

Mayor and Council

94th Special Session, Work Session, and Executive Session

June 14, 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."*

"Standing as I do, with my hand upon this staff, and under the folds of the American flag, I ask
you to stand by me so long as I stand by it." Abraham Lincoln

1:00 PM WORK SESSION

- 1:00 PM** 1. Summary of 2016 General Assembly Session
- 2:00 PM** 2. 94th SPECIAL SESSION - Approval of an Application Permit for Tour of Washington County - June 17, 2016
- 2:10 PM** 3. Proclamation: Flag Day - June 14, 2016
- 2:20 PM** 4. Proclamation: Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month
- 2:25 PM** 5. Preliminary Agenda Review
- 2:35 PM** 6. Women's Club Parking Request for the Rochester Parking Lot
- 2:50 PM** 7. Red Light Camera Update
- 3:05 PM** 8. Body Worn Camera Project
- 3:15 PM** 9. Vacant Structures Program Update

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

Summary of 2016 General Assembly Session

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

94th SPECIAL SESSION - Approval of an Application Permit for Tour of Washington County - June 17, 2016

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

ToWC_Bike_Race_Motion.pdf
061416_MCC_Memo_-
_Tour_of_Washington_County_Bike_Race.pdf
Tour_of_Washington_County_Application-Permit.pdf

Description

Motion
Memo
Application

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: June 14, 2016

TOPIC: **Approval of an Application/Permit for The Tour of Washington County
Bike Race Kickoff – June 17, 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 The Tour of Washington County Bike Race Kickoff in the Hagerstown Arts & Entertainment District on Friday, June 17, 2016 from 5:00 p.m. to 10:30 p.m.

DATE OF PASSAGE: 06/14/2016



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator

FROM: Lauren Metz, Community Events Coordinator

DATE: June 9, 2016

SUBJECT: Tour of Washington County Bike Race Kickoff Open Container Law Exemption

Staff seeks approval of the attached Application/Permit from the Maryland Theatre for an open container law exemption during the Tour of Washington County Bike Race Kickoff on June 17, 2016. All liquor sales will be contained to the courtyard of the Maryland Theatre. If approved by the Mayor and City Council, this application will go to the Liquor Board for review and final approval.

Background

The 2016 Meritus Health Tour of Washington County Kickoff Criterium is scheduled for June 17, 2016. At the February 23, 2016 Mayor and Council session a request for street closure was sought and approval was provided. The event itself will start at the intersection of Potomac Street and Antietam Street, riders will head south on Potomac, turn right onto W. Baltimore Street, right onto Hood Street, right onto Summit Avenue, right onto W. Washington Street to the Public Square, and then right onto Potomac Street to reach the start/finish line.

Attachment: MD Theatre Permit Application: Tour of Washington County Bike Race Kickoff – June 17, 2016

c: Jill Frick, Director of Community and Economic Development
Jessica Green, Executive Director of the Maryland Theatre

APPLICATION/PERMIT

The undersigned does hereby make application to the City of Hagerstown, Maryland, to utilize the property/facilities of the City more particularly described as follows:

A portion of the Maryland Theatre Courtyard (see map attached hereto as Attachment A)

on Friday, June 17, 2016 from 5:00 p.m. to 10:30 p.m.

The term applicant is defined as any person, firm, corporation or legal entity of whatsoever nature or kind 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 will be hosting a VIP viewing area for the 2016 Tour of Washington County Bike Race Kickoff on Friday, June 17, 2016 from 5:00 p.m. to 10:30 p.m. They will be selling alcoholic beverages to persons in this area who are of legal drinking age and non-alcoholic beverages.

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 Theatre
Applicant Address: 21 South Potomac Street, Hagerstown, MD 21740

and to bind said person, firm or legal 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 he/she/it shall:

1. Abide by all rules applicable to the facility utilized and/or any promulgated by the City and contained in this application (See Attachment B).
2. Abide by all Statutes, Acts, Ordinances, and Regulations applicable to the use of the area.
3. The applicant does hereby agree that if necessary he/she/it shall be responsible for and obtain all necessary permits, licenses, 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. The applicant agrees that he/she/it 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. 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. The

Applicant shall abide by all rules applicable to the facility utilized and/or any promulgated by the City and contained in this application (See Attachment B).

5. The applicant further agrees that the premises shall 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.
6. It is understood by the applicant that this permit is subject to all of the terms, obligations, conditions and reservations set forth in this agreement 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 herein shall govern and prevail.

Date: _____

Name of Applicant: Maryland Theatre

By: _____

Address: 21 South Potomac St., Hagerstown, MD 21740

Telephone: (301)790-3500

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 A



PROPOSED LAYOUT
FOR

TOUR OF WASHINGTON COUNTY KICK-OFF

LAST REVISED: 6/7/16

ATTACHMENT B

It is understood by the applicant that this permit is subject to the terms and conditions below.

1. A portion of the Maryland Theatre Courtyard (see map attached hereto as Attachment A) during the festival is leased for \$1 to the Maryland Theatre from 5 p.m. to 10 p.m. on June 17, 2016.
2. The Maryland Theatre is a nonprofit institution.
3. The Maryland Theatre will serve only beer and wine and will limit this activity to individuals who are legally able to drink alcohol and are in the fenced-in area and are designated as paid attendees.
4. The Maryland Theatre will sign this permit and Hold Harmless Agreement (see next page), as well as, endorse the City of Hagerstown as an additional insured on a two million dollar (\$2,000,000) insurance policy.
5. The representatives from The Maryland Theatre will limit the entrances to the event to paid ticket holders only.

