

# **Mayor and Council**

## **87th Special Session, Work Session, and Executive Session**

### **April 5, 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."*

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*"It is only the farmer who faithfully plants seeds in the Spring, who reaps a harvest in the Autumn." - B.C. Forbes*

#### **4:00 PM SPECIAL SESSION**

1. Approval of a Purchase: Ford Interceptor for Police Department Use - Keystone Ford (Chambersburg, PA) \$30,765.00
2. Acceptance of 2016 GVRC (Gun Violence Reduction Grant)
3. Acceptance of 2016 DVUP Grant (Domestic Violence Unit Program)
4. Accept of 2016 VAWA Grant (Violence Against Women Act)

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

- 4:15 PM** 1. Proclamation: National Service Recognition Day - *Lisa Clark, Frostburg State AmeriCorps Coordinator, Jack Carpenter, Executive Director of Washington County Mediation Center, and Elizabeth Stevens, University PALS*
- 4:20 PM** 2. Proclamation: National Child Abuse Prevention Month - *Dee Myers and Mooch Mutchler*
- 4:25 PM** 3. Request from North Hagerstown High School Athletic Boosters for Noise Ordinance Exemption for Fireworks Display - *Doug and Julie Fiery, North High School Athletic Boosters*
- 4:40 PM** 4. Street Closure Request: Hagerstown Rescue Mission: Rock the Run - *Gaela Shoop, Community Events Coordinator*
- 4:50 PM** 5. Residential Rental Property Leases in Various City Parks and Utilities Department - *Michael Spiker, Director of Utilities, and Rodney Tissue, City Engineer*
- 4:50 PM** 6. Residential Rental Property Leases in Various City Parks and Utilities Department - *Michael Spiker, Director of Utilities, and Rodney Tissue, City Engineer*
- 5:05 PM** 7. FY2016/17 Budget Review - *Valerie Means, City Administrator, and Michelle Hepburn, Director of Finance*

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

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

#### **ADJOURN**

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

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**Topic:**

Approval of a Purchase: Ford Interceptor for Police Department Use - Keystone Ford (Chambersburg, PA) \$30,765.00

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Police\_Consent\_Agenda.pdf

**Description**

Motion

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** April 5, 2016

**TOPIC:** Approval of Purchase of (1) Ford Interceptor

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

**MOTION:** I hereby move for Mayor and Council approval of the purchase of (1) 2016 Ford Interceptor for HPD use. This vehicle will be purchased from Keystone Ford in Chambersburg, Pennsylvania for \$30,765.00. It will remain unmarked.

Funding will be partially from insurance replacement and remaining funds from the vehicle CIP account.

DATE OF PASSAGE: 04/05/2016



**Do Not Complete This Section:**  
**APPROVED FOR:**  
**CONSENT AGENDA** \_\_\_\_\_  
**NEW BUSINESS**

Unbudgeted * \$ _____	Source of Funds _____	CIP _____
*(See Department Manager's Comments)		

(1) 2016 Ford Interceptor

[illegible]

COMMENTS

(1) DEPARTMENT MANAGER:

 3/21/14  
Signature/Date

(2) PURCHASING AGENT:

Recommend Approval.

 3/31/16  
Signature/Date

(3) FINANCE MANAGER:

Recommend approval.

 3/31/16  
Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Reconnesd approval

 3/31/16  
Signature/Date



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania, 17201  
Office: 717-264-5104 Fax: 717-264-1718

## Customer Proposal

---

**Prepared for:**

Brian Barnhart  
Hagerstown Police Dept  
50 North Burhans Blvd  
Hagerstown, MD 21740  
Office: 301-790-3700  
Mobile: 301-730-4530  
Email: bbarnhart@hagerstownpd.org

**Prepared by:**

Chad M Sites  
Office: 717-709-6263  
Email: csites@keystoneford.com

**Date:** 03/07/2016

**Vehicle:** 2016 Sedan Police Interceptor Base  
AWD



1075

12782

4510000 5242 C0129





Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania, 17201  
Office: 717-264-5104

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**Brian Barnhart**  
**Hagerstown Police Dept**  
50 North Burhans Blvd  
Hagerstown, MD 21740  
Office: 301-790-3700  
Mobile: 301-730-4530  
Email: bbarnhart@hagerstownpd.org

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*Re: Vehicle Proposal*

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Dear Brian,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

**Chad M Sites**  
Commercial Accounts Manager  
717-709-6263  
csites@keystoneford.com





Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
17201  
Office: 717-264-5104

