

# **Mayor and Council Work Session October 4, 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."*

---

"Believe you can and you're halfway there."

~Theodore Roosevelt

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

1. Proclamation: Fire Prevention Week
2. Proclamation: National Breast Cancer Awareness Month
- 4:15 PM** 3. Annual Stadium Maintenance - *Rodney Tissue, City Engineer*
- 4:30 PM** 4. Amendments to Water and Wastewater Policy - *Kathleen Maher, Director of Planning & Code Administration; Michael Spiker, Director of Utilities; and Jill Frick, Director of Community & Economic Development*
- 4:50 PM** 5. General Fund Agency Contributions - *Michelle Hepburn, Director of Finance; Rana Rose, Accounting Manager*

## **CITY ADMINISTRATOR'S COMMENTS**

## **MAYOR AND COUNCIL COMMENTS**

## **ADJOURN**

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

---

**Topic:**

Proclamation: Fire Prevention Week

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

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

---

**Topic:**

Proclamation: National Breast Cancer Awareness Month

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

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

---

**Topic:**

Annual Stadium Maintenance - *Rodney Tissue, City Engineer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Proposed\_Stadium\_Improvements.pdf

**Description**

Proposed Stadium  
Improvements



# CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

October 4, 2016

TO: Valerie Means, City Administrator  
FROM: Rodney Tissue, City Engineer *R. Tissue*  
RE: Proposed Stadium Improvements for the 2017 Season

Per the fourth amendment to the lease, the City will invest up to \$35,000 in general stadium improvements each season. In August, we received a request from the Suns staff for some very practical improvements for the 2017 season, aimed specifically at improving the fans' experience at the stadium. The proposed improvements are as follows:

- **Public restroom improvements:** There are two pairs of public restrooms. One pair is under the grandstand from the 1980's and the other pair was built in the mid 1990's and is near the beer garden along left field. The proposed scope of work includes:
  - Repaint floors, walls and ceilings
  - Restore partitions (grandstand restrooms only)
  - Replace sinks, mirrors and fan covers (grandstand restrooms only)
  - Replace sink countertop and stall partitions (left field restrooms only)The total estimated cost is **\$13,900**. This assumes that labor provided by Parks division staff will not be charged to the project.
- **Upgrade lighting with LED fixtures:** Replace old lamps with modern energy efficient LED lights to provide a clean, energy efficient light. Locations include: public restrooms, concourse, front office, locker rooms, game room, team store, and concessions. Field lights are NOT included. The estimated cost, as provided by the contractor who currently providing LED upgrades in several City buildings (a competitively bid contract), is **\$17,500**. This will yield an annual energy and maintenance savings of \$1600.

In addition, we will add new lights and switches on the field side of the clubhouse (bullpen area) with switches for an additional **\$1500**.

- **Replace padding behind home plate:** The Suns indicated that if the City purchases the padding their staff will install it. Estimated cost is **\$2,100**

Staff believes we can complete the above listed work and for a total estimated cost of \$35,000. We cannot complete within budget some of the other lighting upgrades the Suns requested including the lights above the seats in the grandstand (\$3,285) and some other random lights (\$3700).

Staff recommends we proceed with these improvements. We will be present at the next Work Session along with Travis Painter from the Suns to discuss with the Mayor and Council.