CITY OF HAGERSTOWN
HOLD HARMLESS AGREEMENT

Lessee/User: Maryland Theatre

Event/Use: Tour of Washington County Bike Race Kickoff

Location: A portion of Maryland Theatre Courtyard (see map hereto as Attachment A)

Date(s) of Use: Friday June 17th, 2016 from 5:00 p.m. to 10:00 p.m.(street closure at 5:00 p.m.)

The Lessee/User 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 Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User 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 Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Witness: _____ Maryland Theatre
Lessee/User

Witness: _____
By (Signature and Title)

Date: _____
21 South Potomac St.
Street
Hagerstown, MD 21740
City, State, Zip
(301)790-3500
Telephone

Return to: Lauren Metz
Community Events Coordinator
City of Hagerstown
14 North Potomac St., Suite 200
Hagerstown, MD 21740
(301) 739-8577, Extension 116

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

Topic:

Proclamation: Flag Day - June 14, 2016

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Proclamation: Lesbian, Gay, Bisexual and Transgender (LBGT) Pride Month

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Preliminary Agenda Review

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

June_21__2016_Prelim.pdf

Description

Preliminary Agenda Review -
Agenda



**95TH REGULAR SESSION
MAYOR & CITY COUNCIL
JUNE 21, 2016
AGENDA**

Preliminary Agenda

7:00 p.m. REGULAR SESSION – Council Chamber, 2nd floor, City Hall

- I. CALL TO ORDER** - Mayor David S. Gysberts
- II. INVOCATION** - Mayor David S. Gysberts
- III. PLEDGE TO THE FLAG**
- IV. ANNOUNCEMENTS**
 - A. Rules of Procedure – *Adopted September 24, 2013*
 - B. Use of cell phones during meetings is restricted
 - C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.
 - D. Meeting Schedule
 - 1. Tuesday, July 5, 2016 – No Meeting
 - 2. Tuesday, July 12, 2016 – No Meeting Work Session at 4:00 p.m.
 - 3. Tuesday, July 19, 2016 – Work Session at 4:00 p.m.
 - 4. Tuesday, July 26, 2016 – Regular Session at 7:00 p.m.
- VI. CITIZEN COMMENTS**
- VII. PUBLIC HEARINGS**
 - Local Conversion Overlay - 400 Jonathan Street
- VIII. CITY ADMINISTRATOR COMMENTS**
- IX. MAYOR & COUNCIL COMMENTS**
- X. MINUTES**
 - (May 3, 2016, May 5, 2016, May 10, 2016, May 17, 2016, and May 24, 2016)
- XI. CONSENT AGENDA**
 - A. Department of Community and Economic Development
 - 1. Street Closure Request – Hagerstown Hopes Pride Fest (July 16, 2016) and Washington County Free Library Comic-Con (August 13, 2016)
 - 2. Hagerstown Hopes Pride Fest Open Container Law Exemption
 - B. Information Technology, Communications, and Support Services:
 - 1. MUNIS Transparency Portal Module – Tyler Technologies (Dallas, TX) \$ 14,500.00
 - 2. Replay Call Recording Solution for Customer Service – Glessner Protective Services, Inc. (Hagerstown, MD) \$ 16,441.00

Consent Agenda Continued

C. Department of Parks and Engineering:

1. Engineering: Energy Upgrades at City Buildings – American Energy Services (Frederick, MD)
\$ 49,044.00
2. Parks: 2017 Ford F550 Dump Truck, Replacement of Unit 308 – McCafferty Ford (Mechanicsburg, PA)
\$ 68,285.00

D. Police Department:

1. Purchase of Crime Cameras – Skyline Technology Solutions (Glen Burnie, MD) \$ 46,402.68

E. Department of Utilities:

1. Light: Exterior Repairs and Painting to HLD Facility – Excel Painting Co. (Baltimore, MD) \$ 32,000.00
2. Water: Cathodic Protection for Orchard Hills/Henson Water Tanks – Freeman Industries, Inc. (Dorset, OH) \$ 21,000.00
3. Wastewater: Muffin Monster Equipment - JWC Environmental (Santa Ana, CA) \$ 16,215.00

XII. UNFINISHED BUSINESS

- ✓ A. Approval of a Resolution: Annexation of Stormwater Parcel LLC, 250 Eastern Boulevard

