

Mayor and Council Executive Session and Work Session January 12, 2016 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."*

*"For last year's words belong to last year's language and next year's words await another voice."
- T.S. Elliot*

EXECUTIVE SESSION

4:00 PM 1. Executive Session

5:00 PM WORK SESSION

- 5:00 PM** 1. State of Homelessness Report 2016 – Washington County Homeless Coalition - *Jill Frick, Director, Department of Community and Economic Development, Jodie Ostoich, Executive Director of Reach of Washington County and Chair of the Homeless Coalition, and Geordie Newman, CEO of Washington County Community Action Council*
- 5:45 PM** 2. Insurance Services Office (ISO) Report - *Chief Steven Lohr*
- 6:05 PM** 3. Potential City Revitalization Improvement Zone (CRIZ) Legislation - *Jill Frick, Director, Department of Community and Economic Development*
- 6:25 PM** 4. Commemorative Partner Program - 50th Anniversary of the Vietnam War - *Mayor David Gysberts*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

Executive Session

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

January_12_2016_Executive_Session.pdf

Description

Agenda



EXECUTIVE SESSION

MAYOR & CITY COUNCIL

JANUARY 12, 2016

AGENDA

4:00 p.m. EXECUTIVE SESSION – *Room 407, 4th floor, City Hall*

1. To consult with counsel to obtain legal advice, #7
 - *Discussion with Legal Counsel Regarding MELP Property – Verbal update from Legal Counsel*
 - *Discussion with Legal Counsel Regarding Union Lawsuit – Verbal update from Mark Boyer, City Attorney*
 - *Pending Litigation*

CITY OF HAGERSTOWN, MARYLAND

PUBLIC BODY: Mayor & City Council

DATE: January 12, 2016

PLACE: Room 407, 4th floor, City Hall

TIME: 4:00 p.m.

AUTHORITY: ANNOTATED CODE OF MARYLAND, GENERAL PROVISIONS ARTICLE: Section 3-305(b) :

1. To discuss:
 - ☐ (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - ☐ (ii) any other personnel matter that affects 1 or more specific individuals;
- ☐ 2. To protect the privacy or reputation of individuals with respect to a matter that is not related to public business;
- ☐ 3. To consider the acquisition of real property for a public purpose and matters directly related thereto;
- ☐ 4. To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ 5. To consider the investment of public funds;
- ☐ 6. To consider the marketing of public securities;
- ☒ 7. To consult with counsel to obtain legal advice;
- ☐ 8. To consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ 9. To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ 10. To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- ☐ 11. To prepare, administer or grade a scholastic, licensing, or qualifying examination;
- ☐ 12. To conduct or discuss an investigative proceeding on actual or possible criminal conduct; or
- ☐ 13. To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; or
- ☐ 14. Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
- ☐ 15. Administrative Function

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

Topic:

State of Homelessness Report 2016 – Washington County Homeless Coalition - *Jill Frick, Director, Department of Community and Economic Development, Jodie Ostoich, Executive Director of Reach of Washington County and Chair of the Homeless Coalition, and Geordie Newman, CEO of Washington County Community Action Council*

Mayor and City Council Action Required:

Discussion:

The Washington County Homeless Coalition is preparing a State of Homelessness Report for 2016. This first annual report represents an effort to foster data driven and strategic approaches, as well as, to educate the broader community on issues related to homelessness in Washington County. The report will provide baseline data on persons experiencing homelessness, information on resources available to address community needs, an assessment of gaps and barriers to housing and services, and identify possible solutions.

At the January 12, 2016 work session, Jodie Ostoich, Executive Director of Reach of Washington County and the Chair of the Homeless Coalition and Geordie Newman, CEO of Washington County Community Action Council the Lead Agency for the Homeless Coalition will be present to give an overview of the report.

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Description



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator

FROM: Sarah Nelson, Planning & Outreach Coordinator

DATE: January 6, 2016

SUBJECT: State of Homelessness Report 2016 – Washington County Homeless Coalition

The Washington County Homeless Coalition is preparing a State of Homelessness Report for 2016. This first annual report represents an effort to foster data driven and strategic approaches, as well as, to educate the broader community on issues related to homelessness in Washington County. The report will provide baseline data on persons experiencing homelessness, information on resources available to address community needs, an assessment of gaps and barriers to housing and services, and identify possible solutions.

At the January 12, 2016 work session, Jodie Ostoich, Executive Director of Reach of Washington County and the Chair of the Homeless Coalition and Geordie Newman, CEO of Washington County Community Action Council the Lead Agency for the Homeless Coalition will be present to give an overview of the report.

c: Jill Frick, Director, Department of Community and Economic Development
Jonathan Kerns, Community Development Manager

14 North Potomac Street, Suite 200A
Hagerstown, MD 21740

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

Topic:

Insurance Services Office (ISO) Report - *Chief Steven Lohr*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Fire_Memo.pdf

Description

Memo



HAGERSTOWN FIRE DEPARTMENT
CITY OF HAGERSTOWN
25 West Church Street
Hagerstown, Maryland 21740



Steven Lohr
Fire Chief

(301) 790-2476
FAX (301) 797-7448
slohr@hagerstownmd.org

TO: Valerie Means, City Administrator

FROM: Steve Lohr, Fire Chief

SUBJECT: Insurance Services Office (ISO) Report

DATE: January 12, 2016

Attached please find handouts in preparation for a briefing on the Insurance Services Office (ISO) briefing scheduled for the Executive Session on January 12, 2016. I have included handouts of the full one-hour briefing I have presented to the HFD for your individual review. However, I will present a significantly reduced 20 minute version on Tuesday.

