

Mayor and Council

93rd Special Session and Work Session

June 7, 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."*

4:00 PM SPECIAL SESSION

- 4:00 PM** 1. Approval of an Application/Permit for Bona Fide Entertainment Events - June 10, 2016, July 15, 2016, August 12, 2016, September 30, 2016, and October 21, 2016

4:00 PM WORK SESSION

- 4:10 PM** 1. Oath of Office to Chief of Police Victor V. Brito
- 4:20 PM** 2. Review of Resolution to set the Referendum Petition in for the General Election
- 4:35 PM** 3. City Funding Support for The Maryland Theatre Expansion
MD Theatre Funding - Design
- 4:55 PM** 4. Hagerstown Fire Department Grant Acceptance
- 5:10 PM** 5. A-2016-01, Annexation – Stormwater Parcel LLC, 250 Eastern Boulevard N
- 5:20 PM** 6. Police Athletic League Country Music Festival - 2016
- 5:30 PM** 7. Cost of Maintaining State Highway Routes Through the City
- 5:45 PM** 8. Proposed "Hagerstown Tournament of Champions" Little League Tournament
- 5:55 PM** 9. Housing Summit Update

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

Approval of an Application/Permit for Bona Fide Entertainment Events - June 10, 2016, July 15, 2016, August 12, 2016, September 30, 2016, and October 21, 2016

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Wind_Down_Class_C_License_Complete_Item_-_June_7__2016.pdf

Description

Motion

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: June 7, 2016

TOPIC: Approval of an Application/Permit for *Bona Fide* Entertainment Events
– June 10, 2016, July 15, 2016, August 12, 2016, September 30, 2016, and
October 21, 2016

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

MOTION: I hereby move for Mayor and Council approval to authorize the attached Application/Permit for *Bona Fide* Entertainment Event in the Hagerstown Arts & Entertainment District on Friday, June 10, 2016, July 15, 2016, August 12, 2016, September 30, 2016, and October 21, 2016 from 6:00 p.m. to 9:00 p.m.

This action is in addition to the Mayor & Council approval on February 23, 2016 which authorized the original street closure of the first block of South Potomac Street for the Wind Down Friday musical event operated by The Maryland Theatre.

DATE OF PASSAGE: 06/07/2016



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator

FROM: Lauren Metz, Community Events Coordinator *LM*

DATE: June 1, 2016

SUBJECT: Street Festival Liquor License

Action Requested:

Staff seeks approval of the attached Application/Permit from the Maryland Theatre for the Special Class C Street Festival License for the Wind Down Friday events with the dates of June 10, July 15, August 12, September 30 and October 21.

Attached is the Maryland Theatre's Application for this Bona Fide Entertainment event. If approved by the Mayor and City Council, it will go to the Liquor Board for review and final approval.

If the Maryland Theatre is not granted a Special Class C Street Festival License by the Liquor Board, then the Wind Down events will be held as previously approved by the Mayor and City Council.

At the February 23rd, 2016 Regular Session, the Mayor and City Council approved the Street Closure and approved the Open Containers Law Exemption for Special Events for the Wind Down Friday events with the 2016 dates of May 20, June 10, July 15, August 12, September 30 and October 21. Subsequently, at the May 17th, 2016 Special Session, the Mayor and City Council approved a similar Application/Permit from the Maryland Theatre for the Special Class C Street Festival License for the Wind Down Friday musical event on May 20, 2016.

Background:

The newly created Special Class C Street Festival License was created to promote a more inclusive business opportunity during downtown events. With this new license, a bona fide non-profit organization can host a street-type festival where a single cup can be filled with alcoholic beverages from any participating establishment with a valid liquor license within a controlled, designated area. The events must occur in the Arts & Entertainment District. For instance, in the case of Wind Down Fridays, the first block of South Potomac Street is the designated area, blocked to traffic and monitored by police. The Maryland Theatre can apply for this Special Class C Street Festival License since it is a bona fide non-profit organization. The Theatre will fill out the updated Application, naming the establishments participating in the event. With approval from the Mayor and City Council, the application is then reviewed by the Board of License Commissioners (also known as the Liquor Board), who will also have its own application for the Theatre to complete. If approved by the Liquor Board, a Special Class C Street Festival License is granted. During the event, the Maryland Theatre sells designated cups to patrons which can be filled at the Theatre or any of the other participating establishments. This new license requires that the participating establishments must now be listed.

Attachment: MD Theatre Special Class C Street Festival Permit Application: Wind Down Friday
2016 Event Dates: June 10, July 15, August 12, September 30 and October 21

c: Jason Morton, City Attorney; Jill Frick, Director of Community and Economic Development

APPLICATION/PERMIT
for
***Bona Fide* Entertainment Event in**
Hagerstown Arts & Entertainment District

The undersigned does hereby make application to the City of Hagerstown, Maryland, for the non-exclusive use of City property/facilities for the purposes of conducting a *bona fide* Entertainment Event in the Arts & Entertainment District, more particularly described as follows:

The unit block of South Potomac Street, Hagerstown, MD

from 6:00 p.m. to 9:00 p.m. on the following 2016 dates:
June 10, July 15, August 12, September 30, and October 21

The Applicant represents that it is a *bona fide* not-for-profit club, society, association, or organization with corporate existence (corporation, charitable trust, foundation, etc.) but *not* an unincorporated association, on whose behalf this application is being made and permit granted.

The Applicant acknowledges that the premises shall be used solely for the purpose of:

The Maryland Theatre Association, Inc. will be holding Wind Down Friday in the cordoned area of the unit block of south Potomac Street, as described above. Together with the participants listed in Attachment no. 1, The Maryland Theatre Association, Inc. will be selling alcoholic beverages to persons in this area who are of legal drinking age and nonalcoholic beverages to all patrons and no other purposes.

The signatory to this application certifies that he/she has the authority to make this application and execute this agreement on behalf of:

Applicant Name: The Maryland Theater Association, Inc.
Applicant Address: 21 South Potomac Street, Hagerstown, MD 21740

and to bind said entity to the terms hereof. The signatory hereto represents and agrees that in the event that he/she does not have such authority, then and in said event, the signatory hereto is solely responsible and bound by all of the terms and conditions of this application, permit and agreement.

The undersigned signatory, on behalf of the Applicant, agrees that it shall:

1. Abide by all rules applicable to the facility utilized and/or any promulgated by the City and application (See Attachment A).
2. Abide by all Statutes, Acts, Ordinances, and Regulations (*including but not limited to the Special Class C Street Festival License Regulations promulgated by the Board of License Commissioners*) applicable to the use of the area.
3. Obtain all necessary permits, licenses (*including but not limited to a Special Class C Street Festival License*), or any other matters required in connection with the function and/or use of the premises and does hereby agree to hold the City, its servants, agents and employees harmless from any suits, demands, claims, expenses or fines that may arise directly or indirectly from such use of the premises.

4. Provide the names and addresses of all beverage licensees located in the Arts & Entertainment District in addition to the Applicant who shall participate in the Bona Fide Entertainment Event ("Additional Licensees"), which shall be set forth on Exhibit 1.
5. Shall serve only beer or wine for transporting and consumption in the designated area and to and from the premises of Additional Licensees and only (1) in the designated container unique to the event sold or otherwise distributed by the Applicant; and (2) only to persons wearing the wristband distributed by the Applicant.
6. Agrees that all Additional Licensees shall serve only beer or wine for transporting and consumption off premises and only (1) in the designated container unique to the event sold or otherwise distributed by the Applicant; and (2) only to persons wearing the wristband distributed by the Applicant.
7. Shall furnish and does furnish upon the execution of this application and agreement, certificates of insurance with coverage adequate within the absolute discretion of the City. The Applicant further agrees that the City shall be placed upon any liability policy or any other policies of whatsoever nature or kind applicable to the function as an additional insured on a two million dollar (\$2,000,000) policy of insurance. The Applicant agrees to hold harmless and indemnify the City, its agents, servants, representatives, officials and employees from any and all claims, expenses, suits, demands, losses or costs of whatsoever nature or kind arising directly or indirectly from the use of the premises described, and shall sign the attached Hold Harmless Agreement.
8. Shall ensure that the premises be vacated by the Applicant in the same condition as when occupied and if any damage has been done by the applicant or attendees of any function, the applicant shall be responsible for and reimburse the City for repairs, cleaning, and any other expenses incurred as a result thereof.
9. Agrees that this permit is subject to all of the terms, obligations, conditions and reservations set forth in this Application/Permit and any attachments which are incorporated by reference. In the event there are any conflicts between this document and any attachments, the terms set forth in the Application/Permit shall govern and prevail.