XIII. NEW BUSINESS

- ✓ A. Introduction of an Ordinance: Local Conversion District Overlay - 400 Jonathan Street
- ✓ B. Approval of an Agreement: Pinnacle
- C. Approval of FY17 CDBG Annual Action Plan
- D. Approval of Amendments to Prior CDBG Action Plans
- E. Approval of Purchase of 2016 Ford F550 Replacement for Wastewater Unit 508 – McCafferty Ford (Mechanicsburg, PA) \$ 122,708.00
- F. Approval of City Funding Support for The Maryland Theatre Expansion: Architect/Design Phase
- G. Approval of Workers' Compensation Insurance, Excess Insurance, and Surety Bond:
- TPA Services for Workers' Compensation – PMA Management Corporation (Blue Bell, PA)
\$ 32,040.00
 - Approval of Worker's Compensation Security Deposit Bond – Safety National Casualty Corporation (St. Louis, MO) \$ 38,100.00
 - Excess Insurance Services for Workers' Compensation – Safety National Casualty Corporation (St. Louis, MO) \$ 164,035.00
- ✓ H. Approval of Acceptance of Grant – Hagerstown Fire Department
- I. Approval of Reimbursement to Washington County for Second half of FY16 for the Narcotics Task Force – Washington County Treasurer (Hagerstown, MD) \$ 118,866.35
- ✓ J. Approval of Body Worn Camera Project - Five Year Contract – TASER (Scottsdale, AZ) \$ 116,834.06
- K. Approval of Purchase – Four Police Cruisers – Keystone Ford (Chambersburg, PA) \$ 156,802.00
- L. Award of Contract for Hamilton Run Stream Relocation and Watershed Action Plan – Frederick, Siebert & Associates (Hagerstown, MD)

XIV. ADJOURN

- ✓ *Items that have been discussed and reviewed previously or are of a routine nature and, therefore, additional information may not be attached to this agenda.*

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

Topic:

Women's Club Parking Request for the Rochester Parking Lot

Mayor and City Council Action Required:

The Women's Club on South Prospect Street is asking for special parking privileges for the Rochester Parking Lot. Staff is requesting the Mayor and Council review the parking payment options and then provide staff with clear direction on an acceptable payment plan.

Discussion:

The Women's Club on South Prospect Street is asking for special parking privileges for the Rochester Parking Lot. The request is for the suspension of enforcement and to pay a nominal fee of \$20 per month.

On April 19, 2016, representatives from the Women's Club approached the Mayor and Council with parking requests. According to the paperwork submitted by the Club, they are asking for two things. The first request is to use "the metered spaces as needed without being ticketed." They are also asking for unlimited use of the metered spaces at a rate of \$20 per month or \$240 per year.

The Women's Club is located on South Prospect Street. Their website states the following: *"The Women's Club, Inc. is dedicated to promoting the welfare and education of women. Activities are held to raise funds for various charities in support of this mission. The Club offers member avenues to socialize as well as serve the community. A wide variety of activities and interest groups meet on a regular basis. The Programs section of our website includes information on these activities."*

The Women's Club Foundation is the nonprofit, tax exempt arm of the Women's Club. The Foundation provides safe, affordable housing to women of limited means."

Regular activities for the Club includes Club Mah Jongg (weekly), First Wednesday Cards, Book Talk (4th Tuesday) and Round Robin Bridge (monthly). Members pay a fee to be part of the Club and a separate \$20 fee to join the Crossroads Garden Club. Membership fees are not listed on their website.

The Rochester Parking Lot is a Permit Only/Public Parking Lot on the corner of West Washington Street and South Prospect Street and sits to the north of the Club. The lot contains 98 parking spaces of which 23 are metered and the remainder is permit only.

The lot is surrounded by a number of parking spaces along the street. The breakdown of the spaces is as follows:

Location	Meter	Permit	Free
Rochester Lot	23	78	
Prospect St. – Franklin to bridge on Prospect	14		18
Washington St. – Walnut St. to Jonathan St.	46		
Totals	80	78	18

The Club has 17 parking spaces on their site. With 240 members (and growing), they obviously need additional parking for their numerous activities. Their focus has been on the use of the 23 metered spaces in the parking lot itself.

Current cost for parking lot permits is \$48 per month. Metered parking is \$0.50 per hour.

Financial Impact:

The first item to address is the Club's request for the suspension of enforcement. Staff highly recommends against this action. Enforcement is the only means by which drivers will be encouraged to abide by the parking laws. The lack of enforcement also allows "creep" into the program in which parking for free at the meters with no oversight creeps into other parking spaces and areas.

The Club's second request is in regard to payment. As stated earlier, they are offering to pay \$240 per year. This equates to 5 permitted parking spaces for one month or use of all 23 metered parking spaces for 3 full days in any given year. Neither of which will accommodate the needs of the growing membership (240+) of the Club.

Staff offers the following options for the Club for your consideration:

Option #1

The Club simply pays for parking at the current rates. The parking meters in the lot and on the street are \$0.50 per hour. The meters in the lot and on South Prospect are currently 10 hour meters. Parking lot permits would be \$48 per month. A 10% discount could be applied for 10 or more permits purchased and a 25% discount could be applied for 25 or more permits purchased. This would lower the lot passes to \$43.20 per month (10+) or \$36 per month (25+). The permits would only be for the permit only spaces and not the metered locations.

Option #2

When the Club is having an event and is in need of the meters, they can pay for the meters in advance. For example, the Club requests use of the spaces for a 2 hour lunch. The cost would be \$23 (23 spaces x \$0.50/hour x 2 hours = \$23.00) and paid for in advance. Parking staff would coordinate with Parking Enforcement informing enforcement that the meters have actually been paid. This is similar to an arrangement currently underway with Applause Catering in the Central Lot.

Recommendation:

As stated earlier, suspension of parking enforcement is not an option. Enforcement is an integral part of parking without which parking revenues would fall or be non-existent. Staff recommends the Club abide by the current rates and pay accordingly as outlined in Options

#1 and #2. For many years, the City has worked with the Club to provide parking at little to no cost. Use of the Rochester Parking Lot has changed over the years and will continue to evolve. Inserting parking agreements that includes special rates and conditions that cannot be enforced or applied to any other entity is difficult to manage and unfair to other entities using the parking lot.

