

# **Mayor and Council**

## **Work Session and Executive Session**

### **October 20, 2015**

### **Agenda**

*"A diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods."*  
*"Providing the most efficient and highest-quality services as the municipal location of choice for all customers."*

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"Don't let your dreams go up in smoke - practice fire safety" - *Author Unknown*

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

- 4:00 PM** 1. Proclamation: Red Ribbon Week
- 4:05 PM** 2. Proclamation: Fire Prevention Month
- 4:10 PM** 3. Proclamation: Character Counts! Month
- 4:15 PM** 4. Preliminary Agenda Review
- 4:30 PM** 5. CDBG Homeownership Program - 64 East Franklin Street Renovations
- 4:45 PM** 6. FY17 Preliminary Budget for General Fund Agency Contributions

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

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

#### **ADJOURN**

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

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**Topic:**

Proclamation: Red Ribbon Week

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

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

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**Topic:**

Proclamation: Fire Prevention Month

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

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

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**Topic:**

Proclamation: Character Counts! Month

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

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

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**Topic:**

Preliminary Agenda Review

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION**

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

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**Topic:**

CDBG Homeownership Program - 64 East Franklin Street Renovations

**Mayor and City Council Action Required:**

Staff request the Mayor & Council award the contract for Bid B1597.16 to Milton Stamper Builders with a contract amount of \$279,624. Staff will be available during the work session to answer any questions on this project.

**Discussion:**

Please find the attached Consent Agenda form recommending the award of a contract to Milton Stamper Builders, the low bidder for Bid B1597.16. The contract is for Community Development Block Grant (CDBG) funded renovations at 64 East Franklin Street.

The scope of work for this contract includes the following:

- Complete interior renovation of the vacant structure with new interior finishes
- New roof, new windows, and exterior painting
- New plumbing, electric, and HVAC systems throughout the structure

The initial low bid amount by Milton Stamper Builders was \$323,200. Staff worked with Milton Stamper Builders to revise the renovation plan and reduced the contract amount to \$264,624. An additional \$15,000 for contingency will also be included as part of the contract.

The renovations will be fully funded by the Community Development Block Grant Homeownership Program Budget. Upon completion of the renovations, the property will be sold to a CDBG eligible owner occupied household. The new homeowner must maintain the property as a principal residence for a period of five years. The target date for completion of the renovations is the spring of 2016.

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:****File Name****Description**

CDBG Homeownership  
Program - 64 East  
Franklin Street  
Renovations



[64\\_E\\_FRANKLIN.pdf](#)



## CITY OF HAGERSTOWN, MARYLAND

Department of Community and Economic Development  
Business and Community Relations Division

To: Valerie Means, City Administrator

From: Jonathan Kerns, Community Development Manager J.K.

Date: October 15, 2015

**RE: CDBG Homeownership Program - 64 East Franklin Street Renovations**

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Please find the attached Consent Agenda form recommending the award of a contract to Milton Stamper Builders, the low bidder for Bid B1597.16. The contract is for Community Development Block Grant (CDBG) funded renovations at 64 East Franklin Street.

The scope of work for this contract includes the following:

- Complete interior renovation of the vacant structure with new interior finishes
- New roof, new windows, and exterior painting
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The initial low bid amount by Milton Stamper Builders was \$323,200. Staff worked with Milton Stamper Builders to revise the renovation plan and reduced the contract amount to \$264,624. An additional \$15,000 for contingency will also be included as part of the contract.

The renovations will be fully funded by the Community Development Block Grant Homeownership Program Budget. Upon completion of the renovations, the property will be sold to a CDBG eligible owner occupied household. The new homeowner must maintain the property as a principal residence for a period of five years. The target date for completion of the renovations is the spring of 2016.

### **Mayor and Council Action Requested**

Staff request the Mayor & Council award the contract for Bid B1597.16 to Milton Stamper Builders with a contract amount of \$279,624. Staff will be available during the work session to answer any questions on this project.