2016 Sedan Police Interceptor, Sedan  
AWD Base(P2M)

## Pricing - Single Vehicle

MSRP

### Vehicle Pricing

Vehicle Price	\$29,085.00
Options & Colors	\$215.00
Upfitting	\$0.00
Destination Charge	\$875.00
<b>Subtotal</b>	<b>\$30,175.00</b>

### Pre-Tax Adjustments

Description	
Discount	-\$5,389.00
Mannion Enterprises Upfit	\$5,979.00

<b>Total</b>	<b>\$30,765.00</b>
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Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Brian Barnhart, Hagerstown Police Dept  
By: Chad M Sites Date: 03/07/2016 | Price Level: 640 Quote ID: CityOfHag



Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Procurement  
555 Walnut Street, 6th Floor  
Harrisburg, PA 17101-1914

Toll Free Telephone: 1-866-768-7827  
Local Telephone: 717-346-9009  
Fax: 717-783-6241  
Email: [GS-PACostars@state.pa.us](mailto:GS-PACostars@state.pa.us)  
Website: [www.costars.state.pa.us](http://www.costars.state.pa.us)

Date: 06/05/2015

Mar-Eco dba Keystone Ford  
Attn: Nelson Raines  
301 Walker Road  
Chambersburg, PA 17201

**Subject: COSTARS Participation – Renewal Confirmation**  
**Contract Number: 025-155 - Municipal Work Vehicles**

Dear Contractor:

The Department of General Services, Bureau of Procurement, has received your payment of the \$1500.00 administrative fee required to renew your COSTARS participation for contract number 025-155. This will confirm that your company is authorized to continue to sell the awarded items/services under this contract to registered COSTARS members for the contract term 06/28/2012 through 06/28/2016 .

Thank you for your continued participation in the COSTARS Program. Should you have any questions, please contact COSTARS Program staff by email to [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov) or toll-free telephone at 1.866.768.7827.

Regards,

Stacey Logan-Kent  
(P): 717-787-2355  
(F): 717-783-6241  
E-Mail: [slogankent@pa.gov](mailto:slogankent@pa.gov)



Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Procurement  
555 Walnut Street, 6th Floor  
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Website: [www.costars.state.pa.us](http://www.costars.state.pa.us)

Date: 06/05/2015

Mar-Eco dba Keystone Ford  
Attn: Nelson Raines  
301 Walker Road  
Chambersburg, PA 17201

Subject: COSTARS Participation – Renewal Confirmation  
Contract Number: 026-051 - Passenger Vehicles

Dear Contractor:

The Department of General Services, Bureau of Procurement, has received your payment of the \$1500.00 administrative fee required to renew your COSTARS participation for contract number 026-051. This will confirm that your company is authorized to continue to sell the awarded items/services under this contract to registered COSTARS members for the contract term 06/28/2012 through 06/28/2016 .

Thank you for your continued participation in the COSTARS Program. Should you have any questions, please contact COSTARS Program staff by email to [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov) or toll-free telephone at 1.866.768.7827.

Regards,

Stacey Logan-Kent  
(P): 717-787-2355  
(F) :717-783-6241  
E-Mail: [slogankent@pa.gov](mailto:slogankent@pa.gov)



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Department of General Services  
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Fax: 717-783-6241  
Email: [GS-PACostars@state.pa.us](mailto:GS-PACostars@state.pa.us)  
Website: [www.costars.state.pa.us](http://www.costars.state.pa.us)

Date: 05/26/2015

Mar-Eco dba Keystone Ford  
Attn: Nelson Raines  
301 Walker Road  
Chambersburg, PA 17201

**Subject: COSTARS Participation – Renewal Confirmation**  
**Contract Number: 013-130 - Emergency Responder Vehicles**

Dear Contractor:

The Department of General Services, Bureau of Procurement, has received your payment of the \$1500.00 administrative fee required to renew your COSTARS participation for contract number 013-130. This will confirm that your company is authorized to continue to sell the awarded items/services under this contract to registered COSTARS members for the contract term 06/18/2014 through 06/18/2016 .

Thank you for your continued participation in the COSTARS Program. Should you have any questions, please contact COSTARS Program staff by email to [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov) or toll-free telephone at 1.866.768.7827.

Regards,

Stacey Logan-Kent  
(P): 717-787-2355  
(F) :717-783-6241  
E-Mail: [slogankent@pa.gov](mailto:slogankent@pa.gov)

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

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**Topic:**

Acceptance of 2016 GVRC (Gun Violence Reduction Grant)

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Police\_GVRG\_Grant.pdf

**Description**

Motion

## **REQUIRED MOTION**

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

**Date:** April 5, 2016

**TOPIC:** Acceptance of 2016 GVRG (Gun Violence Reduction Grant)

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

**MOTION:** I hereby move for Mayor and Council approval and acceptance of the 2016 GVRG Grant (Gun Violence Reduction Grant) in the amount of \$60,000.00.

