 2023 the organization hosted 311 events and performances of which 131 open to the public
- 2023-24 totaled 60,015 audience in attendance.



Hagerstown



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3. USMH EXPANSION SUPPORT



Hagerstown

2014 Goals:

- Support University System of Maryland Hagerstown (USMH) growth from 500 to 750 students
- Add facilities for culinary arts, tourism and hospitality programs
- Capture student housing opportunities downtown

Three upper-floor renovation projects
12 units to house 24 students



12

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3. USMH EXPANSION SUPPORT

Results:

Student Housing:
Total Units: 31

- **Patterson Hall** (2015), 100 N Potomac, Bowman Realty, 4 units
- **The Antietam** (2019), 140 W. Antietam St., WLR, 10 units
- **The Nicodemus** (2021), 170 W. Washington St., Trademark Investments, 9 units
- **The Roslyn** (2022), 19 E. Franklin St., WLR, 8 units

Hagerstown



Patterson Hall



The Roslyn

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3. USMH EXPANSION SUPPORT

VwzgjswK tzzxrsj-S rhtgjr zx2Ezngrsj%

Before: 2013

After: 2024



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3. USMH EXPANSION SUPPORT

Vwzgjsw&K tznrsj-SwmjDswjwfr %



Hagerstown

Before:



After:



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3. USMH EXPANSION SUPPORT

Vwzgjsw&K tznrsj

Results:

The student-housing initiative spurred further development of housing in the Downtown through leveraging City Incentive programs including:

- The Franklin, 34 W. Franklin Street- 5 units
- 44-46 E. Franklin Street- 6 units
- The Updegraff, 53 W. Washington Street- 21 units



Hagerstown



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4. HOTEL/ CONFERENCE CENTER & HERITAGE CENTER/ COMMEMORATIVE PARK

2014 Goals:

- Construct 200-room “Upper Upscale” hotel (i.e. Sheraton, Wyndham, Hilton)
- Programmed with adjacent 20,000 square-foot conference center
- Establish Civil War Heritage Center and Commemorative Park

2024 Results:

- The former hospital site was previously explored for possible acquisition.
- The property has transferred to a private developer who is exploring development options for all of the former hospital parcels.



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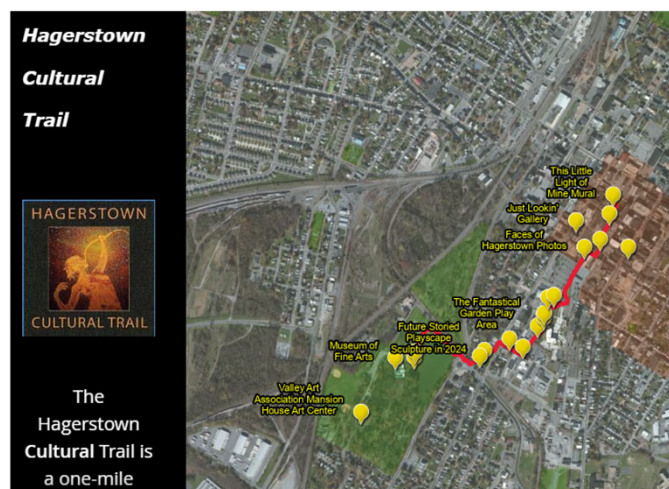
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5. LINKING CITY PARK/ THE WASHINGTON COUNTY MUSEUM OF FINE ARTS AND A&E DISTRICT WITH TRAIL AND NEW HOUSING

2014 Goals:

1. Construct multi-use trail linking City Park with Public Square
2. Add 31 new townhomes along the trail in first 10 years (more later)
3. Rehabilitate Dagmar Hotel and three other W. Antietam Street buildings as 85 loft apartments



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5. HAGERSTOWN CULTURAL TRAIL & NEW HOUSING

Results:

Total New Housing along the cultural trail:

- The Updegraff, 53 W. Washington Street- 21 units



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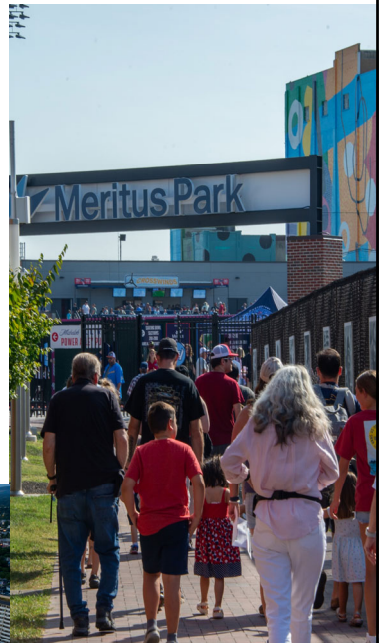
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5. HAGERSTOWN CULTURAL TRAIL & NEW HOUSING

