

Mayor and Council Work Session December 6, 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."*

"Challenges are what make life interesting and overcoming them is what makes life meaningful."

Joshua J. Marine

**3:00 PM Washington County Legislative Day
Hager Hall Conference and Event Center, 901 Dual Highway, Hagerstown,
Maryland**

4:00 PM WORK SESSION

- 4:00 PM** 1. Additional Roof Work for Elizabeth Hager Center - *Eric Deike, Director of Public Works*
- 4:15 PM** 2. 2016 Tractor Drawn Aerial Move to Eastern Boulevard - *Chief Steven Lohr*
- 4:35 PM** 3. Truck 11 Emergency Maintenance Repairs - *Chief Steven Lohr*
- 4:55 PM** 4. 2015A and 2015B Bond Proceeds - *Michelle Hepburn, Director of Finance*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

EXECUTIVE SESSION

- 5:30 PM** 1. Executive Session

ADJOURN

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

Topic:

Washington County Legislative Day
Hager Hall Conference and Event Center, 901 Dual Highway, Hagerstown, Maryland

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

REQUIRED MOTION MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

Additional Roof Work for Elizabeth Hager Center - *Eric Deike, Director of Public Works*

Mayor and City Council Action Required:

Action Requested

Staff is seeking approval from the Mayor and Council to move forward with additional roof installation at the EHC (Elizabeth Hager Center). Roof work is currently being completed at this facility on a smaller section of roof. The roof work being requested is for two separate, larger areas of the facility. Approval would allow the existing contractor, by way of change order, to move forward immediately with the work.

Discussion:

Discussion

The Elizabeth Hager Center is a city owned facility located at 14 North Potomac Street. The property houses the city department of DCED (Department of Community and Economic Development), DLLR (Maryland State Department of Licensing, Labor and Regulation), MOSH (Maryland Occupational Safety and Health) and the CVB (Convention and Visitors Bureau).

The structure consists of several roof elevations. The roof system is not one large roof but three separate, distinct roofs. There are two larger roof sections and one smaller roof section. The smaller and highest roof had the most obvious leaks in the main field of the roof. Problems have been ongoing for several years. This was the focus of the current replacement and should be completed in the near future.

During this project, we requested a quote from the contractor to install a new roof on the two main sections of roofing. The quote was to be for future budget purposes. Closer inspection found a number of flashing (the water tight edges of the roof) issues that appear to be more recent in nature. Staff believes extensive damage occurred to the flashing during the record snow storm of January 2016.

The new roof system would be an overlay of the existing roof. The main field of these roofs is in generally fair shape and it is the flashing along the edges that appear to be in the worst condition allowing for water infiltration. Even so, the roofs are easily over 20 years old and at the end of their useful life.

The new roof system would come with a twenty year warranty. Discussions with the roofing contractor, USA Construction Services, Inc., indicate work could begin almost immediately hoping to install most, if not all, of the new roof before winter weather arrives. Portions of the new roofing system are temperature sensitive so time is of the essence.

Financial Impact:**Costs and Funding**

The cost is expected to be ONE HUNDRED NINETEEN THOUSAND FIVE HUNDRED THIRTY-THREE DOLLARS AND NO CENTS (\$119,533.00) for the 12,900 square feet of roof area. The roofing material is a Firestone 60 mil TPO Ultra-Ply product placed over a 1 inch thick insulation board.

The EHC is currently funded within a city enterprise fund known as Property Management. Generally speaking, enterprise funds are to be self sufficient and not to be funded directly with tax dollars. Other city enterprise funds include the Electric Fund, Water Fund, Wastewater Fund, Parking Fund and the Golf Fund. The majority of Property Management's revenues come from the rent charged to the tenants of the properties.

Funding for this project would initially come from the Property Management Fund. However, the fund would be reimbursed with funding from a future bond issue to be discussed with the Mayor and Council in the near future. The bond would then be paid off over the life of the bond.