This grant covers overtime for officers doing special assignments and/or investigations involving handguns.

DATE OF PASSAGE: 04/05/16





## CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE  
50 N. Burhans Blvd.

Non-Emergency 301-790-3700  
Emergency 301-739-6000  
Fax 301-733-5513

March 30, 2016

To: Valerie Means  
City Administrator

From: Paul Kifer *PK*  
Acting Chief of Police

Ref: 2016 GVRG (Gun Violence Reduction Grant)

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The Hagerstown Police Department is seeking Mayor and Council approval to pursue a GOCCP Gun Violence Reduction grant in the amount of \$60,000. This is a grant awarded every year that we have been fortunate to receive for a number of years. The grant covers overtime for officers doing special assignments and or investigations involving firearms.

This grant is a no-match grant.



A Nationally Accredited Law Enforcement Agency



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

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**Topic:**

Acceptance of 2016 DVUP Grant (Domestic Violence Unit Program)

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Police\_DVUP\_Grant.pdf

**Description**

Motion

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** April 5, 2016.

**TOPIC:** Acceptance of 2016 DVUP Grant (Domestic Violence Unit Program)

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

**MOTION:** I hereby move for Mayor and Council approval and acceptance of the 2016 DVUP Grant (Domestic Violence Unit Program) in the amount of \$10,994.00.

This grant will cover the partial salary of one part-time employee who is assigned to enter protective orders into the State of Maryland system. This information provides all law enforcement with the information to seek and serve offenders.

DATE OF PASSAGE: 04/05/16



## CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE  
50 N. Burhans Blvd.

Non-Emergency 301-790-3700  
Emergency 301-739-6000  
Fax 301-733-5513

March 30, 2016

To: Valerie Means  
City Administrator

From: Paul Kifer *PK*  
Acting Chief of Police

Ref: 2016 DVUP Grant (Domestic Violence Unit Program)

---

The Hagerstown Police Department is seeking Mayor and Council approval to pursue a GOCCP Domestic Violence Unit Program grant. This is a grant awarded every year and we have been fortunate to receive it for a number of years. The grant covers the partial salary of a part time employee. She is assigned to enter Protective Orders to maintain the mandatory requirements established by law for data entry to the state system, thus making the information available to law enforcement as contemporaneous as possible to when they were issued. This provides all law enforcement with the information to seek and serve the offender before any further harm can be done to the victim/complainant.

Her salary is \$14.02 dollars an hour at 30 hours a week. Her total salary is \$21,871.20. We will be asking for at least the same amount as we had last year. Which totaled \$10,994.00.

This grant is a match grant and the city's portion was \$10,205.20 in FY15 and \$10,877.20 in FY16 to cover her salary.



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

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**Topic:**

Accept of 2016 VAWA Grant (Violence Against Women Act)

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Police\_VAWA\_Grant.pdf

**Description**

Memo

## **REQUIRED MOTION**

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

**Date:** April 5, 2016

**TOPIC:** Acceptance of 2016 VAWA Grant (Violence Against Women Act)

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

**MOTION:** I hereby move for Mayor and Council approval and acceptance of the 2016 VAWA Grant (Violence Against Women Act) in the amount of \$20,000.00.

This grant will cover the partial salary of one Detective assigned to be the Lethality Assessment Coordinator on domestic situations which is vital in preventing violence in the home.

DATE OF PASSAGE: 04/05/16



## CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE  
50 N. Burhans Blvd.

Non-Emergency 301-790-3700  
Emergency 301-739-6000  
Fax 301-733-5513

March 30, 2016

To: Valerie Means  
City Administrator

From: Paul Kifer *POK*  
Acting Chief of Police

Ref: 2016 VAWA Grant (Violence Against Women Act)

---

The Hagerstown Police Department is seeking Mayor and Council approval to pursue a GOCCP VAWA (Violence Against Women Act) grant. This is a grant awarded every year and we have been fortunate to receive it for several years.

The grant covers the partial salary of a Detective assigned to be the Lethality Assessment Coordinator on domestic situations. The detective is assigned to work all domestic violence cases and work hand in hand with staff at CASA (Citizens Assisting and Sheltering the Abused). The detective follows up on all cases of domestic incidents where a report has been filed.

This position is vital in preventing violence in the home. Consistent and immediate follow up with persons involved in a domestic incident has proven effective in reducing or eliminating violence from the home.

We will be seeking at least the same amount as we did last year and years past, totaling \$20,000.00. This grant is a match grant and the city's portion would be \$59,389.00.