- The Hagerstown Cultural Trail: approximately 1-mile walking trail connecting downtown A&E district University Plaza to Hagerstown City Park. Phases 1 & 2 completed
- Currently has 18 public art installations.
- The nation's newest and most innovative ballpark, Meritus Park, home of the Hagerstown Flying Boxcars baseball team, is situated along the path of the trail, connecting arts, entertainment, and culture for residents and visitors.
- Hub City Parking Garage aiding more feet to the street with the addition of 397 new parking spaces.



Hagerstown



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6. EXPANDED DOWNTOWN ARTS/ EVENTS PROGRAMMING

2014 goals:

- Build upon positive atmosphere created by events in downtown Hagerstown
- Coordinate with Maryland Theatre programming
- Utilize Main Street and other new funding sources to expand events
- Establish consolidated events calendar

Hagerstown



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6. EXPANDED DOWNTOWN ARTS/ EVENTS PROGRAMMING

Results:

- In 2023 Downtown Hagerstown hosted 74 events, including:
 - Main Street program hosted 32 events
 - 29 events outside of the Main Street programs, providing sponsorship to 25 organizations
 - Community Engagement office distributed over \$47,000 in FY23 for downtown events
 - Coordinated with Maryland Theatre events
- Received grants from the Maryland Department of Housing and Community Development and Maryland State Arts Council for the A&E District.
- Total attendee for FY 2023-2024: 121,276



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7. EXPANDED OPERATIONS OF THE CITY FARMERS MARKET

2014 Goals:

- Expand from 7 to 35 hours per week in operation
- Implement private management approach
- Coordinate with existing tenants; recruit needed additional tenants
- Make necessary capital improvements
- Re-brand and promote to capture portion of estimated \$13 million in unmet demand for specialty foods



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7. EXPANDED OPERATIONS OF THE CITY FARMERS MARKET

Results:

The Historic City Farmers Market transitioned to an outdoor Farmers Market.

- 2023, market at 25 W Church Street and averaged 18 vendors at each market with around 125 customers.
- City Farmers Market property sold to private business: Hub City Brewery, to open 2024.
- Hub City Brewery & Church Street Distilling: brewery, distillery, and winery and will be open well-over 35 hours a week and is a \$1.1 million investment to downtown.



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8. EXPANDED & TARGETED HOMEOWNERSHIP SUPPORT

2014 Goals:

- Aggressively market downpayment assistance
- Target Neighborhoods 1st support programs
- Target Neighborhoods 1st infrastructure and amenity improvements
- Continue acquisition, rehab and resale program
- Establish rental licensing inspections
- Continue excessive nuisance enforcement programs.



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8. EXPANDED & TARGETED HOMEOWNERSHIP SUPPORT

- **Downpayment assistance-** City awarded \$50,000 Community Legacy grant in late 2016 to replenish Down Payment Assistance programs.
 - Leveraging \$50,000 from City Economic Redevelopment funds, a total of \$100,000 for Down Payment Assistance programs became available for 13 homebuyers.
 - Over \$600,000 of Invest Hagerstown funding has been awarded to eighty-five (85) homebuyers purchasing homes throughout the City for FY2019-2023.
- **Homeownership Program-** City leveraged state and federal funding for acquisition/renovation efforts to create home-ownership opportunities including:
 - 64 E. Franklin Street
 - 441 & 443 N. Jonathan Street
 - 212 & 214 N. Jonathan Street
 - 261 & 263 S. Prospect Street



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8. EXPANDED & TARGETED HOMEOWNERSHIP SUPPORT

Results:

- **Neighborhoods First-** Created a liaison position with AARPA fund in 2020 to work with Neighborhoods First through the Police Department. The position will continue to be funded and expanded even after the initial AARPA funding runs out.



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8. EXPANDED & TARGETED HOMEOWNERSHIP SUPPORT

Results:

License Programs –

- Since 2014 the City amended the rental license program four times.
 - Amendments intend to protect residents living in rental properties & property values of surrounding properties.
- The number of residential rental units has increased by nearly 850 units since 2014, to 9,790 units in 2024.
- In 2023, the City adopted a Lodging Facilities ordinance to address nuisance issues at hotels, motels, Air B&Bs, etc. to enhance the stays of City visitors and to ensure the safety of local transient residents.
- The City is purchasing software in 2024 to help identify Air B&Bs, VRBOs, etc. for licensing.