Motion:

none

Action Dates:

none

ATTACHMENTS:

File Name

Women_s_Club_request_on_parking.pdf

Description

Memo Women's Club
Parking Request



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

(301)739-8577 ext. 178

June 8, 2016

To: Valerie Means, City Administrator

From: Eric B. Deike, Director of Public Works *EBD*

Re: Women's Club Parking Request for the Rochester Parking Lot

Action Requested

The Women's Club on South Prospect Street is asking for special parking privileges for the Rochester Parking Lot. Staff is requesting the Mayor and Council review the parking payment options and then provide staff with clear direction on an acceptable payment plan.

Discussion

On April 19, 2016, representatives from the Women's Club approached the Mayor and Council with parking requests. According to the paperwork submitted by the Club, they are asking for two things. The first request is to use "the metered spaces as needed without being ticketed." They are also asking for unlimited use of the metered spaces at a rate of \$20 per month or \$240 per year.

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Totals	80	78	18

The Club has 17 parking spaces on their site. With 240 members (and growing), they obviously need additional parking for their numerous activities. Their focus has been on the use of the 23 metered spaces in the parking lot itself.

Current cost for parking lot permits is \$48 per month. Metered parking is \$0.50 per hour.

Parking Payment Options

The first item to address is the Club's request for the suspension of enforcement. Staff highly recommends against this action. Enforcement is the only means by which drivers will be encouraged to abide by the parking laws. The lack of enforcement also allows "creep" into the program in which parking for free at the meters with no oversight creeps into other parking spaces and areas.

The Club's second request is in regard to payment. As stated earlier, they are offering to pay \$240 per year. This equates to 5 permitted parking spaces for one month or use of all 23 metered parking spaces for 3 full days in any given year. Neither of which will accommodate the needs of the growing membership (240+) of the Club.

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Option #2

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Recommendations

As stated earlier, suspension of parking enforcement is not an option. Enforcement is an integral part of parking without which parking revenues would fall or be non-existent.

Staff recommends the Club abide by the current rates and pay accordingly as outlined in Options #1 and #2. For many years, the City has worked with the Club to provide parking at little to no cost. Use of the Rochester Parking Lot has changed over the years and will continue to evolve. Inserting parking agreements that includes special rates and conditions that cannot be enforced or applied to any other entity is difficult to manage and unfair to other entities using the parking lot.