Attachment: Pictures

RAT:jj

c: Hagerstown Suns  
Mark Haddock, Parks and Recreation Manager

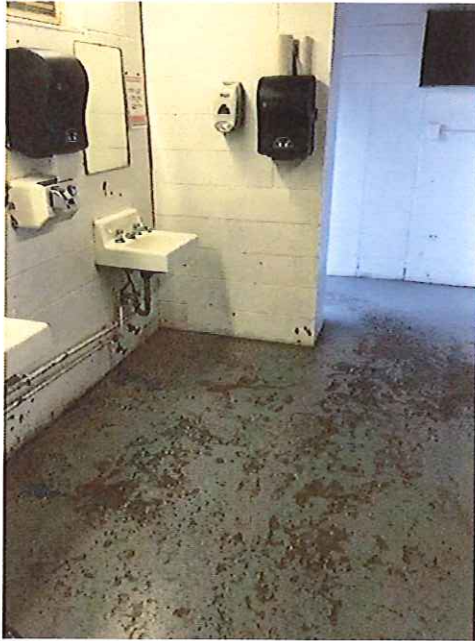
## Parks and Recreation Division

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

## Current Restroom Conditions

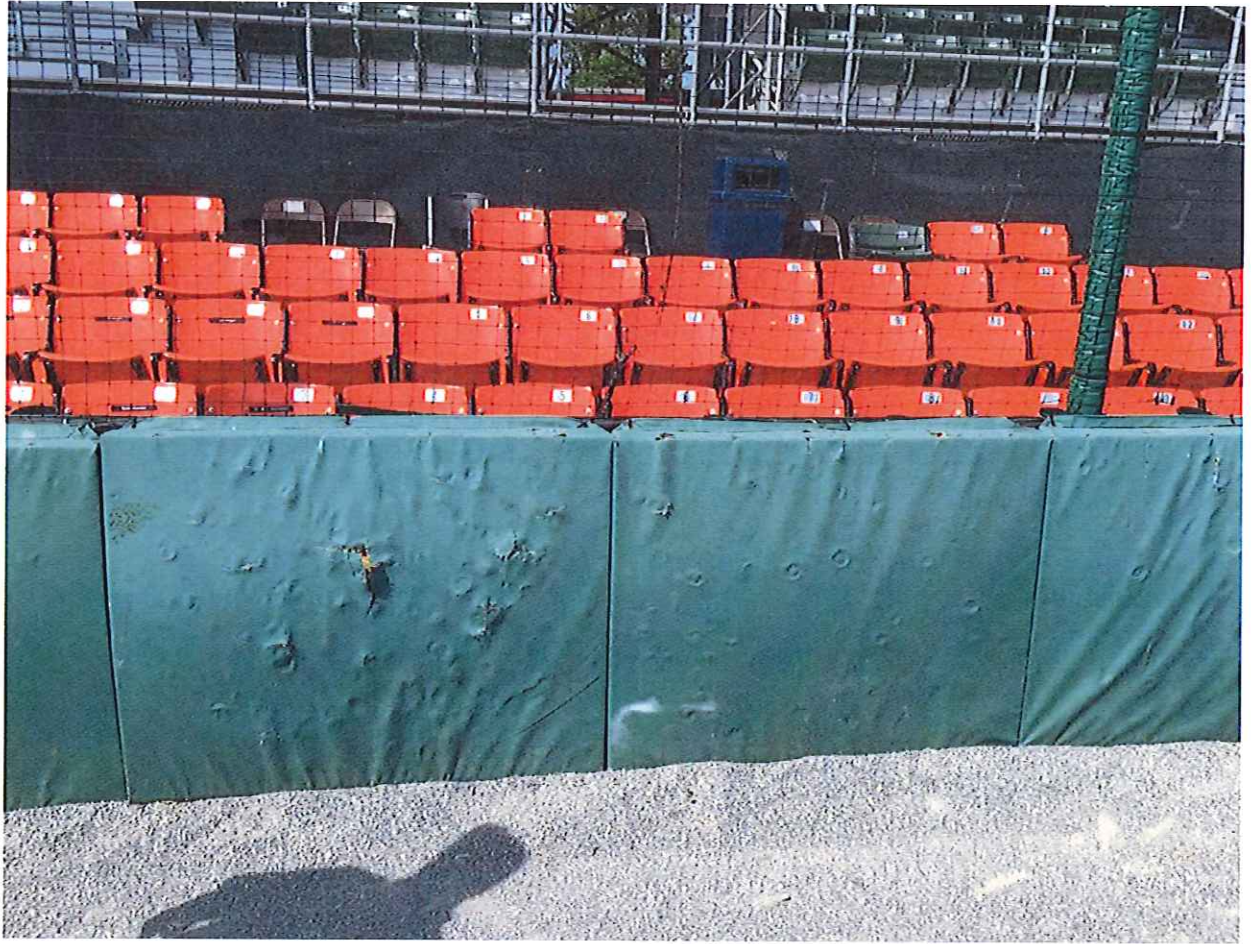




## Current Non-Field Lighting



## Current Padding Behind Home Plate





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

---

## **Topic:**

Amendments to Water and Wastewater Policy - *Kathleen Maher, Director of Planning & Code Administration; Michael Spiker, Director of Utilities; and Jill Frick, Director of Community & Economic Development*

## **Mayor and City Council Action Required:**

Review of proposed amendments to the Water and Wastewater Policy to clarify the intent of Exception #3 and to add a new Exception #8 for Affordable Housing Projects.

## **Discussion:**

### **BACKGROUND**

The City adopted a Water and Wastewater Policy in 2004 to reiterate that extension of water and wastewater services would not be made beyond the Urban Growth Area, as defined in the City's Annexation Policy, unless one of seven exceptions outlined in the policy were granted. The County Water and Sewer Plan utilizes the Urban Growth Area as the limits of planned service. At that time, the Annexation Policy utilized the UGA boundaries that were in place at the time of the adoption of our policy in 2002.

The Water & Wastewater Policy was amended in 2008 to set the Hagerstown Medium Range Growth Area as the limit of these City services, consistent with the City's 2008 Comprehensive Plan, unless one of the seven exceptions were granted. State law required the City to adopt a growth boundary in its Comprehensive Plan as the planned limits of annexation. The City's Annexation Policy requires annexation as a condition of service.

The Water and Wastewater Policy was tweaked again in 2009 to modify Exception #3 to address confusion that arose in utilizing this provision and to add two-family dwellings.

### **Water and Wastewater Policy Exceptions**

The Water and Wastewater Policy provides possible exceptions for certain situations that are based on identified health concerns, vital improvements to the City water and/or wastewater system, pre-existing agreements with the City, and certain vital economic development projects in targeted areas of the County Comprehensive Plan. The seven exceptions are:

1. The Health Department has condemned, or there is impending failure, of an existing private water or septic system;
2. A system improvement would be provided deemed vital to the enhancement of operation or efficiency of the water and/or wastewater system;
3. Connection to an existing lot of record (predating the policy) for a single-family residence or two-family residence;
4. Redevelopment of property containing an existing customer;

5. There is a pre-existing water or wastewater agreement in place predating the policy;
6. A vital economic development project located in a targeted area for industrial and/or non-retail commercial development;
7. There is a pre-annexation agreement in place predating the policy.

Exceptions #1, #3, #4, #5, and #7 are approved by the Director of Utilities, often with input of Planning staff. Exceptions #2 and #6 are approved by the Mayor and City Council with input from the Director of Utilities (#2 and #6) and other officials (#6).

## **REQUEST LEADING TO AMENDMENT PROPOSAL**

The City received a request for water service to allow for the expansion of an affordable housing development onto an adjacent lot which is located outside the MRGA. The project also includes enhancement of the existing units. This development is located near to the County's economic development target area of Hopewell Valley. The Mayor, City Administrator, Utilities Director, Community & Economic Development Director and I reviewed the request and the details of the situation and determined that none of the exceptions in the Water and Wastewater Policy would apply. The desirability of enabling affordable housing near to employment centers was discussed at length. The consensus reached was recommending that an 8<sup>th</sup> exception be added to the Water and Wastewater Policy for affordable housing projects near employment centers.

## **CONSISTENCY WITH COMPREHENSIVE PLAN**

The 2008 Comprehensive Plan recommends development of cooperative agreements with the County on appropriate situations and conditions for provision of water and/or wastewater outside the MRGA (Action 4-10) and working with the County to create a balanced regional housing approach with emphasis on a fair share distribution of the region's rental and affordable housing (Action 7-1).