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8. EXPANDED & TARGETED HOMEOWNERSHIP SUPPORT

Results:

- **Vacant structure program** - Amended twice in the last 10 years to address vacant blighted properties by regularly inspecting these structures annually to reduce nuisance calls for service.
- Number of vacant properties has reduced by half from a high point of 518 in 2017 to 263 in 2024.
- **Vacant Storefronts** - the Vacant Non-Residential Structures Ordinance was amended in 2023 at Mayor and Council request to include vacant storefronts in the CC-MU as a determiner of eligibility for licensing in the program.
- As of October 2023, there were 22 structures identified with first floor vacancies totaling 34 vacant storefronts.



Hagerstown

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THANK YOU



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Community's City Center Plan

Accomplishments – 2014 - 2024

Catalyst Project #1 – Office Development and Recruitment:

GOALS: To position downtown to compete for new office development using portions of Central Parking Lot; City partners with a selected, experienced developer through competitive process; Estimated 154,000 sf new office development across three buildings; current parking accommodates the first 70,000 square feet and additional office will require a new parking deck.

1. The City and a developer entered an exploratory phase on Class A Office Building development project, using concept renderings to market proposed building to prospective office tenants (2014-2015). In 2016 The City was unsuccessful in attempts to secure Maryland Strategic Demolition Fund program for grant assistance for the pre-development phase of the project. In 2019 it was determined that attraction of a tenant or combination of tenants to occupy a minimum of 20,000 sf was needed to move from concept to a project.
2. In response to the changing market demand for office space post-COVID-19, the City strategically shifted its focus on highest and best use. Through the Competitive Negotiated Sale (CNS) process, the City is actively seeking developers and investors to bring their vision to life and maximize the property's potential.
3. Private sector development has created a number of mixed-use properties, including office space in downtown Hagerstown. The majority of these developments utilized City incentive programs, such as: Partners in Economic Progress (PEP), Invest Hagerstown, and Enterprise Zone. Parking consideration for future development has been addressed through the creation of the new Hub City Parking deck at 50 W. Antietam Street.

Catalyst Project #2 – Maryland Theatre Expansion Project:

GOALS: To expand draw of downtown's largest attraction; grow from 150 to 225 performance days per year and reach an annual audience of 60,000 or more; continues necessary improvements to seating and "back of house"; create new entrance, offices and performance spaces.

1. The Theatre Board contracted with Grimm & Parker Architects to design the expansion project and provide construction management. Morgan-Keller was hired as the contractor. Connectivity and shared space were coordinated with the Washington County Public School officials pertaining to Barbara Ingram School for the Arts. Ground-breaking occurred in summer 2018.
2. In 2019, new construction of a 5-level Performing Arts Center was completed, restoring the theatre's lobby to the edge of the street (1915 original footprint) and doubled the street-front width. The expansion project provides an additional 35,000 square feet of event space including a ballroom, VIP suite, rehearsal studio, additional dressing rooms, meeting rooms, cocktail lounge, a grand lobby, and box office.
3. In 2023 the organization hosted 311 events and performances of which 131 were open to the public. Audience attendance for 2023-2024 totaled 60,015 attendees.

4. In August 2023, a 5-week shut down of the historic auditorium completed historic preservation efforts for the plaster and paint (funded by two local foundations, grants and private donors). In the last decade, the dressing rooms, electrical, and audience seating were updated as well.

Catalyst Project #3 – USMH Expansion Support:

GOALS: Support USMH growth from 500 to 750 students; add facilities for culinary arts, tourism and hospitality programs; capture student housing opportunities downtown: three upper-floor renovation projects, and 12 units to house 24 students.

1. City supported USMH growth by providing grants to support the development of student housing. Actions taken include leveraging Community Legacy funding, rent guarantees, Invest Hagerstown Redevelopment grants, and two City-owned properties sold to make student housing a primary focus, creating 31 student housing units.
 - Patterson Hall, 100 N. Potomac Street, 4 units (2015)
 - The Antietam, 140 West Antietam Street, 10 units (2019)
 - Nicodemus, 170 W. Washington Street, 9 units (2021)
 - The Roslyn, 19 East Franklin Street, 8 units (2022)

This student-housing initiative spurred further development of housing in the City Center through leveraging City incentive programs, including:

- The Franklin, 34 W. Franklin St., 5 residential units, 2 ground-floor commercial units.
 - The Updegraff, 53 W. Washington St., 21 residential units, ground-floor commercial unit
 - 44-46 E. Franklin Street, 6 residential units.
2. Physician Assistant program was added in 2019 to meet crucial workforce demand. The two-year Master's Degree program started with a cohort of 25 students; program sustains an enrollment of 50 students. USMH saw declines during the pandemic mirrored by many institutions of higher education. In 2023, 247 students were enrolled in programs offered at USMH.
 3. In 2019 the facility at 55-59 W. Washington Street opened, which houses a commercial kitchen, banquet hall, two classrooms and meeting space. Hospitality & Tourism Management Bachelor of Science degree program was added in 2019.

Catalyst Project #4 – Hotel/Conference Center and Heritage Center/Commemorative Park:

GOALS: Construct 200-room "upper Upscale" hotel (i.e. Sheraton, Wyndham, Hilton); programmed with adjacent 20,000 square foot conference center; establish Civil War Heritage Center and commemorative park.

1. The former hospital site was previously explored for possible acquisition, including concepts for a civil war park, by the City. Since then, the property has transferred to a private developer who is exploring development options for all of the former hospital parcels.

Catalyst Project #5 – Linking City Park/ The Washington County Museum of Fine Arts and A&E District with Trail and New Housing:

GOALS: Construct multi-use trail linking City Park and The Washington County Museum of Fine Arts with the downtown A&E District; add 31 new townhomes along trail in first 10 years (more later); rehabilitate Dagmar Hotel and three other W. Antietam buildings as 85 loft apartments.

1. The Hagerstown Cultural Trail is an approximately 1-mile walking trail connecting downtown A&E district University Plaza to Hagerstown City Park and currently has 18 public art installations, and a 19th piece will be installed at Park Circle in Spring 2025; two phases completed. Hatter's Plaza and trail extension connected Antietam Street to Washington Street with significant development along its course.
2. The development of the Updegraff Building has added 21 new housing units along the Cultural Trail, celebrated grand opening in May 2024. Additional ground-floor commercial space (restaurant and microbrewery) opened in October 2024.
3. The new multi-use stadium, Meritus Park, home of the Hagerstown Flying Boxcars baseball team, is situated along the path of the trail, connecting arts, entertainment, and culture for residents and visitors opened Spring 2024. The creation of the new stadium has created 26 full time and 130 part time positions. The new Hub City Parking Garage at 50 W. Antietam St. provides 397 additional parking spaces, opened in August 2024.
4. Dagmar Hotel is currently undergoing façade improvements. Plans are being explored for mixed-use development of the Antietam Paper Building along the Cultural Trail next to Meritus Park.

Catalyst Project #6 – Expanded Downtown Arts/Events Programming:

GOALS: Build upon positive atmosphere created by events in downtown Hagerstown; coordinate with Maryland Theatre programming; utilize Main Street and other new funding sources to expand events; establish consolidated events calendar.

1. Main Street Hagerstown Designation obtained in Fall of 2014, program launched in Spring 2015 with over 50 volunteers through 5 work groups. New events introduced over the years including: Downtown Summer Slide Festival, New Years Eve Donut Drop, Second Saturday Series, Augustober Fest, Blues Fest Weekend, Wind Down Fridays, St. Patrick's Day Run, and Holiday pop-up shops.
2. From 2015-2019, Main Street averaged around 119 events annually. The organization applied for \$10,000 grant funding to assist in supporting events beginning in 2015. Event guidelines book was developed in 2019 to assist event organizers and create more opportunities for downtown.
3. Community Engagement Officer position created in 2022 to take on the role of Main Street, A&E District, Farmers Market, and downtown events management.
4. In 2023, 74 events held downtown; in 2024 63 events.
5. Events coordinated with Maryland Theatre:
 - 2023: Miss Maryland, Holly Fest, Wind Down
 - 2024: Miss Maryland, Candyfest, Capitol Christmas Tree, and Holly Fest
6. Downtown Hagerstown Main Street program hosted 32 events in calendar year 2023, and 28 events in calendar year 2024. In addition to general fund, Main Street received a \$25,000 grant from the Department of Housing and Community Development and often partners with the Arts & Entertainment District. Grant monies have been received from the Maryland State Arts Council for the A&E District.