Date: May 25, 2016

Name of Applicant: The Maryland Theatre Association, Inc.

By: _____
Jessica Green, Executive Director

Address: 21 South Potomac Street, Hagerstown, MD 21740

Telephone: 301-790-2000

ACCEPTANCE

The foregoing application for permit is hereby accepted and granted by the City of Hagerstown, Maryland, by its duly authorized and designated representative. This permit is being granted upon all of the terms and conditions set forth above which are incorporated herein by reference. A violation of any of the conditions set forth above may result in an immediate revocation of said permit.

CITY OF HAGERSTOWN, MARYLAND

By: _____

Attachment no. 1 to
APPLICATION/PERMIT for
***Bona Fide* Entertainment Event in**
Hagerstown Arts & Entertainment District

All beverage licensees in addition to the Applicant who shall participate in the *Bona Fide* Entertainment Event:

Licensee no. 1: 28 South

Resident Agent: E Jay Zuspan III

Resident Agent telephone: 240-291-8747

Location & phone of establishment: 28 S. Potomac St. Hagerstown, MD 21740 240-347-4932

Licensee no. 2: Bulls and Bears

Resident Agent: Don Bowman

Resident Agent telephone: 301-582-1555

Location & phone of establishment: 38 S. Potomac St. Hagerstown, MD 21740 301-791-0370

Licensee no. 3: Zepheira Sports Bar

Resident Agent: Hamada Abu Ziyad

Resident Agent telephone: 240-347-4598

Location & phone of establishment: 9 S. Potomac St Hagerstown MD, 21740 240-347-4598

Attachment no. 2 to

**APPLICATION/PERMIT for
Bona Fide Entertainment Event in
Hagerstown Arts & Entertainment District**

CITY OF HAGERSTOWN HOLD HARMLESS AGREEMENT

Applicant: The Maryland Theatre Association, Inc.
Event/Use: Wind Down Friday
Location: Unit Block of South Potomac Street
Date of Use: 2016 Dates of: June 10, July 15, August 12, September 30
and October 21

The Applicant agrees that it shall indemnify the City of Hagerstown and hold harmless the City of Hagerstown against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Applicant, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Applicant shall in addition to holding the City of Hagerstown harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend The City of Hagerstown at Applicant's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Maryland Theatre Association, Inc.
Applicant

Witness: _____

By Jessica Green, Executive Director

Date: May 25, 2016

21 South Potomac Street
Street

Hagerstown, MD 21740
City, State, Zip

301-790-2000
Telephone

Return to: Lauren Metz, Community Events Coordinator
City of Hagerstown
Elizabeth Hager Center
14 North Potomac St., Suite 200A
Hagerstown, MD 21740
(301) 739-8577 ext. 111

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

Topic:

Oath of Office to Chief of Police Victor V. Brito

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Review of Resolution to set the Referendum Petition in for the General Election

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-Resolution_-_Referendum_Petition.pdf

Resolution_Authorizing_Referendum.pdf

Description

Memo - Referendum
Resolution

Referendum Resolution



CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler
City Clerk

TO: Mayor and City Council
Valerie Means, City Administrator

FROM: Donna Spickler, City Clerk

SUBJECT: Review of Resolution to set the Referendum Petition in for the General Election

DATE: June 7, 2016

Mark Boyer, City Attorney, has provided the attached proposed Resolution to place the referendum petition issue on the General Election ballot in November.

The Resolution has also been provided to the Washington County Board of Elections for their review.

Time is included on the June 7, 2016 Work Session agenda to discuss the Resolution.

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

Thank you.

CITY OF HAGERSTOWN, MARYLAND

RESOLUTION

**A RESOLUTION SPECIFYING THE DAY AND HOURS
FOR THE REFERENDUM OF A PROPOSED CHARTER AMENDMENT
SUBMITTED TO THIS LEGISLATIVE BODY BY PETITION
OF QUALIFIED VOTERS AND SPECIFYING
THE TEXT OF THE BALLOT QUESTION**

RECITALS

WHEREAS, pursuant to Maryland Local Government Article, Section 4-305, at least twenty percent (20%) of the qualified voters for the municipal general election may initiate a proposed amendment to the Municipal Charter by petition presented to the legislative body of the municipal corporation; and

WHEREAS, a Petition for a proposed amendment to the Municipal Charter has been presented to the Mayor and City Council of Hagerstown, Maryland and verification has been made that said Petition was signed by at least twenty percent (20%) of the qualified voters; and

WHEREAS, the text of the proposed amendment to the Municipal Charter reads as follows:

“COLLECTIVE BARGAINING AND BINDING ARBITRATION FOR NON-MANAGEMENT EMPLOYEES OF THE POLICE AND FIRE DEPARTMENTS. [NEW SECTION 802A TO THE CHARTER OF THE CITY OF HAGERSTOWN]

NON-MANAGEMENT EMPLOYEES OF THE POLICE AND FIRE DEPARTMENTS OF THE CITY OF HAGERSTOWN SHALL BE ENTITLED TO DESIGNATE A UNION TO ACT AS THEIR EXCLUSIVE REPRESENTATIVE AND TO ENGAGE IN COLLECTIVE BARGAINING WITH THE CITY REGARDING WAGES, BENEFITS, AND WORKING CONDITIONS. THE CITY COUNCIL SHALL PROVIDE BY ORDINANCE FOR BINDING ARBITRATION WITH THE EXCLUSIVE REPRESENTATIVES IN ORDER TO RESOLVE LABOR DISPUTES. THE ORDINANCE SHALL PROVIDE FOR THE APPOINTMENT OF A NEUTRAL ARBITRATOR, THE FACTORS THAT SHOULD BE CONSIDERED BY THE ARBITRATOR, AND THE PROCEDURES FOR IMPLEMENTING THE ARBITRATOR’S DECISION WHEN PASSING OR AMENDING THE CITY’S BUDGET. ANY ORDINANCE THAT IS ENACTED SHALL PROHIBIT STRIKES OR WORK STOPPAGES BY THE REPRESENTED EMPLOYEES.”; and

WHEREAS, pursuant to Maryland Law, and the March 21, 2015 unreported opinion of the Court of Special Appeals in Case No. 0362, September Term 2015, the proposed Amendment

to the Municipal Charter of the City of Hagerstown must be submitted to the voters for approval or disapproval by way of referendum;

NOW THEREFORE, be it resolved by the Mayor and Council of the City of Hagerstown, as its duly constituted legislative body as follows:

1. That a referendum on the aforesaid Petition to Amend the Charter of the City of Hagerstown shall occur at the next regular municipal general election to be held on November 8, 2016, between the hours of 7:00 a.m. and 8:00 p.m.

BE IT FURTHER RESOLVED that the text of the referred question to be submitted to the voters shall read as follows:

QUESTION A

Municipal Referendum Petition

Proposed Amendment to Hagerstown City Charter

Establishes a new Section 802A of Article VIII of the Charter of the City of Hagerstown which provides that the non-management employees of the police and fire departments shall be entitled to designate a union to act as their exclusive representative to engage in collective bargaining with the City, and which further requires the City Council to pass an ordinance which provides for binding arbitration with a neutral arbitrator in order to resolve labor disputes between the City and the exclusive representative.