Staff is asking for contingency funding for this project to allow for any unknowns, change orders or extras. The additional money would only be spent if needed. If no changes or extras are found, the funding would remain unspent. The contingency request is so the project can continue forward without staff returning to the Mayor and Council to seek permission to spend additional monies. The additional funding requested is approximately 10% of the project or TWELVE THOUSAND DOLLARS AND NO CENTS (\$12,000.00) for a total estimated project cost of ONE HUNDRED THIRTY-ONE THOUSAND FIVE HUNDRED THIRTY-THREE DOLLARS AND NO CENTS (\$131,533.00).

The alternative to this is to not issue a change order for the work. Staff would create a bid for the roof work and the work would be competitively bid sometime in the spring of 2017. The work would then be scheduled for the summer of 2017.

Recommendation:**Conclusion**

This process is a bit unusual in that the change order is almost as expensive as the original work. The work is also not being competitively bid. The advantage is that the work can begin almost immediately with the Mayor and Council's approval. This is important since the condition of the flashing was found to be in much worse condition than originally thought. Staff is asking for informal approval to move forward given the time sensitivity with the weather. Formal approval would be later in the month of December.

Motion:

NA

Action Dates:

NA

ATTACHMENTS:

File Name

Description

Additional_roof_work_at_EHC_2016_memo__quote__draft_consent_agenda.pdf

Memo, quote
and draft
consent
agenda form



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

(301)739-8577 ext. 178

December 1, 2016

To: Valerie Means, City Administrator

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

Re: Additional Roof Work for Elizabeth Hager Center

Action Requested

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During this project, we requested a quote from the contractor to install a new roof on the two main sections of roofing. The quote was to be for future budget purposes. Closer inspection found a number of flashing (the water tight edges of the roof) issues that appear to be more recent in nature. Staff believes extensive damage occurred to the flashing during the record snow storm of January 2016.

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The new roof system would come with a twenty year warranty. Discussions with the roofing contractor, USA Construction Services, Inc., indicate work could begin almost immediately hoping to install most, if not all, of the new roof before winter weather arrives. Portions of the new roofing system are temperature sensitive so time is of the essence.