7. The Main Street program hosted 29 events in 2023 and 28 events in 2024. Additionally, the Community Engagement office supported 25 events hosted by outside organizations in FY23 and 23 events in FY24 through event sponsorships. Event sponsorship totaled more than \$47,000 in FY23 and \$50,000 in FY24. Staff revamped the process and this program is now called the Downtown Event Grant, and the amount of money an organization can receive is capped at \$3,000.

Below are other metrics that we've used to track performance:

	2022/23	2023/24
Number of event attendees	95,000	121,276
Number of volunteer hours	800	500
Facebook Reach	154,426	471,471
Instagram Reach	28,696	36,747
META Paid Reach	44,463	167,346
Facebook Likes	1,568	7,208
Facebook Followers	1,609	9,215
Instagram Followers	1,000	2,054
Website - Downtown Hagerstown	6,026	16,483
Website - A&E District	3,454	7,567

Catalyst Project #7 – Expanded Operations of the City Farmers Market:

GOALS: Expand from 7 to 35 hours per week in operation; implement private management approach; coordinate with existing tenants-recruit needed additional tenants; make necessary capital improvements; re-brand and promote to capture portion of estimated \$13 million in unmet demand for specialty foods.

1. The City worked to strengthen operations of the Farmers Market including:
Seeking private operator through the RFP process (2015), Painting vendor booths & updating vendor lay-out in partnership with the Downtown Movement (2016), Public input meeting and collaborative meetings with the County (2016), part-time market assistant hired (2016), Pop-up events, Valley Co-op partnership (April 2017-April 2020), waiving rental fees for vendors, modified outdoor operation to maintain business during COVID (2020).
2. The City sold the 25 W. Church Street Market House property in 2022 to a private business, Hub City Brewery, which is expected to be open in 2024. This business will house a brewery, distillery, and winery and will be open well-over 35 hours a week and is a \$1.1 million investment to downtown.

3. The historic City Farmers Market transitioned to an outdoor Farmers Market. The Farmers Market currently takes place on the third Thursday of each month. In 2023, the Farmers Market was held May to October at the Market House Parking Lot with an average of 18 vendors and approximately 125 customers. In 2024, the Farmers Market was held May to August at Hatter's Plaza.

Catalyst Project #8 – Expanded and Targeted Home Ownership Support:

GOALS: Aggressively market downpayment assistance; target neighborhoods 1st support programs; target Neighborhood 1st infrastructure and amenity improvements; continue acquisition, rehab and resale program; establish rental licensing inspections on a regular basis; and continue excessive nuisance enforcement programs.

1. **Down payment assistance** -The City was awarded a \$50,000 Community Legacy grant in late 2016 to replenish Down Payment Assistance programs. Leveraging \$50,000 from City Economic Redevelopment funds, a total of \$100,000 for Down Payment Assistance programs became available for eligible home buyers. By the end of 2018, all funds were committed assisting three (3) new City Center homebuyers and ten (10) City Wide homebuyers. Invest Hagerstown funding from FY2019 – FY2023 has been utilized for the program now known as the Hagerstown Homeownership Initiative. Since the beginning of FY19, over \$600,000 of Invest Hagerstown funding has been awarded to eighty-five (85) homebuyers purchasing homes throughout the City.
2. **Homeownership Program** -The City was awarded a \$150,000 Community Legacy grant in FY 2016 to assist with acquisition/renovation efforts to create home-ownership opportunities. This funding was leveraged with CDBG funding for the Homeownership project. Assessment is ongoing for other opportunities for this program in three target neighborhoods. This includes opportunities to repurpose cyclical tax sale properties for homeownership (City and State).
Property details:
 - 64 E. Franklin Street- Single family structure, purchased in 2014. Full renovations completed in 2017. Sold in September 2019.
 - 441 & 443 N. Jonathan Street- Duplex structure purchased in 2005. Sold in April 2019.
 - 212 & 214 N. Jonathan Street- Duplex structure purchased in 1993. Sold in April 2019.
 - 261 & 263 S. Prospect Street- Multi-unit structure, purchased in 2015, previously 4 vacant substandard units. Renovation and rehabilitation began in 2017 to create two units for sale. Completed in late Fall 2022, and these properties were sold in 2023 to CDBG-eligible homebuyers.
3. **Neighborhoods First** - Created a liaison position with ARPA funding in 2020 to manage the Neighborhoods First program through the Police Department. The position will continue to be funded and expanded even after the initial ARPA funding runs out.
4. **License Programs** – The City amended the rental license program four times since 2014 in order to address community and City concerns. These amendments were intended to better protect the residents living in rental properties and the property values of surrounding properties. The number of residential rental units identified in the program has increased by nearly 850 units since 2014, to 9,790 units in 2024. The vacant structures program was amended twice since 2014 to address vacant blighted properties by annually inspecting these structures to reduce nuisance calls for service. A more pro-active effort by the Planning and Code Administration