- ☐ For the Referred Law
- ☐ Against the Referred Law

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its approval.

WITNESS AND ATTEST
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler, City Clerk

David S. Gysberts, Mayor

Date of Introduction: June 21, 2016
Date of Approval: June 21, 2016
Effective Date: June 21, 2016

PREPARED BY:
SALVATORE & BOYER, LLC
CITY ATTORNEY

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

Topic:

City Funding Support for The Maryland Theatre Expansion
MD Theatre Funding - Design

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

060316_MD_Theatre_Expansion_Design_Phase_Memo.pdf

Description

MD Theatre Funding -
Design



CITY OF HAGERSTOWN, MARYLAND

Finance Department
301-739-8577 X160

To: Valerie Means, City Administrator
From: Michelle Hepburn, Director of Finance
Date: June 3, 2016
Subject: City Funding Support for The Maryland Theatre Expansion

There was a Mayor and Council presentation on May 3, 2016, provided by Washington County regarding the Urban Improvement Project. A portion of this major initiative includes The Maryland Theatre expansion. The City has been asked to contribute 50% of the architect and design costs of The Maryland Theatre expansion. The City's maximum contribution for the design phase is \$500,000.

At this time, the City's FY17 budget includes a capital project #C0854 Downtown Redevelopment (Section 8 page 113 of the FY17 budget book). The Maryland Theatre expansion project can be designated as this economic redevelopment project. The City's capital project #C0854 Downtown Redevelopment is \$1.5M in total. After allocating \$500,000 toward The Maryland Theatre expansion, the remaining balance in the City's project will be \$1.0M. The funding source associated with this capital project is a future bond issue.

Staff will prepare a Motion for the Mayor and Council Regular Session on June 21, 2016.

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

Topic:

Hagerstown Fire Department Grant Acceptance

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

memo_Mayor_and_Council_grant_acceptance.doc

Description

Grant Accpetance 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: Steven Lohr, Fire Chief
DATE: May 25, 2016
SUBJECT: GRANT ACCEPTANCE

We have been awarded an Assistance to Firefighters Grant to purchase a fit test machine, 102 face pieces with communication bracket and voice amplifier, and 102 traffic vests by the U.S. Department of Homeland Security.

The awarded amount is \$75,276.00

The Federal Share is \$68,433.00.

Our share is \$6,843.00. This amount is within our budget of \$8,000.00 for FY17.

I am recommending the acceptance of this Grant as the fit test machine and face pieces will increase the margin of safety afforded our Firefighters. Our responders will have properly fitted face pieces they can depend on to protect them from fire, smoke and blood borne pathogens and harmful chemicals. The traffic vests provide greater roadway visibility, reducing the risk of firefighter injury.

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

Topic:

A-2016-01, Annexation – Stormwater Parcel LLC, 250 Eastern Boulevard N

Mayor and City Council Action Required:

Approve the annexation at the June 21 Regular Session.

Discussion:

The Public Hearing for the proposed annexation was held on May 24th. We have not received any comment from the County, to date. Prior to the Hearing, we received comments from Maryland Department of Planning concerning Priority Funding Area certification – these comments are of a routine nature. The record was held open for a period of 10 days after the Public Hearing. As of the date of this memorandum, Staff has not received any written public comment during the period.

No one testified at the Hearing.

As required by State Law, there were two published notices advertising the Hearing at no less than weekly intervals. The Annexation Plan was provided to the appropriate County, Regional, and State Planning Agencies, at least 30 days prior to the Public Hearing. After the Public Hearing, the Mayor and Council may pass or reject the annexation resolution. If the resolution is approved the annexation becomes effective in 45 days.

Financial Impact:

The annexation (and subsequent development) of this property adds to the tax base to the city.

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Description

Cover Memo, Map, and



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

MEMORANDUM

TO: Valerie Means, City Administrator

FROM: Alex W. Rohrbaugh, AICP, Planner *AWR*

DATE: June 2, 2016

SUBJECT: A-2016-01, Annexation – Stormwater Parcel LLC, 250 Eastern Boulevard N

Action Requested

Approve the annexation at the June 21 Regular Session.

Summary

The Public Hearing for the proposed annexation was held on May 24th. We have not received any comment from the County, to date. Prior to the Hearing, we received comments from Maryland Department of Planning concerning Priority Funding Area certification – these comments are of a routine nature. The record was held open for a period of 10 days after the Public Hearing. As of the date of this memorandum, Staff has not received any written public comment during the period.

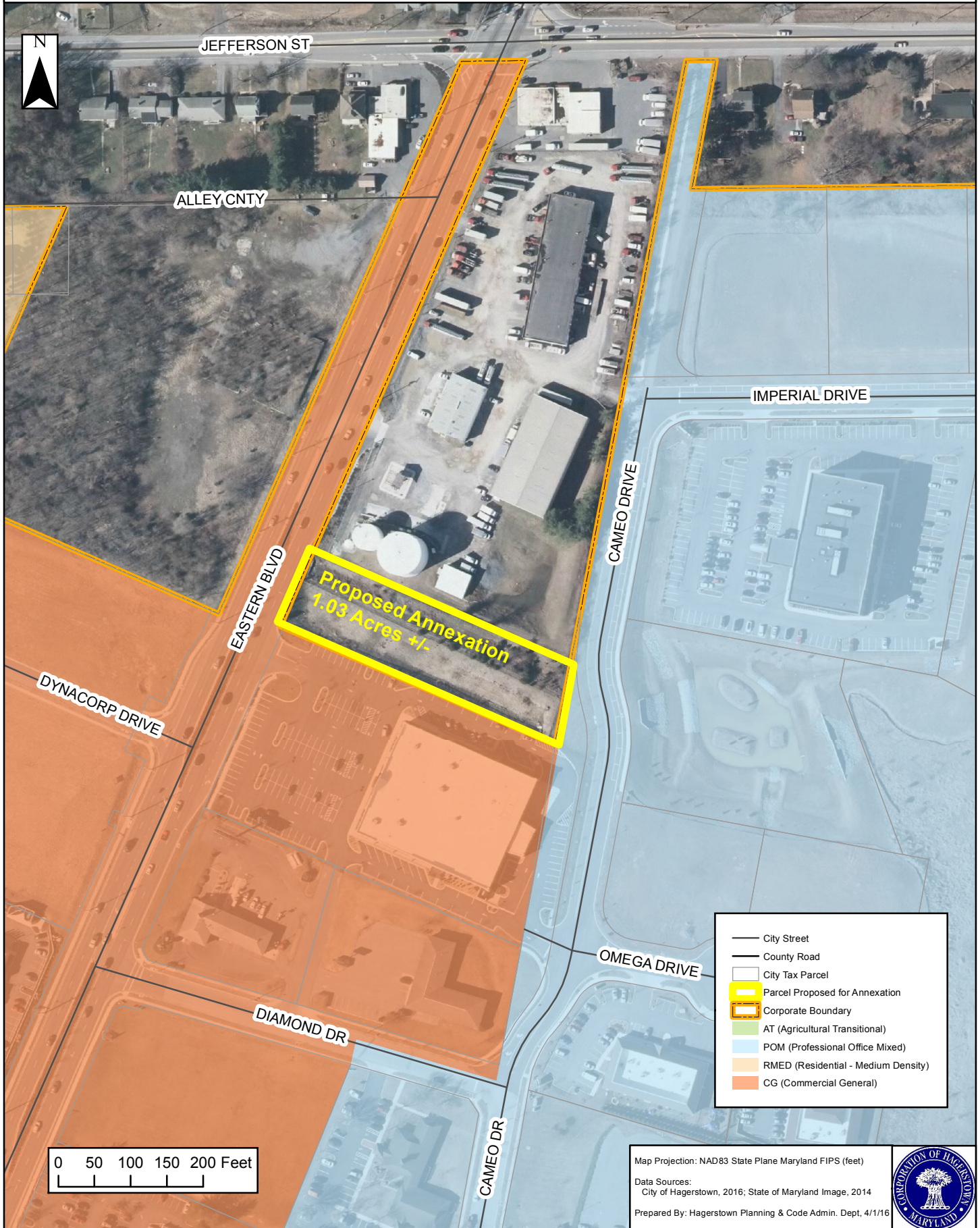
No one testified at the Hearing.