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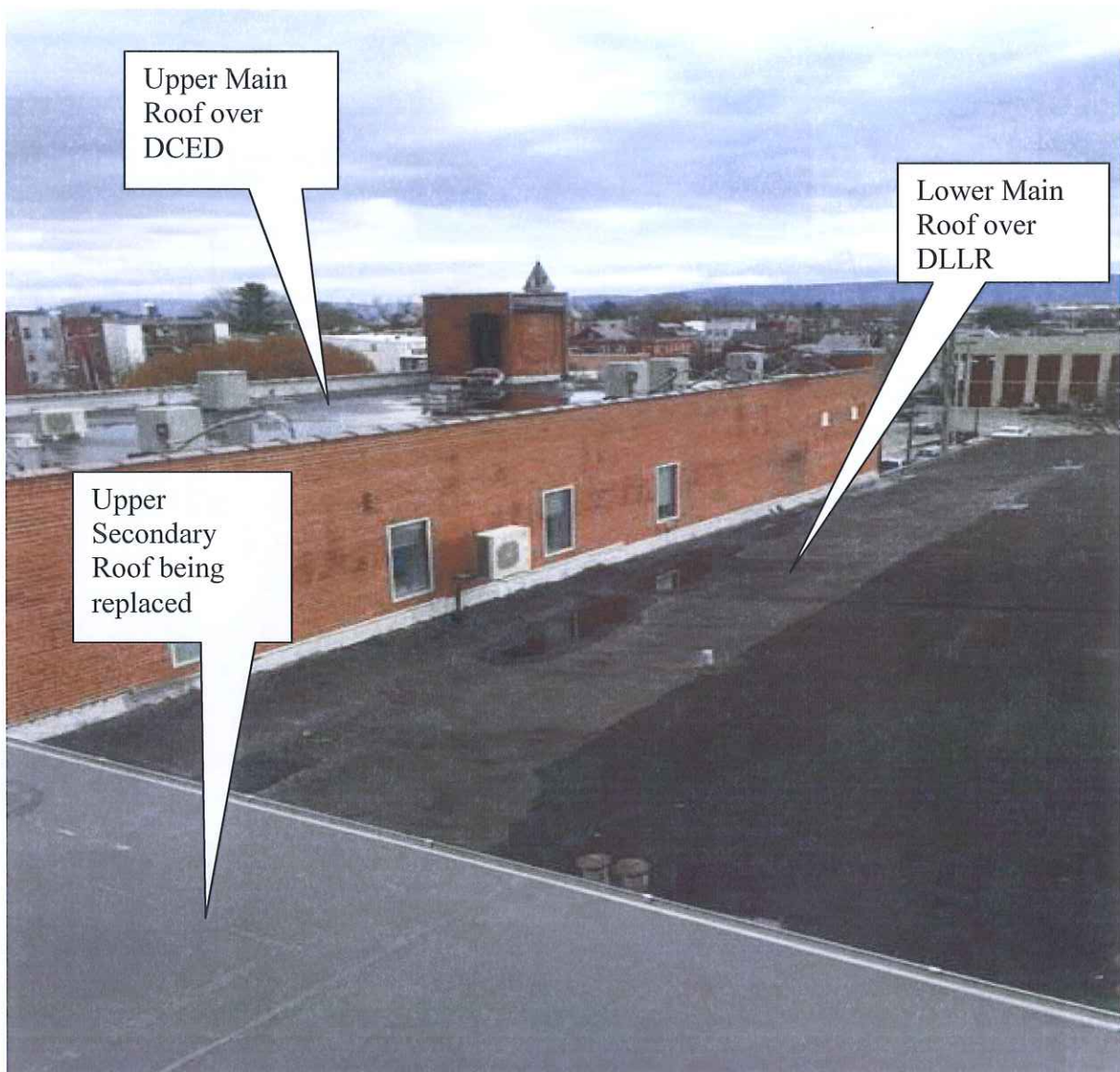
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Conclusion

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Cc: J. Bender
M. Hepburn



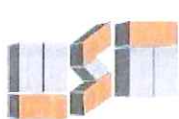
Elizabeth Hager Center Roof Looking Northeast



Elizabeth Hager Center looking West
Lower Main Roof is not visible in this photo



Elizabeth Hager Center: Typical Flashing Damage (cracked, broken, open)



CONSTRUCTION SERVICES^{INC}

ROOFING & ARCHITECTURAL METAL SYSTEM

11210 Old Baltimore Pike
Beltsville, MD 20705
Tel: (301) 477-3388
Fax: (301) 477-1905

PROJECT: ELIZABETH HANGER BUILDING Hagerstown, MD ROOF OVER EXISTING QUOTE No: 16-0418:

Bid Date: 11/10 /2016
To: DPW Public Work Building
Attention: Mr. Eric Dieke
Phone: (301) 739-8577
Fax:
Email: Eric Deike <EDeike@hagerstownmd.org>

From: Christian Morales
Phone: (301) 477-3388
Fax: (301) 477-1905
Email: cmorales@usa-construction.com
Estimator: Christian Morales

USA Construction will furnish all materials, labor, equipment, tools & everything necessary to complete the proposed work for this project in strict accordance provided by owner with specification, all of which are hereby made a part of this project. All permits and comply with all local ordinances, including all city and county building codes, all applicable federal and state status, laws or other authorities locals, sanitary laws and rules, regulations orders and interpretations of such building codes, ordinances statues, law, rules, regulations and conditions of this project will be provided by owner.

Requested below is an estimate summary for the project proposed.

Estimate as follows:

Quote type * Labor & Material.