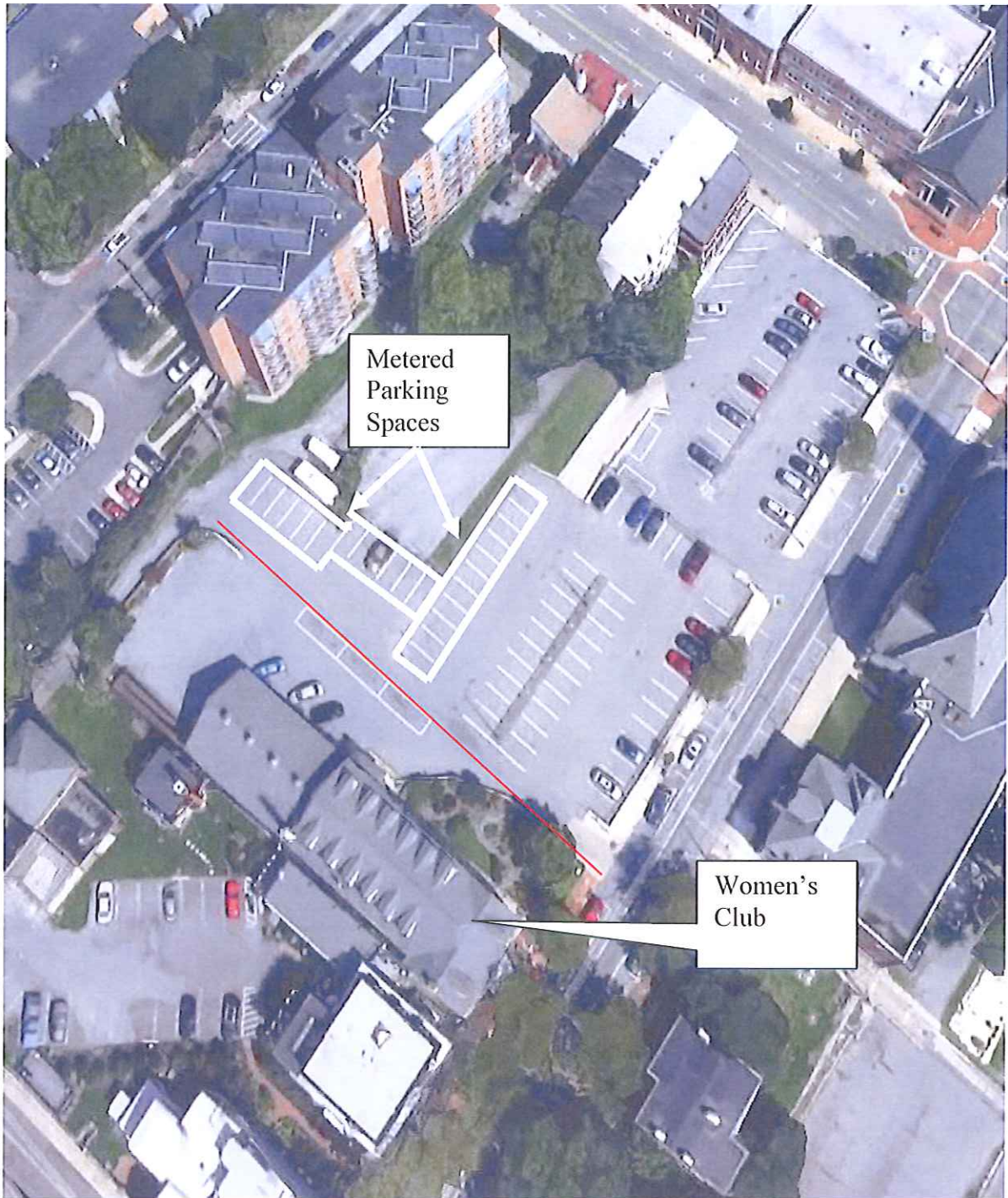
Conclusion

Staff is requesting the Mayor and Council's guidance regarding this request and look forward to discussing this issue at the Tuesday work session.

Att: map of Rochester Lot

cc: Jason Rodgers

Victor Brito



Rochester Parking Lot shown from above

51 W. Memorial Blvd. · Hagerstown, MD 21740
FAX (301)791-6761

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

Topic:

Red Light Camera Update

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-_Red_Light_Camera_Update.pdf

Description

Red Light Camera Memo




CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE
50 N. Burhans Blvd.

Non-Emergency 301-790-3700
Emergency 240-313-4345
Fax 301-733-5513

June 7, 2016

To: Valerie Means,
City Administrator

From: Victor V. Brito, 
Chief of Police

Re: Red Light Camera Update

As part of our ongoing Red Light Camera Project, HPD would like to present an update to you and Mayor and City Council on the status of the project, and to introduce Adam Youssi, Howard County Red Light Program Coordinator. Adam will present a brief overview of the Howard County red light consortium.



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

Topic:

Body Worn Camera Project

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Body_Worn_Camera_Project.pdf

Description

Body Worn Camera Project
Memo




CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE
50 N. Burhans Blvd.

Non-Emergency 301-790-3700
Emergency 240-313-4345
Fax 301-733-5513

June 7, 2016

To: Valerie Means,
City Administrator

From: Victor V. Brito, 
Chief of Police

Re: Body Camera Purchase

As part of our ongoing Body Camera Program, HPD would like to request the approval for the purchase of 60 Axon body cameras and the supporting ancillary equipment and storage.



A Nationally Accredited Law Enforcement Agency

CITY OF HAGERSTOWN
MAYOR AND COUNCIL
PURCHASE/CONTRACT INFORMATION
MEETING OF 6/21/16

Do Not Complete This Section:
APPROVED FOR: _____
CONSENT AGENDA _____
NEW BUSINESS _____

Originating Department Police By Chief Victor V. Brito

Account No. 0110401 5832 Account/Project Name Body Worn Cameras

Budget Amount \$ 416,834.06 54,000 Account Balance 54,000 Year 2017-2018 FY17-FY21 C.I.P. Control No. _____

Unbudgeted * \$ _____ Source of Funds _____ General Fund -HPD op. budget
*(See Department Manager's Comments)

QUANTITY	DESCRIPTION	VALUE
<u>60</u>	<u>Body Cameras (includes chargers, storage, licenses, docking stations)</u>	<u>\$ 51,491.00</u> <u>FY17</u>
<u>1</u>	<u>Maintenance and Storage (follow on fiscal years) \$16,236 x 4</u>	<u>\$ 64,944.00</u> <u>FY18-FY21</u>
<u>1</u>	<u>Shipping and Handling</u>	<u>\$ 399.06</u> <u>FY17</u>

TOTAL VALUE \$ 116,834.06

ABOVE TO BE USED FOR:

Police Patrol Use. This is a continuation of the body camera pilot project continuing as a 5 year project to equip 60 officers.

RECOMMENDED VENDOR:

BUSINESS NAME: TASER

ADDRESS: 17800 N. 85th Street

CITY, STATE: Scottsdale, Arizona 85255-9603

BID/PROPOSAL/QUOTE NO.: Q-71267-2 (Circle one)

OTHER VENDORS:

Firm	City/State	Total Amount
<u>Sole Source</u>	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMENTS

(1) DEPARTMENT MANAGER:

These cameras will work with existing cameras and tasers that are currently used by HPD.

 6-8-16

Signature/Date

(2) PURCHASING AGENT:

Recommend Approval.

 6/8/2016

Signature/Date

(3) FINANCE MANAGER:

Recommend approval & continuation of this vendor since cameras are piloting are same. This is a multi-year contract/agreement.

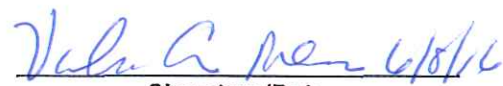
F417 approved bud: 54,000

F418-F421 ongoing license costs annually will be \$16,236 and it is anticipated this future costs will be included in future budget years.

Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Recommend approval

 6/8/16

Signature/Date

TASER International

Protect Life. Protect Truth.