Please let me know if you have any questions or would like additional information regarding the ISO process, final rating or future needs.

Thank you.



Insurance Services Office 2015 Rating City of Hagerstown

Chief Steve Lohr

January, 2016





The ISO

- The ISO assigns a **Public Protection Classification (PPC)** – a number from 1-10 (1 best, 10 worst). Class 1 is exemplary; Class 10 does not or cannot meet the minimum criteria for the PPC (i.e.-any property greater than 5 miles from a fire station is an automatic Class 10.
- Uniform set of criteria (using the **Fire Protection Rating Schedule**) that has been nationally recognized using standards developed primarily by the National Fire Protection Association (NFPA) and the American Water Works Association (AWWA).





ISO Rating Schedule Then & Now

- A community's PPC depends upon: **Needed Fire Flows, Receiving and Handling Fire Alarms, Fire Department** (staffing, equipment, training, geographic distribution of companies), **and Water Supply.**

- New to the rating schedule are "extra" points for **Community Risk Reduction**. A total of **5.5** points are available. These are pure "**bonus**" points.





Hagerstown's PPC

- The last ISO PPC rating for Hagerstown was completed in 2005 (rated as a Class-3). Current evaluation remains a **Class-3**.
- Insurance Services Office, Inc. is an independent company that serves insurance companies, communities, FD's, regulators, etc. by providing information regarding risks; only as it relates to suppression of first alarm structure fires.
- 48,000 municipalities/areas are rated across the U.S.
 - There are 2,891 Class 3 FD's in the U.S.(8%); 917 Class 2 (2.3%); 97 Class 1's (0.3%) throughout the United States.
- A representative example of moving from a 3 to a 2 or a 2 to a 1, ***could*** mean a 3.5% commercial insurance reduction, or a 1% residential reduction in the fire protection portion of a consumer's insurance premium.





The HFD Goal

- Recommend a series of improvements to stabilize our Class 3 PPC rating with a near term goal of improving to a Solid Class 2 rating
- This would require an approximate overall improvement of approximately 10 points
- When those tasks are accomplished, request a re-evaluation to return value to the taxpayers
- Institutionalize all improvements as a progressive movement towards the more rigorous CFAI Accreditation model.





What Do They Evaluate?

- Needed Fire Flows (NFF) – Establishes the Baseline Risk (3,500gpm) in Hagerstown for Commercial Structures
- Emergency Communications -10%
- Fire Department – 50%
- Water Supply - 40%
- * Community Risk Reduction – Bonus up to 5.5%





How Do They Evaluate?

- A local ISO representative conducts field evaluations, examines records and visits with persons with primary responsibilities in each area of responsibility throughout the City.
- Results are delivered to ISO staff in Jersey City, NJ for analysis and actuarial comparisons to similar municipalities.





2015 Hagerstown ISO-PPC Summary

FSRS Feature	Earned Credit	Credit Available
Emergency Communications	7.49	10
Fire Department	33.08	50
Water Supply	32.55	40
Divergence (lower the better)*	-3.04*	Normalizes Fire & Water Sections
Community Risk Reduction**	<u>3.09</u>	<u>5.50</u>
*Mathematically reduces the score based upon the relative difference between the FD & water supply	Total 73.17	105.50



**These are pure bonus points not previously offered in any prior FSRS



Emergency Communications *

FSRS Feature	Earned	Available
Emergency Reporting	2.10	3
Telecommunicators	3.51	4
Dispatch Circuits	1.88	3
Total	7.49	10

* Under the control of the Washington County Department of Emergency Services





Concerns, Dispatch & Communications

- **7.49 out of 10**
- Redundant Dispatch Circuits (2 required for full credit) How the call gets from 9-1-1 to personnel
 1. Radio or Pager (Different Frequency)
 2. Dedicated Phone Lines (Not publicly switched)
 - Active 9-1-1 & 3rd party does not count
- Testing of Emergency Power 1 hr per week under full load





Water Supply

FSRS Feature	Earned	Available
Supply System	27.16	30.00
Hydrants	2.99	3.00
Inspection & Flow Testing- Color Coded @ 20 psi	2.40	7.00
Residual/Paper Record*		
AWWA Standard For Inspection-Pressure Zones	32.55	40.00
Total		

*Requires a two hydrant flow test in all pressure zones once each five years. There are 2094 hydrants within the corporate limits that require inspection on this cycle.





Concerns-Water Supply: 32.55 out of 40

- Inspection & Flow Testing of Hydrants
 - 2-hydrant flow test in all pressure zones within 5 years
 - Hydraulic model calibrated to actual flow tests
 - Hydrant marking (identify <20 psi residual pressure)
- (Storage + Pumping) – Usage
- Hydrant Spacing < 1,000 ft.
- Documentable Emergency Procedure for a Fire(s) At Pumping Stations For Use By FD





Fire Department

FSRS Feature	Earned	Available
Engine Companies	5.88	6.00
Reserve Pumpers	0.50	0.50
Pump Capacity	3.00	3.00
Ladder Service	3.97	4.00
Reserve Ladder or Service Truck	0.47	0.50
Deployment Analysis	9.01	10.00
Company Personnel	5.77	15.00
Training	2.48	9
Operational Considerations	2.00	2.00
Total	33.08	50