Documents * Proposal

System * M.F. 60MIL ULTRA-PLY TPO OVER EXISTING BUILT-UP ROOF

System * Firestone (NDL) 20 YEARS Warranty Roofing System

Products / Material / Finishes

Material * 1" ISO INSULATION 60 MIL TPO ULTRA-PLY BY FIRESTONE BUILDING PRODUCTS

& Finish * Standard white color (1-side only)

Project Specific Work Scope for Elizabeth Hanger Front Building 7,500 Sqf AREA

- * Remove existing metal counter flashing at existing walls .
- * Remove all existing membrane flashing at walls and roof curbs Unit .
- * Remove all existing penetration pockets boxes at each A/C units .
- * Remove existing thru-wall counter flashing around existing wall
- * Furnish and install mechanically Fastnerd New 1" Thick ISO Insulation over existing Built-up roofing .
- * Furnish and install New TPO (White) Membrane over roof area.
- * Furnish and install Newn mechanically Fastnerd .60 Mil Ultra-ply TPO roofing over new insulation.
- * Install new .60 mil ultra-ply TPO membrane roof curb flashing at existing curbs.
- * Furnish and install New Metal Counter Flashing around existing roof curbs.
- * Furnish and install New TPO pipe boots at vent pipe on roof.
- * Furnish and install New Metal dripedge at rear roof edge.
- * Install new penetration pockets at all electrical wire.
- * Apply Sealant to all TPO system joins and penetrations.
- * Clean up and dispose of all Job related debris.
- * Enchor new 5" wide metal counter flashing at 12" on center of precast stone wall.
- * Furnish & install neprime washer screws at over reciver counter flashing .
- * Furnish & install new walk pads around all existing A/C units .

Project Specific Work Scope for Elizabeth Hanger REAR Building 6,400 Sqf AREA

- * Remove existing metal counter flashing at existing walls .
- * Remove all existing membrane flashing at masonry walls .
- * Remove existing thru-wall counter flashing around existing wall
- * Built-in new wood frame gutter at center of valley to create an built-in gutters .
- * Furnish & install new pre-manufacture weld TPO built-in gutters to eliminate pounding water .
- * Furnish and install mechanically Fastnerd New 1" Thick ISO Insulation over existing Built-up roofing .
- * Furnish and install New TPO (White) Membrane over roof area.
- * Furnish and install Newn mechanically Fastnerd .60 Mil Ultra-ply TPO roofing over new insulation.
- * Install new .60 mil ultra-ply TPO membrane roof wall under siding .
- * Furnish and install New Metal Counter Flashing under existing siding wall.
- * Furnish and install New TPO pipe boots at vent pipe on roof.
- * Furnish and install New Metal dripedge at rear gatters roof edge.
- * Install new penetration pockets at all electrical wire.
- * Apply Sealant to all TPO system joins and penetrations.
- * Clean up and dispose of all Job related debris.
- * Enchor new 5" wide metal counter flashing at 12" on center of masonry wall.
- * Furnish & install neprime washer screws at over reciver counter flashing .

Areas Included

<u>Item -- Area description</u>	<u>SF Quantity</u>	<u>Bid</u>
a. Elizabeth Hanger Front Building	7,500 sft	\$ 68,876.00
b. Elizabeth Hanger Rear Building	6,400 sft	\$ 50,657.00
Quotation based on approximate		Grand Total \$119,533.00

Project Specific Exclusion :

- * Seals at Brick to other materials are NOT USA Construction responsibility. Brick contractor supplier to install ALL necessary seals.

UNLESS OTHERWISE STATED ABOVE, the following terms apply to this quotation:

- * Proposal valid for thirty (30) days
- * Schedule to be determined
- * Shop Drawings invoiced with drawing submittal.
- * Warranty: One (1) year standard warranty on product/workmanship.
- * Bonds (if required) not included. All required construction permits not included.

Regards,



Christian Morales
Vice President

Do Not Complete This Section

Approved Consent Agenda: _____

New Business: _____

Quantity	Description	Value
1	Change Order to Install Additional Roofing at Elizabeth Hager Center	\$119,533.00
1	Additional Contingency Funding	\$12,000.00

Business Name:	USA Construction Services, Inc.
Address:	11210 Old Baltimore Pike
City, State:	Beltsville, MD 201705
Bid/Proposal/Quote No.:	City of Hagerstown Contract No. 16-RR-13

[illegible]

(1) Department Manager: This project is a change order to a larger roof project that includes the EHC and the Public Works Operation Center. A more detailed explanation is described in a memorandum dated 12/01/2016.