17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737
Fax: (888) 847-8039

Edward Plummer
(301) 790-3700
eplummer@hagerstownpd.org



TASER

Quotation

Quote: Q-71267-2

Date: 5/31/2016 9:37 AM

Quote Expiration: 6/30/2016

Contract Start Date*: 8/16/2016

Contract Term: 5 years

AX Account Number:

110659

Bill To:

Hagerstown Police Dept. - MD
50 N. BURHANS BLVD.
Hagerstown, MD 21740
US

Ship To:

Edward Plummer
Hagerstown Police Dept. - MD
50 N. BURHANS BLVD.
Hagerstown, MD 21740
US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kyle Dayson		kdayson@taser.com	Fedex - Ground	Net 30

*Note this will vary based on the shipment date of the product.

Group1

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
60	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 399.00	USD 23,940.00	USD 5,985.00	USD 17,955.00
60	74020	MAGNET MOUNT, FLEXIBLE, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
60	74021	MAGNET MOUNT, THICK OUTERWEAR, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
60	73004	WALL CHARGER, USB SYNC CABLE, FLEX	USD 0.00	USD 0.00	USD 0.00	USD 0.00
10	74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	USD 1,495.00	USD 14,950.00	USD 0.00	USD 14,950.00
60	87101	BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	USD 180.00	USD 10,800.00	USD 0.00	USD 10,800.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
6,000	85035	EVIDENCE.COM STORAGE	USD 0.75	USD 4,500.00	USD 0.00	USD 4,500.00
2	89101	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	USD 468.00	USD 936.00	USD 0.00	USD 936.00
60	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
1	85146	AXON 1-DAY SERVICE	USD 2,000.00	USD 2,000.00	USD 0.00	USD 2,000.00
10	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	USD 35.00	USD 350.00	USD 0.00	USD 350.00
Group1 Total Before Discounts:						USD 57,476.00
Group1 Discount:						USD 5,985.00
Group1 Net Amount Due:						USD 51,491.00

Group2

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
60	87201	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	USD 180.00	USD 10,800.00	USD 0.00	USD 10,800.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
2	89201	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	USD 468.00	USD 936.00	USD 0.00	USD 936.00
60	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
6,000	85035	EVIDENCE.COM STORAGE	USD 0.75	USD 4,500.00	USD 0.00	USD 4,500.00
Group2 Total Before Discounts:						USD 16,236.00
Group2 Net Amount Due:						USD 16,236.00

Group3

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
60	87301	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	USD 180.00	USD 10,800.00	USD 0.00	USD 10,800.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
2	89301	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	USD 468.00	USD 936.00	USD 0.00	USD 936.00
60	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
6,000	85035	EVIDENCE.COM STORAGE	USD 0.75	USD 4,500.00	USD 0.00	USD 4,500.00
Group3 Total Before Discounts:						USD 16,236.00
Group3 Net Amount Due:						USD 16,236.00

Group4

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
60	87401	BASIC EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	USD 180.00	USD 10,800.00	USD 0.00	USD 10,800.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
2	89401	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	USD 468.00	USD 936.00	USD 0.00	USD 936.00
60	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
6,000	85035	EVIDENCE.COM STORAGE	USD 0.75	USD 4,500.00	USD 0.00	USD 4,500.00
Group4 Total Before Discounts:						USD 16,236.00
Group4 Net Amount Due:						USD 16,236.00

Group5

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
60	87501	BASIC EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	USD 180.00	USD 10,800.00	USD 0.00	USD 10,800.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
2	89501	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	USD 468.00	USD 936.00	USD 0.00	USD 936.00
60	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
6,000	85035	EVIDENCE.COM STORAGE	USD 0.75	USD 4,500.00	USD 0.00	USD 4,500.00
Group5 Total Before Discounts:						USD 16,236.00
Group5 Net Amount Due:						USD 16,236.00

Subtotal	USD 116,435.00
Estimated Shipping & Handling Cost	USD 399.06
Grand Total	USD 116,834.06

Complimentary Evidence.com Tier Upgrade Through September 2016

This quote contains a purchase of either the Basic or Standard Evidence.com license. You will temporarily receive the features available with the Professional license for the Basic and Standard licenses purchased until September 2016. This is a free upgrade to your account so you can enjoy all the benefits of our Professional license tier. In September 2016 you will be prompted to select which users you would like to assign to each tier. This will have no impact on uploaded data.

Axon Pre-order

Thank you for your interest in Axon! This pre-order is a commitment to purchase Axon Body 2 and/or Axon Fleet. Axon Body 2 is available for delivery between 8-10 weeks after purchase date. Axon Fleet is available for delivery between August 1, 2016 and August 14, 2016. You will be notified if there are any delays. TASER reserves the right to make product changes without notice.

**TASER International, Inc.'s Sales Terms and Conditions
for Direct Sales to End User Purchasers**

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and TASER's Master Services and Purchasing Agreement posted at www.taser.com/legal. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to TASER that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Signature: _____

Date: _____

Name (Print): _____

Title: _____

PO# (if needed): _____

Quote: Q-71267-2

Please sign and email to Kyle Dayson at kdayson@taser.com or fax to (888) 847-8039

THANK YOU FOR YOUR BUSINESS!

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

Topic:

Vacant Structures Program Update

Mayor and City Council Action Required:

Consideration of staff's update on the Vacant Structures Program and discussion of next steps to maximize our impact on the health of our neighborhoods and commercial districts.