*Attachment: Consent Agenda form*

- c. Scott Nicewarner, Director, Information Technology & Support Services





**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of 10/20/15**

Do Not Complete This Section  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: DCED By: Jonathan Kerns  
Account Number: 1050007-601024 Account / Project Name: 64 East Franklin Street  
Budget Amount: \$339,000 Account Balance: \$605,000 Year: 15/16 CIP Control No. \_\_\_\_\_  
Unbudgeted \$: \_\_\_\_\_ Source of Funds: Federal Community Development Block Grant Funds

Quantity	Description	Value
1	Rehabilitation Contract - 64 East Franklin Street Homeownership Project	\$279,624

**TOTAL VALUE OF PROJECT:** \$279,624

**ABOVE TO BE USED FOR:**

64 East Franklin Street Renovations- Scope of work will include rehabilitation of a vacant residential structure. New plumbing, electric, HVAC installed throughout the structure. Structural upgrades and floor-plan modifications are included to create a modern, open interior layout. Existing roof and windows will be replaced. Initial low bid was \$323,200. Staff worked with bidder on edits to rehab plan for a final contract price of \$264,624 plus \$15,000 for contingency.

**Recommended Vendor:**

Business Name: Milton Stamper Builders  
Address: 313 East Wilson Blvd. Suite 1  
City, State: Hagerstown, MD 21740  
Bid/Proposal/Quote No.: B1597.16

OTHER VENDORS:		
Firm	City/State	Total Amount
A.V. Rauth & Sons Inc.	Hagerstown, MD	\$330,500

**(1) Department Manager**

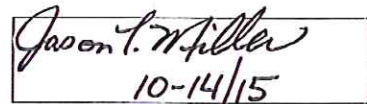
Rehabilitation of 64 East Franklin Street will be fully funded through the Community Development Block Grant Homeownership budget. \$605,000 is currently available for CDBG Homeownership projects due to program income and budget carry over from FY15. After rehabilitation, the property will be sold to a CDBG qualified owner occupant. Staff revised the rehab plan with low bidder to lower the contract price from \$323,200 to \$264,624. An additional \$15,000 will be used for contingency.



Signature / Date

**(2) Purchasing Agent:**


*Recommend Approval.*

  
10-14/15

Signature / Date

**(3) Finance Manager:**

*Recommend approval.*



Signature / Date

10/14/15

**(4) City Administrator's Recommendation:**

*Recommend Approval*

  
10/14/15

Signature / Date

## **REQUIRED MOTION**

### **MAYOR & CITY COUNCIL HAGERSTOWN, MARYLAND**

**October 20, 2015**

**TOPIC: 64 East Franklin Street – Community Development Block Grant  
Homeownership Program Renovations**

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

**MOTION:** I hereby move for the Mayor and Council to approve the low bid of Milton Stamper Builders for the renovation contract for 64 East Franklin Street at a cost of \$279,624. Renovations will include new interior and exterior finishes, plumbing, electric, and HVAC. After renovation, the property will be sold to a CDBG eligible owner occupant. Funding for this project will come from the Federal Community Development Block Grant Homeownership Program budget.

DATE OF INTRODUCTION:	10/20/2015
DATE OF PASSAGE:	10/20/2015
EFFECTIVE DATE:	10/20/2015



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

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**Topic:**

FY17 Preliminary Budget for General Fund Agency Contributions

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

	<b>File Name</b>	<b>Description</b>
	<a href="#">Agency Contributions.pdf</a>	Memo



# CITY OF HAGERSTOWN, MARYLAND

Finance Department  
301-739-8577 X156

To: Valerie Means, City Administrator  
From: Michelle Hepburn, Director of Finance *m. Hepburn*  
Date: October 20, 2015  
Subject: FY17 Preliminary Budget for General Fund Agency Contributions

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Per the attached General Fund Agency Contribution policy, the October 20<sup>th</sup> Work Session provides the opportunity for Mayor and Council to discuss any adjustments to be included in the FY2016/17 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 policy and the total funding amounts:

**7 agencies that will receive General Fund Agency Contributions:**

Community Rescue Services  
Hagerstown Municipal Band  
HNBP (Home Store)  
Maryland Symphony Orchestra  
The Maryland Theatre  
Washington County Museum of Fine Arts  
Washington County Free Library

**Total Funding for General Fund Agency Contributions:**

Total for 7 agencies identified	190,000
All other agency requests	10,000
Mayor and Council contingency	5,000
	<b>\$ 205,000</b>

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 FY2016/17?
2. Are there any changes requested in the funding levels established in the policy for FY2016/17?

Staff will be present for discussion at the October 20<sup>th</sup> 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 a funding level of \$190,000 to be allocated toward 7 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
- 2) The Mayor and Council have established a funding level of \$10,000 for other agency requests for funding.
- 3) The Mayor and Council have established a \$5,000 contingency for General Fund Agency Contributions.
- 4) The Mayor and Council have established that the total funding level for General Fund Agency Contributions is \$205,000.



**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 2<sup>nd</sup> 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**