(PCAD) staff has helped to reduce the number of vacant properties by half from a high point of 518 in 2017 to 263 in 2024. In 2023, the City adopted a Lodging Facilities ordinance to address nuisance issues at hotels, motels, Air B&Bs, etc. to enhance the stays of City visitors and to ensure the safety of local transient residents. The initial inspections of 13 hotels in the city in 2023-2024 revealed 7 hotels with a qualifying volume of violations to classify them as Tier 2 and require inspection again the following license year. The City is purchasing software in 2024 to help identify Air B&Bs, VRBOs, etc. for licensing.

5. **Nuisance Abatement** - The City established a Nuisance Abatement Ordinance in 2001. This is the code used to require cutting of grass/weeds, trimming overgrown shrubs/trees, and clearing away rubbish/debris. In 2018 this code was amended to modify the definition to make it clear the nuisance items must be addressed on private property and the adjoining public right-of-way, which includes keeping the sidewalk clear of piled up leaves. The City adopted a Nuisance and Abandoned Property Ordinance in 2016 to remove blight via a court ruling that either requires the owner to take steps to address the blighting conditions at their property or to authorize the City to take action, including demolition. The City used this ordinance to get an abandoned, blighted, vacant property on Virginia Avenue demolished.
6. **Vacant Storefronts** – the Vacant Non-Residential Structures Ordinance was amended in 2023 at Mayor and Council request to include vacant storefronts in the CC-MU as a determiner of eligibility for licensing in the program. As of October 2023, there were 22 structures identified with 34 vacant, first-floor storefronts. This number does not include the structures that are entirely vacant. If required for licensing, the storefronts are subject to inspections to ensure minimum safety codes are met.

Major partnership efforts support multiple catalyst projects:

1. **1 Gigabit Downtown** – creative innovative public/private partnership to create a 1 Gigabit Downtown which supports business retention, expansion and attraction.
 - 1 Gigabit Service was initially offered by both Antietam Cable and New Frontier Solutions (now Point Broadband). Comcast also entered the market at a later date.
 - Main Street Hagerstown developed and launched a logo and website: www.gigahubcity.com
 - Communications produced a public information video piece (see: https://youtu.be/cNpp_DK59SUU) that we have promoted and we have attended tech conferences to promote the service.
 - Information about 1 Gigabit Service is provided to business prospects.
2. **The Urban Improvement Project** – The City worked in partnership with Washington County, the Board of Education/Barbara Ingram School for the Arts, the Maryland Theatre, the University System of Maryland at Hagerstown (USMH), other community partners and private developers on the \$40+ million Downtown Improvement Project. The project included:
 - Expansion and renovation of the Maryland Theatre (\$15M).
 - Expansion of an educational complex to support Washington County Public Schools (\$19.4M for BISFA expansion).
 - An outdoor plaza connection (\$2.9M).
 - A Hospitality Education Center to support a new degree program in Hospitality & Tourism Management at USMH (\$2M).

In December 2016, Maryland Governor Larry Hogan pledged \$7 million towards this project over 5 years. State bond bills totaling \$200,000 were awarded to assist the UIP project. In FY 2018, \$900,000 in a State Strategic Demolition Fund grant was awarded to support the Maryland Theatre, BOE, and plaza projects. In FY 2019, \$500,000 was awarded in a Strategic Demolition Fund grant utilized by the Maryland Theatre and \$400,000 was awarded in a Community Legacy grant utilized for the Plaza. Construction was completed in 2019 on the Theatre expansion and in 2020 on the Board of Education expansion, and the Plaza project was completed in 2022. The City worked in partnership with Washington County Government, The Maryland Theatre, and BISFA to turn the area behind the Maryland Theatre into a functional public space that provides aligned solutions for multiple stakeholders. These solutions include completed parking area for loading and unloading of buses and performance acts.

3. **Cultural Trail Connection & Hatter's Plaza** – The City acquired 43-47 W. Washington Street and a strip of land from 50 W. Antietam Street to allow for extension of the Cultural Trail and creation of Hatter's Plaza. The trail extension provided a location for the Farmers Market and other pop-up events, and provided an access point for entry into the new Hub City Parking garage at 50 W. Antietam. The project opened in 2022 and now the Hagerstown Cultural Trail connects City Park with University Plaza.