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

---

**Topic:**

Proclamation: National Service Recognition Day - *Lisa Clark, Frostburg State AmeriCorps Coordinator, Jack Carpenter, Executive Director of Washington County Mediation Center, and Elizabeth Stevens, University PALS*

**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: National Child Abuse Prevention Month - *Dee Myers and Mooch Mutchler*

**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:**

Request from North Hagerstown High School Athletic Boosters for Noise Ordinance Exemption for Fireworks Display - *Doug and Julie Fiery, North High School Athletic Boosters*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

North\_High\_Noise\_Exemption.pdf

**Description**


Memo



# CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler  
City Clerk

TO: Mayor and City Council Members  
Valerie Means, City Administrator

FROM: Donna Spickler, City Clerk 

SUBJECT: Request for Exemption from Chapter 155, Noise

DATE: April 5, 2016

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The North Hagerstown High School Athletic Boosters are planning an event to commemorate making the final payment for the Callas Stadium debt. Plans for the celebration include a fireworks display. The event will be held on Tuesday, May 23, 2016, beginning at 4:30 p.m. The 30 minute fireworks display will begin at approximately 7:45 p.m., depending on sunset.

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. This event, 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.

Zambelli Fireworks will be managing the display. The tentative contract includes \$1,000,000 of Commercial General Liability insurance for the Athletic Boosters group. Doug DeHaven, City Fire Marshall, and a representative from Zambelli visited the site recently to determine the best location for staging the display. Three possible locations were identified, as shown on the attached photograph. Wind conditions that day will dictate the final location.

Doug and Julie Fiery, North High Athletic Boosters, John Williamson, original Stadium Committee, and James Aleshire, North High School administration, will be attending the April 5, 2016 Work Session to request the exemption and to answer questions about the event.

If the exemption is approved, formal action could be scheduled for the April 19, 2016 Regular Session.

Please contact me if you have any questions, or need additional information.

Thank you.

Attachments

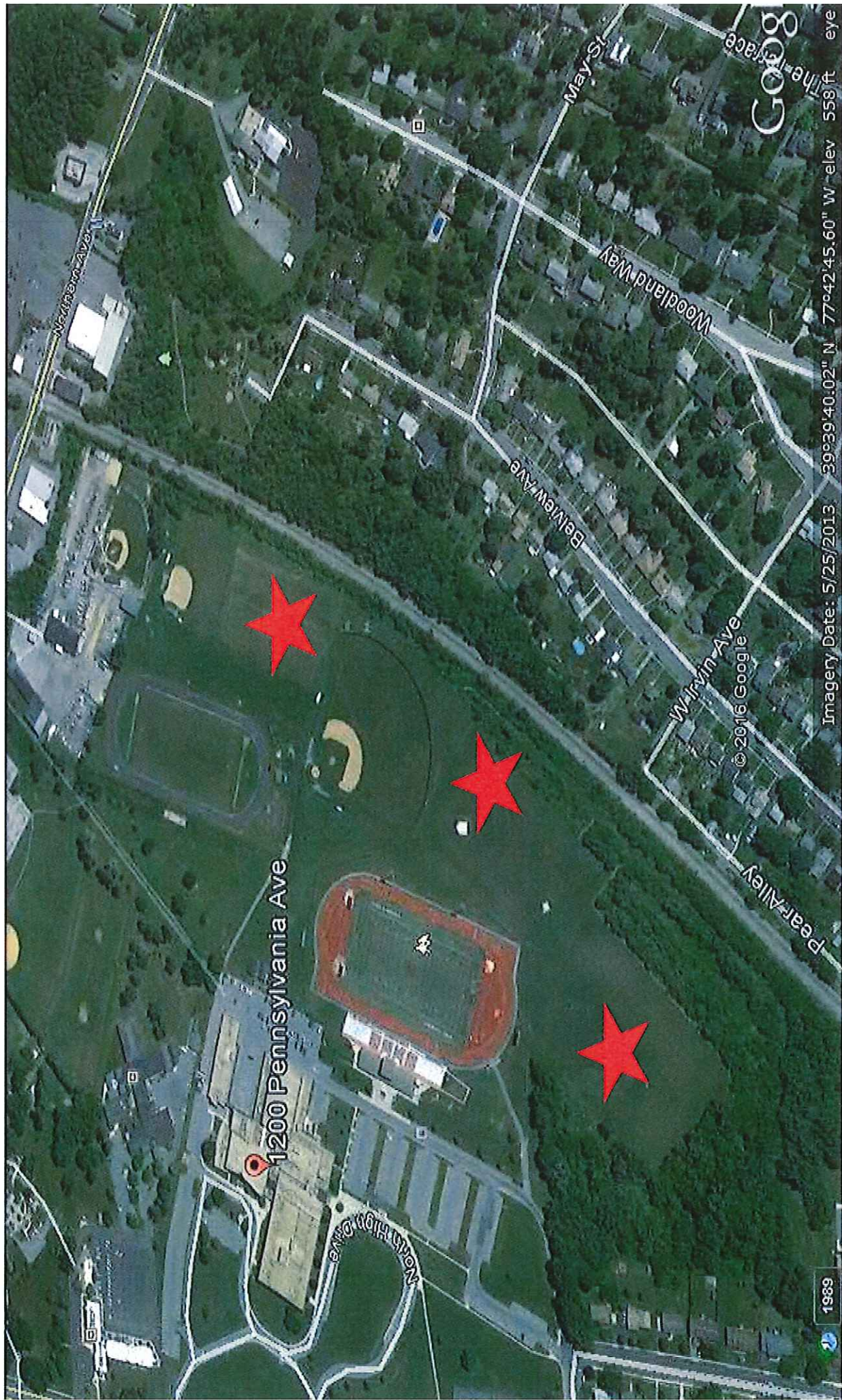
City of Hagerstown, MD  
Monday, March 28, 2016