Concerns – FD: 33.08 out of 50

- Staffing
 - NFPA 1710 is the gauge, 6/company required for full credit (last 20 Structure Calls, Automatic Aide same)
- Role of Automatic Aide (Full of Complexities)
 - Follow same SOG's, train together 4 times / year
- Recordation of Key Activities (Most Easily Fixed)
- NIMS and ICS Compliance (Partial)
- Buildings Requiring Inspections (excludes 1 & 2 unit residential)
- 8300 Addresses, 1067 Inspections in 2014





Concerns-Fire Prevention & CRR

- **3.09 out of 5.50 (Free Points)**
- Codes Adopted Every 5-Years
- # of New Residential 100% / Year
- Commercial Buildings on a Max 3 year cycle
- Issuing of Occupancy Certificates
- Quality Assurance Program for All of Above
- Code Enforcement 24 hrs/Year By All Personnel





Concerns, - Divergence Calculation

- **-3.04 ***
- Impact of Divergence Calculation on the Overall Score (lower the better)
- Divergence
 - $\text{=[Water Score - (FD Score} \times 0.8)] \times 0.5$
Red=constants
- $[32.55 - (33.08 \times 0.8)] \times 0.5 = 3.04$
- *
An improvement in the overall rating for the FD will proportionately lower the divergence calculation and therefore increase the overall rating





Short Term Opportunities

1. Correct Minor Inventory Issues
2. Correct All Recordation Deficiencies
3. Expand Building Inspections Program Using On-Duty Companies
4. Restore Full Time Community Risk Reduction Position





Near Term Opportunities

1. Flow Test Hydrants & Develop Emergency Procedure for All Pumping Stations
2. Ensure Redundant Communications Circuits
 1. Station Alerting
3. Restore Training Position @ HFD to Institutionalize Improved Training Initiatives





More Difficult-Funding Driven

1. Establish a Minimum Staffing/Company of 3, Desired of 4 with an EMS ALS Provider
 1. Focus has to be on basic coverage, and
 2. ERF (effective response force)
 3. Don't leave \$ on the table: SO-20, CRS, etc.
2. Redeploy Companies to Maximize Available Resources per NFPA-1710
3. Increase Automatic Aide Capabilities – Requires Written Agreements and Participation from Four County Companies, CRS, SOPs 20 and SOG's





Opportunities - Staffing

- Truck-1 Exception: No Pumper, No Impact, Credited as a Ladder Truck only,
- Staffing/Standard of Cover per NFPA 1710
 - To achieve full credit = # of Companies x 6 personnel
 - Volunteers / 3 or proper recordation of participation
- CRS and WC Special Ops were not Considered In This Evaluation





Automatic Aide

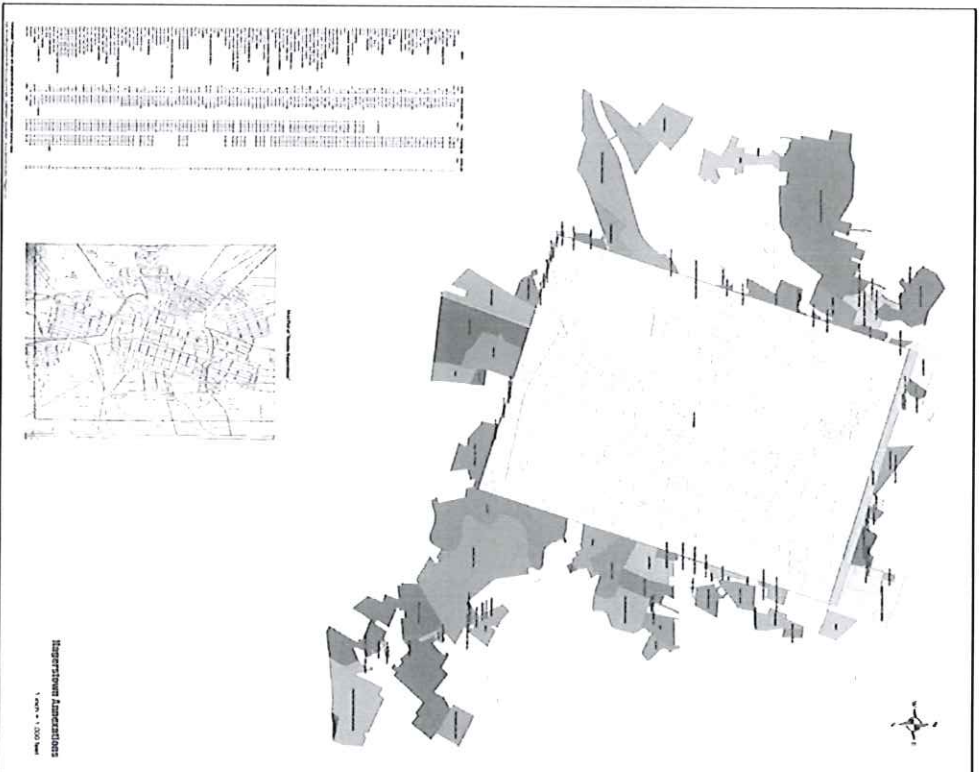
1. Must Be Available City Wide
2. Must Be Available 24 x 7 (written agreements)
3. Personnel Average for 1 year, 15-mins on scene
4. Different From NFPA-1710: ERF 9 mins