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

MCC_memo_Vacant_Structures_Program_Update_6_3_16.pdf

VacantStructuresProgramInfo.pdf

Description

Vacant Structures Program
Staff Memo

Vacant Structures Program
Information



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

MEMORANDUM

TO: Valerie Means, City Administrator

FROM: Kathleen A. Maher, Director of Planning & Code Administration
Paul Fulk, Inspections Manager
Chris Wren, Neighborhood Services Program Specialist

DATE: June 3, 2016

SUBJECT: Vacant Structures Program Update

ACTION REQUESTED: Consideration of staff's update on the Vacant Structures Program and discussion of next steps to maximize our impact on the health of our neighborhoods and commercial districts.

BACKGROUND

Conditions which led to the amendments to the Vacant Structures Program

As discussed in 2014, Urban Partners heard loud and clear in the public meetings, as staff heard in the Council Chambers from both our residents and from the Mayor and City Council, that blight and deterioration were growing; we were in fact losing the battle as residents, both longtime and new, tired of the conditions in their neighborhoods. The issue of blight, neglected or mismanaged properties was felt to be pervasive throughout our City. Significant causes of blight were the conditions and activity at vacant structures. Vacant structures easily become neglected and are then the locations of crimes, fires, and nuisance conditions. In addition to other code modifications in 2014, the Mayor and City Council agreed that it was necessary to proactively address vacant structures in order to provide the necessary support for our neighborhoods and residents.

As noted above, both the Mayor and City Council and staff had heard consistently from residents appealing to the City for assistance in our neighborhoods. In the fall-winter of 2013, there were approximately 1,260 vacant residential structures in the city. Based on our research, staff estimated there were another 87 vacant non-residential structures at that time. No neighborhood was immune from the negative effects of vacant structures.

Implementation of a revised Vacant Structures Program

In support of our neighborhoods and the recommendations of Catalyst Project #8 of the Community's City Center Plan, the Mayor and City Council adopted revisions to the City's Vacant Structures ordinances (Chapter 232 and 233) in September 30, 2014 and authorized the hiring of additional Code Administration staff to administer the program.

Identification of vacant structures became the priority of the inspections staff beginning in January 2015. Staffing to coordinate the Vacant Structures Program was in place by April 2015.

Core Provisions of the Vacant Structures Program

1. Entry into the Program
 - Immediately – vacant structures that are foreclosed, blighted, and placarded as uninhabitable ("blighted" structures).
 - After Six Months Vacant – all other vacant structures ("non-blighted" structures).
2. Inspection Schedule
 - Exterior Inspections – immediately for all vacant structures.
 - Interior Inspections – immediately for "blighted" structures; after 12 months in the program for all other vacant structures.
3. Vacant structures required to be maintained to Crime Prevention Through Environmental Design (CPTED) standards.
4. Annual License Fee
 - "Blighted" Commercial Structures – \$500 initially, \$1,000 for each renewal.
 - "Blighted" Residential Structures – \$500.
 - "Non-blighted" Commercial Structures – \$250 initially, \$500 at first renewal, \$1,000 at each subsequent renewal.
 - "Non-blighted" Residential Structures – \$100.
5. Enforcement on Foreclosed Properties – issued to the financial institution.

Intended Outcomes

The Vacant Structures Program is intended to identify and abate contagious blight quickly, deter vandalism and other criminal acts at vacant properties, protect our first responders from unknown conditions at vacant properties, stabilize property values, and improve neighborhood morale through visible enforcement. The provisions of the program were intended to allow staff:

1. to improve our capabilities to protect our neighborhoods from adverse influences posed by unmonitored vacant structures;

2. to protect our first responders by ensuring that vacant structures are secured from illegal access, adequately maintained to prevent unsafe interior conditions, and included in a database accessible to first responders.

UPDATE ON PROGRAM'S FIRST 18 MONTHS

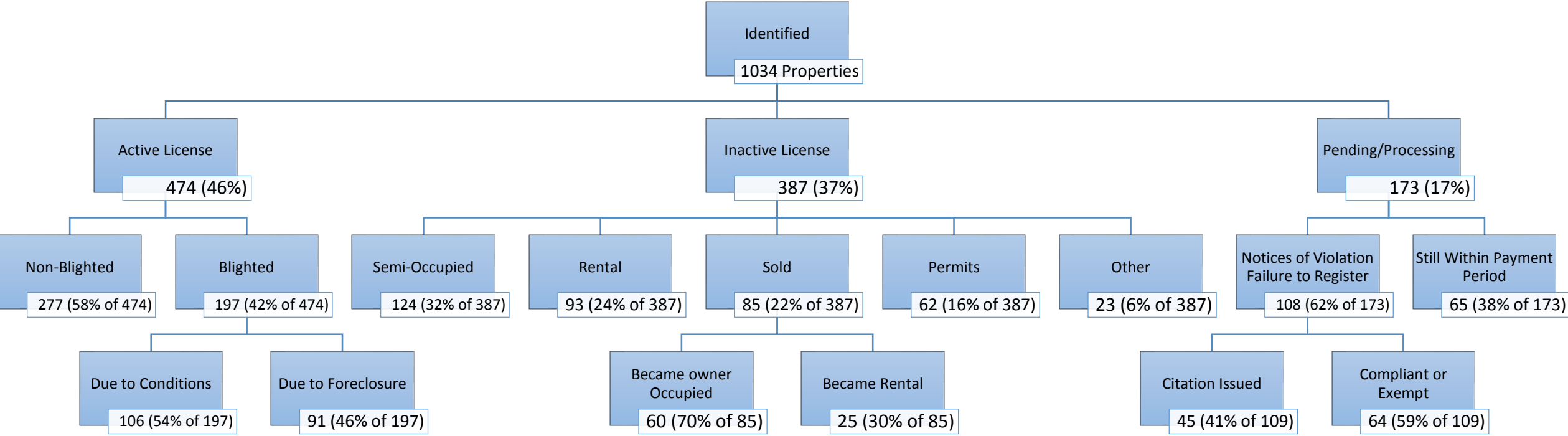
Staff have prepared a powerpoint presentation on our experience administering the Vacant Structures Program since January 2015. This presentation provides data on the numbers of properties identified and registered in the program and inspected to date. Attached are three handouts that break down data for your information as a companion to the presentation. In addition, the presentation identifies challenges we face in administering the program, concerns identified by the public and staff in the application of the program, recommendations on possible code and policy amendments to respond to concerns and improve the effectiveness of the program, identification of areas where State assistance would be beneficial to our efforts, and other initiatives the City could pursue to have a greater impact in our efforts to address blight and improve the quality of our neighborhoods.