The economic development target areas in the County Comprehensive Plan include the Airport, Friendship Technology Park, and the Hopewell Valley area. Hopewell Valley is inside the MRGA. The airport and Friendship are outside the MRGA. If public water was extended to development in all three areas it would be served by the City. There are pre-existing water agreements to serve Friendship and the County airport property. Only the Airport area involves City wastewater service, via Joint Service Area agreements (County pipes with treatment at the City plant).

The Water Resources Element provided an estimate for future water demand in the Airport and Friendship economic development areas (175 EDU's) which was factored into the Table 4-7 calculations for projected development and water supply. Table 4-7 shows that existing water supplies are adequate to serve existing and projected water demand in the City, MRGA, and economic development target areas outside the MRGA through 2028. Not contemplated in the Water analysis in the 2008 Comprehensive Plan was water demand for affordable housing outside the MRGA to serve workers in the economic development target areas.

While it is a City goal to encourage a fair share allotment of the region's affordable housing needs, particularly in proximity to employment centers, at present there is limited vacant RM zoned land in the areas between the MRGA and the UGA near these economic development target areas (see attached maps). The proposal that sparked this discussion is for Hopewell Manor - an existing affordable housing development across I-70 from the Hopewell Valley area

and the plan is to upgrade the existing 64 units and add another 60 units. This proposal is the first apartment project the County has received in some time. Unless land is rezoned to RM in these areas, staff believe this new exception will have limited application but will enable those projects to proceed that may come forward.

If this Water & Wastewater Policy amendment for affordable housing outside the MRGA is adopted by the Mayor and City Council, the issue should be addressed in the Water Resource Element in the Comprehensive Plan update.

## **PLANNING COMMISSION RECOMMENDATION**

The Planning Commission reviewed a draft proposal to amend the Water and Wastewater Policy on September 28<sup>th</sup>. The Commission reviewed the potential impact of the proposal on projected water demand and capacity given the analysis of the City's facilities in the 2008 Comprehensive Plan. After making a couple of minor tweaks and editorial corrections, the Commission recommends the attached proposed amendments and addition of Exception #8 for the following reasons: 1) it will accommodate a Comprehensive Plan goal for distribution of affordable housing in our region particularly near economic development target areas; 2) given current zoning of land outside the MRGA in proximity to the County's economic development target areas, the limited opportunities for this new exception should not impact our water growth demand projections too significantly.

## **PROPOSED WATER & WASTEWATER POLICY AMENDMENTS**

In a nutshell, it is proposed to:

1. make a couple of clarification amendments to the preamble and Exception #3 to remove confusion;
2. add an 8<sup>th</sup> exception for affordable housing projects recommended by the County Commissioners and other officials where the project would be limited to households with incomes up to 80% of area median income and where the project is located in close proximity to economic development target areas and adjacent to development served by water and/or wastewater.

### **Financial Impact:**

### **Recommendation:**

If in support of the proposed amendments to the Water and Wastewater Policy, Mayor and City Council approval of the changes at a special session on October 11<sup>th</sup>.

### **Motion:**

### **Action Dates:**

**ATTACHMENTS:**

**File Name**

M\_CC\_Memo\_W\_W\_Policy\_Amendments\_9\_29\_16.pdf

Water\_and\_Wastewater\_Policy\_Sept\_2016.pdf

**Description**

Amendments to Water and  
Wastewater Policy

Amendments to Water and  
Wastewater Policy






# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

## MEMORANDUM

TO: Valerie Means, City Administrator

FROM: Kathleen A. Maher, Director of Planning & Code Administration 

DATE: September 29, 2016

SUBJECT: Amendments to Water and Wastewater Policy

### ACTION REQUESTED

Review of proposed amendments to the Water and Wastewater Policy to clarify the intent of Exception #3 and to add a new Exception #8 for Affordable Housing Projects.