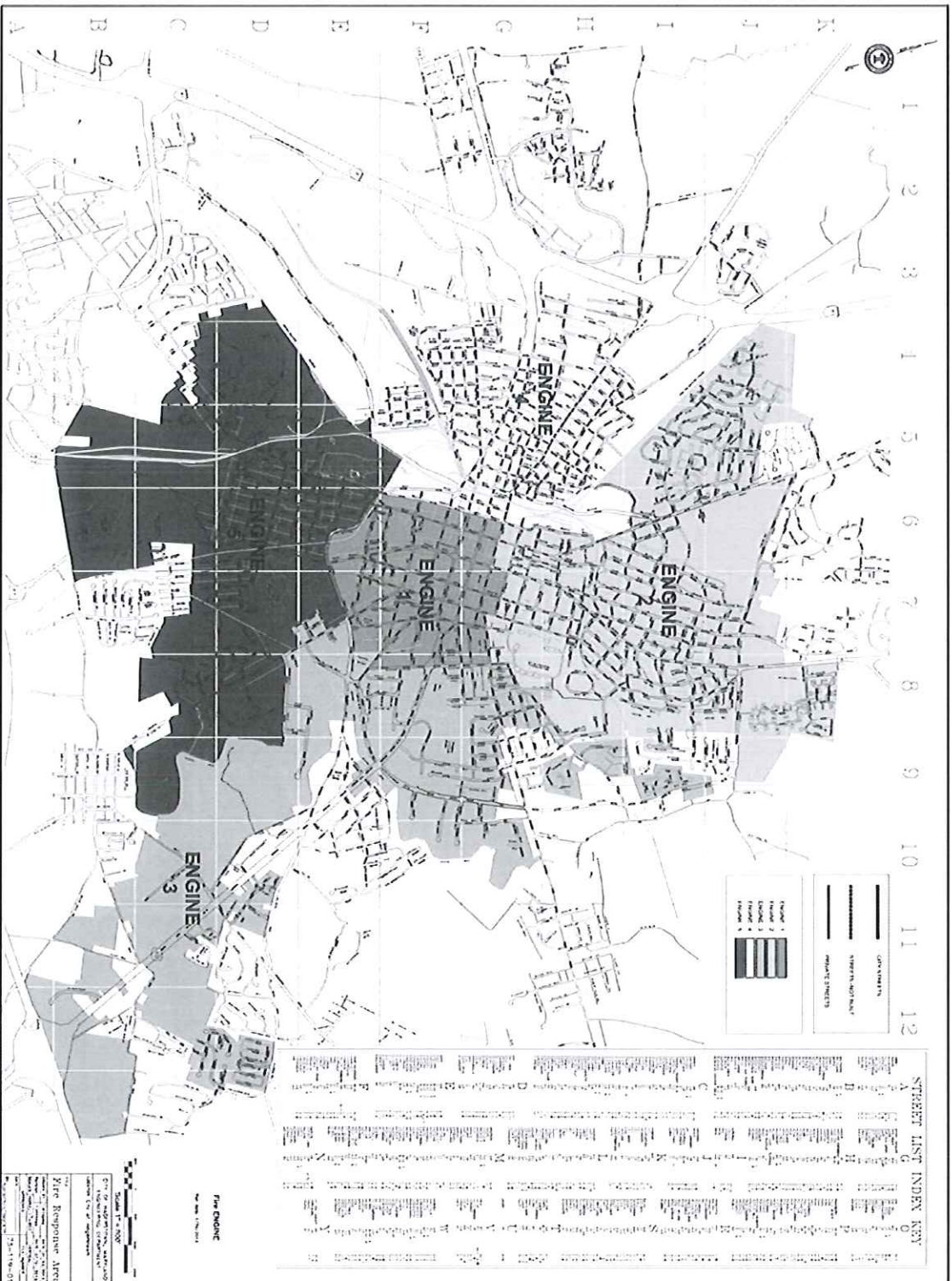
1914 Hagerstown

- A Simpler Time
- Legacy Station Locations Premised Upon the Capacity of a Horse to Run 8 Blocks and at Grade Rail Crossings that Cut Off the West End
- Irregular City Corporate Boundaries Create a Very Challenging Service Delivery Problem