Signature / Date

(2) Purchasing Agent:

Signature / Date

(3) Finance Manager:

Signature / Date

(4) City Administrator's Recommendation:

Signature / Date

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

Topic:

2016 Tractor Drawn Aerial Move to Eastern Boulevard - *Chief Steven Lohr*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Truck_1_Relocation.pdf

Description

Truck 1 Relocation



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



Steven Lohr
Fire Chief

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

TO: Valerie Means, City Administrator
FROM: Steve Lohr, Fire Chief
SUBJECT: 2016 Tractor Drawn Aerial Move
DATE: December 6, 2016

By copy of this memorandum, the HFD and the Pioneer Hook and Ladder Company in collaboration with the Independent Juniors Fire Company, recommends to M & C that the 2016, 100 ft. Tractor Drawn Aerial known as T-1 be permanently moved from the city owned facility at 21-23 West Franklin Street to the City owned facility on Eastern Boulevard. This move returns the facility on East Franklin St. to vacant inventory and will require future action(s) to dispose of.

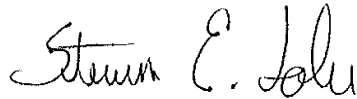
The temporary transfer of new T-1 has been in effect since the delivery of that unit in the second quarter of 2016, while a joint study group evaluated options for modifications and repairs to the existing facility were conducted. Regrettably, work necessary to prevent water leakage and other high priority repairs are in excess of \$125,000. A more extensive renovation designed to deal fully with structural issues are in excess of \$350,000. Even if those repairs were made, many other factors prevent this location from being the better site for fire-rescue deployment.

The existing facility is inappropriately located for efficient and effective response coverage. The permanent move improves response coverage and response times to a larger area of the city and the surrounding areas adjacent to the city where HFD units are due via automatic aid agreements and frequently arrive first. Finally, by moving the truck to Eastern Boulevard, the ability to assemble four FF's arriving at once is improved which increases our ability to comply with the Federal 2-in and 2-out law. The previous administration has been fully briefed on the 2015 Insurance Services Office Public Protection Rating that best demonstrates the improved coverage.

The Pioneer Volunteers may be interested in acquiring the structure. Should that not occur, the Pioneer's support of this move is conditional upon acquiring a small amount of dedicated office and storage space in the Eastern Boulevard facility within the existing footprint. Staff believes this to be easily accomplished with only minor facility changes. They have demonstrated willingness to utilize private funding to accomplish these modifications. Talks are ongoing between the parties and are largely based upon a final determination of this move.

Finally, it is anticipated that a future CIP project would be recommended to review, design and upgrade the Eastern Boulevard facility to house multiple companies and personnel rather than the single driver only company that has been housed there since the original building was erected.

Respectfully,

A handwritten signature in black ink, reading "Steven E. Jolu". The signature is written in a cursive style with a large, stylized "S" and "J".

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

Topic:

Truck 11 Emergency Maintenance Repairs - *Chief Steven Lohr*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Truck_11_Repairs.pdf