### BACKGROUND

The City adopted a Water and Wastewater Policy in 2004 to reiterate that extension of water and wastewater services would not be made beyond the Urban Growth Area, as defined in the City's Annexation Policy, unless one of seven exceptions outlined in the policy were granted. The County Water and Sewer Plan utilizes the Urban Growth Area as the limits of planned service. At that time, the Annexation Policy utilized the UGA boundaries that were in place at the time of the adoption of our policy in 2002.

The Water & Wastewater Policy was amended in 2008 to set the Hagerstown Medium Range Growth Area as the limit of these City services, consistent with the City's 2008 Comprehensive Plan, unless one of the seven exceptions were granted. State law required the City to adopt a growth boundary in its Comprehensive Plan as the planned limits of annexation. The City's Annexation Policy requires annexation as a condition of service.

The Water and Wastewater Policy was tweaked again in 2009 to modify Exception #3 to address confusion that arose in utilizing this provision and to add two-family dwellings.

### Water and Wastewater Policy Exceptions

The Water and Wastewater Policy provides possible exceptions for certain situations that are based on identified health concerns, vital improvements to the City water and/or wastewater system, pre-existing agreements with the City, and certain vital economic development projects

in targeted areas of the County Comprehensive Plan. The seven exceptions are:

1. The Health Department has condemned, or there is impending failure, of an existing private water or septic system;
2. A system improvement would be provided deemed vital to the enhancement of operation or efficiency of the water and/or wastewater system;
3. Connection to an existing lot of record (predating the policy) for a single-family residence or two-family residence;
4. Redevelopment of property containing an existing customer;
5. There is a pre-existing water or wastewater agreement in place predating the policy;
6. A vital economic development project located in a targeted area for industrial and/or non-retail commercial development;
7. There is a pre-annexation agreement in place predating the policy.

Exceptions #1, #3, #4, #5, and #7 are approved by the Director of Utilities, often with input of Planning staff. Exceptions #2 and #6 are approved by the Mayor and City Council with input from the Director of Utilities (#2 and #6) and other officials (#6).

#### **REQUEST LEADING TO AMENDMENT PROPOSAL**

The City received a request for water service to allow for the expansion of an affordable housing development onto an adjacent lot which is located outside the MRGA. The project also includes enhancement of the existing units. This development is located near to the County's economic development target area of Hopewell Valley. The Mayor, City Administrator, Utilities Director, Community & Economic Development Director and I reviewed the request and the details of the situation and determined that none of the exceptions in the Water and Wastewater Policy would apply. The desirability of enabling affordable housing near to employment centers was discussed at length. The consensus reached was recommending that an 8<sup>th</sup> exception be added to the Water and Wastewater Policy for affordable housing projects near employment centers.

#### **CONSISTENCY WITH COMPREHENSIVE PLAN**

The 2008 Comprehensive Plan recommends development of cooperative agreements with the County on appropriate situations and conditions for provision of water and/or wastewater outside the MRGA (Action 4-10) and working with the County to create a balanced regional housing approach with emphasis on a fair share distribution of the region's rental and affordable housing (Action 7-1).

The economic development target areas in the County Comprehensive Plan include the Airport, Friendship Technology Park, and the Hopewell Valley area. Hopewell Valley is inside the MRGA. The airport and Friendship are outside the MRGA. If public water was extended to

development in all three areas it would be served by the City. There are pre-existing water agreements to serve Friendship and the County airport property. Only the Airport area involves City wastewater service, via Joint Service Area agreements (County pipes with treatment at the City plant).

The Water Resources Element provided an estimate for future water demand in the Airport and Friendship economic development areas (175 EDU's) which was factored into the Table 4-7 calculations for projected development and water supply. Table 4-7 shows that existing water supplies are adequate to serve existing and projected water demand in the City, MRGA, and economic development target areas outside the MRGA through 2028. Not contemplated in the Water analysis in the 2008 Comprehensive Plan was water demand for affordable housing outside the MRGA to serve workers in the economic development target areas.