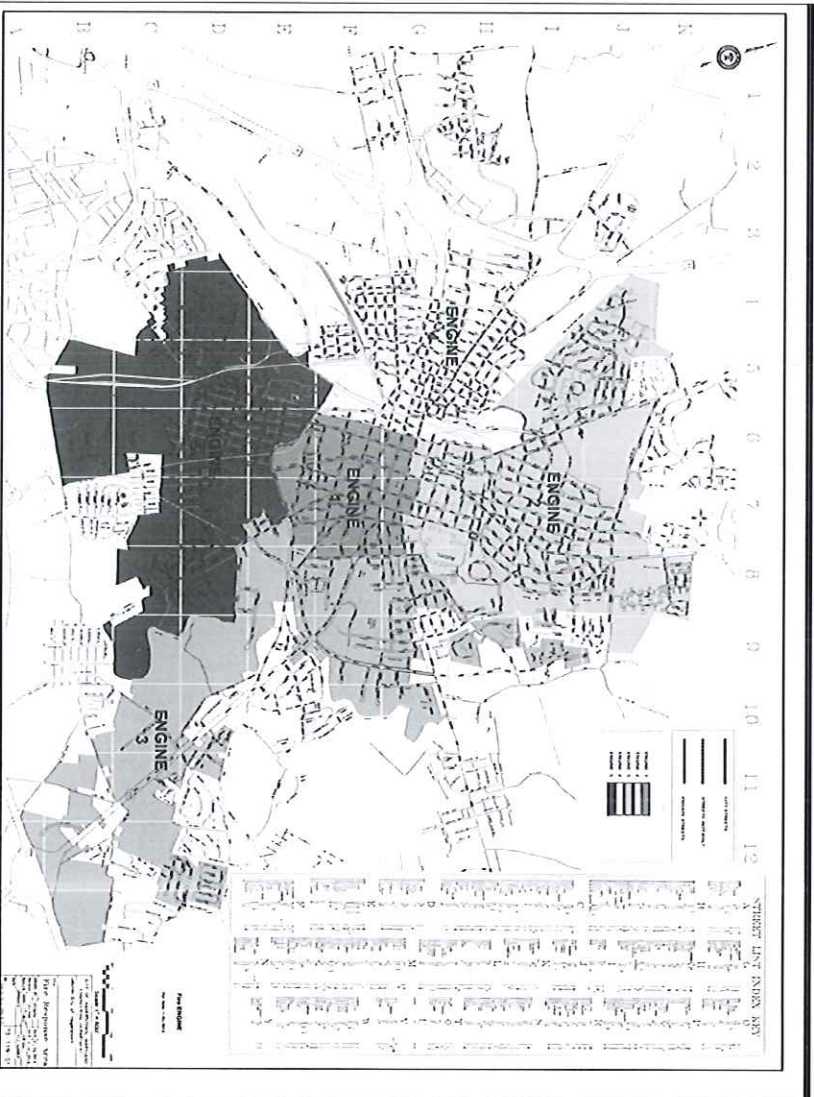
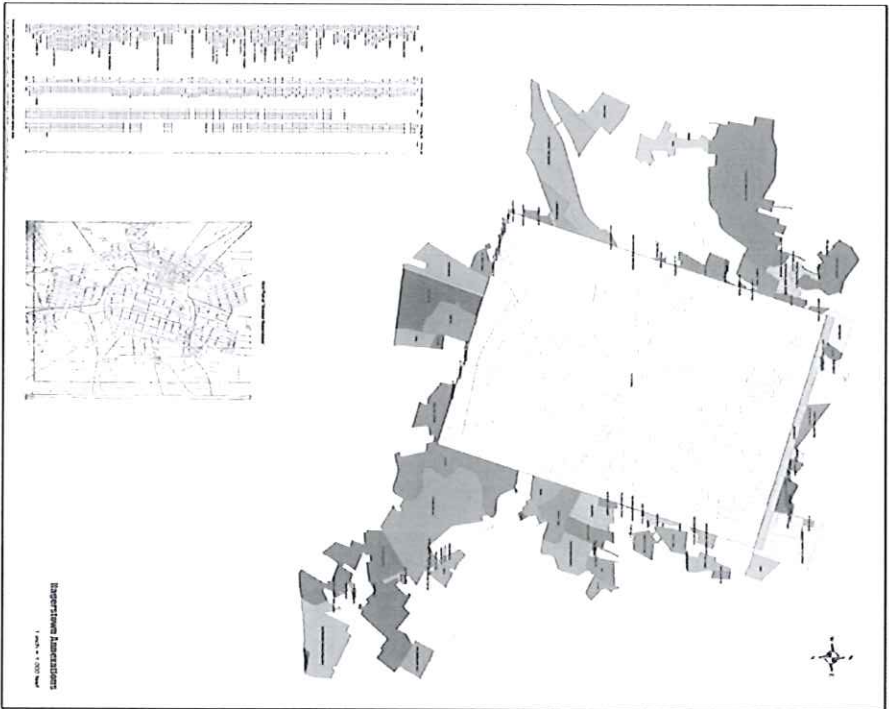


HFD Today





Change This





CY14 Demand-HFD: (1,026) Incidents

	EMS	Fire	Total Runs
E-1	352	587	939
E-2	254	458	712
E-3	227	383	610
E-4	390	507	897
E-5	181	310	491
T-1	38	571	609
T-4	25	360	385
U-3	722	1415	2137



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

Topic:

Potential City Revitalization Improvement Zone (CRIZ) Legislation - *Jill Frick, Director,
Department of Community and Economic Development*

Mayor and City Council Action Required:

Discussion:

At the January 12, 2016 Work Session, the Mayor and City Council will discuss the potential City Revitalization Improvement Zone (CRIZ) legislation.

Such enabling legislation would create a new economic development financing tool. Staff will review the draft summary which outlines the concept based on similar, model legislation in the State of Pennsylvania.

The City of Hagerstown serves as the economic core of Washington County, and downtown redevelopment efforts which strengthen the core result in strengthening the region. A City Revitalization Improvement Zone (CRIZ) is a powerful economic development financing tool which could support and attract new, private development activity.

A CRIZ is similar to Tax Increment Financing (TIF), and may be likened to a "Super TIF." It is a more powerful financing tool because it utilizes a broad array of taxes. As the funding source for the CRIZ is new tax revenue as a result of business attraction, the program is cost neutral to the State budget

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

010616_MCC_Memo_for_011216_CRIZ.pdf

Description

Potential City Revitalization
Improvement Zone (CRIZ)
Legislation



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator
FROM: Jill Frick, Director, Department of Community & Economic Development
DATE: January 6, 2016
RE: Potential City Revitalization Improvement Zone (CRIZ) Legislation

At the January 12, 2016 Work Session, the Mayor and City Council will discuss the potential City Revitalization Improvement Zone (CRIZ) legislation.

Such enabling legislation would create a new economic development financing tool. Staff will review the attached draft summary which outlines the concept based on similar, model legislation in the State of Pennsylvania.

c: Michelle Hepburn, Director of Finance
Kathleen Maher, Director of Planning and Code Administration

City Revitalization Improvement Zone (CRIZ): Enabling Legislation for a new Economic Development Financing Tool City of Hagerstown

Description

The City of Hagerstown serves as the economic core of Washington County, and downtown redevelopment efforts which strengthen the core result in strengthening the region. A City Revitalization Improvement Zone (CRIZ) is a powerful economic development financing tool which could support and attract new, private development activity.