As required by State Law, there were two published notices advertising the Hearing at no less than weekly intervals. The Annexation Plan was provided to the appropriate County, Regional, and State Planning Agencies, at least 30 days prior to the Public Hearing. After the Public Hearing, the Mayor and Council may pass or reject the annexation resolution. If the resolution is approved the annexation becomes effective in 45 days.

Attachments: Map of Proposed Annexation
Annexation Resolution

C. Kathleen Maher, Director PCAD

A-2016-01, Stormwater Parcel LLC, 250 Eastern Blvd N



RESOLUTION NO.

RESOLUTION OF THE COUNCIL OF THE CITY OF HAGERSTOWN TO ENLARGE THE CORPORATE BOUNDARIES AND THEREBY AMEND THE CORPORATE BOUNDARIES AS CONTAINED IN SECTION 104 OF ARTICLE 1 OF THE CHARTER OF THE CITY OF HAGERSTOWN, MARYLAND AND AT THE SAME TIME ESTABLISH THE ZONING CLASSIFICATION OF THE AREA TO BE ANNEXED.

WHEREAS, a proposal to enlarge the corporate boundaries of the City of Hagerstown, Maryland by adding or annexing thereto the within described areas which are immediately adjacent to and adjoining the present corporate boundaries thereof, as contained in a Petition signed by the requisite number of persons as prescribed, and to be popularly known as the “*Stormwater Parcel LLC, Case No. A-2016-01*” for identification; as set forth in Subtitle 4-400 of the Local Government Article of the Annotated Code of Maryland, as residents, registered voters, and owners of the realty contained within the areas to be annexed; and same is incorporated herein by reference as if set forth into and made a part hereof. **See Exhibit A.**

WHEREAS, the Mayor, who is the presiding officer of the legislative body, has caused to be made a verification of the signatures on said Petition, and has ascertained that the requirements of Subtitle 4-404 of the Local Government Article of the Annotated Code of Maryland entitled “Annexation”, as more fully appears from the certificates of verification subscribed by Donna K. Spickler, City Clerk, which certificates were presented at this meeting and made part hereof, have been met. **See Exhibit B.**

WHEREAS, the Petition for Annexation meets all the requirements of the law, and pursuant to Subtitle 4-406 of the Local Government Article of the Annotated Code of Maryland, the Annexation was referred to the appropriate State, Regional, and County planning authorities.

WHEREAS, the proposed zoning of the area to be annexed to the corporate limits, was referred to the Planning Commission for the City of Hagerstown, Maryland which said Commission for the City of Hagerstown has studied the proposed zoning of the tracts described herein in relation to the Comprehensive Plan, the Zoning Ordinance, and all other applicable ordinances, the needs of the City and County, and the needs of the particular neighborhoods and vicinities of the areas, and have approved the same and that the rezoning for said tract of land is proper and desirable under all of the circumstances and should be accomplished at this time.

Section 1. Now, Therefore, be it resolved by the Mayor and City Council of the City of Hagerstown, Maryland that the boundaries of the City, pursuant to the provisions of Subtitle 4-400 of the Local Government Article of the Annotated Code of Maryland, be and are hereby amended so as to annex and include within said City all that certain area of land together with the persons residing therein (there being none) and their property, contiguous to

the corporate limits of the City and being more particularly described by metes and bounds in **Exhibit C** attached hereto and made a part thereof.

Section 2. And be it further resolved by the Mayor and City Council, that the subject property to be annexed shall have a zoning classification of CG (Commercial General) upon annexation.

Section 3. And be it further resolved that the conditions and circumstances applicable to the change in said corporate boundaries and to the future residents and property within the area so annexed shall be subject to the provisions of the Charter of the City of Hagerstown, the Code of the City of Hagerstown, and all acts, ordinances, resolutions and policies.

Section 4. And be it further resolved by the Mayor and City Council, that this resolution shall take effect upon the expiration of forty-five (45) days following its final passage, subject, however to the right of referendum as contained in Subtitle 4-400 of the Local Government Article of the Annotated Code of Maryland.

WITNESS AND ATTEST
AS TO CORPORATE SEAL

BY ORDER OF THE MAYOR AND
THE CITY OF HAGERSTOWN,
MARYLAND

Donna K. Spickler
City Clerk

By: _____
David S. Gysberts
Mayor

Dated Introduced: 04/19/2016
Public Hearing: 05/24/2016
Final Enactment: 06/21/2016
Effective Date: 08/05/2016

Exhibit A

Petition



**FREDERICK,
SEIBERT &
ASSOCIATES, INC.**

■ Civil Engineering ■ Land Surveying ■ Land Planning ■ Landscape Architecture ■ Environmental Engineering and Design

December 22, 2015

City of Hagerstown Planning & Zoning
1 E. Franklin Street
Hagerstown, MD 21740

Attn: Kathy Maher, Planning Director

Re: Annexation and Grading Plan for the "Old" Foodlion SWM Pond

Ms. Maher-

Currently the "Old" Foodlion SWM Pond parcel is bounded on three sides by the City of Hagerstown Corporate Limits; Light Business Park to the East, Stone Soup LLC to the South and Eastern Boulevard to the West. In order to develop this property in the future, Annexation is required.

By this letter, on behalf of our client David Lyles Developers, we hereby request the City consider Annexation of this property into the City of Hagerstown Corporate Limits. We also request during the Annexation process, which may take a few months, the City review a Grading/Drainage plan to fill the existing SWM Pond and Drainage Swale. It is my understanding that since this property is currently within the County, the City will need to make a formal request to the County Planning Department to review the proposed Grading/Drainage Plan. The basis of this request is that the property will be within the City's Corporate Boundary once the Annexation process is complete.

Please feel free to contact me with any questions or comments.

Sincerely,
Frederick, Seibert and Associates, Inc.

David S. Trostle
Project Manager

Exhibit B

Verification

VERIFICATION

I, David S. Gysberts, Mayor of the City of Hagerstown, Maryland, hereby CERTIFY that in accordance with §4-404 of the Local Government Article of the Annotated Code of Maryland I have caused to be verified the signatures contained on the Petition for Annexation and Consent thereto dated the 22nd day of December, 2015 (Attached) for the property described and shown in said Petition for Annexation, and I do hereby certify that they are true and correct signatures of said persons and/or firms or corporations; and I further certify, pursuant to §4-404 of the Local Government Article of the Annotated Code of Maryland, that the Petition, in fact, is signed by not less than twenty-five (25%) percent of the persons who reside in the area requested to be annexed and who are registered voters in the Election District requested to be annexed in Washington County, Maryland, and that said Petition has been signed by the owners of not less than twenty-five (25%) percent of the assessed valuation of the real property located in the area to be annexed.

There are no registered voters residing within the area to be annexed.

The assessed valuation of the real property referred to herein, as of this date is

Zero Dollars (\$ 0).

WITNESS my hand and Seal of the City of Hagerstown, Maryland, this ____ day of _____, 2016.