While it is a City goal to encourage a fair share allotment of the region's affordable housing needs, particularly in proximity to employment centers, at present there is limited vacant RM zoned land in the areas between the MRGA and the UGA near these economic development target areas (see attached maps). The proposal that sparked this discussion is for Hopewell Manor - an existing affordable housing development across I-70 from the Hopewell Valley area and the plan is to upgrade the existing 64 units and add another 60 units. This proposal is the first apartment project the County has received in some time. Unless land is rezoned to RM in these areas, staff believe this new exception will have limited application but will enable those projects to proceed that may come forward.

If this Water & Wastewater Policy amendment for affordable housing outside the MRGA is adopted by the Mayor and City Council, the issue should be addressed in the Water Resource Element in the Comprehensive Plan update.

#### **PLANNING COMMISSION RECOMMENDATION**

The Planning Commission reviewed a draft proposal to amend the Water and Wastewater Policy on September 28<sup>th</sup>. The Commission reviewed the potential impact of the proposal on projected water demand and capacity given the analysis of the City's facilities in the 2008 Comprehensive Plan. After making a couple of minor tweaks and editorial corrections, the Commission recommends the attached proposed amendments and addition of Exception #8 for the following reasons: 1) it will accommodate a Comprehensive Plan goal for distribution of affordable housing in our region particularly near economic development target areas; 2) given current zoning of land outside the MRGA in proximity to the County's economic development target areas, the limited opportunities for this new exception should not impact our water growth demand projections too significantly.

## **PROPOSED WATER & WASTEWATER POLICY AMENDMENTS**

In a nutshell, it is proposed to:

1. make a couple of clarification amendments to the preamble and Exception #3 to remove confusion;
2. add an 8<sup>th</sup> exception for affordable housing projects recommended by the County Commissioners and other officials where the project would be limited to households with incomes up to 80% of area median income and where the project is located in close proximity to economic development target areas and adjacent to development served by water and/or wastewater.

## **NEXT STEPS**

If in support of the proposed amendments to the Water and Wastewater Policy, Mayor and City Council approval of the changes at a special session on October 11<sup>th</sup>.

## **Attachments**

c: Valerie Means, City Administrator  
Mike Spiker, Director of Utilities  
Jill Frick, Director of Community & Economic Development  
Mark Boyer, City Attorney  
Jon Kerns, Community Development Manager  
Alex Rohrbaugh, Planner  
Steve Goodrich, County Planning Director  
Julie Pippel, Director of County Division of Environmental Management  
Jason Divelbiss



**City of Hagerstown**  
**Water and Wastewater Policy**

**Adopted: February 24, 2004**

**Amended: July 29, 2008**

**Amended: September 22, 2009**

***DRAFT - Amended: October 2016 - DRAFT***

The City of Hagerstown will not extend **or expand** water or wastewater services beyond the Hagerstown Medium-Range Growth Area or the Hagerstown Long-Range Growth Area as defined in the City's Annexation Policy, and shall not allow new connections to the existing lines located outside the Hagerstown Medium-Range Growth Area or Long-Range Growth Area. Reference: City of Hagerstown 2008 Comprehensive Plan, Policy 4-4. The following **seven** **eight** exceptions may be granted:

1. Condemnation or Impending Failure of an Existing Private Water or Septic System. The governing health authority has provided a request with documentation or certification to the Utilities Department that, to obtain a water or wastewater service connection, the existing private water or wastewater system for an existing dwelling or nonresidential building has been condemned, or has impending failure, and a reasonable alternate system is otherwise not available. Service approved by the Utilities Department using this exception is contingent upon acceptance and signing of a service contract by the owner providing for the allocation of costs of extending and maintaining the service to the property and that such service shall be subject to all applicable policies, procedures and practices. Reference: City of Hagerstown 2008 Comprehensive Plan, Policy 4-4.
2. System Improvement. Upon the recommendation of the Director of Utilities to, and approval by, the Mayor and Council, a system extension would provide a vital improvement or enhancement to the operation or efficiency of the water and/or wastewater system.
3. Connection to an Existing Lot of Record **for a Single-Family or Two-Family Dwelling**. Service approval by the Utilities Department is contingent upon the following: (a) outside the Long-Range Growth Area, lot was an existing lot of record prior to February 24, 2004; (b) between the Medium-Range Growth Area and Long-Range Growth Area boundaries, lot was an existing lot of record prior to April 22, 2008; (c) lot is contiguous to a right-of-way containing a City water or wastewater line that was in existence at the time the property became a lot of record. Any exception the Utilities Department may determine is warranted will be given with the following limitations and conditions: (a) the maximum allocation shall not exceed two hundred (200) gallons per day ~~or~~ **for** one dwelling unit, or 400 gpd for a two-family dwelling if allowed by County zoning and if **it** does not involve a subdivision; and b) service is contingent upon acceptance and signing of a service contract by the owner providing for the allocation of costs of extending and maintaining the service to the property and that such service shall be subject to all applicable policies, procedures and practices.

4. Redevelopment of a Property Containing an Existing Customer. Service approval by the Utilities Department using this exception is contingent upon there being no addition of land area to the existing lot(s) of record containing the existing customer(s) and there being no increase in the existing allocation as a result of the redevelopment.
5. Pre-existing Water or Wastewater Agreement. Service approval by the Utilities Department using this exception is contingent upon a water or wastewater agreement having been in place prior to July 29, 2008, which guaranteed water or wastewater service to this property as a condition of the construction and/or provision of land for the construction of the water or wastewater line at issue.
6. Economic Development Project. Service approval using this exception is contingent upon recommendation of the County Commissioners, the City and County Economic Development Directors, and the **City** Director of Utilities to, and approval by, the Mayor and Council, for a vital economic development project located in a targeted area for industrial and/or non-retail commercial development.
7. Pre-Annexation Agreement. Service approval by the Utilities Department using this exception is contingent upon a pre-annexation agreement having been approved by the Planning and Code Administration Division and recorded in the County Courthouse prior to April 22, 2008.
8. **Affordable Housing Project. Service approval using this exception is contingent upon recommendation of the County Commissioners, the City Administrator or designee, the County Administrator or designee, and the City Director of Utilities to, and approval by, the Mayor and City Council, for an affordable housing project restricted to households with annual incomes up to 80% of AMI (Area Median Income) and located in close proximity to economic development target areas and adjacent to development served by City water and/or wastewater.**

The granting of exceptions one through five **and eight** above is contingent upon the property owner submitting a pre-annexation agreement to the City of Hagerstown that offers the property for annexation at such time as the corporate boundaries of the City reach the property and the Mayor and City Council determines annexation to be advantageous to the City of Hagerstown. For exception number six above, this pre-annexation agreement requirement may be subject to negotiation between the City of Hagerstown and Washington County.

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

---

**Topic:**

General Fund Agency Contributions - *Michelle Hepburn, Director of Finance; Rana Rose, Accounting Manager*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

100416\_Agency\_Contribution\_Memo\_FY18\_Bud.pdf

Mayor\_\_Council\_s\_General\_Fund\_Agency\_Policy\_102015.pdf

**Description**

FY18 GF Agency  
Contribution Memo

GF Agency Contribution  
Policy



# CITY OF HAGERSTOWN, MARYLAND

Finance Department  
301-739-8577 X156

To: Valerie Means, City Administrator

From: Michelle Hepburn, Director of Finance  
Rana Rose, Accounting & Budget Manager

Date: October 4, 2016

Subject: FY18 Preliminary Budget for General Fund Agency Contributions

---

Per the attached General Fund Agency Contribution policy, the October 4<sup>th</sup> Work Session provides the opportunity for Mayor and Council to discuss any adjustments to be included in the FY2017/18 budget for General Fund agency contributions.