Truck_11_Rehab_Mayor___Council.pdf

Truck_11_Repair_Contract_Info.pdf

Description

Detailed List

Memo

Consent Form

City of Hagerstown Fire Department
 25 West Church Street
 Hagerstown, MD 21740

PARTS & LABOR Proposal: **16-0205R**

DATE: 10/31/2016

EXPIRATION: 11/30/2016

Description	Part Qty	Part Price	Ext. Price	Labor*	Extended
Repair right front outrigger work light.	1	\$9.82	\$9.82	\$115.00	\$124.82
Repair the rubber at the waterway bracket	1	\$7.53	\$7.53	\$57.50	\$65.03
Trouble shoot fifth wheel lock out circuitry. Light for fifth wheel locks go out when ladder is lifted out of the cradle. Any parts needed will be proposed separately for approval.				\$345.00	\$345.00
Replace the two inoperable step lights on turntable.	2	\$21.55	\$43.10	\$57.50	\$100.60
Replace light for fifth wheel locks in cab. Missing lens.	1	\$26.64	\$26.43	\$34.50	\$60.93
Replace left base spot light swivel mounting bracket. Mount is worn and will not tighten.	1	\$73.76	\$73.76	\$57.50	\$131.26
Replace missing screws on ladder scuff plates. Tighten all screws	1	\$0.60	\$0.60	\$57.50	\$58.10
Replace light for outrigger not deployed light on turntable. Missing lens.	1	\$26.64	\$26.64	\$34.50	\$61.14
Repair inoperable beacon on tip of ladder fly section.	1	\$104.52	\$104.52	\$34.50	\$139.02
Third Party Inspection Items					
Troubleshoot emergency power system. Any parts needed will be proposed separately for approval.				\$230.00	\$230.00
Replace rear outrigger beam electrical cables and hoses including new sheathing	2	\$493.76	\$987.52	\$805.00	\$1,792.52
Troubleshoot rotation interlock system. It will not allow rotation of aerial without hitting overrides when full set. When short set, does not work. Any parts needed will be proposed separately for approval.				\$690.00	\$690.00
Replace damaged cradle pad.	1	\$40.46	\$40.46	\$57.50	\$97.96
Replace all damaged cables through ladder sections	1	\$5,003.00	\$5,003.00	\$1,840.00	\$6,843.00
Replace damaged electrical cable sheaves	9	\$88.01	\$792.09	\$345.00	\$1,137.09
Shop supplies	1	\$49.83	\$49.83		\$49.83
Replace rotation interlock optical switches with limit switches, replace the target plate with a current style plate and rewire system	1	\$3,725.66	\$3,725.66	\$1,610.00	\$5,335.66

Check axle weights, tire pressure, axle mounts, adjust tiller air suspension ride height and test drive				\$920.00	\$920.00
Install new tiller axle shocks (PN XSHOCK-002)	2	\$673.19	\$1,346.38	\$575.00	\$1,921.38
Install new tiller seat and seat belts (PN LTC-77980079)	1	\$1,435.69	\$1,435.69	\$460.00	\$1,895.69

**NOTE: \$115 labor rate*

Terms: Estimates are good for 30 days. The estimate does not include parts and labor that may be required for problems uncovered while performing the approved scope of work stated above. All LTC repairs are warranted for a period of one (1) year. Transportation is the sole responsibility of the owner. I authorize employees of Ladder Tower Co, RedStorm Fire & Rescue Apparatus, Inc. and any subcontractors to operate the vehicle for testing, inspection and repair purposes. Ladder Tower Co., RedStorm Fire & Rescue Apparatus, Inc. and any subcontractors shall not be responsible for loss or damage to the vehicle for equipment that has not been removed by its owner. I agree that RedStorm Fire & Rescue Apparatus, Inc. has an express lien on the described vehicle for the parts and labor furnished under this repair estimate, including this estimate and those from any prior estimate or repair order on the vehicle. If I fail to pay such charges, I agree that the vehicle may be held until charges are paid in full, in the event of a legal action to collect any sums due, I agree to pay all costs of collection and fees including reasonable attorney fees.

Date: _____

7386 Gallerher Road, Gainesville VA 20155





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



Steven Lohr
Fire Chief

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

TO: Valerie Means, City Administrator
FROM: Steve Lohr, Fire Chief
SUBJECT: Truck 11 Emergency Maintenance Repairs
DATE: December 6, 2016

The HFD recommends that M&C accept the sole source quote in the amount of \$21,999.03 from Red Storm Fire Apparatus, to perform emergency maintenance repairs for T-11, a 1994 100 ft tractor-drawn reserve aerial. Red Storm Fire and Rescue Apparatus is the regional dealer for SMEAL/LTC; the parent company of the original equipment manufacturer (OEM) for this aerial ladder truck.