David S. Gysberts, Mayor

(SEAL)

Donna K. Spickler, City Clerk

Alex Rohrbaugh

From: Robucci, Kaye <KRobucci@washco-md.net>
Sent: Friday, April 01, 2016 4:59 PM
To: Alex Rohrbaugh
Cc: Robucci, Kaye
Subject: RE: Annexation Voter Verification - 250 Eastern Boulevard North

Hi Alex:

There are no registered voters at 250 Eastern Blvd, N.

Thank you
Kaye

From: Alex Rohrbaugh [mailto:ARohrbaugh@hagerstownmd.org]
Sent: Friday, April 01, 2016 1:52 PM
To: Robucci, Kaye
Subject: Annexation Voter Verification - 250 Eastern Boulevard North

Hi Kaye:

The City will be receiving an annexation request for an undeveloped parcel of land at 250 Eastern Blvd N (vacant commercial lot between a medical office building and Ewing Oil). For the purposes of the annexation review process, could you verify that there are no registered voters at this property?

Thanks in advance,
Alex

Alex W. Rohrbaugh, AICP
Planner

City of Hagerstown
Planning & Code Administration Department
1 East Franklin Street, Suite 300
Hagerstown, MD 21740
Ph: 301-739-8577 x137
arohrbaugh@hagerstownmd.org

Stay Connected!



Alex Rohrbaugh

From: Melissa Adelsberger -SDAT- <melissa.adelsberger@maryland.gov>
Sent: Friday, April 01, 2016 2:33 PM
To: Alex Rohrbaugh
Subject: Re: Tax Assessment Verification for Proposed Eastern Blvd

Good Afternoon Alex,

Currently we have that parcel as a storm water management area with zero value on it.

Melissa



Melissa Adelsberger

Supervisor - Real Property -
Washington County

Maryland Department of Assessments
& Taxation

3 Public Square

Hagerstown, MD 21740

[301-791-3050](tel:301-791-3050)

melissa.adelsberger@maryland.gov

website: www.dat.maryland.gov

On Fri, Apr 1, 2016 at 2:06 PM, Alex Rohrbaugh <ARohrbaugh@hagerstownmd.org> wrote:

Hello Melissa:

The City will be receiving an annexation request for an undeveloped parcel of land at 250 Eastern Blvd N (vacant commercial lot between a medical office building and Ewing Oil). The account ID number for the parcel to be annexed is 18-005530. Would you be able to provide me a verification of the tax assessment for this property?

Thanks in advance,

Alex

Exhibit C

Metes & Bounds Description



FSA

**FREDERICK,
SEIBERT &
ASSOCIATES, INC.**

■ Civil Engineering ■ Land Surveying ■ Land Planning ■ Landscape Architecture ■ Environmental Engineering and Design

April 7, 2016

Suggested description for the lands of Stormwater Parcel, LLC to be annexed into the City of Hagerstown's Corporate Boundary

Beginning for the outline hereof at a point in the east margin of Eastern Boulevard, and the existing corporate boundary, thence leaving said right-of-way and the Corporate Boundary and running with lands of Mctaws Limited Partnership (Liber 1672, folio 707) S 66°13'01" E 395.79 feet to a point in the existing Corporate Boundary, running thence with said boundary and the western line of Lot 4A as shown on Plat folio 3832, S 10°33'02" W 113.00 feet to a point, thence with the corrected corporate boundary line as shown on the Annexation Plat for Eddie's Tire Service, Inc. and Stone Soup, LLC and recorded at Plat folio 10041, N 66°13'01" W 421.65 feet to a point in the eastern right-of-way of Eastern Boulevard and the Corporate Boundary, thence with said lines, N 23°46'59" E 110.00 feet to the place of beginning;

Containing 1.032 acres of land more or less;

Said lands being all of Lot 4 as shown on the subdivision plats recorded at Plat folio's 3832-3834. Said lands being part of the lands conveyed by Caleb C. Ewing Jr. to Stormwater Parcel LLC by deed dated May 1, 2008 and recorded at Liber 3507, Folio 79 among the Land Records of Washington County, Maryland.

RAS/vab.5400.21 desc

www.fsa-md.com

Hagerstown, MD Office
128 South Potomac Street
Hagerstown, MD 21740
Hagerstown: 301.791.3650
Fax: 301.739.4956

Carlisle, PA Office
101 North Hanover Street
Carlisle, PA 17013
Carlisle: 717.701.8111
Fax: 717.701.8254

Greencastle, PA Office
20 West Baltimore Street
Greencastle, PA 17225
Greencastle: 717.597.1007
Fax: 717.597.1028

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

Topic:

Police Athletic League Country Music Festival - 2016

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

PAL_festival.2016.pdf

Description

Police Athletic League
Country Music Festival -
2016



CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

June 7, 2016

TO: Valerie Means, City Administrator

FROM: Lauren Metz, Community Events Coordinator *LM*
Rodney Tissue, Director of Parks and Engineering *R.T.*

RE: Police Athletic League Country Music Festival - 2016

=====

1. **Introduction**

The Police Athletic League (PAL) would like to host another, but smaller-scale, country music festival at Fairgrounds Park on September 24, 2016 from approximately noon until 8:00 pm. The festival would showcase up-and-coming country music artists.

2. **Mayor & Council Action Requested**

The PAL is requesting the following:

- Permission to sell alcoholic beverages (beer & wine) in the park
- Financial assistance to cover City services

3. **Discussion**

The Police Athletic League met with staff regarding use of the facility. We discussed that there were no issues with the alcohol sales at last year's event. For events that include serving alcoholic beverages, the City requires the event organizer to submit a signed application for Open Containers Law Exemption for Special Events. The City requires the event organizer to submit a signed application for an event license from the Liquor Board.

In addition, PAL is requesting financial assistance by the City to cover the following approximate costs:

- Fee to rent the Park is \$1000 per 6 hours (must be coordinated with the seven (7) user groups) and overall Parks services are estimated at \$3,000
- Police services are estimated at \$5,000
- Electric services are estimated at \$4,000

PAL is requesting that the City cover the costs of the services outlined above. However, since the City had no indication the event would occur again this year, there are no funds designated in any line of the FY17 budget for this event. Budget cuts would be needed in other areas to fund this request. Therefore staff cannot recommend that the City cover the costs of the event as requested. Staff does recommend the approval of the alcoholic beverage sales but recommend that we charge for services as is our standard practice.

Representatives of the Police Athletic League will present the plans for the festival at the Mayor & Council Work Session on June 7, 2016.

c: Jill Frick, Director of Community & Economic Development
Junior Mason, Manager, Parks and Recreation
Mark Haddock, Parks Maintenance Superintendent
Brian Burke and Nick Varner, PAL

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

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

Topic:

Cost of Maintaining State Highway Routes Through the City

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

sha_routes.2016.pt_1_of_2.pdf

sha_routes.2016.pt_2_of_2.pdf

Description

Cost of Maintaining State
Highway Routes Through the
City

Cost of Maintaining State
Highway Routes Through the
City



CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

March 1, 2016

TO: Valerie Means, City Administrator
FROM: Rodney Tissue, City Engineer *Ron*
RE: Cost of Maintaining State Highway Routes Through the City

1. Background

In November of 2015, the Mayor & Council requested an analysis of the cost to the City of maintaining streets that are the continuation of State Highway Routes Within City (we will use the acronym SHRWC to represent these streets). The maintenance of their routes by the State generally ends at the City line (except for some small segments shown on the attached map as "area of state maintenance"). This includes Alternate 40, MD Rt 144, MD Rt 58, MD Rt 60, MD Rt 632, US Route 11, MD Rt 64, and MD Rt 65. In addition, the State paves Route 40 but the City performs all other maintenance to Franklin and Washington Streets between Cannon Avenue and Nottingham Road.