Staff will be present at the June 14th work session to provide this presentation and receive input and direction from the Mayor and City Council.

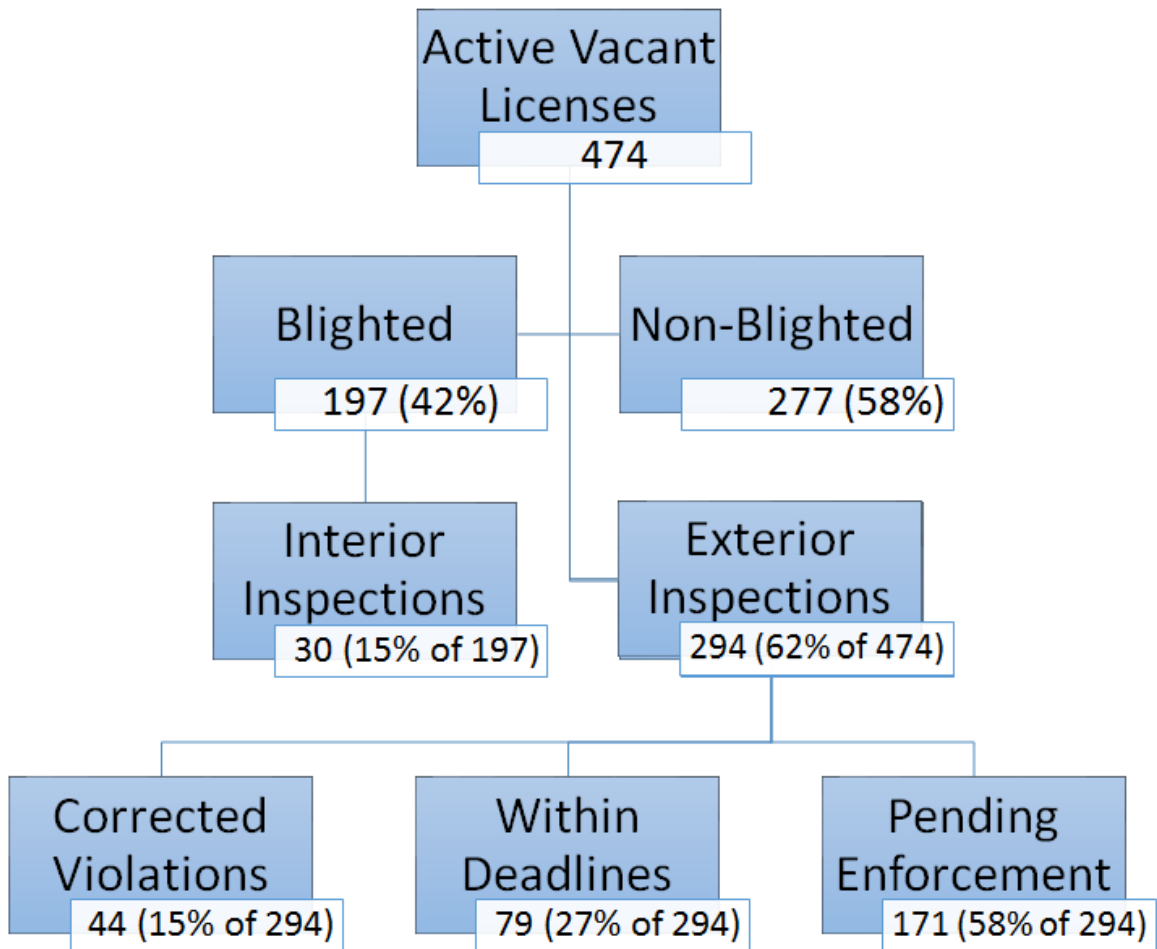
Attachments

c: PCAD Leadership Team
Michelle Hepburn, Finance Director
Karen Paulson, Human Resources Director

Vacant Structures Program: Registration Chart



Vacant Structures Program: Inspections Chart



Active Vacant Licenses

**Density Map
5-4-2016**