As outlined in the policy, any changes to total funding levels or any changes to the agencies guaranteed to receive funding from the City will be considered by Mayor and Council by the end of October. The charts below summarize the agencies that will receive funding per the policy and the total funding amounts:

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

Community Rescue Services  
Hagerstown Municipal Band  
Hagerstown Neighborhood Development Partnership (HNDP)  
Maryland Symphony Orchestra  
The Maryland Theatre  
Washington County Historical Society  
Washington County Museum of Fine Arts  
Washington County Free Library

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

Total for 8 agencies identified	195,000.00
Mayor and Council contingency	10,000.00
	<b>\$ 205,000.00</b>

Mayor and Council direction is requested to address two questions:

1. Are there any changes to the agencies identified that will receive General Fund contributions in FY2017/18?
2. Are there any changes requested in the funding levels established in the policy for FY2017/18?

Staff will be present for discussion at the October 4<sup>th</sup> Work Session.



**City of Hagerstown**  
**General Fund Agency Contribution Policy**

**Purpose:**

The City of Hagerstown for many years has funded grants to local community agencies using annual appropriations in the General Fund as the source of this financial support. The purpose of this policy is the following:

- 1) To establish the level of General Fund funding support for agency contributions.
- 2) To define the City's timeline for this process.
- 3) To specify the City's requirements for the information to be provided by agencies seeking funding.
- 4) To outline the schedule for the City's distribution of funds to agencies receiving a grant of more than \$5,000.

**Funding:**

- 1) The Mayor and Council have established a funding level of \$195,000 to be allocated toward 8 recipients identified by the City as core agencies. These agencies include the following:
  - a) Washington County Free Library
  - b) Washington County Museum of Fine Arts
  - c) Maryland Theatre
  - d) Maryland Symphony Orchestra
  - e) Hagerstown Municipal Band
  - f) Community Rescue Services
  - g) Hagerstown Neighborhood Development Partnership
  - h) Hagerstown Historical Society
- 2) The Mayor and Council have established a \$10,000 contingency for General Fund Agency Contributions.
- 3) The Mayor and Council have established that the total funding level for General Fund Agency Contributions is \$205,000.

**Timeline:**

- 1) If needed, the Mayor and Council will consider changes to these funding levels for General Fund Agency Contributions in future fiscal years by the end of October.
- 2) The City will distribute application packets to community agencies in November.
- 3) Applications from agencies are due no later than the 2<sup>nd</sup> Friday of January. Submission of funding requests will not be received after this date.
- 4) The Mayor and Council will approve Community Agency funding from the General Fund by the end of May.
- 5) Agencies will be notified of the Mayor and Council's funding decision by mid-June for contributions to be available beginning July 1.

**Application:** The City of Hagerstown will consider a number of factors/criteria in approving funding requests. Agencies requesting more than \$5,000 in funding should include the following in their applications for funding:

- 1) A full description of how the requested grant from the City would be used to support agency operations, services, and capital improvements.
- 2) A summary of other local government funding sources and amounts including any grants received from Washington County or other municipalities.
- 3) A copy of the agency's most recent budget.
- 4) A copy of the agency's most recent financial report or audit prepared by an independent auditing firm.
- 5) A description of how the agency supports the goals of the City for downtown revitalization, expansion of the arts, culture, and education, neighborhood vitality, quality of life.
- 6) Agency service data related specifically to providing service and assistance to residents of the City of Hagerstown.

As part of the application and approval process an agency may be requested to make a presentation of their funding request and service information to Mayor and Council during a public work session.

**Distribution of Funds:**

- 1) The City will distribute grant funds to the agencies on a quarterly reimbursement basis beginning on October 1 of each year for those organizations receiving a grant of more than \$5,000. Other agencies can receive the full amount of their grant in July, the first month of the City's fiscal year.

Mayor and Council and City staff will review this policy at a minimum of every five years and update as necessary.

**Approved by Mayor and Council November 25, 2014**

**Revised October 20, 2015**