A CRIZ is similar to Tax Increment Financing (TIF), and may be likened to a “Super TIF.” It is a more powerful financing tool because it utilizes a broad array of taxes. As the funding source for the CRIZ is new tax revenue as a result of business attraction, the program is cost neutral to the State budget

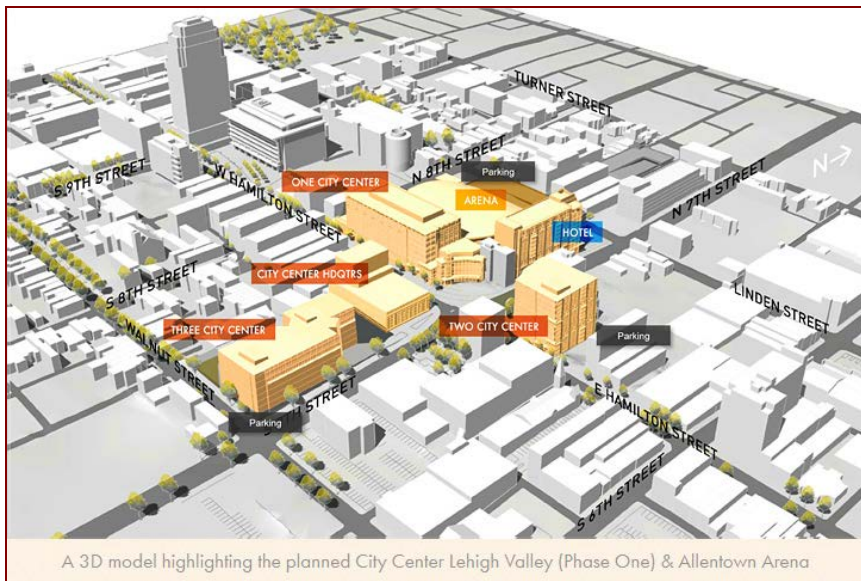
Replicable Model from the State of Pennsylvania

In 2011, Allentown, PA became the first city in the State of Pennsylvania to pilot Neighborhood Improvement Zone (NIZ) legislation. In 2013, state-wide legislation was enacted enabling City Revitalization Improvement Zones for cities with populations greater than 30,000.

Allentown’s NIZ is located in the approximately 130 acres in the City Center and along the Riverfront. The first project for Allentown’s NIZ was “PPL Center,” an 8,500 seat multi-purpose hockey arena, and home to the Allentown Phantoms, an affiliate of the Philadelphia Flyers. The initial bonds issued in 2011 started the NIZ, and the arena opened in September 2014. The PPL Center Arena is wrapped by retail, offices and a 180-room Marriott Renaissance Hotel. The Dime Bank Building, a historic Art-Deco period building, was renovated for part of the hotel.

The City Center Investment Corporation (CCIC) is a private, for-profit real estate development and management company created in 2011. The company co-owners are local developers J.B. Reilly and Joe Topper who are making a \$400 million investment in Downtown Allentown. City Center Investment Corporation (CCIC) Projects include: 350 new luxury apartments, 650,000 square feet of Class A office space and 50,000 square feet of upscale retail and restaurant space.





How it Works

The state-wide CRIZ legislation only allows eligibility to new businesses attracted from outside the State of Pennsylvania. As the funding source for the CRIZ is new tax revenue as a result of business attraction, the program is cost neutral to the State budget. The original Allentown NIZ allowed for business relocation within the region and the State. Developers have a non-poaching policy, and attract through value proposition.

The following provides detail on the possible mechanics of a similar program in the State of Maryland based on the Pennsylvania NIZ and CRIZ models.

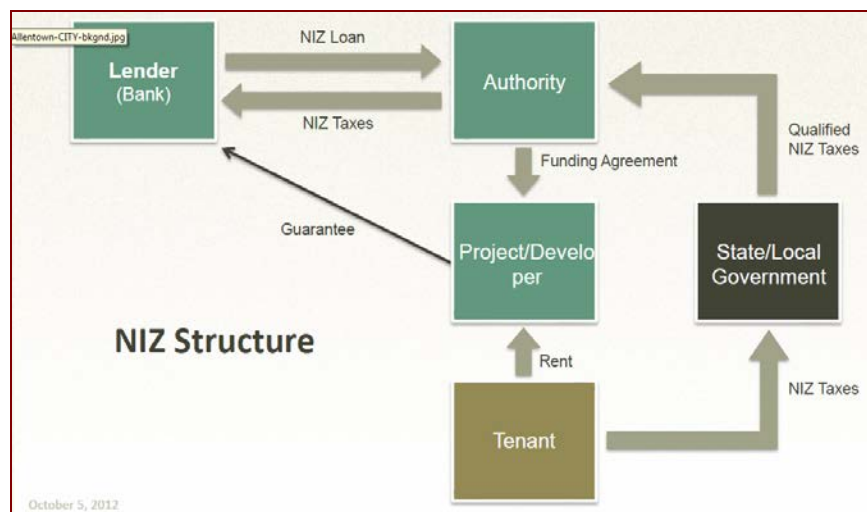
- Eligible applicants: For Profit; Non Profit; Individuals; Joint Ventures
- Taxes eligible to be pledged to fund development (under CRIZ) include: corporate net income tax; capital stock franchise tax; sales and use tax; personal and earned income tax; business privilege tax; amusement tax; liquor tax; bank share tax
- Real property taxes are not eligible to be pledged to fund development costs (under CRIZ), but a potential development could potentially seek both CRIZ and TIF financing.
- Eligible tax amount is limited to the excess of tax collected in future years (increment) over the baseline tax paid in the year in which the CRIZ is created.
- Just qualified taxes for all of the NIZ projects are forwarded from the State to the Authority in a single payment once per year. It is then up to the Authority to identify which projects get what portion of the returned taxes. This is not all taxes from all properties located in the NIZ, but just qualified taxes for NIZ projects.
- The maximum duration is proposed in Maryland to be 20 years.
- The financing tool is not risk-free to the developer. If tenant tax revenues fall short, the developer is responsible for paying the difference to the lender.
- Business owners located in the NIZ area do not incur any additional taxes because of the NIZ, but are required to complete NIZ reporting forms annually.

The NIZ is managed by Allentown Neighborhood Improvement Zone Development Authority (ANIZDA), an authority of the City. It is staffed by the City's Director of Community and Economic Development.

Flow of Funding

The following chart shows the flow of funds for NIZ projects. The steps in the process include: 1. Determine future incremental increase in tax revenue; 2. Determine level of financing that can be leveraged using future tax

revenue as collateral; 3. Apply to the Authority for qualification of proposed project; 4. Finalize terms with financing institution and the Authority; 5. Build the project; 6. Once in operation, payment of taxes used to pay down debt on financing.



Readiness of Hagerstown to Serve as a Pilot City

Momentum is underway in the redevelopment of Downtown Hagerstown. Investor confidence is strong, and Hagerstown is at an opportune time with demonstrated readiness to support new growth.

In July 2014, the City of Hagerstown released the Community's City Center Plan, a 10-year downtown redevelopment plan which is the result of more than 130 hours of broad community input. The Community's City Center Plan is a roadmap for eight catalyst projects that will spur development in Hagerstown's City Center, and includes detailed annual steps for making these concepts a reality. It creates at least 875 new permanent jobs, bringing \$125 million in new investment downtown. This is a public-private partnership, where private developers invest 75% of the cost while funding from all levels of government will cover the rest. The City's consultants, Urban Partners, conclude that all of these projects are feasible based on their economic analysis.

To date, the City of Hagerstown estimates \$71.8 million in new investment has occurred in Downtown Hagerstown, between 2003 and 2013. A total of \$7.57 million in new investment is under construction, and an additional \$740,000 in new investment is planned and announced.

Request

We request the drafting and passage of enabling legislation in the State of Maryland to allow the City of Hagerstown to serve as a pilot city for a City Revitalization Improvement Zone (CRIZ).

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

Topic:

Commemorative Partner Program - 50th Anniversary of the Vietnam War - *Mayor David Gysberts*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Vietnam_War.pdf

Description


Memo



CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler
City Clerk

TO: Mayor and City Council
Valerie Means, City Administrator

FROM: Donna Spickler, City Clerk 

SUBJECT: Commemorative Partner Program – 50th Anniversary of the Vietnam War

DATE: January 7, 2016

An invitation to join the Commemorative Partner Program was issued to the City of Hagerstown. This program commemorates the 50th anniversary of the Vietnam War.

There is no monetary commitment to join. The only requirement for a Commemorative Partner is to conduct two events per year through 2018, during which Vietnam Veterans and their families are thanked and honored.

The invitation and additional information is attached for your review. Time is included on the January 12, 2016 Work Session agenda to discuss the request.

Please let me know if you have any questions or would like additional information.

Thank you.

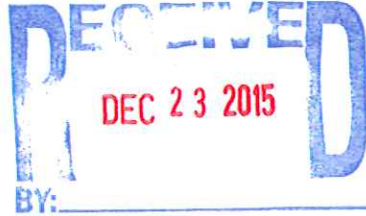


ADMINISTRATION

OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER

9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

The Honorable David Gysberts
Mayor of Hagerstown
1 East Franklin Street
Hagerstown, MD 21740



21 DEC 2015

Dear Mayor Gysberts:

I write to invite you and the City of Hagerstown to join the more than 8,000 states, communities, businesses, and organizations who have become a Commemorative Partner for the 50th Anniversary of the Vietnam War. The Commemorative Partner Program assists in thanking our Vietnam Veterans and their families in their hometowns. We owe these Veterans a special debt of gratitude for their service during a turbulent time in our Nation's history, and our goal is to honor every Veteran, consistent with the primary objectives established by Congress for this Commemoration in Public Law 110-181. Just as we honored Veterans who served in World War I, World War II, and the Korean War, we are determined to thank and honor our Vietnam Veterans for their service, valor, and sacrifice more than 50 years ago.

We would greatly appreciate your City joining us in this effort. The only requirement for a Commemorative Partner is to conduct at least two events per year through 2018, during which you take the opportunity to distinctly thank and honor our Vietnam Veterans and their families. The events can be as simple or as grand as you desire, and in conjunction with other events you've already planned. If your City participates in this program, the information on your events can be included on the Commemoration website (<http://www.vietnamwar50th.com/>).

The point of contact for the Commemorative Partner Program is Ms. Yvonne Schilz who can be reached at (703) 697-4919 or yvonne.e.schilz.civ@mail.mil. Alternatively, you may also contact our Commemoration Director, Major General (Retired) James Jackson at (703) 697-4902, or james.t.jackson54.civ@mail.mil.