This ladder was purchased a few years ago from East Rutherford, New Jersey to return a reserve aerial unit to our fleet of available aerals. This is a 1994 unit with low mileage and little wear and tear other than age. However, several items including the tiller-axle/suspension, tiller steering and electronic controls for the aerial ladder have proven un-reliable while others have failed the annual third-party service test. The quote includes a third-party reinspection that will last for one-year after the repairs are approved. By conducting this work now, we are able to have the OEM perform and warranty the work.

It is our goal to defer replacement of this aerial as a cost avoidance measure for three to five additional years assuming no catastrophic failures of any major component. The three existing aerial devices in the HFD were evaluated locally and by LTC to determine the most reliable truck to maintain. The older 1994 truck referenced here was determined to be in the best overall condition and the least likely to fail in the near term.

Attached you will find a copy of the proposal that also includes a one-year warranty that was negotiated beyond the standard 30-day warranty at no additional costs to the city. The funds are budgeted in the FY17 approved HFD CIP budget for an amount not to exceed \$30,000. We have confidence in this estimate as the result of the truck being fully evaluated at the Lancaster, PA facility.

Work will begin immediately upon approval of the estimated repairs.

Respectively,

Steven E. Lohr

Do Not Complete This Section

Approved Consent Agenda: _____

New Business: _____

Originating Department:		Fire	By:		Steve Lohr, Fire Chief	
Account Number:		4512001	Account / Project Name:			
Budget Amount:	\$30,000.00	Account Balance:	103,410.43	Year:	FY17	CIP Control No. C0010
Unbudgeted \$:	0	Source of Funds:	CIP – General Fund			

Quantity	Description	Value
	Rehabilitate Ladder Truck 11	21,999.03

TOTAL VALUE OF PROJECT: 21,999.03

ABOVE TO BE USED FOR:

Rehabilitate Reserve Ladder Truck 11

Recommended Vendor:

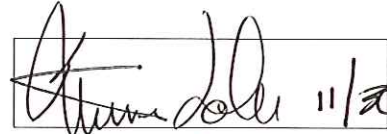
Business Name:	Red Storm
Address:	7386 Gallerher Road
City, State:	Gainesville, VA
Bid/Proposal/Quote No.:	16-0205R

OTHER VENDORS:

[illegible]

(1) Department Manager

I RECOMMEND APPROVAL OF THIS MINI-REHAB ESTIMATE @
THE CEM'S FACILITY IN LANCASTER PA. IT IS LIMITED TO
CHASSIS RUNNING GEAR AND FAILURE ITEMS FROM THE
ANNUAL AERIAL TEST.

 11/20/16
Signature / Date

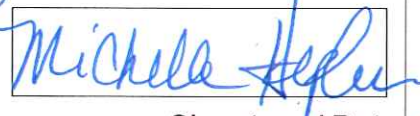
(2) Purchasing Agent:

Recommend Approval.

 12/01/2016
Signature / Date

(3) Finance Manager:

Recommend approval for repair/refurbish
work on ladder truck. Adequate funding
from the general fund was included in
the approved FY16 Budget.

 12/1/16
Signature / Date

(4) City Administrator's Recommendation:

Approval

 12/1/16
Signature / Date

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

Topic:

2015A and 2015B Bond Proceeds - *Michelle Hepburn, Director of Finance*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Description

Reprogramming_Unspent_2015A_and_2015B_Memo_12.06.16.pdf

2015A & 2015B Bond
Reprogram



CITY OF HAGERSTOWN, MARYLAND

Finance Department
301-739-8577 X160

To: Valerie Means, City Administrator
From: Michelle Hepburn, Director of Finance
Date: December 6, 2016
Subject: Reprogramming of Unspent 2015A and 2015B Bond Proceeds

City staff will discuss the need to reprogram unspent bond proceeds from the City's 2015A tax exempt bond and 2015B taxable bond issue. Reprogramming the unspent bond proceeds will allow the City to move forward with several important capital projects without issuing new bonds or transferring additional funds from the General Fund into the Capital Improvements Program during FY17.