The purpose of the study would be to determine the annual cost to the City to maintain these SHRWC streets. The total centerline miles maintained by the City are 117.86. The total centerline miles of the SHRWC is 14.50 miles including 11.51 miles that the City fully maintains and 2.99 miles of Route 40 that the City maintains everything except for the paving.

2. Map

Attached you will find a map that shows all the routes that are considered in this study. Each State route is mapped as if it continues into the City and each is color coded. The length of the route within the City is provided on the map and the data is summarized in the table below:

Street Assumptions	Length	Average width	Estimated area of street	# of bridges
Route 64 (Jefferson/Cleveland Ave)	0.7 miles	36 feet	133,056 sf	1
Alternate 40 (Frederick Street)	1.6 miles	41 feet	346,368 sf	2
Route 65 (Locust Street)	1.37 miles	30 feet	217,008 sf	0
Route 60 (Potomac Avenue)	2.08 miles	44 feet	483,226 sf	0
Route 632 (Maryland Avenue)	0.16 miles	54 feet	45,619 sf	0
Route 11 (Virginia Ave., Burhans Blvd. and Pennsylvania Avenue)	3.64 miles	38 feet	730,329 sf	5
Route 144 (Washington Street)	0.86 miles	38 feet	172,550 sf	0

Route 58 (Salem Avenue)	1.10 miles	37 feet	214,896 sf	0
SUBTOTAL	11.51 miles		2,343,052 sf	8
Route 40 (Franklin Street and Washington Street & Avenue)	2.99 miles	36 feet	568,339 sf	0
TOTAL	14.50 miles		2,911,391 sf	8

3. Factors Considered

The attached spreadsheet shows our calculations on how we arrived at the cost to maintain the SHRWC. The following factors were considered as part of this analysis:

- **Paving** – The cost to mill and overlay a street was based on this methodology: 1) assume a street is paved once in a 25 year period, 2) cost to mill and pave the 2,343,052 square feet of street was determined in today's dollars; and 3) the annualized cost of that value was projected out over 25 years with a 4% interest factor
- **Snow Operations** – All labor, vehicles and chemicals that are used for snow operations. This total cost is divided by the total centerline miles of streets to get the cost per street per mile. This is then applied to the State routes in the City
- **Street Sweeping Operations** – All labor, vehicles that are used for street sweeping operations. This total cost is divided by the total centerline miles of streets to get the cost per street per mile. This is then applied to the State routes in the City
- **Traffic Signs** – All labor, vehicles and materials that are used for sign maintenance and management. This total cost is divided by the total centerline miles of streets to get the cost per street per mile. This is then applied to the State routes in the City
- **Patching and Storm Drain Upgrades** – All labor, vehicles and materials that are used for routine pavement maintenance and storm drain inlet maintenance. This total cost is divided by the total centerline miles of streets to get the cost per street per mile. This is then applied to the State routes in the City
- **Bridges** – We considered the cost of major rehabilitation work and that cost was based on this methodology: 1) assume a bridge is rehabilitated once during a 25-year period, 2) cost to rehabilitate the eight structures is assumed to be \$400,000 each in today's dollars; and 3) the annualized cost of that value was projected out over 25 years with a 4% interest factor

Factors not considered included the following:

1. *street trees* which we feel the City would be responsible for regardless of the State maintaining these streets,
2. *traffic signals* as the State pays us to maintain their signals and,
3. *sidewalks* as the State will not maintain the sidewalks and we would continue to have to issue notices to adjoining property owners.

4. Analysis

Please refer to the attached spreadsheet for more details. The following chart summarizes the costs factored into this analysis:

Maintenance Operation	Total Average Annual Cost (over the entire 117.86 miles of street network)	Average Annual Cost Per Centerline Mile	Total Annualized Cost for City to maintain the 14.50 miles of SHARWC
Street Paving			*\$167,511
Snow Operations	\$396,029	\$3,360	\$48,720
Street Sweeping Operations	\$407,620	\$3,458	\$50,141
Traffic Sign Operations	\$196,288	\$1,665	\$24,143
Patching and Miscellaneous Repairs	\$188,942	\$1,603	\$23,243
Storm Drain Repair and Maintenance	\$147,134	\$1,248	\$18,096
Bridge Rehabilitation	N/A, (exact # of bridges evaluated is eight)	N/A, (exact # of bridges evaluated is eight)	\$204,832
TOTAL			\$536,686

** Does not include Route 40, based on 11.51 miles*

Therefore, based on the assumptions made above, we estimate the cost to maintain the State Highway Routes Within the City at **\$536,686** annually. A couple other points:

- Overhead for personnel is included in all items except “paving” and “bridges”
- Further study could reveal other costs, this is a preliminary calculation of the major cost factors

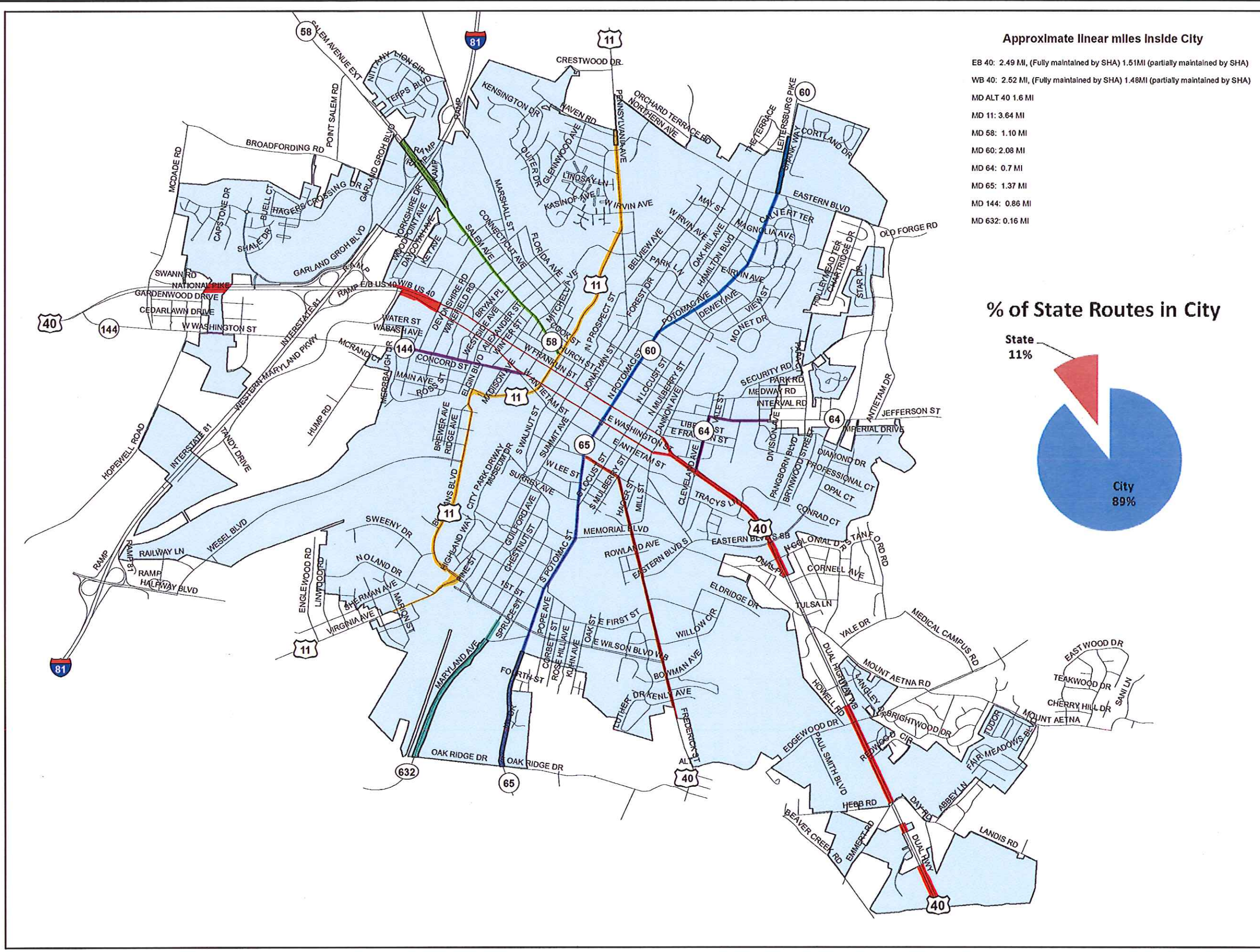
Staff will be available to discuss any questions the Mayor and Council may have.