I appreciate your consideration in becoming a Commemorative Partner. Enclosed is information regarding the Commemoration. We look forward to the chance to work in close partnership with the City of Hagerstown to recognize the service, valor, and sacrifice of our Vietnam Veterans and their families.

Thank you.

Sincerely,

Michael L. Rhodes
Director

Enclosure:
As stated



Fact Sheet

The United States of America Vietnam War Commemoration

The United States of America Vietnam War Commemoration

In accordance with Public Law 110-181 SEC.598, Congress authorized the Secretary of Defense to conduct a program to commemorate the 50th anniversary of the Vietnam War and "in conducting the commemorative program, the Secretary shall coordinate, support, and facilitate other programs and activities of the Federal Government, State and local governments, and other persons and organizations in commemoration of the Vietnam War."

To that end, The United States of America Vietnam War Commemoration was formed. The congressionally-mandated objectives for the Commemoration are:

1. To thank and honor veterans of the Vietnam War, including personnel who were held as prisoners of war, or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of federal agencies and governmental and nongovernmental organizations that served with, or in support of, the Armed Forces.
3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.

One of the major ways the Commemoration plans to accomplish these objectives is by recruiting Commemorative Partners throughout America. The Commemorative Partner Program is designed for federal, state and local communities, veterans' groups, and other nongovernmental organizations to assist a grateful nation in thanking and honoring our Vietnam Veterans and their families.

If costs nothing to become a Commemorative Partner. Commemorative Partners participate by planning and conducting events and activities that will recognize and honor the service, valor, and sacrifice made by Vietnam Veterans and their families. America has a strong tradition of honoring veterans and their families on key dates, such as Memorial Day, National POW/MIA Day, and Veterans Day. Commemorative Partners may consider using those days to specifically highlight the men and women who served during the Vietnam era and their families, former Vietnam prisoners of war, the families of unaccounted for personnel, and the brave men and women who made the ultimate sacrifice.

Currently, there are more than 5,200 Commemorative Partners throughout America. Join the nation, get involved and become a Commemorative Partner today! Visit the Commemoration website for more information, stories about other partners, and application forms at www.VietnamWar50th.com.

Current as of February 2014

www.VietnamWar50th.com



Fact Sheet

The United States of America Vietnam War Commemoration

The United States of America Vietnam War Commemoration Commemorative Partner Program

The Commemorative Partner Program is designed for federal, state and local communities, veterans' organizations and other nongovernmental organizations to assist a grateful nation in thanking and honoring our Vietnam Veterans and their families. Commemorative Partners participate in the Commemoration by planning and conducting events and activities that recognize Vietnam Veterans and their families' service, valor, and sacrifice. Commemorative Partners must commit to conduct two events each year from 2015-2017.

Commemorative events and activities should be dignified, memorable occasions that show a sensitivity and appreciation for the solemnity of war and the losses suffered by many. Events or activities should meet one or more of the congressionally-mandated objectives of the program, and as a minimum, with an emphasis on objective one:

1. To thank and honor veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and nongovernmental organizations that served with, or in support of, the Armed Forces.
3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.

It costs nothing to become a Commemorative Partner. To become an official Commemorative Partner, organizations must submit an application and a signed Statement of Understanding. To obtain an application go to www.VietnamWar50th.com and then to the Commemorative Partner Program webpage for further information on how to apply. Once an application is submitted, the approval process should take no longer than 30 days. Partners are kept informed of an application's status through electronic notifications. Once approved, the Commemoration will provide the Commemorative Partner with a starter kit composed of materials for developing and implementing their programs. Commemorative Partners receive a commemorative flag, Commemorative Partner certificate and other materials, and authorization to use The United States of America Vietnam War Commemoration Commemorative Partner seal for approved purposes.

- For questions regarding the program application process: WHS.VNWar50th_CPP@mail.mil
- For online application forms:
http://www.VietnamWar50th.com/commemorative_partners/online_application_forms
- To download printer-friendly application forms:
http://www.VietnamWar50th.com/commemorative_partners/application_forms



Fact Sheet

The United States of America Vietnam War Commemoration

Vietnam Veteran Lapel Pin

... a lasting memento of the nation's thanks!

- **Purpose:** To recognize, thank and honor United States military veterans who served during the Vietnam War period.
- **Eligibility:** Living United States veterans who served on active duty in the U.S. Armed Forces from November 1, 1955 to May 15, 1975, regardless of location, are eligible to receive one lapel pin.
- **Presentation:** These lapel pins will be presented in a dignified manner to each Vietnam veteran during public events held in their communities by Commemorative Partners. Accompanying remarks should reflect the nation's thanks for their service and sacrifice. In the rare instance when an honoree cannot attend a public event, the pin may be presented during a private ceremony.
- **Symbolism:**
 - **Eagle** – The eagle represents courage, honor and dedicated service to our nation. As one of the most recognizable and notable American symbols, it is emblazoned with distinction on numerous military insignia.
 - **Blue Circle** – The color blue matches the canton of the American flag and signifies vigilance, perseverance and justice. The circle shape and blue color also match the official seal of the Commemoration.
 - **Laurel Wreath** – A time-honored symbol representing victory, integrity and strength.
 - **Stripes** – The stripes behind the eagle represent the American flag.
 - **Stars** – The six stars represent the six allies who served, sacrificed and fought alongside one another: Australia, New Zealand, the Philippines, the Republic of Korea, Thailand, and the United States.
 - **Message** – "A Grateful Nation Thanks and Honors You" is embossed on the back, closest to the heart of the wearer, along with the Commemoration's name.