MAYOR AND COUNCIL ACTION REQUESTED

City staff has developed a proposed plan for the use of unspent bond proceeds based on previously approved Mayor and Council projects. Work has already started on many of the proposed projects. Those recommendations are listed below in the background information. Additionally, we would like Mayor and Council permission to move forward with the bond reprogramming process with our bond counsel, Lindsey Rader from Funk & Bolton, to draft a Supplemental Bond Ordinance and a Supplemental Bond Resolution.

BACKGROUND

The cost of several of the projects that we had planned to spend the 2015A and 2015B bond proceeds on was less than expected, not undertaken, or additional funding sources were identified. This resulted in unspent bond proceeds that need to be reprogrammed for other eligible uses. The 2015A tax exempt bond proceeds have time spending requirements that are federally mandated. The sources of unspent bond proceeds by project (include applicable interest earnings to date) are:

Description	Project No.	Amount
<i>Projects with Unspent 2015A and 2015B Bond Proceeds</i>		
GF: Major Signal Intersection Upgrades	C0243	2,033.11
GF: Stormdrain System Upgrades	C0444	10,888.67
GF: MELP (former Municipal Electric Light Plant)	C0839	651,840.62
Elec: HLD Admin Office Building	C0542	234,990.70
WWT: Eliminate Pump Station	C0832	25,074.23
Prop Mgmt: Roslyn Building Windows	C0779	100,296.98
Total Unspent Bond Proceeds		1,025,124.31

Staff would like to share their recommendations for the use of the remaining unspent 2015A and 2015B bond proceeds. Other eligible uses were identified, so that we can expend the funds within the expected timeframe for use of tax exempt bonds. The project list is as follows:

Description	Project No.	Amount
<i>Use of Unspent 2015A and 2015B Bond Proceeds</i>		
GF: City Park lake design	C0047	74,000.00
GF: Prospect Street Wall	C0401	99,459.46
GF: Fairgrounds Grandstand Improvements	C0624	154,000.00
WWT: Wastewater Plant Equipment	C0584	25,074.23
WWT: Synagro Plant Improvements	C0712	651,840.62
Prop Mgmt: Elizabeth Hager Center Building Roof	C0803	20,750.00
Total Reprogrammed Prior Bond Proceeds		1,025,124.31

Reprogramming of Unspent Bond Proceeds - Proposed Plan

To meet the required deadline for spending the 2015A tax exempt bond proceeds by April 2018, staff is recommending that the above project listing be approved by Mayor and Council, so that the necessary ordinances and paperwork can be started.

Potential Calendar/Schedule of Items Required:

Discussion of Project Listing to Reprogram Bonds	December 6, 2016
Introduction of Supplemental Bond Ordinance to Reprogram Bond Proceeds	December 13, 2016
Adoption of Supplemental Bond Ordinance to Reprogram Bond Proceeds	December 20, 2016
Effective Date of Supplemental Bond Ordinance	January 20, 2017
Approval of Supplemental Resolution to Reprogram Bond Proceeds	January 24, 2017

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

Topic:

Executive Session

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

December_6__2016_Executive_Session.pdf

Description

Executive Session Agenda



EXECUTIVE SESSION

MAYOR & CITY COUNCIL

DECEMBER 6, 2016

AGENDA

5:30 p.m. EXECUTIVE SESSION – *Room 407, 4th floor, City Hall*

1. To consult with counsel to obtain legal advice, #7
**Seeking approval to engage attorneys*

***AUTHORITY:** Annotated Code of Maryland, General Provisions Article: Section 3-305(b)
(Subsection is noted in parentheses)

CITY OF HAGERSTOWN, MARYLAND

PUBLIC BODY: Mayor & City Council

DATE: December 6, 2016.

PLACE: Council Chamber, 2nd floor, City Hall

TIME: 5:30 p.m..

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

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