Attachments: * Map
 * Spreadsheet

c: Eric Deike
Jim Bender

CITY OF HAGERSTOWN, MD						
COST PER MILE FOR STREET MAINTENANCE AND REPAIR						
Snow Operations: Account 0121001						
snow plowing, hauling, chemicals for street and sidewalks						
2010-2011	\$419,242					
2011-2012	\$117,718					
2012-2013	\$276,103					
2013-2014	\$626,255					
2014-2015	\$540,828					
	\$1,980,146					
Average per year		\$396,029				
Miles of streets		117.86				
Cost per street mile		\$3,360				
Sweeping Operations: Account 0122001						
Two sweepers run 5 days per week (on average) minimum 10 months per year						
2010-2011	\$420,307					
2011-2012	\$427,199					
2012-2013	\$388,363					
2013-2014	\$410,356					
2014-2015	\$391,876					
	\$2,038,101					
Average per year		\$407,620				
Miles of streets		117.86				
Cost per street mile		\$3,458.00				
Traffic Sign Operations: Account 0116004						
Furnish and installation of street signs, line striping						
2010-2011	\$208,603					
2011-2012	\$196,136					
2012-2013	\$168,956					
2013-2014	\$198,991					
2014-2015	\$208,755					
	\$981,441					
Average per year		\$196,288				
Miles of streets		117.86				
Cost per street mile		\$1,665.00				
Paved Street Operations: Account 0124002						
Pothole repair, sidewalks & curb repair, animal removal, etc.						
2010-2011	\$270,415					
2011-2012	\$146,303					
2012-2013	\$195,311					
2013-2014	\$146,224					
2014-2015	\$186,457					
	\$944,710					
Average per year		\$188,942				
Miles of streets		117.86				

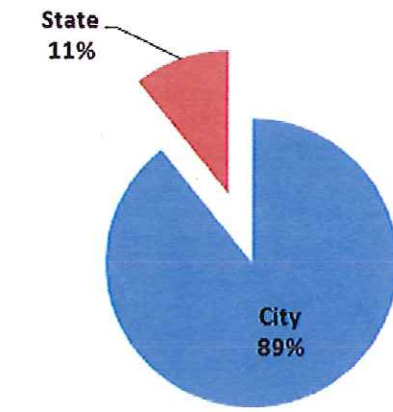
Cost per street mile		\$1,603.00			
Storm Drains: Account 0124004					
Repair and maintenance of storm drains					
2010-2011	\$92,853				
2011-2012	\$186,204				
2012-2013	\$169,786				
2013-2014	\$155,717				
2014-2015	\$131,111				
	\$735,671				
Average per year		\$147,134			
Miles of streets		117.86			
Cost per street mile		\$1,248.00			
Street Paving					
2,343,052 sf of street X 2"/12 X144 #/cf /2000 X \$71/ton=\$1,996,280 current value to pave all streets					
2,343,052 sf /9 X \$2/sy =\$520,678 current value to mill all streets					
\$1,996,280 + \$520,678 + \$100,000 (pavment markings) = \$2,616,958 total current value					
\$2,616,958 x 0.06401 = \$167,511 annualized cost assuming 4% interest rate					
Bridges (major rehabilitation costs)					
\$400,000/bridge X 8 structures = \$3,200,000 current value to reahab all eight bridges one time					
\$3,200,000 X 0.06401 = \$204,832 annualized cost assuming 4% interest					



Approximate linear miles inside City

EB 40: 2.49 MI, (Fully maintained by SHA) 1.51MI (partially maintained by SHA)
 WB 40: 2.52 MI, (Fully maintained by SHA) 1.48MI (partially maintained by SHA)
 MD ALT 40 1.6 MI
 MD 11: 3.64 MI
 MD 58: 1.10 MI
 MD 60: 2.08 MI
 MD 64: 0.7 MI
 MD 65: 1.37 MI
 MD 144: 0.86 MI
 MD 632: 0.16 MI

% of State Routes in City



- Legend**
- Route Name**
- MD 11
 - MD 144
 - MD 40
 - MD 58
 - MD 60
 - MD 632
 - MD 64
 - MD 65
 - MD ALT 40
 - Area of State Maintenance
 - Corporate Boundary



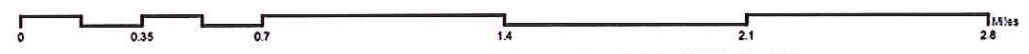
Map of State Highway Routes continued into City Limits

City of Hagerstown
 Dept. of Parks & Engineering

Drawn: 12/17/2015

Revised: 02/29/2016

Drawing: 73-138-01



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

Topic:

Proposed "Hagerstown Tournament of Champions" Little League Tournament

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

tournament_of_champions.2016.pdf

Description

Proposed "Hagerstown
Tournament of Champions"
Little League Tournament



CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

June 3, 2016

TO: Valerie Means, City Administrator
FROM: Rodney Tissue, City Engineer *R. Tissue*
RE: Proposed "Hagerstown Tournament of Champions" Little League Tournament

1. Background:

Over the last several weeks, a group of local little league officials have expressed an interest in developing an annual tournament played between a team representing each of the four Little Leagues (American, Federal, National, West End) that have players that live in the City. The victor would be designated as the "city champion" and will be given the championship trophy similar to the "Grid Iron Classic" for high school football.

2. Mayor & Council Action Requested:

The Council is asked to review the attached proposal from the National Little League, provide input, and hopefully endorse and support their endeavor.

3. Discussion:

The attached information from the National Little League summarizes how the two day tournament would work.

Assuming the Council endorses this request, the group is simply requesting the City:

- Provide the initial trophy (estimated cost is \$300) that will be passed to the winner each year.
- That a City elected official give the champions the trophy at a presentation at Municipal Stadium before the Suns game on Saturday June 18th.

Staff will be present along with representatives from the little league group to discuss this matter with the Mayor and City Council.

Attachments: * Letter dated 5/12/16

RAT:jj

c: Junior Mason
Mark Haddock
Amy Riley



NATIONAL LITTLE LEAGUE OF HAGERSTOWN

P.O. Box 909

Funkstown, Maryland 21734

May 12, 2016

Mayor and City Council
City of Hagerstown
1 E. Franklin Street
Hagerstown, Maryland 21740

Re: 2016 Hagerstown Tournament of Champions
City Championship

Dear Mayor and Council Members:

I write to you on behalf of the four City Little League organizations: National Little League, American Little League, Federal Little League and West End Little League. Each league has committed to participating in a four-team tournament for the City Championship which would be held at the conclusion of each league's regular season.

The logistics of the tournament are still in the fine-tuning phase, but would basically be as follows:

1. Each league would crown their regular season major champion which would then represent the league in the City Tournament;
2. The tournament would consist of four games, two (2) to be played on Thursday, June 16, 2016 and two (2) games to be played on Saturday, June 18, 2016. The seeding would be done by random draw with the winners of the first two (2) games playing each other in the City Championship Game on Saturday;
3. Each year one of the four leagues will host all of the games on a rotating basis annually. For 2016, National Little League will host the games, provide a game director and umpires; and
4. The winner would be presented a trophy from the City by the Mayor and/or Council Members. This presentation will be done at Municipal Stadium, before the Suns game on Saturday, June 18th.