## Chapter 155. Noise

### § 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.





Google

Imagery Date: 5/25/2013 39°39'40.02" N 77°42'45.60" W elev 558 ft eye

1989



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

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**Topic:**

Street Closure Request: Hagerstown Rescue Mission: Rock the Run - *Gaela Shoop, Community Events Coordinator*

**Mayor and City Council Action Required:**

**Discussion:**

City staff has received an additional street closure request for an event since the February memo that went to Mayor and City Council. Working with a limited scope of time, staff would seek to have this item tentatively accepted at this week's council meeting, while recognizing that it would not be officially approved until the April 19<sup>th</sup> Mayor & City Council session.

Some events do require a State Highway permit; in that instance it is the responsibility of organization coordinating the event to obtain one. Since this is not a City operated event, the operating organization would be required to give the City a certificate of insurance and add them as an added insured. We also request that neighborhoods/businesses affected by the street closures be notified by the coordinating organization.

In all instances, all departments including the Fire, Police, Public Works, Engineering, Community and Economic Development, and Utilities have been involved in reviewing the closures to make it the most efficient and safe way to have the event operated.

If there are costs for the street closures, the entity is paying the costs. The City Staff is working to keep these costs as minimal as possible for the agencies.

The details of the request are as follows:

Hagerstown Rescue Mission 5k - Saturday, April 23 at 9:00 a.m. – Map is attached. Full road closures are Randolph and Locust Street and only as participants pass the area.

Please note that some of the race route and event plans may be modified to address safety or traffic issues. Also, event times are subject to change.

Thank you in advance for your assistance.

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

rescue\_mission\_5k\_040116.pdf

**Description**

Rescue Mission 5K Memo  
and maps





## CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development  
*Gaela S. M. Shoop – Community Event Coordinator*

March 29, 2016

**TO:** Valerie Means, City Administrator  
**FROM:** Gaela S. M. Shoop, Community Events Coordinator  
**RE:** STREET CLOSURE REQUEST

---

City staff has received an additional street closure request for an event since the February memo that went to Mayor and City Council. Working with a limited scope of time, staff would seek to have this item tentatively accepted at this week's council meeting, while recognizing that it would not be officially approved until the April 19<sup>th</sup> Mayor & City Council session.

Some events do require a State Highway permit; in that instance it is the responsibility of organization coordinating the event to obtain one. Since this is not a City operated event, the operating organization would be required to give the City a certificate of insurance and add them as an added insured. We also request that neighborhoods/businesses affected by the street closures be notified by the coordinating organization.

In all instances, all departments including the Fire, Police, Public Works, Engineering, Community and Economic Development, and Utilities have been involved in reviewing the closures to make it the most efficient and safe way to have the event operated.

If there are costs for the street closures, the entity is paying the costs. The City Staff is working to keep these costs as minimal as possible for the agencies.

The details of the request are as follows:





Hagerstown Rescue Mission 5k - Saturday, April 23 at 9:00 a.m. – Map is attached. Full road closures are Randolph and Locust Street and only as participants pass the area.

Please note that some of the race route and event plans may be modified to address safety or traffic issues. Also, event times are subject to change.

Thank you in advance for your assistance.

◆ ◆ ◆ ◆



<b>A</b>	<b>ROAD CLOSED</b> R11-2 WITH TYPE III BARRICADE <b>DETOUR</b> M4-10R	
<b>B</b>	<b>ROAD CLOSED</b> R11-2 WITH TYPE III BARRICADE <b>DETOUR</b> M4-10L	<b>F</b>  W1-4
<b>C</b>	 W20-3 <b>DETOUR</b> M4-10L	<b>G</b>  W20-1
<b>D</b>	<b>DETOUR</b> M4-9L	<b>H</b>  R3-1
<b>E</b>	<b>DETOUR</b> M4-9R	

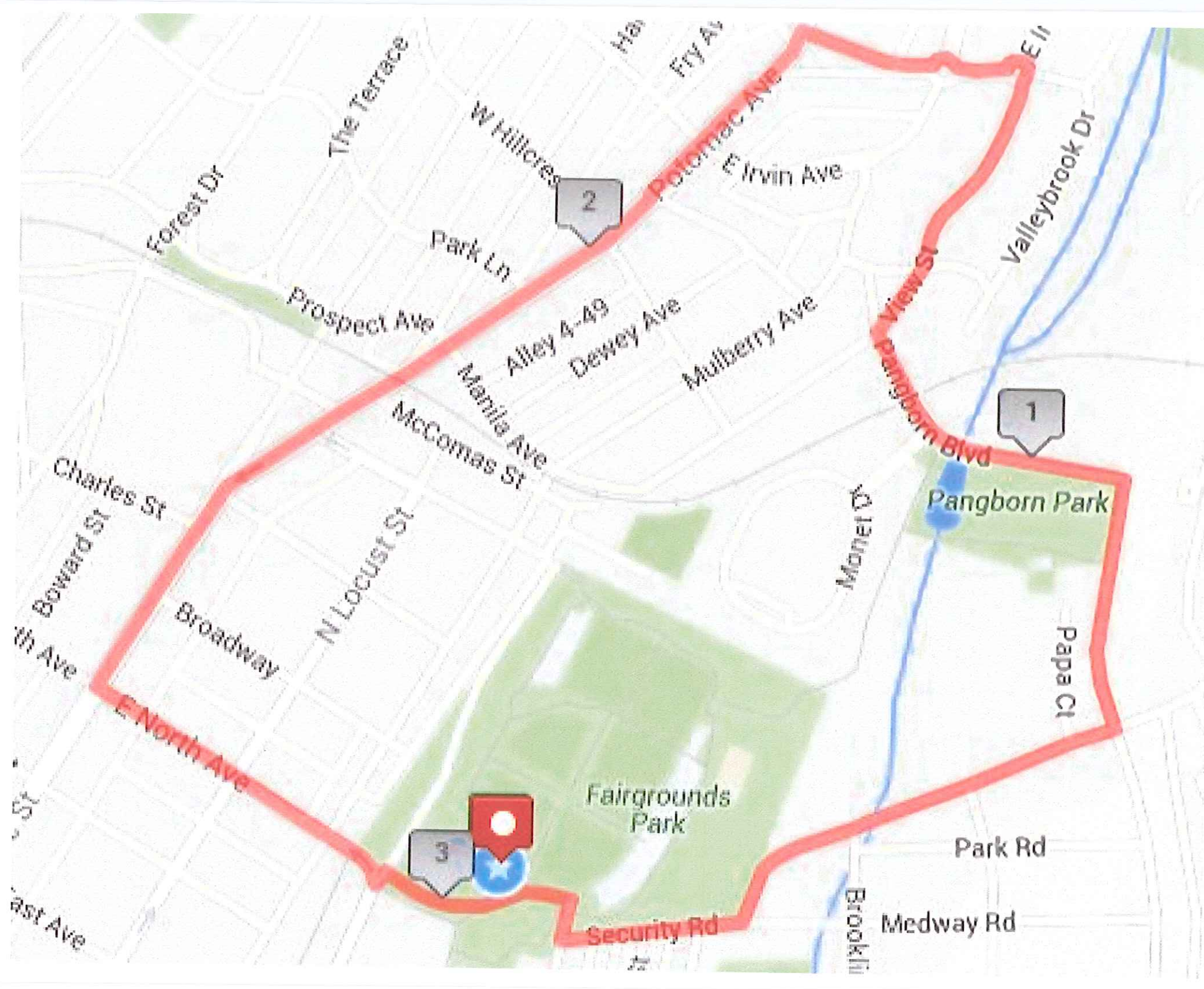


RESCUE MISSION 5K  
APRIL 25, 2015

ROAD CLOSED TO TRAFFIC

ROAD WITH LANES RESERVED





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

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**Topic:**

Residential Rental Property Leases in Various City Parks and Utilities Department - *Michael Spiker, Director of Utilities, and Rodney Tissue, City Engineer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

rental\_properties.2016.pdf

**Description**

Lease Discussion for the  
Residential Rental  
Properties in Various City  
Parks



# CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

April 5, 2016

TO: Valerie Means, City Administrator  
FROM: Rodney Tissue, City Engineer *RT*  
RE: Lease Discussion for the Residential Rental Properties in Various City Parks

=====

The City of Hagerstown (Parks Division) currently rents five (5) residential properties that are located in the parks throughout the City. We feel it is important to have occupancy in these units so they are not vandalized and they provide some level of evening "presence" in the five parks. Since we have not adjusted rent amounts in over a decade, at our request, CES Properties recently performed a market analysis to determine fair market rental value for each of the five rental properties.

Data on each rental, including market analysis information is included in the attached chart. Staff recommends rent increases over the next three fiscal years where applicable in order to adjust the rent values to be in-line with the 2016 market analysis comparative rate.

In FY16, the Department will collect \$32,424 in rent and we have expended less than \$2,000 to date in maintenance on rental properties. If we implement these increases, the income will increase in FY19 to \$54,780.

Staff will be present at the work shop to review the recommendations with the Mayor & Council and to answer any questions you may have.

Attachment: Rental Analysis Chart

c: Junior Mason  
Cathy Beach  
Emily Conrad  
Eric Hastings

## Parks and Recreation Division

351 North Cleveland Avenue • Hagerstown, MD 21740  
Ph: 301.739.8577 Ext. 169 • Fax: 301.790.0171

## Engineering Division

1 East Franklin Street • Hagerstown, MD 21740-4817  
Ph: 301.739.8577 Ext. 125 • Fax: 301.733.2214



# **RENTAL ANALYSIS 2016**

Property Address	Current Renters	Occupancy Date	Current Monthly Rent	Estimated Market Value Monthly Rent	Proposed Monthly Rent 7/1/16-6/30/17	Proposed Monthly Rent 7/1/17-6/30/18	Proposed Monthly Rent 7/1/18 - 6/30/19
124 Charles Street	Tenant occupied	11/1/11	\$600.00	\$640	\$615	\$630	\$640
728 Frederick Street	Tenant occupied	8/1/07	\$602.00	\$1150	\$785	\$968	\$1150
570 Jefferson Street	Tenant occupied	2/26/79	\$600.00	\$1150	\$785	\$968	\$1150
110 Key Street	Current City Employee	6/4/15	\$300.00	\$475	\$360	\$420	\$475
280 Mill Street	Current City Employee	2/2/10	\$600.00	\$1150	\$785	\$968	\$1150

*Last revised 3/30/16*

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

**Topic:**

Residential Rental Property Leases in Various City Parks and Utilities Department - *Michael Spiker, Director of Utilities, and Rodney Tissue, City Engineer*

**Mayor and City Council Action Required:**

Requested discussion and future approvals of lease agreements

**Discussion:**

The Utilities Department (Water) currently rents two residential properties that are located at water production facilities and one residential property that is located within our Edgemont Watershed. Potomac Property Management performed a Market Analysis in 2000 to determine fair market rental value for each of the six rental properties that existed at that time. Due to the age and conditions of the rental properties, rents were established at 89% of the market value. In 2008, rents were increased \$200 across the board for the aforementioned properties and in 2013, an additional \$200 at Ritchie Road.

CES Properties conducted a Comparative Market Analysis in March for the aforementioned properties and the 2016 Market Rate for each rental property along with the rent increase for 2016 is included in the chart at the end of the memo. Staff recommends rent increases over the next three fiscal years where applicable in order to adjust the rent values in line with the 2016 Market Analysis comparative rate average.

In FY16, the Department will collect \$20,400 in rent and expended \$2270.84 to date in maintenance on rental properties. In the past five fiscal years, \$120,240 in rent was/will be collected and we expensed \$45,338.22 in maintenance costs to date, which equates to 38% of the rental income.

Charles Henson (Water Division Meter Technician) and family occupy the house at the Breichner Water Plant on Crystal Falls Drive. John Rinehart and family occupy the house at the base of the Edgemont Reservoir on Warner Hollow Road. Dwayne Miller occupies the residential property at Ritchie Road.

LOCATION	CURRENT RENT	SIZE /SQ.FT.	MARKET RATE	JUNE 2016 RENT	ANNULIZED SQ. FT.
12410 Crystal Falls Road	\$495	1600	\$1,160	\$700	\$5.25
23510 Warner Hollow Road	\$505	1200	\$1,160	\$700	\$7.00
12727 Ritchie Road	\$700	1600	\$825	\$800	\$6.00

**Financial Impact:**

FY 17 increase of \$6000 in rental revenue

**Recommendation:**

Recommended future approval

**Motion:**

NA

**Action Dates:**

April 4 2016 Work Session

**ATTACHMENTS:**

**File Name**

Memo\_for\_Residential\_Property\_lease(s)\_040516.doc

**Description**

Memo for Residential Property  
lease(s) 040516



## City of Hagerstown



### Department of Utilities

425 East Baltimore Street  
Hagerstown, MD 21740-6105

1 Clean Water Circle  
Hagerstown, MD 21740-6848

April 5, 2016

TO: Valerie Means, City Administrator

FROM: Michael S. Spiker, Director of Utilities  
William Fockler, Utilities Facilities Manager

SUBJECT: Utilities Department Property Residential Lease(s)

ACTION: Lease discussion for the residential rental properties administered by the Utilities Department

The Utilities Department (Water) currently rents two residential properties that are located at water production facilities and one residential property that is located within our Edgemont Watershed. Potomac Property Management performed a Market Analysis in 2000 to determine fair market rental value for each of the six rental properties that existed at that time. Due to the age and conditions of the rental properties, rents were established at 89% of the market value. In 2008, rents were increased \$200 across the board for the aforementioned properties and in 2013, an additional \$200 at Ritchie Road.

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

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**Topic:**

FY2016/17 Budget Review - *Valerie Means, City Administrator, and Michelle Hepburn, Director of Finance*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

FY17\_Budget\_Review\_Memo\_04-01-2016.pdf

**Description**

FY17 Budget Review  
Schedule



# **CITY OF HAGERSTOWN, MARYLAND**

Finance Department  
301-739-8577 X160

To: Valerie Means, City Administrator  
From: Michelle Hepburn, Director of Finance  
Date: April 1, 2016  
Subject: FY2016/17 Budget Review

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On Thursday, March 31, 2016, we distributed copies of the FY2016/17 Proposed Budget. We have scheduled the first budget work session and review for April 5. The following is a preliminary agenda for our budget review sessions:

## **April 5, 2016:**

1. Electric Fund 5 Year Projections, Section 7, Pages 15-17
2. Electric Fund Capital Improvement Projects, Section 8, Pages 31 and 120-138
3. Water Fund 5 Year Projections, Section 7, Pages 18-21
4. Water Fund Capital Improvement Projects, Section 8, Pages 33 and Pages 139-150
5. Wastewater Fund 5 Year Projections, Section 7, Pages 22-25
6. Wastewater Fund Capital Improvement Projects, Section 8, Pages 35 and 151-166
7. Parking Fund 5 Year Projections, Section 7, Pages 26-28
8. Parking Fund Capital Improvement Projects, Section 8, Pages 37 and 167-171

## **April 12, 2016:**

1. Overview Summary
  - a. City Administrator's Budget Message Highlights
  - b. Wage Assumptions – Section 1, Page 6
  - c. Staffing Schedule – Section 1, Page 70
  - d. Benefit Assumptions – Pensions and Health Insurance
2. General Fund 5 Year Projections – Section 7
  - a. General Fund Revenue Projections – Pages 3, 5, and 7
  - b. General Fund Expenditures Projections – Pages 4 and 9-11
  - c. General Fund Debt Service Projections – Pages 12-13
3. General Fund Revenue and Expenditure Budget Comparisons – Section 1, Pages 22-24
4. Capital Improvement Program – Section 8
  - a. General Fund Projects by Funding Source (Bond Financing; CIP Fund Balance; and Transfers to CIP-General Fund) – Pages 15-19
  - b. Mayor and Council Discussion of priority projects

## **April 19, 2016 – May 17, 2016:**

1. General Fund Agency Contributions – Section 3, Page 57
2. General Fund Overview Statement of Revenue and Expenditures – Section 3, Page 1-2
3. General Fund Operating Revenue – Section 3, Pages 5-14
  - a. Red Light camera discussion
4. General Fund Operating Budget Expenditures – Section 3, Pages 15-54 and 56
5. Mayor and Council Discussion of General Fund Proposed Budget
6. Golf Fund 5 Year Projections, Section 7, Pages 29-30
7. Property Management 5 Year Projections, Sections 7, Pages 31-32
8. Economic Redevelopment, Section 5, Pages 11-13
9. CDBG Program, Section 5, Pages 3-9
10. Mayor and Council Discussion of Other Funds' Proposed Budget

**May 10, 2016:**

- Public Hearing: FY17 Budget and Property Tax Rate

**May 17, 2016:**

- Introduction of Ordinances (FY17 Budget and Property Tax Rate)

**May 24, 2016:**

- Adoption of Ordinances (FY17 Budget and Property Tax Rate)