Mayor and City Council
City of Hagerstown
May 12, 2016
Page 2

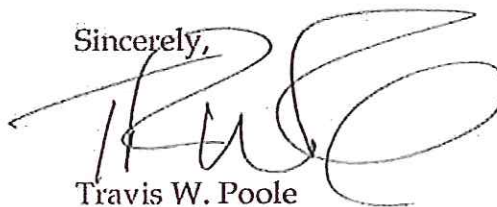
We are looking for the Mayor and City Council to officially recognize this event and to openly support it. The Hagerstown Suns have agreed to be our flagship sponsor and we are in the process of securing sponsors for various expenses that will be incurred to host the games. It is my understanding, through the Parks and Recreation Department, that the City can and will provide a trophy can be given to the winner of the tournament each year.

We believe this will be an excellent event to showcase the City of Hagerstown and to bring together players and families from different parts of the City. It will be a positive experience that hopefully establishes a new tradition to highlight the best aspects of competition, fair play and good sportsmanship that Little League has to offer.

Please contact me to confirm the members of the Council that plan to attend the trophy presentation. I also invite you to come out to the games on Thursday and Saturday.

Thank you in advance for your time and consideration.

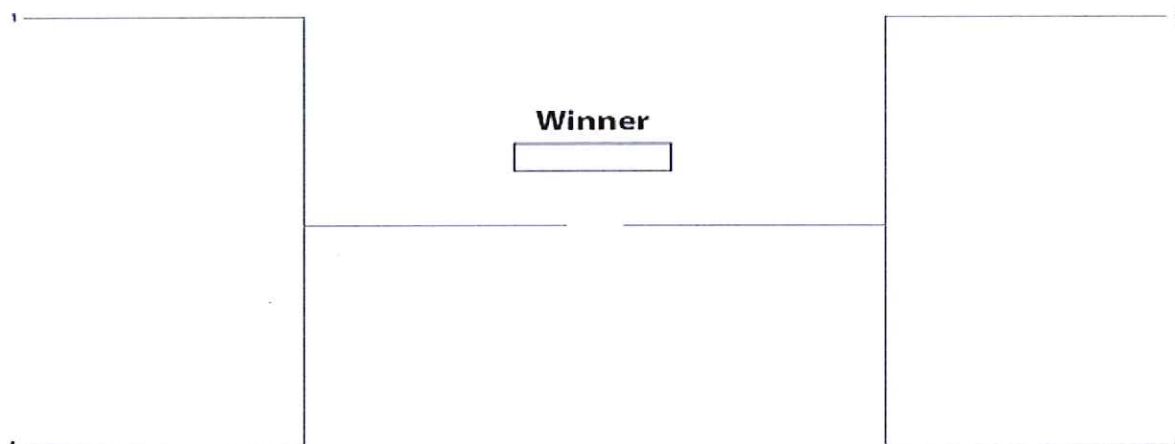
Sincerely,

A handwritten signature in black ink, appearing to read 'TP', with a large, stylized flourish extending from the end of the signature.

Travis W. Poole
President
National Little League
301-639-1293
camcrz@gmail.com

cc: Rodney Tissue
Junior Mason

City Championship Bracket Drawing and Game Information Meeting



- Draw positions. 1 plays 4, 2 plays 3.
 - Schedule:
 - Thursday, June 16th, 6pm – Game 1, Draw 1 is Visitors vs Draw 4, home team
 - Thursday, June 16th 8pm approx – Game 2, Draw 2 is visitor vs Draw 3, home team
 - Saturday, June 18th, 12:00 – Consolation Game, loser game 1 is visitor vs loser game 2, home team
 - Saturday, June 18th, 3:00 – Championship Game, Game 1 winner is visitor vs Game 2 winner, home team
 - Saturday, June 18th, 6:45 – Championship Team Line up at Municipal Stadium, prior to the Suns 7:05 Start for presentation of the trophy.
 - Tournament Rules apply.
 - Bob Weaver, District 1 Little League Director will be Game Director for each game.
 - Umpires will be provided by National Little League from the pool of District Umpires.
 - Warm up times are attached.
 - Manager's cell and e-mail information and league official cell and e-mail information shall be forwarded to Jim Kershner at jfk@myactv.net by Monday, June 6th.
 - Player rosters for each team shall be forwarded to Jim Kershner at jfk@myactv.net by Monday, June 13th. The requisite form is attached.
 - National Little League hopes to use the Game Changer system for scorekeeping. Live updates should be available.
 - Please make certain we are aware if a representative from your team's sponsor will be present. We will acknowledge them if you'd like.
 - We have arranged with the City for a trophy. It will be a traveling trophy and is not to be kept by any league for more than the term of the title. It will be labeled with your teams name and league and continuously added to each year. The District Little League Administrator shall be the caretaker of the trophy.
 - Host league is responsible for: Scorekeeper, announcer, scoreboard and pitch count.
 - Only players that played for the League Championship full time during the season will be permitted to play.
 - Entrance to the Suns game by the players is still pending, we believe it will be gratis. Entrance by all others, parents ect, will be at their expense.
 - Trophy Presentation will be done by: a representative of the host league, the District Little League Administrator and a representative of the City of Hagerstown. It will be done to the Manager and players of the team on the field prior to the Suns game.
 - National Little League will coordinate Media Representation.
-

City Championship Pregame Times

Game 1 – Thursday, June 16th

- 17:00 – Batting cages open, each team has their own cage
- 17:30 – Visiting Team has the field for 10 minutes
- 17:40 – Home Team has the field for 10 minutes
- 17:45 – Line ups must be submitted to the press box
- 17:50 – Home Plate meeting
- 17:55 – Teams announced & National Anthem
- 18:00 – Game 1 Starts

Game 2 – Thursday, June 16th

- 19:00 – Batting cages open, each team has their own cage. This will be during Game 1. The team must vacate immediately if the team playing needs to warm up a pitcher. More time will be allotted if necessary.
- 10 Minutes following the conclusion of Game 1, Visiting Team has the field for 10 minutes
- 15 Minutes following the conclusion of Game 1, Game 2 line ups must be submitted
- 20 Minutes following the conclusion of Game 1, Home Team has the field for 10 minutes
- 10 Minutes prior to the start – Home Plate meeting
- 5 Minutes prior to the start – Teams announced
- As close to 20:00 as possible – Game 2 Starts

Consolation Game – Saturday, June 18th

- 11:00 – Batting cages open, each team has their own cage
- 11:30 – Visiting Team has the field for 10 minutes
- 11:40 – Home Team has the field for 10 minutes
- 11:45 – Line ups must be submitted to the press box
- 11:50 – Home Plate meeting
- 11:55 – Teams announced & National Anthem
- 12:00 – Consolation Game Starts

Championship Game – Thursday, June 18th

- 14:00 – Batting cages open, each team has their own cage. This will be during Game 1. The team must vacate immediately if the team playing needs to warm up a pitcher. More time will be allotted if necessary.
- 14:30 – Visiting Team has the field for 10 minutes
- 14:40 – Home Team has the field for 10 minutes
- 14:45 – Line ups must be submitted to the press box
- 14:50 – Home Plate meeting
- 14:55 – Teams announced & National Anthem
- 15:00 – Championship Game Starts

Trophy Presentation

- Will be a Municipal Stadium prior to the 7:05 start of the Hagerstown Suns vs Greenville Drive. National Little League will provide a coordinator to get your team into the field and in position to receive the trophy prior to the game.

League:

League Contact: _____

Cell: _____ E-Mail: _____

Manager: _____

Cell: _____ E-Mail: _____

Players:

Number

Name

League Age

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be from a notebook or a standard writing template.

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

Topic:

Housing Summit Update

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates: