

# **Mayor and Council**

## **3rd Special Session, Work Session, and Executive Session**

### **January 24, 2017**

### **Agenda**

*"A diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods."  
"Providing the most efficient and highest-quality services as the municipal location of choice for all customers."*

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**"Do not wait until conditions are perfect to begin. Beginning makes the conditions perfect."**

**Alan Cohen**

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

- 4:00 PM** 1. Approval of a Resolution: Re-Allocation/Reprogramming of 2015A and B General Obligation Bonds

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

- 4:10 PM** 1. Children's Village Update - *Linda Irvin-Craig, Fund Development Director*
- 4:20 PM** 2. Preliminary Agenda Review
- 4:30 PM** 3. Public Safety Needs Assessment - *Police Chief Victor V. Brito and Fire Chief Steven Lohr*
- 5:00 PM** 4. Action Report: Update on Implementation of the Community's City Center Plan - *Jill Frick, Director of Community and Economic Development, and Kathleen Maher, Director of Planning and Code Administration*
- 5:20 PM** 5. Ad Hoc Committee - *Mayor and City Council*

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

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

#### **ADJOURN**

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

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**Topic:**

Approval of a Resolution: Re-Allocation/Reprogramming of 2015A and B General Obligation Bonds

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>
DOCS-#193320-v1-2017_Hagerstown_Motion_re__Res__re__Reallocation_of_2015_Bond_Proceeds_(2).pdf	Motion
DOCS-#193051-v2-2017_Hagerstown_Supp__Resolution_re__2015_Bond_Proceeds.pdf	Resolution

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**DATE:** January 24, 2017

**TOPIC:** Approval of a Resolution: Re-Allocation/Reprogramming of 2015A and B General Obligation Bonds

Charter Amendment \_\_\_\_\_

Code Amendment \_\_\_\_\_

Ordinance \_\_\_\_\_

Resolution \_\_\_\_\_ X \_\_\_\_\_

Other \_\_\_\_\_

#### **MOTION:**

I hereby move for the approval of a resolution amending and supplementing Resolution No. R-15-02, adopted and effective on 03/17/2015, which, together with a companion ordinance, served as authority for the issuance and sale of the \$8,020,000 City of Hagerstown Public Facilities Bonds, Series 2015A (Tax-Exempt) (the "Tax-Exempt Bonds") and the \$1,850,000 City of Hagerstown Public Facilities Bonds, Series 2015B (Taxable) (the "Taxable Bonds" and, together with the Tax-Exempt Bonds, the "2015 Bonds").

With respect to certain of the original projects intended to be funded from 2015 Bonds proceeds, the City has achieved cost savings, cannot spend 2015 Bonds proceeds quickly enough to satisfy certain federal tax code requirements, or has determined not to fund such original projects either in the amount originally allocated to such projects or from 2015 Bonds proceeds at all. The purpose of this resolution is to amend and supplement Resolution No. R-15-02 to (i) reallocate a portion of the Tax-Exempt Bonds proceeds to (A) finance or reimburse costs of additional public purpose projects of the City as identified in the resolution and (B) increase or decrease the amount of Tax-Exempt Bonds proceeds originally allocated to certain of the projects identified in Resolution No. R-15-02, and (ii) reallocate a portion of the Taxable Bonds proceeds among the projects originally identified to be funded from Taxable Bonds proceeds. On 12/20/2016 the Council passed and the Mayor approved Ordinance No. O-16-25, which amended and supplemented the 2015 companion ordinance to allow for the contemplated reallocation and reprogramming and required that the subject resolution be adopted. The resolution authorizes the Mayor and Director of Finance to supplement the tax certificate delivered in 2015 to account for the reallocation and reprogramming of proceeds of the Tax-Exempt Bonds.

DATE OF INTRODUCTION: 01/24/2017  
DATE OF PASSAGE: 01/24/2017  
EFFECTIVE DATE: 01/24/2017

## RESOLUTION NO. R-17-02

A RESOLUTION of the Council of City of Hagerstown (the “City”) amending and supplementing Resolution No. R-15-02, adopted by the Council on March 17, 2015 and effective on March 17, 2015, in order to authorize and empower the City to use and apply a portion of the proceeds of the (i) \$8,020,000 City of Hagerstown Public Facilities Bonds, Series 2015A (Tax-Exempt) (the “Tax-Exempt Bonds”) and (ii) \$1,850,000 City of Hagerstown Public Facilities Bonds, Series 2015B (Taxable) (the “Taxable Bonds” and, together with the Tax-Exempt Bonds, the “2015 Bonds”) issued on April 14, 2015 for the public purpose of financing or reimbursing costs of certain projects identified herein as (i) General Fund – City Park Lake Improvements, Prospect Street Wall, and Fairgrounds Grandstand Improvements, and (ii) Property Management Fund – Elizabeth Hager Center Building Roof, in addition to or in substitution for certain of the projects provided for in Resolution No. R-15-02 as identified herein, and re-allocating a portion of the proceeds of the 2015 Bonds to two projects previously authorized to be funded from 2015 Bonds proceeds by Resolution No. R-15-02; authorizing, directing or empowering City officials and employees to take certain actions with respect to the 2015 Bonds; and otherwise generally relating to the use of proceeds of the 2015 Bonds.

### RECITALS

1. City of Hagerstown, a municipal corporation of the State of Maryland and a municipality within the meaning of the Enabling Act identified below (the “City”), is authorized and empowered by Sections 19-301 to 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland (previously codified as Sections 31 to 37, inclusive, of Article 23A of the Annotated Code of Maryland), as replaced, supplemented or amended (the “Enabling Act”), and Sections 717 and 719 of the Charter of the City of Hagerstown, as replaced, supplemented or amended (the “Charter”), to borrow money for any proper public purpose and to evidence such borrowing by the issuance and sale of its general obligation bonds.

2. Pursuant to the authority of Ordinance No. O-15-01, passed by the Council of the City (the “Council”) on February 10, 2015, approved by the Mayor of the City (the “Mayor”) on February 10, 2015 and effective on March 13, 2015 (the “Original Ordinance”), the City determined to undertake certain projects identified as line items 1-22 in Section 3(b) of the Original Ordinance

(collectively, the “Original Projects”); and the City determined to borrow money for the public purpose of financing, reimbursing or refinancing “costs” (as identified in Section 3(b) of the Original Ordinance) of the Original Projects, and to evidence this borrowing by the issuance and sale from time to time, in one or more series, of its general obligation bonds in an aggregate principal amount not to exceed Nine Million Eight Hundred Seventy-four Thousand Three Hundred Forty-three Dollars (\$9,874,343) (the “Authorized Bonds”).

3. Pursuant to the authority of the Enabling Act, the Charter, the Original Ordinance, Resolution No. R-15-02, adopted by the Mayor and Council on March 17, 2015 and effective on March 17, 2015 (the “Original Resolution”), and other applicable law, the City issued and delivered on April 14, 2015 a portion of the Authorized Bonds consisting of its (i) City of Hagerstown Public Facilities Bonds, Series 2015A (Tax-Exempt) in the original aggregate principal amount of \$8,020,000 (the “Tax-Exempt Bonds”) and (ii) City of Hagerstown Public Facilities Bonds, Series 2015B (Taxable) in the original aggregate principal amount of \$1,850,000 (the “Taxable Bonds” and, together with the Tax-Exempt Bonds, the “2015 Bonds”) in order to finance or reimburse costs of the Original Projects as identified in the Original Resolution. The Tax-Exempt Bonds were issued with the expectation that interest payable thereon would be excludable from gross income for federal income tax purposes. The Taxable Bonds were issued with the expectation that interest payable thereon would be includable in gross income for federal income tax purposes.

4. The aggregate principal amount of the 2015 Bonds as originally issued was \$9,870,000, meaning that after giving effect to such issuance, the unused bonding authority under the Original Ordinance is \$4,343. The de minimis amount of such unused bonding authority means that in effect the 2015 Bonds are the only Authorized Bonds or Bonds (as such term is used in the Original Ordinance) that have been or will be issued pursuant to the provisions of the Original

Ordinance (exclusive of any Refunding Bonds issued pursuant to authority of the Original Ordinance).

5. As provided in the Original Resolution and in the Tax and Section 148 Certificate dated April 14, 2015 (the “Original Tax Certificate”) executed by the Mayor and the Director of Finance of the City (the “Director of Finance”), the City allocated proceeds of the Tax-Exempt Bonds to finance or reimburse costs of the following Original Projects in the maximum principal amount set forth opposite each (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes) as follows:

[CONTINUED ON FOLLOWING PAGE]

	<b><u>Project Description</u></b>	<b><u>Maximum Principal Amount</u></b>
<b><u>General Fund</u></b>		
1	Fire Department Vehicles	\$ 1,000,000
2	Public Works Vehicles	276,743
3	AE/City Park Trail	1,500,000
4	Major Signal Intersection Upgrades	100,000
5	Stormdrain System Upgrades	50,000
6	Parks Vehicles and Equipment	60,000
7	Storm Water Management Implementation	100,000
8	Potterfield Pool Improvements	87,000
9	Marsh Run Walls Rehab	<u>100,000</u>
	General Fund Subtotal	3,273,743
<b><u>Electric Fund</u></b>		
10	HLD Admin Office Building	<u>650,000</u>
	Subtotal Electric Fund	650,000
<b><u>Water Fund</u></b>		
11	Willson Treatment Plant	340,000
12	Distribution Services Meter Program	2,116,257
13	Distribution Rehab Main Replacement	<u>800,000</u>
	Water Fund Subtotal	3,256,257
<b><u>Wastewater Fund</u></b>		
14	Collection System Rehab	300,000
15	WWTP Equipment	275,000
16	Collection System Equipment	90,000
17	Grinder Pump Replacement	50,000
18	Eliminate Pump Station	<u>25,000</u>
	Wastewater Fund Subtotal	740,000
<b><u>Property Management Fund</u></b>		
19	Roslyn Building - Windows	<u>100,000</u>
	Property Management Fund Subtotal	100,000
	<b>TOTAL</b>	<b><u>\$8,020,000</u></b>

The projects identified above in line items 1-19, inclusive, are collectively referred to in the Original Resolution as the “Tax-Exempt Projects”.

6. As provided in the Original Resolution, the City allocated proceeds of the Taxable Bonds to finance or reimburse costs of the following Original Projects in the maximum principal

amount set forth opposite each (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes) as follows:

	<b><u>Project Description</u></b>	<b><u>Maximum Principal Amount</u></b>
	<b><u>General Fund</u></b>	
1	MELP	\$ 650,000
	<b><u>Wastewater Fund</u></b>	
2	Solids Processing-Pelletizer and WWT Plant Imp	200,000
3	Sludge Storage Phase I Improvements	1,000,000
	TOTAL	<u>\$1,850,000</u>

The projects identified above in line items 1-3, inclusive, are collectively referred to in the Original Resolution as the “Taxable Projects”.

7. As provided in subsections (b) and (c) of Section 3 of the Original Resolution, the City, without notice to or the consent of the registered owners of the 2015 Bonds, may reallocate the maximum principal amount of the proceeds of each of the Tax-Exempt Bonds and the Taxable Bonds (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes), respectively, to be spent among any of the Tax-Exempt Projects and the Taxable Projects, respectively, in compliance with applicable City budgetary procedures or applicable law. Subsections (b) and (c) of Section 3 of the Original Resolution further provide that it is the intention of the City that (i) proceeds of the Tax-Exempt Bonds may be spent on any applicable costs (as defined in the Original Resolution) relating to the Tax-Exempt Projects and (ii) proceeds of the Taxable Bonds may be spent on any applicable costs (as defined in the Original Resolution) relating to the Taxable Projects.

8. Section 14 of the Original Resolution provides in part: “The proceeds of the Bonds of each series shall be deposited in the proper account or accounts of the City, shall be

invested within the limits prescribed by Maryland and federal law, and shall be used and applied exclusively for the purposes described herein.” The term “Bonds” as defined in the Original Resolution has the same meaning as the term “2015 Bonds” defined in this Resolution.

9. The City has, as applicable, (i) achieved cost savings with respect to certain of the Original Projects originally intended to be funded from 2015 Bonds proceeds as provided in the Original Resolution, (ii) determined it cannot spend proceeds of the 2015 Bonds with respect to certain of the Original Projects to be funded therefrom as quickly as originally anticipated, and/or (iii) determined not to fund in whole or in part from proceeds of the 2015 Bonds certain of the Original Projects authorized to be funded from 2015 Bonds proceeds as provided in the Original Resolution. Accordingly, the City desires to amend the Original Resolution in order to (1) authorize the use and application of proceeds of the Tax-Exempt Bonds to finance or reimburse costs of the additional public purpose projects of the City identified in Section 2(a) hereof (which amends Section 3(b) of the Original Ordinance) as (i) General Fund – City Park Lake Improvements, Prospect Street Wall, and Fairgrounds Grandstand Improvements, and (ii) Property Management Fund – Elizabeth Hager Center Building Roof (collectively, the “Additional Projects”), and (2) increase the amount of the Tax-Exempt Bonds and the Taxable Bonds proceeds to be expended on the Original Projects respectively identified as Wastewater Fund – WWTP Equipment and Sludge Storage Phase I Improvements (in both cases by adjusting the allocation of proceeds of the 2015 Bonds set forth in the Original Resolution as provided for herein).

10. Section 5 of the Original Ordinance provided that proceeds of the bonds authorized thereby could be applied solely to finance or reimburse costs of the Original Projects unless the City enacted a supplemental ordinance to provide for the use and application of such

proceeds for some other public purpose authorized by the Enabling Act or the Charter. On December 20, 2016, the Council passed and the Mayor approved Ordinance No. O-16-25 (“Ordinance No. O-16-25”). Ordinance No. O-16-25 became effective on January 20, 2017 and amends and supplements the provisions of the Original Ordinance to permit, in effect, the application of proceeds of the 2015 Bonds to finance or reimburse costs of the Additional Projects in addition to or in substitution for certain of the Original Projects and to re-allocate proceeds of the 2015 Bonds to certain Original Projects.

BE IT RESOLVED BY THE COUNCIL OF CITY OF HAGERSTOWN:

SECTION 1. (a) The Recitals to this Resolution are incorporated by reference herein and deemed a substantive part of this Resolution. Capitalized terms used in the Sections of this Resolution that are not defined herein shall have the meanings given to such terms in the Recitals.

(b) References in this Ordinance to any official by title shall be deemed to refer (i) to any official authorized under the Charter, the code of ordinances of the City (the “City Code”) or other applicable law or authority to act in such titled official’s stead during the absence or disability of such titled official, (ii) to any person who has been elected, appointed or designated to fill such position in an acting capacity under the Charter, the City Code or other applicable law or authority, (iii) to any person who serves in a “Deputy”, “Associate” or “Assistant” capacity as such an official, provided that the applicable responsibilities, rights or duties referred to herein have been delegated to such deputy, associate or assistant in accordance with the Charter, the City Code or other applicable law or authority, and/or (iv) to the extent an identified official commonly uses another title not provided for in the Charter or the City Code, the official, however known, who is charged

under the Charter, the City Code or other applicable law or authority with the applicable responsibilities, rights or duties referred to herein.

SECTION 2. (a) Section 3(b) of the Original Resolution is hereby deleted in its entirety and inserted in place thereof shall be the following:

“(b) Proceeds of the Tax-Exempt Bonds shall be applied to finance or reimburse costs of the following public purpose projects in the maximum principal amount set forth opposite each (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes), except as otherwise herein provided:

[CONTINUED ON FOLLOWING PAGE]

	<b>Original Projects/ Additional Projects<sup>1</sup></b>	<b>Original Maximum Principal Amount – Original Projects<sup>2</sup></b>	<b>Authorized Maximum Principal Amount – Additional Projects<sup>3</sup></b>	<b>Net Adjustments<sup>4</sup></b>
<b><u>General Fund</u></b>				
1	Fire Department Vehicles	\$1,000,000	N/A	N/A
2	Public Works Vehicles	276,743	N/A	N/A
3	AE/City Park Trail	1,500,000	N/A	N/A
4	Major Signal Intersection Upgrades	100,000	N/A	-\$ 2,033.11
5	Stormdrain System Upgrades	50,000	N/A	-10,888.67
6	Parks Vehicles and Equipment	60,000	N/A	N/A
7	Storm Water Management Implementation	100,000	N/A	N/A
8	Potterfield Pool Improvements	87,000	N/A	N/A
9	Marsh Run Walls Rehab	100,000	N/A	N/A
9A	City Park Lake Improvements	N/A	\$ 74,000.00	+74,000.00
9B	Prospect Street Wall	N/A	99,459.46	+99,459.46
9C	Fairgrounds Grandstand Improvements	N/A	154,000.00	+154,000.00
<b><u>Electric Fund</u></b>				
10	HLD Admin Office Building	650,000	N/A	-234,990.70
<b><u>Water Fund</u></b>				
11	Willson Treatment Plant	340,000	N/A	N/A
12	Distribution Services Meter Program	2,116,257	N/A	N/A
13	Distribution Rehab Main Replacement	800,000	N/A	N/A
<b><u>Wastewater Fund</u></b>				
14	Collection System Rehab	300,000	N/A	N/A
15	WWTP Equipment	275,000	N/A	+25,074.23
16	Collection System Equipment	90,000	N/A	N/A
17	Grinder Pump Replacement	50,000	N/A	N/A
18	Eliminate Pump Station	25,000	N/A	-25,074.23
<b><u>Property Management Fund</u></b>				
19	Roslyn Building – Windows	100,000	N/A	-100,296.98
19A	Elizabeth Hager Center Building Roof	N/A	20,750.00	+20,750.00

<sup>1</sup> Original Projects refers to the Tax-Exempt Projects (as defined below) originally identified in Section 3(b) of Resolution No. R-15-02, passed by the Council on March 17, 2015 and effective on March 17, 2015 (the “Original Resolution”). Additional Projects refers to the Tax-Exempt Projects identified above as line items 9A, 9B, 9C and 19A that were added to Section 3(b) of the Original Resolution by amendment.

<sup>2</sup> Indicates principal amounts allocated to the Original Projects identified above by the Original Resolution exclusive of any premium realized upon sale or investment earnings.

<sup>3</sup> Includes, to the extent applicable, premium realized upon sale and investment earnings as of October 31, 2016 reallocated from applicable Original Projects identified above to the Additional Projects identified above.

<sup>4</sup> Negative amounts reflect reductions in the maximum principal amount of Tax-Exempt Bonds originally allocated to the indicated Original Projects, after accounting for, to the extent applicable, any premium realized upon sale and investment earnings as of October 31, 2016. Positive amounts reflect reallocation of Tax-Exempt Bonds proceeds together with, to the extent applicable, any premium realized upon sale and investment earnings as of October 31, 2016, to either the identified Original Projects or the identified Additional Projects.

The projects identified above in items 1-19A, inclusive, are collectively referred to herein as the “Tax-Exempt Projects” and are identified by approximately the

same names and fund references as such Tax-Exempt Projects are identified in City budget materials. Proceeds of the Tax-Exempt Bonds are hereby appropriated and allocated to pay costs of the Tax-Exempt Projects in the maximum principal amount set forth opposite each such Tax-Exempt Project in the table above (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes except as otherwise indicated); provided that, the City, without notice to or the consent of any holders of the Tax-Exempt Bonds, may reallocate the maximum principal amount of the Tax-Exempt Bonds (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes except as otherwise indicated) to be spent among any of the Tax-Exempt Projects identified herein in compliance with applicable budgetary procedures or applicable law. Further, it is the intention of the City that proceeds of the Tax-Exempt Bonds may be spent on any applicable costs relating to the Tax-Exempt Projects, including as definitions of and/or the scope of activities relating to the Tax-Exempt Projects may have already been, or may in the future be, amended or modified in accordance with applicable budgetary procedures or applicable law.”

(b) Section 3(c) of the Original Resolution is hereby deleted in its entirety and inserted in place thereof shall be the following:

“(c) Proceeds of the Taxable Bonds shall be applied to finance or reimburse costs of the following public purpose projects in the maximum principal amount set forth opposite each (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes), except as otherwise herein provided:

[CONTINUED ON FOLLOWING PAGE]

		<b>Original Maximum Principal Amount<sup>2</sup></b>	<b>Net Adjustments<sup>3</sup></b>
<b><u>General Fund</u></b>			
1	MELP	\$ 650,000	-\$651,840.62 <sup>4</sup>
<b><u>Wastewater Fund</u></b>			
2	Solids Processing-Pelletizer and WWT Plant Imp	200,000	N/A
3	Sludge Storage Phase I Improvements	1,000,000	+651,840.62 <sup>4</sup>

<sup>1</sup> Original Projects refers to the Taxable Projects (as defined below) originally identified in Section 3(c) of the Original Resolution.

<sup>2</sup> Indicates principal amounts allocated to the Original Projects identified above by the Original Resolution exclusive of any premium realized upon sale or investment earnings.

<sup>3</sup> Negative amounts reflect reductions in the maximum principal amount of Taxable Bonds originally allocated to the indicated Original Projects, after accounting for, to the extent applicable, any premium realized upon sale and investment earnings as of October 31, 2016. Positive amounts reflect reallocation of Taxable Bonds proceeds together with, to the extent applicable, any premium realized upon sale and investment earnings as of October 31, 2016, to identified Original Projects.

<sup>4</sup> Notwithstanding the reallocation of the maximum principal amount of Taxable Bonds proceeds, including any premium realized upon sale and investment earnings as of October 31, 2016 as reflected above, originally allocated to the Original Project identified in line item 1 as MELP to the Original Project identified in line item 3 as Sludge Storage Phase I Improvements, the City intends that all or a portion of such reallocated amount shall be applied to the Original Project identified as Sludge Storage Phase I Improvements only when and after the City determines definitively not to apply all or a portion of such reallocated Taxable Bonds proceeds to the Original Project identified as MELP.

The projects identified above in items 1-3, inclusive, are collectively referred to herein as the “Taxable Projects” and are identified by approximately the same names and fund references as such Taxable Projects are identified in City budget materials. Proceeds of the Taxable Bonds are hereby appropriated and allocated to pay costs of the Taxable Projects in the maximum principal amount set forth opposite each such Taxable Project in the table above (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes except as otherwise indicated); provided that, the City, without notice to or the consent of any holders of the Taxable Bonds, may reallocate the maximum principal amount of the Taxable Bonds (exclusive of any premium realized upon

sale or investment earnings that may be applied for such purposes except as otherwise indicated) to be spent among any of the Taxable Projects identified herein in compliance with applicable budgetary procedures or applicable law. Further, it is the intention of the City that proceeds of the Taxable Bonds may be spent on any applicable costs relating to the Taxable Projects, including as definitions of and/or the scope of activities relating to the Taxable Projects may have already been, or may in the future be, amended or modified in accordance with applicable budgetary procedures or applicable law.”

(c) By undertaking the amendments to subsections (b) and (c) of Section 3 of the Original Resolution provided for in subsections (a) and (b) of this Section 2, the City is in effect (i) providing for a reduction in the amount of the 2015 Bonds allocated to certain of the Original Projects, (ii) increasing the amount of proceeds of the 2015 Bonds allocated to certain of the Original Projects, and (iii) allowing for application of proceeds of the 2015 Bonds to finance or reimburse costs of the Additional Projects, in each case, to the extent applicable, after taking into account any premium realized upon sale or investment earnings as of October 31, 2016 originally allocated to the applicable Original Projects.

(d) All of the projects identified in the charts set forth in subsections (a) and (b) above of this Section 2 (which respectively amend subsections (b) and (c) of Section 3 of the Original Resolution) are collectively referred to as the “Revised Projects”. From and after the effective date of this Resolution, all references to the Projects in the Original Resolution shall be deemed to be references to the Revised Projects, as identified in this Resolution. From and after the effective date of this Resolution, the provisions of this Section 2 shall supersede the provisions of subsections (b)

and (c) of Section 3 of the Original Resolution with respect to the application of the proceeds of the 2015 Bonds.

(e) Unless the Council determines otherwise in accordance with applicable budgetary procedures or applicable law, including, to the extent permitted, by resolution, it is the intention of the Council that investment earnings with respect to the Revised Projects identified as (i) General Fund – Major Signal Intersection Upgrades, Stormdrain System Upgrades, and MELP, (ii) Electric Fund – HLD Admin Office Building, (iii) Wastewater Fund – Eliminate Pump Station, and (iv) Property Management Fund – Roslyn Building – Windows, that are earned after October 31, 2016 shall be applied to costs of the Revised Project identified as General Fund – AE/City Park Trail.

SECTION 3. The Mayor and the Director of Finance are hereby authorized and empowered to supplement the Original Tax Certificate in order to evidence the expectations of the City as to the application of the proceeds of the Tax-Exempt Bonds following the effective date of this Resolution.

SECTION 4. The Mayor, the City Administrator, the Director of Finance, the City Clerk of the City and all other appropriate officials and employees of the City, as applicable, are hereby authorized and directed to take any and all action necessary to provide for application of the proceeds of the 2015 Bonds to finance or reimburse the costs of the Revised Projects and to execute and deliver all documents, certificates and instruments necessary or appropriate in connection therewith or in connection with the transactions contemplated by this Resolution.

SECTION 5. From and after the effective date of this Resolution, the Original Resolution shall be deemed amended and supplemented as provided herein and all other terms and provisions of the Original Resolution shall remain in full force and effect.

SECTION 6. The provisions of this Resolution shall be liberally construed in order to effectuate the transactions contemplated by this Resolution.

SECTION 7. This Resolution shall be effective upon its adoption.

(SEAL)

ATTEST:

CITY OF HAGERSTOWN

\_\_\_\_\_  
Donna K. Spickler  
City Clerk

\_\_\_\_\_  
Robert E. Bruchey, II, Mayor

Introduced: \_\_\_\_\_, 2017

Adopted: \_\_\_\_\_, 2017

Effective: \_\_\_\_\_, 2017

#193051;43111.001

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

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**Topic:**

Children's Village Update - *Linda Irvin-Craig, Fund Development Director*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Children\_s\_Village\_Update.pdf

**Description**

Children's Village Update

## **Report to Our Towns from Children's Village of Washington County, Inc.**

During school year 2015-2016, Children's Village of Washington County, provided two days of personal safety education for 2,229 students. Of those 571 were from the Hagerstown school district. For every child who goes through the program, we know that all of the other children and all adults in the home were involved with specific exercises in applying some of the learned curriculum to the home surroundings. This impacts, on average, three more individuals.

If the family has had other students go through the program earlier, this provides a good opportunity to review what they worked on before, or presents a time to apply the information to new surroundings, if they have moved in the interim.

One of our greatest concerns is the number of students who move into Washington County after their second grade year in school. As we move forward to negotiate a larger partnership with the Washington County Public School system, this is an element that we are looking to address.

Of course, our annual Open House, known as "Kids Alive Fest," held in October, (which will return to May in 2017) provides a chance for both younger and older students to be exposed to abbreviated segments of the program. In addition, this event allows community partners who cover health and safety issues to bring materials to distribute and to offer demonstrations on our campus. We have been blessed with a number of local entities that contribute to this event as sponsors. Of course, we can always use more assistance to keep the program free to all of our students. This year we had between 300 and 350 children and their families on hand.

In the beginning all instructors were volunteers or paid by their various police or fire departments to deliver the approved curriculum, written in cooperation with second-grade teachers and our Education Committee. We now have a per diem cost for many. All changes to the curriculum are approved by the BOE.

As we work toward more bicycle-friendly communities, the bicycle safety elements of our work take on greater significance. It was bicycle safety that prompted the early target of establishing a comprehensive safety curriculum for all of our children. This past summer, when passing through the streets of Hagerstown I personally observed a serious concern. A toddler on a tricycle had been turned loose in a bicycle lane to play. She was barely visible to me as I neared. Fortunately, I had seen the parents bring her out as I turned into the street.

Other concerns currently challenging our community include the recognition that rabies sometimes affects wildlife, stray cats and family pets. In the past, we have been able to tack on a little information about avoiding contact with unfamiliar animals when we have identified incidences of this danger. We are also looking at how to address the risks associated with insect-borne viruses. Ticks bring us Lyme disease and Rocky Mountain Spotted-Fever and mosquitoes carry West Nile Virus and now Zika.

## **Statistical and Financial Report to Constituents of Children's Village of Washington County, Inc. 2016**

**Number of Students Served:** Over 50,000 students have been through the program at Children's Village at this point and that figure grows by about 2,000 to 2,500 each year, depending on the enrollment of students in our various school populations. All second graders in our public, private, religious and home school settings have been the target audience. This past school year that number was 2,229.

**Program:** Curriculum was updated as recently as 2015 through a partnership between our internal Education Committee, representatives from Washington County Public Schools and from various emergency responders. It is officially a part of the second grade health curriculum.

Instructors are part time employees, with no benefits, and there has been no increase to their hourly rate since the switch from all-volunteer instructors to paid positions in 2006.

Class size and arrival time of students each has a bearing on program delivery, but instructors have learned to be flexible and make necessary adjustments within the tight timeframe for our extensive curriculum. The goal is to provide all second-grade students with necessary life-safety skills to help them make informed decisions about their experiences in our modern society.

The number of latch-key children has increased and so there is an even greater need to provide this information than when we began with the pilot program in December of 1990.

On a national level, the largest cause of death and disability for children under the age of 14 is accidental injury. Several local studies over the years since Children's Village opened have shown an almost negligible rate for childhood trauma in our local population. (1996 and 2002)

CVWC does have concerns for the children who enter our community after their second grade school year. The annual open house offers at least one opportunity for those families to get a partial experience. This year's "Kids Alive Fest" drew between 300 and 350 children and their families. The Village also offers special group tours during times when classes are not in session and the summer months, by appointment.

We additionally have concerns for new risks that develop, i.e., the recent spate of insect-borne diseases such as West Nile and Zika Virus, Rocky Mountain Spotted-Fever and Lyme Disease and the return of rabies in our wildlife population in Maryland that can infect domestic animals, as well. Where do we fit these in?

**Financial:** Like every small non-profit, Children's Village has had the same recent challenges. Raising operating funds has become far more difficult during this economic recession. The four annual fundraisers have not done as well as hoped. Fortunately, CVWC responsibly had a "rainy day" fund set aside, but that has continued to diminish as the recession has lingered in our area.

Capital funds and/or direct program funds seem to be the preferred focus of most major donors. Day-to-day budget costs, i.e., utilities, insurance, office supplies and operations, professional services and fees, management/supervisory salaries, etc., long-ago fell out of favor because of several national high-profile cases of misuse back in the 1980s-90s.

Thus, the Board of CVWC decided to enter into discussions with Washington County Public Schools on finding a way forward. The CVWC-owned buildings, furniture and equipment, which are valued at over \$500,000, sit on school system-owned land and the students are bused to the campus by WCPS. There has been an inherent partnership since the beginning.

For the past several years, the program has received about \$23,000 per year from the school system for operations, but CVWC was still not meeting all annual operating costs. There has been no contribution from WCPS this year, although the system does provide some technical support. Through on-going negotiations talks have focused on finding the most practical kind of partnership for the future. Several models have been considered.

Primary goals are simple: continue to deliver the program, which has proven to be a valuable community asset, and respect for the long-tenure of the Operations Director, to include employee benefits.

Secondary goals might include additional programming, refresher opportunities and reaching students who did not have the advantage of the second-grade experience. Evening classes for adults is another idea that has been floated.

These ideas would likely require an expansion to the campus to accommodate adults and older students and we have long wanted a railroad crossing in the Village to improve children's understanding of the extreme hazard that being near rail lines poses. Brainstorming through community meetings could produce more ideas to extend the use of the facilities.

**NOTE:** One other group does use the primary building periodically. The local fire marshals conduct classes for adjudicated juvenile fire setters in the evening.

2015-2016 School Year

## Elementary Schools

### Washington County Public Schools

- Bester Elementary.....90 City
  - Boonsboro Elementary..... 76
  - Cascade Elementary.....28
  - Clear Spring Elementary .....55
  - Eastern Elementary (0)
  - Emma K. Doub Elementary.....70 City
  - Fountain Rock Elementary..... 31
  - Fountaindale Elementary..... 77 City
  - Funkstown Elementary (0)
  - Greenbrier Elementary.....35
  - Hancock Elementary.....44
  - Hickory Elementary..... 39
  - Jonathan Hager Elementary (new) City
  - Lincolnshire Elementary..... 104
  - Maugansville Elementary.....96
  - Old Forge Elementary.....50
  - Pangborn Elementary.....116 City
  - Paramount Elementary.....55
  - Pleasant Valley Elementary.....25
  - Potomac Heights Elementary...39 City
  - Rockland Woods Elementary....96
  - Ruth Ann Monroe Primary.....172
  - Salem Avenue Elementary.....120 City
  - Sharpsburg Elementary.....37
  - Smithsburg Elementary.....41
  - Williamsport Elementary.....116
  
  - Conococheague Elementary.....24 (closing)
  - Winter Street Elementary.....50 City (closing)
  - Marshall Street School.....9 City
- Total.....1695**

### Private Schools

Broadfording Academy  
Emmanuel Christian School  
Gateway Christian Academy  
Grace Academy  
Heritage Academy  
Huyetts Mennonite  
Mt. Aetna Adventist  
St. Mary Catholic School  
Truth Christian Academy

**Total.....132**

### Out of County/Out of State

(tuition based)

Waynesboro.....402  
Fannett-Metal...(new next year)  
Greencastle (working on return)

**Total.....402**

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

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**Topic:**

Preliminary Agenda Review

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Jan\_31\_\_2017\_Prelim\_Agenda\_revised.pdf

January\_31\_\_2017\_Regular\_Session.pdf

**Description**

Revised Preliminary Agenda

January 31, 2017

Preliminary Agenda



**5<sup>TH</sup> REGULAR SESSION  
MAYOR & CITY COUNCIL  
JANUARY 31, 2017  
AGENDA**

**Preliminary Agenda**

Revised 01/23/2017

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**6:00 p.m. WORK SESSION – Council Chamber, 2<sup>nd</sup> floor, City Hall**  
*(Tentative Budget Discussion)*

**7:00 p.m. REGULAR SESSION – Council Chamber, 2<sup>nd</sup> floor, City Hall**

**I. CALL TO ORDER** - Mayor Robert E. Bruchey, II

**II. INVOCATION** - Councilmember Kristin B. Aleshire

**III. PLEDGE TO THE FLAG**

**IV. ANNOUNCEMENTS**

A. Rules of Procedure – *Adopted December 20, 2016*

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, February 7, 2017 – Work Session at 4:00 p.m.

2. Tuesday, February 14, 2017 – Work Session at 4:00 p.m.

3. Tuesday, February 21, 2017 – Work Session at 4:00 p.m.

4. Tuesday, February 28, 2017 – Regular Session at 7:00 p.m.

**V. GUESTS**

Special Recognition – James L. Sprecher, Jr.

Certificate of Appreciation – City of Hagerstown Finance Department

Special Recognition – Jill Frick, Director of Community and Economic Development

**VI. CITIZEN COMMENTS**

**VII. CITY ADMINISTRATOR COMMENTS**

**VIII. MAYOR & COUNCIL COMMENTS**

**IX. MINUTES**

(November 28, 2016, November 29, 2016, December 2, 2016, December 6, 2016, December 13, 2016, and December 20, 2016)

**X. CONSENT AGENDA**

- A. Community and Economic Development:
  - 1. Street Closure Requests – 2017 Events
  - 2. 2017 Open Container Law Exemption Application-Permits for Special Events
- B. Information Technology and Customer Support:
  - 1. Phone System Additional Ports – Glessner Protective Services, Inc. (Hagerstown, MD) \$ 11,860.00
- C. Parks and Engineering:
  - 1. Parks – General Mowing Services – J R Services (Smithsburg, MD) \$ 86,579.52
  - 2. Parks – Golf Course Mowing Services – J R Services (Smithsburg, MD) \$ 16,500.00
- D. Police:
  - 1. Predictive Policing Software Subscription – PredPol, Inc. (Santa Cruz, CA) \$ 15,000.00
  - 2. Purchase of 10 Radios – Motorola \$ 34,495.00
  - 3. Purchase of Tasers, Cartridges, and Holsters – TASER (Scottsdale, AZ) \$ 20,096.21
- E. Public Works:
  - 1. Purchase of 3 Vehicle Lifts – NAPA Auto Parts (Hagerstown, MD) \$ 70,308.36
- F. Utilities:
  - 1. Electric – Emergency Repair: Frederick Street Substation Transformer – ABB, Inc. (South Boston, VA) \$ 35,500.00

**XI. UNFINISHED BUSINESS**

- ✓ A. Approval of an Ordinance: Conversion District Amendment – Jeffrey Crampton, 901 Pope Avenue
- ✓ B. Approval of an Ordinance: Quit Claim of Portion of Alley 4-48

**XII. NEW BUSINESS**

- A. Introduction of an Ordinance: Amending Chapter 60-18.2, School Zones, of the City Code – School Zone at Jonathan Hager Elementary School
- ✓ B. Introduction of a Resolution: Fulton Annexation
- ✓ C. Approval of an Annexation Plan: Fulton Annexation
- ✓ D. Approval of Addition to Competitive Negotiated Sale List – Pioneer Hook and Ladder Building
- E. Approval of a Memorandum of Understanding – Hagerstown Urban Revitalization Project

**XIII. 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.*



**5<sup>TH</sup> REGULAR SESSION  
MAYOR & CITY COUNCIL  
JANUARY 31, 2017  
AGENDA**

Preliminary Agenda

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

---

**Topic:**

Public Safety Needs Assessment - *Police Chief Victor V. Brito and Fire Chief Steven Lohr*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Memo\_-\_Public\_Safety\_Needs\_Assessment\_1-24-17.pdf

Fire\_Department\_Power\_Point.pdf

2017\_Public\_Safety.pdf

**Description**

Memo - Public Safety Needs Assessment

Fire Department Power Point

Public Safety Needs Assessment Power Point



# CITY OF HAGERSTOWN, MARYLAND

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Donna K. Spickler  
City Clerk

TO: Mayor and City Council  
Valerie Means, City Administrator

FROM: Donna Spickler, City Clerk

SUBJECT: Public Safety Needs Assessment

DATE: January 20, 2017

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Police Chief Victor V. Brito and Fire Chief Steven Lohr will be presenting a Public Safety Needs Assessment to the Mayor and City Council during the Work Session on Tuesday, January 24, 2017.

Power point presentations will be provided during the Work Session. A copy of the power point for the Hagerstown Fire Department is attached with this memo.

Please let me know if you have any questions.

Thank you.



# ***HFD Needs Assessment***

**City of Hagerstown  
Mayor & Council**

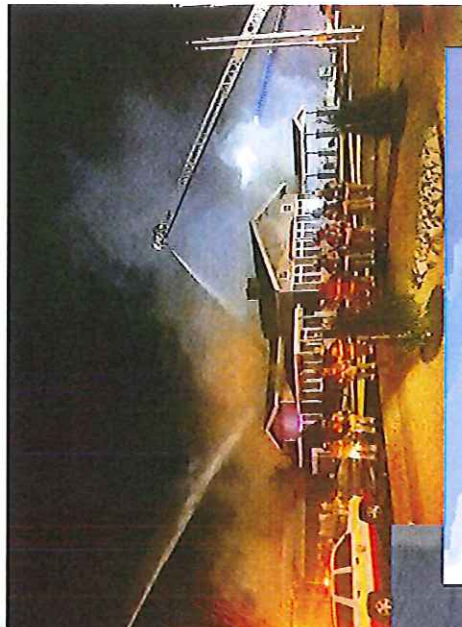
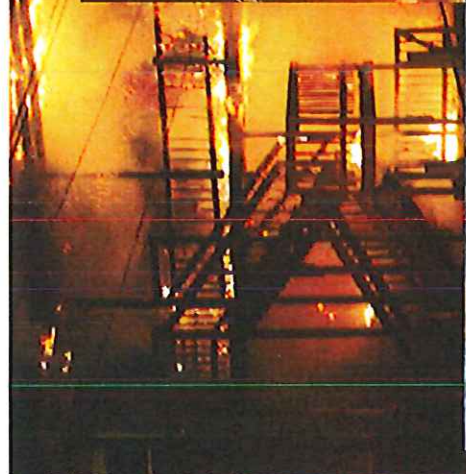
**January 24, 2017**

**Fire Chief Steve Lohr**



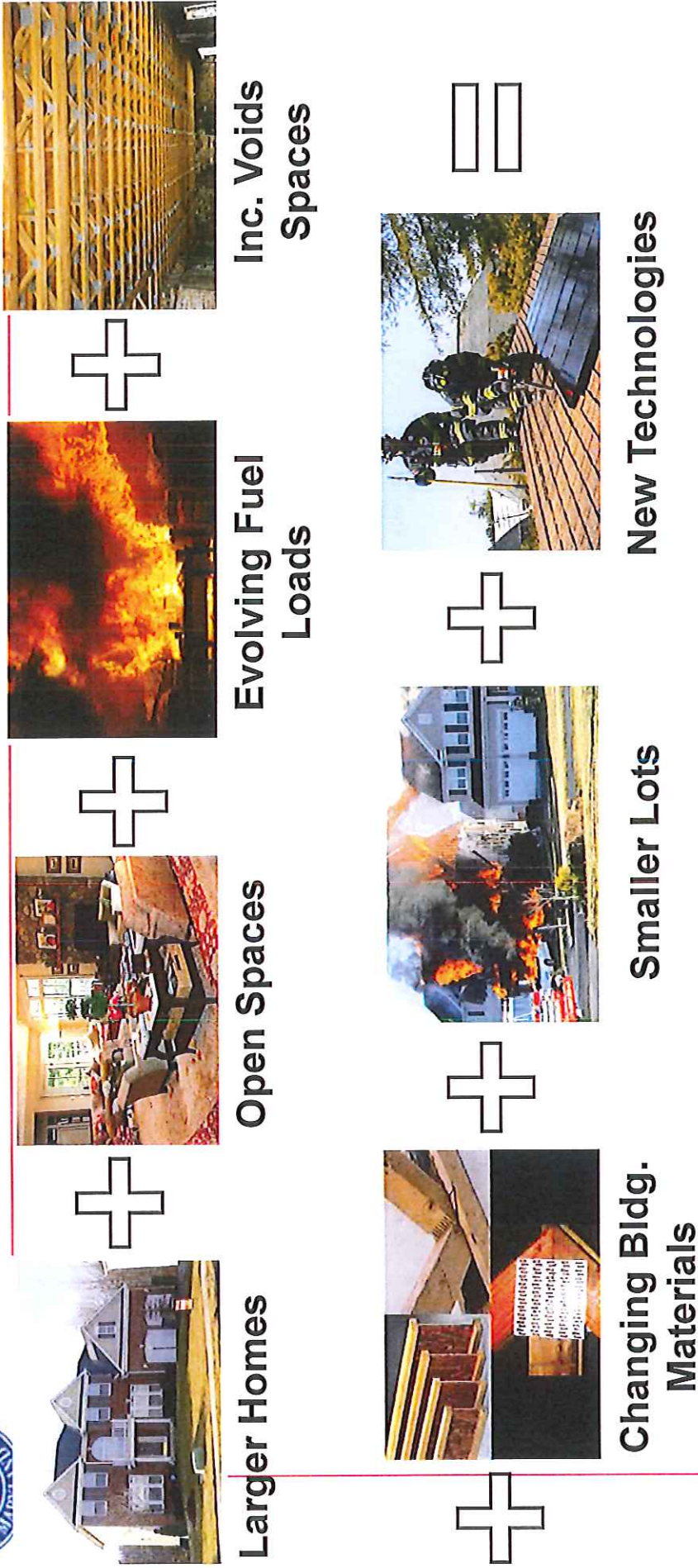


# Some Recent Work





# Today's Fire Environment



- **Faster fire propagation**
- **Shorter time to flashover**
- **Rapid changes in fire dynamics**
- **Shorter escape times**
- **Shorter time to collapse**
- **Inc. Exposure Problems**
- **New and Unknown Hazards**





# Difficult Challenges & Legacy Issues

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- Commitment To a Combination System
- Ability to Handle Significant, Simultaneous Events
- Training, Education & Certifications-Magnetic North
- IT Infrastructure
- Succession Planning
- Emergency Management & Community Resiliency
- Outdated & Conflicting Rules & Processes
- Labor Relations & Participatory Management





# FD=Facilities+Vehicles/Stuff+People





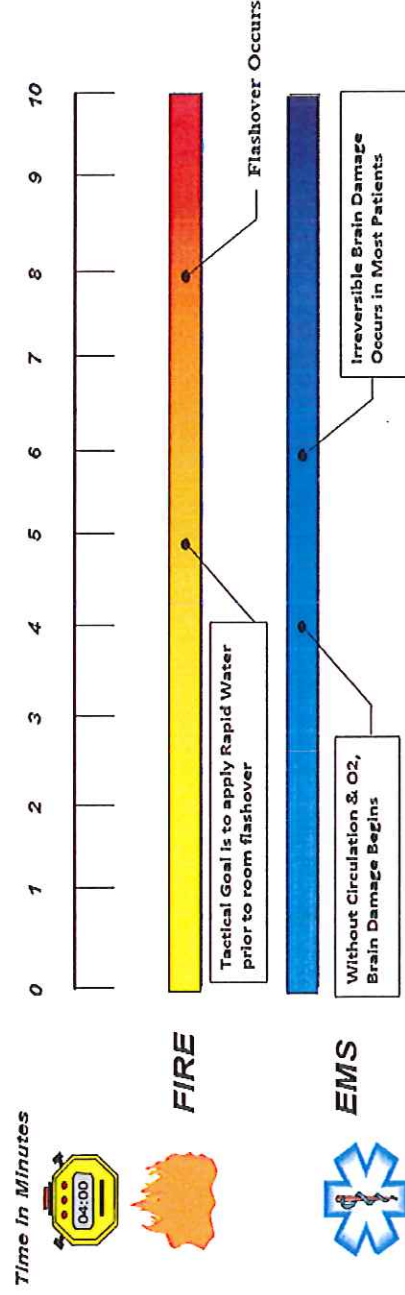
# Send The Closest Resource

- Fully Support **Negotiation of an MOU** With County Government that Deploys The Closest Resource By Unit Type

Recommended HFD Response & Intervention Goals

2) Call Processing (Not as Time Sensitive) Alpha-Beta-Charlie Calls *				
1) <u>Detection &amp; Notification</u> Beyond the FD Control Timeline reduced by Aggressive Community Risk Reduction Efforts	2) <u>Call Processing</u> (Time Sensitive) Delta- Echo Call Determines	3) <u>Alert &amp; Turn Out</u>	4) <u>Travel Time</u> HFD Proposed Goal: ≤ 5.0-mins. Travel Time, 90% of Time BLS/AED: 4-min/90% & ALS 6-min/90%	5) <u>Intervention Begins</u> Time to Patient Side & Set-Up are Added Here

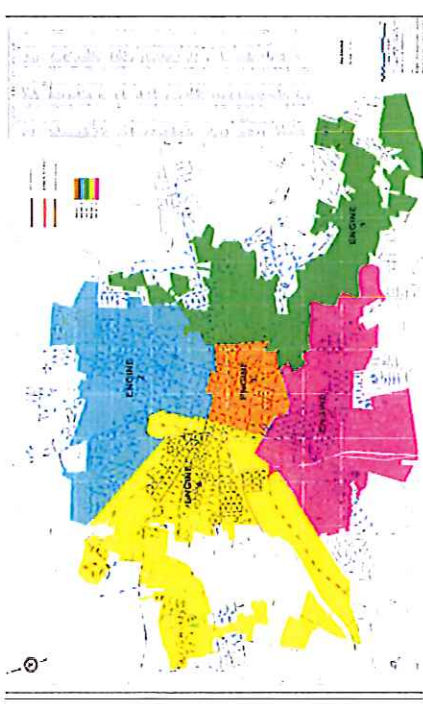
\* In Maryland, all 9-1-1 Call Processing Centers are required by law to use Priority Dispatch (EMD) software. That scripted software classifies all calls as either an Alpha through Echo call type. Delta and Echo calls are the most time sensitive.





# D<sup>3</sup> Deployment Analysis

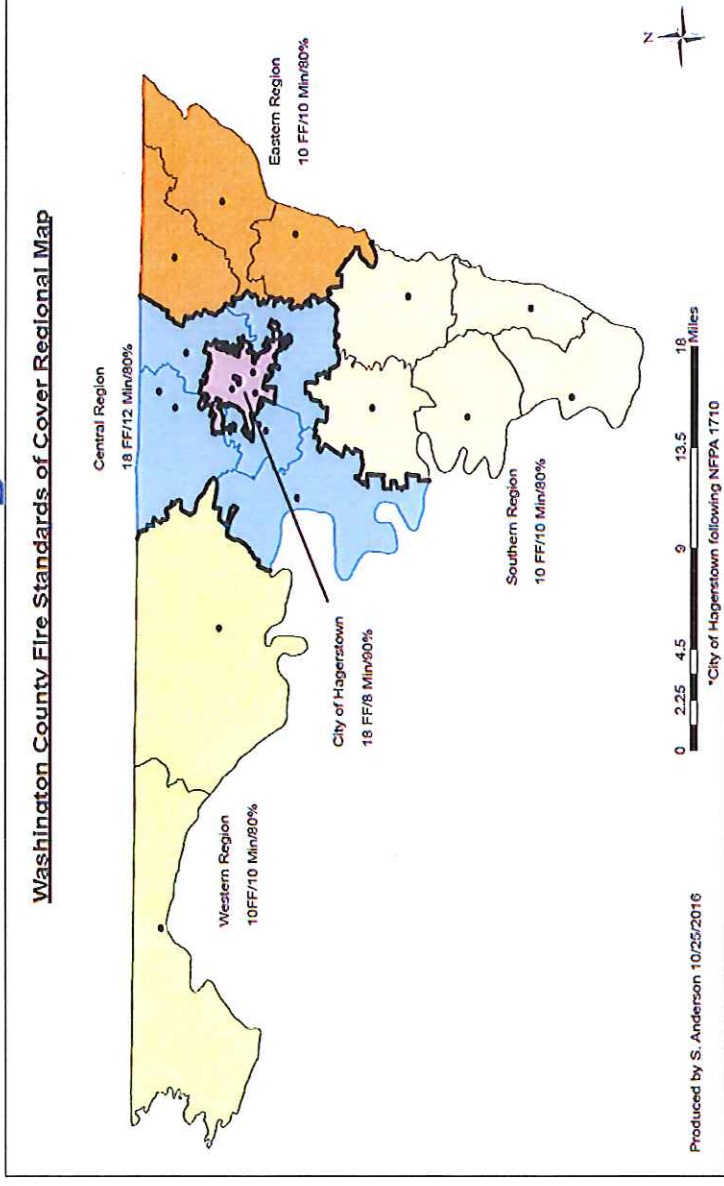
- Assemble 18 FF's in Six Minutes or Less, 90% of the Time, Maximize The Use of Trained, Certified & Rostered Volunteers
- Quickly Determine If We Can Continue To Fund a 5-Engine Deployment Model,
- Add/Convert Positions to Achieve Both Administrative and Operational Staffing Gaps





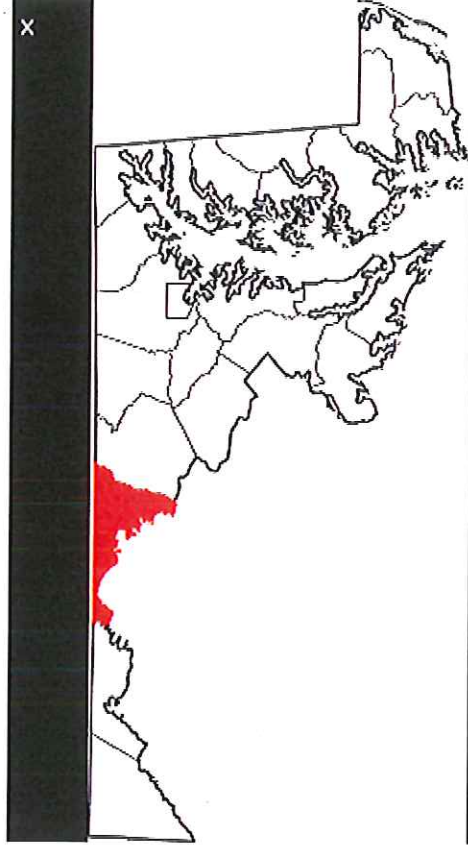
# Staffing

- Begin Funding a Plan to Move Forward with a Company Staffing Model that Includes 3 Person Minimum, 4 Person Desired
- Succession Planning & Training. Company Officers & Command Officer Progression



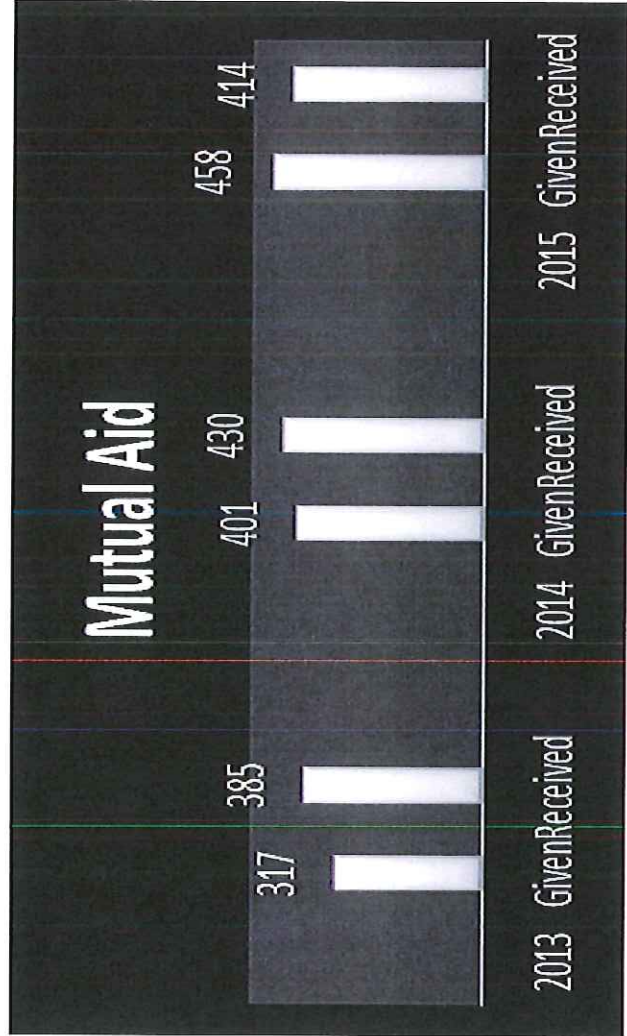


# Sustainable Revenue Source



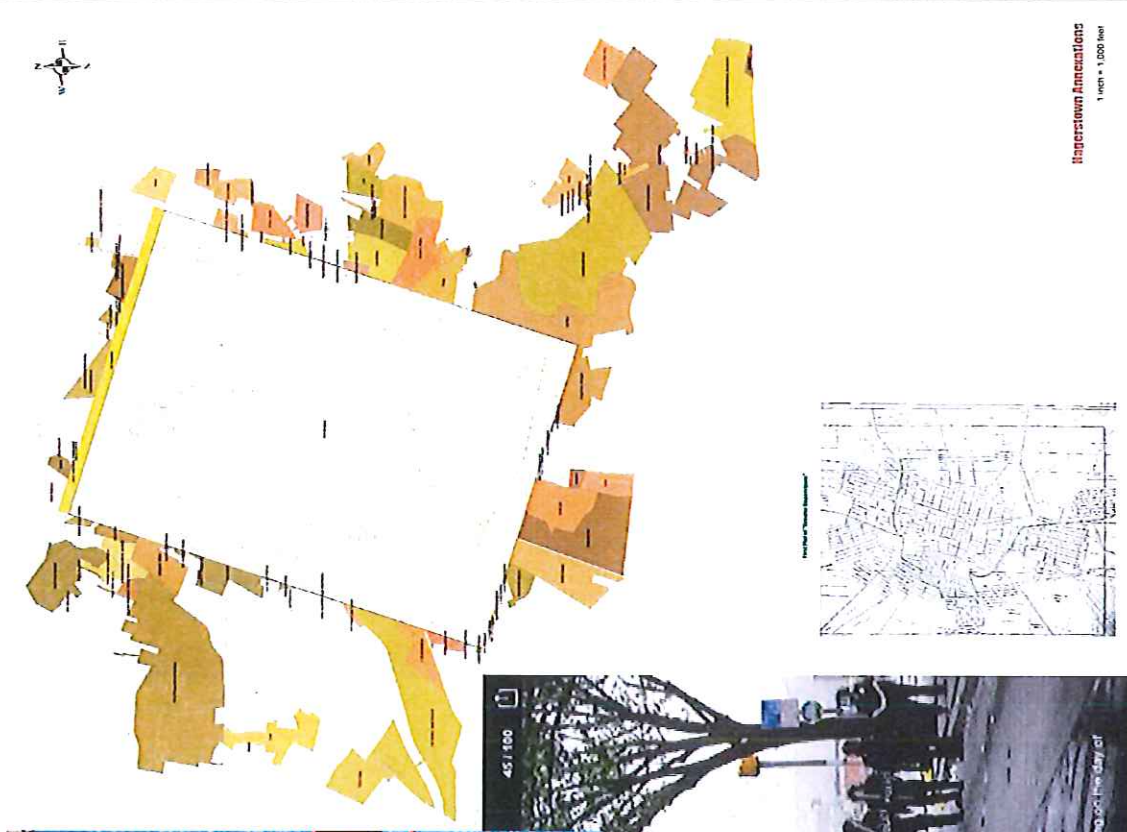


# Governance-Volunteer Funding Model





# Charter Change





**Details To Follow**

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# **HAGERSTOWN FIRE DEPARTMENT TRANSITION PLAN**

**"Honoring Traditions, Leading Change"**

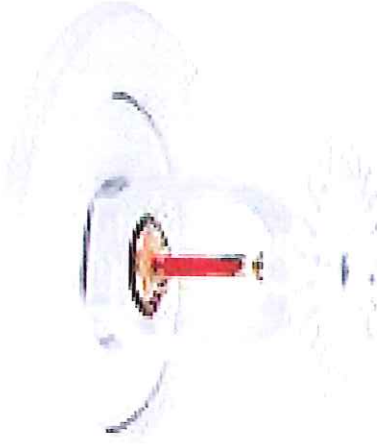
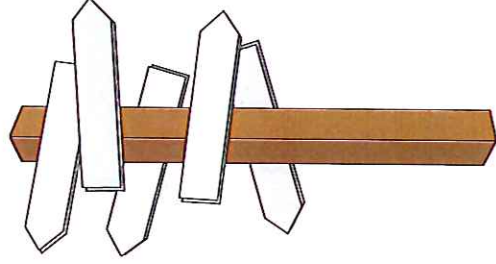




# How Do We Get There?

---

- Review Transition Plan In Detail
- Begin To Close Staffing Gaps
- Provide Enhanced Training, Command & Administrative Skills
- Support Sprinklers, EMS & Other All Hazard Training/Certifications
- Encourage Collaboration & Consolidation Where Redundant Services Exist





# Hagerstown Police Department Public Safety Needs Assessment

# Technology

- License Plate Readers (LPRs)
- Investigative tool utilized throughout Maryland and surrounding areas that help quickly identify vehicle registration information
  - Mobile – on marked cruisers
    - Identifies stolen cars and vehicles involved in crimes
    - Can be used to identify out of state registered vehicles that have been in town longer than authorized by law
  - Fixed – attached to utility type poles or installed in boxes
    - Set up in entry/exit routes of higher crime/crash areas
    - Designed to identify transient criminal activity – i.e. human trafficking, Amber alerts, etc.

# Recruiting

- Primary recruiting focus will be directed at diversifying our ranks to better represent our community demographics
- Seeking African-American and Latino recruits from our local community
- A recruiting goal is to meet hiring grant requirements
  - Allows us to implement neighborhood foot officers and community oriented positions

# Retention

- Goal is to enhance the long term retention of sworn personnel
- Career development opportunities (leadership training, specialty course and assignments, etc.)
- Opportunities for higher educations
- Competitive compensation package

# Crime Camera Systems

- The city wide crime camera system is made up of approximately 100 fixed and moveable cameras
- Moving from an aging, low quality Pan Tilt Zoom (PTZ) to a fixed multi-camera hi-def system that is expandable and upgradeable
- Going to a fiber optic network from a cable and cellular system
- 1<sup>st</sup> phase (2016) Jonathan St loop nearing completion, 25 of 38 new cameras installed
- 2<sup>nd</sup> phase (2017-2018) downtown core camera system
- University research study proved the effectiveness of our cameras

Analog Camera (old camera system)



Hi-Def Camera (New camera system)



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

---

## **Topic:**

Action Report: Update on Implementation of the Community's City Center Plan - *Jill Frick, Director of Community and Economic Development, and Kathleen Maher, Director of Planning and Code Administration*

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

## **Discussion:**

At the January 24, 2017 Mayor and City Council Work Session, staff will provide an update on the progress of implementing the Community's City Center Plan.

Two major partnership efforts support multiple catalyst projects:

- **1 Gigabit Downtown** – The City and Antietam Cable are working in public-private partnership to create a 1 Gigabit Downtown which will support business retention, expansion and attraction. This initiative is supportive of several of the Catalyst Projects.
- **The Urban Improvement Project** – The City is working in partnership with Washington County, the Board of Education/Barbara Ingram School for the Arts, the Maryland Theatre, the University System of Maryland at Hagerstown (USMH), other community partners and private developers on the \$30-\$37 million Downtown Improvement Project. This initiative is supportive of several of the Catalyst Projects.

Work has been progressing on most of the 8 catalyst projects identified in the Community's City Center Plan, and staff will review with the Mayor and City Council the attached 2016 Year End Report of actions completed.

Also, attached for reference is the 2014/2015 Year End Report of actions completed. Action Reports are distributed to businesses and community stakeholders through email and are also available on the City's website at [www.HagerstownMD.org/CityCenterPlan](http://www.HagerstownMD.org/CityCenterPlan).

## **Background**

The Community's City Center Plan was released in July of 2014. The plan is a 10-year roadmap for eight catalyst projects that will spur development in City Center. The Community's City Center Plan is the result of broad community input, with the consultants spending more than 130 hours collecting feedback from the community.

The plan includes detailed steps for making the project concepts a reality, bringing an anticipated \$125 million in new investment to downtown over 10 years. This is a public-private partnership, where 75% of the investment will come from the private sector, and the balance from all levels of public resources.

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

**Description**

012417\_MCC\_Packet\_City\_Center\_Plan\_Update.pdf

Action Report: Update on  
Implementation of the  
Community's City Center  
Plan



# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

## MEMORANDUM

TO: Valerie Means, City Administrator

FROM: Jill Frick, Director of Community and Economic Development  
Kathleen A. Maher, Director of Planning and Code Administration

DATE: January 19, 2017

SUBJECT: Action Report: Update on Implementation of the Community's City Center Plan

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## **ATTACHMENTS**

Action Report – 2016 Year End Report

Action Report – 2014/2015 Year End Report

c: DCED Team

PCAD Leadership Team

Erin Wolfe, Communications Manager

Department Managers

Dave Cotton, Maryland Department of Planning

Kevin Baynes, Maryland Department of Housing & Community Development

# The Community's City Center Plan

Take a look at the future of our downtown... This is a 10-year roadmap for eight catalyst projects that will spur development in our City Center. The Community's City Center Plan includes detailed annual steps for making these concepts a reality. It creates at least 875 new permanent jobs, bringing \$125 million in new investment downtown.

This is a public-private partnership, where private developers invest 75% of the cost while funding from all levels of government will cover the rest. The City's consultants, Urban Partners, conclude that all of these projects are feasible based on their economic analysis.

This roadmap is the result of broad community input, with the consultants spending over 130 hours collecting feedback from the community. We appreciate your participation in this project to help move our downtown forward!



## 1. Office Development and Recruitment:



- Position downtown to compete for new office development using portions of Central Parking Lot
- City partners with a selected, experienced developer through a competitive process
- Estimated 154,000 square-foot new office development across three buildings
- Current parking accommodates first 70,000 square feet; additional office will require new parking deck

## 2. Maryland Theatre Expansion Project:



- Expand draw of downtown's largest attraction
- Grow from 150 to 225 performance days per year, increasing the audience by 60,000 annually
- Continue necessary improvements to seating and "back of house"
- Create new entrance, offices and performance space

## 3. USMH Expansion Support:



- Support USMH growth from 500 to 750 students
- Add facilities for culinary arts, tourism and hospitality programs
- Capture student housing opportunities downtown:
- Three upper-floor renovation projects
- 12 units to house 24 students

FOR MORE INFORMATION, VISIT US ONLINE AT [HAGERSTOWNMD.ORG](http://HAGERSTOWNMD.ORG)





# The Community's City Center Plan

## 4. Hotel/Conference Center and Heritage Center/Commemorative Park:



- Construct 200-room "Upper Upscale" hotel (i.e. Sheraton, Wyndham, Hilton)
- Programmed with adjacent 20,000 square-foot conference center
- Establish Civil War Heritage Center and Commemorative Park

## 5. Linking City Park/WCMFA and A&E District with Trail & New Housing:



- Construct multi-use trail linking City Park with Public Square
- Add 31 new townhomes along trail in first 10 years (more later)
- Rehabilitate Dagmar Hotel and three other W. Antietam buildings as 85 loft apartments

## 6. Expanded Downtown Arts/Events Programming:



- Build upon positive atmosphere created by events in downtown Hagerstown
- Coordinate with Maryland Theatre programming
- Utilize Main Street and other new funding sources to expand events
- Establish consolidated events calendar

## 7. Expanded Operations of the City Farmers Market:



- Expand from 7 to 35 hours per week operation
- Implement private management approach
- Coordinate with existing tenants; recruit needed additional tenants
- Make necessary capital improvements
- Re-brand & promote to capture portion of estimated \$13 million in unmet demand for specialty foods

## 8. Expanded and Targeted Home Ownership Support:



- Aggressively market downpayment assistance
- Target Neighborhoods 1st support programs
- Target Neighborhoods 1st infrastructure and amenity improvements
- Continue acquisition, rehab and resale program
- Establish annual rental licensing inspections
- Continue excessive nuisance enforcement programs



# Community's City Center Plan

## 2016 – Year End Report

### ACTIONS COMPLETED:

Two major partnership efforts support multiple catalyst projects:

1. **1 Gigabit Downtown** - created innovative public/private partnership with Antietam Cable to create a 1 Gigabit Downtown which will support business retention, expansion and attraction. This initiative is supportive of several of the Catalyst Projects.
2. **The Urban Improvement Project** – The City is working in partnership with Washington County, the Board of Education/Barbara Ingram School for the Arts, the Maryland Theatre, the University System of Maryland at Hagerstown (USMH), other community partners and private developers on the \$30-\$37 million Downtown Improvement Project. The project includes the expansion and renovation of the Maryland Theatre (\$11M), expansion of an educational complex to support Washington County Public Schools and USMH (\$14M for BISFA expansion), and an outdoor plaza and bridge connection (\$3M). In December 2016, Maryland Governor Larry Hogan pledged \$7 million towards this project over 5 years. This initiative is supportive of several of the Catalyst Projects.

### Catalyst Project #1 – Office Development and Recruitment:

GOALS: To position downtown to compete for new office development using portions of Central Parking Lot to build 154,000 sf across three buildings.

1. **Class A Office Development on Central Parking Lot** - The City and Bowman Development are in the exploratory phase on the Class A Office Building project. The City applied to the Maryland Strategic Demolition Fund program on July 15, 2016 for grant assistance for the Pre-Development Phase of the project. The project was not awarded.

### Catalyst Project #2 – Maryland Theatre Expansion Project:

GOALS: Expand and improve the facility, and grow from 150 to 225 performance days per year, increasing the audience by 60,000 annually.

1. **Back of the House Upgrades** – Theatre was awarded \$175,000 in State Bond Bill funding and it was matched with local Hotel Tax Funding. Dressing rooms remodeling is complete; updated stage lighting is complete; and completed modification to artist entry. Many electrical improvements completed throughout the facility. Two new water heaters were installed. Several safety updates to backstage rigging are completed. More rigging work will occur in January. The fire curtain was replaced. A new fire alarm system is in the process of being installed and expected to be completed in January. (Maryland Theatre)

2. **Expansion of Facility** – Theatre Board contracted with Grimm & Parker Architects to develop concepts and programming for the facility expansion project. The Theatre Board completed the programming phase and initial cost estimating for the expansion. The Theatre Board is working towards a design contract for a multi-phase expansion at the time of this presentation. Phases may include all sides of the existing theatre property. Connectivity and shared spaces are being considered between the theatre and adjoining buildings. (Maryland Theatre)
3. **Support for Expansion of Facility** – the Washington County Board of Commissioners and the Mayor and City Council of Hagerstown both approved providing \$500,000 by each entity towards the architectural services for the expansion of the theatre facility.

### **Catalyst Project #3 – USMH Expansion Support:**

GOALS: Support USMH growth from 500 to 750 students through the addition of new program offerings, and capture student housing opportunities with three (3) upper-floor renovation projects. The three (3) upper-floor renovation projects are planned to be implemented separately, in sequence to each other and throughout the 10 year plan.

1. **USMH Programming Expansion** – USMH is continuing work on development of three new programs: Hospitality Management, Nurse Practitioners, and Physician's Assistant. The B.S. in Hospitality Management and Tourism through UMES is scheduled to begin at USMH with the Fall 2017 semester. The interior demolition at 59 W. Washington Street is complete and agreements are being finalized for renovation of the BB&T Building for the future Hospitality Management space. The intended new program offerings at USMH are outlined in the following chart:

<b>Date</b>	<b>Program</b>	<b>Students per year over 2 years</b>	<b>Full Enrollment</b>	<b>Date</b>	<b>Anticipated Housing Demand</b>
Fall 2017	BS in Hospitality Management and Tourism from UMEC	15-18	30	Fall 2017	6-7 units (12-14 students)
Fall 2018 - tentative	MS in Nurse Practitioner from FSU	20	40	Fall 2019	6-7 units (additional)
Fall 2019 - tentative	MS in Physician's Assistant from UMB and FSU	35	70	Spring 2021	6-7 units (additional)

2. **Student Housing** – The first student housing project at Patterson Hall was completed in 2015 and the apartments are fully leased with eight students. The City was awarded \$200,000 in Community Legacy grant funds in late 2016 to assist with development of a second Student Housing project in 2017. City staff will work on the Request for Proposals for the developer partner for the second phase of the project for Mayor and City Council review in early 2017.

### **Catalyst Project #4 – Hotel/Conference Center and Heritage Center/Commemorative Park:**

GOALS: Construct 200-room “Upper Upscale” hotel (ie: Sheraton, Wyndham, Hilton). Programmed with adjacent 20,000 square-foot conference center. Establish Civil War Heritage Center and Commemorative Park.

1. Exploratory conversations to date.
2. Project is much more long-term in nature.

### **Catalyst Project #5 – Linking City Park/The Washington County Museum of Fine Arts and A&E District with Trail and New Housing:**

GOALS: Construct multi-use trail linking City Park/WCMFA with the Arts & Entertainment District, and add 31 new townhomes along trail and rehab buildings to create 85 loft apartments (in 10 years).

#### **Hagerstown Cultural Trail**

##### Funding and Plan Development

- Public input – Cochran Studio held a public input session for the Art Master Plan on January 11, 2016.
- Design – field surveys and design are complete.
- Property acquisition – acquisition of four donated land actions all complete through a combination of easements, quit claims and fee simple transfer.
- Branding and Signs – trail logo design complete, finalized agreement with Brookgreen Gardens for use of the Diana Image.
- Art along the Trail – Public Art Master Plan presented to the Mayor and City Council by William and Teresa Cochran on February 16, 2016 and accepted by Mayor and City Council on February 23<sup>rd</sup>. Funding to implement Phase I of the plan approved by Mayor and City Council on February 23<sup>rd</sup>.
- Construction Contract – in-house construction drawings complete; work bid; contract for construction awarded on February 23<sup>rd</sup>.

##### Trail Construction

- Construction of Phase I of the trail began in April 2016 and by November was substantially complete. The project was completed within budget, allowing addition of irrigation in Herald Mail park and the Housing Authority park.
- Over 60 boulders were harvested from the Edgemont Reservoir watershed and installed along the trail.
- Decorative lights have been installed and energized.
- Decorative crosswalks and pedestrian detection/beacon systems are installed.
- Security cameras were installed in November and are operational.
- Trash cans, a couple of benches, and dog mitt stations are ordered.
- Utilizing a grant from the Maryland Heritage Area Authority, entrance signs were being installed in December and the wayfinding signs will be installed this spring.

- Ordered granite insets for installation in early spring.
- This spring, the City will fabricate shade structures and install interactive history displays, etc.
- CSX Railroad sent us a letter stating that we cannot modify the sidewalk in their right-of-way UNTIL the State Highway crossing upgrade is completed in 2017.
- Staff is suggesting a ribbon cutting for the Trail on Saturday, June 10, 2017.

#### Art Installation

- Base painting for Mural of Unusual Size is completed. The contract was awarded to the muralist, Hense, and his design work is underway. City received an easement from the property owner for use of the building. The mural will be painted in the spring. The City prepared a \$5,000 public art grant application to assist with the mural and the Washington County Arts Council submitted it for the project to the Maryland State Arts Council.
- Engaged architect to design shade structures. Obtained Maryland State Arts Council grant to assist with wind screens and shade screens.
- Planning for “call for local artists” for the “Faces of Hagerstown”, microart, and “natural play items”. Teresa Cochran described the two-step review process by the jury. The calls will be released January 3.
- The Mayor and City Council approved a license agreement with Chic’s restaurant for the photo murals project along the wall on Lee Street.
- Studying possible donation of art from Chevy Chase property owner.
- Art Selection Committee has held monthly meetings to discuss all art-related issues.

### **Catalyst Project #6 – Expanded Downtown Arts/Events Programming:**

GOALS: Leverage resources to produce more frequent events and build upon atmosphere created by popular downtown events.

#### Events

- Total of 119 individual event days occurred in 2016 including the introduction of three new events/festivals that had over 1,000 attendees.
- Wind Down Fridays – Six events held from May to October in 2016.
- Second Saturday series – In February 2016, Main Street Hagerstown was awarded a \$10,000 grant from the State of Maryland to support the Second Saturday Series. The series kicked off on August 13<sup>th</sup> in conjunction with the Washington County Free Library’s Comic Con event. Subsequent themes included End of Summer Fest in September, Fall Festival in October, Veterans Celebration in November with businesses offering specials and discounts during the day, and a Holiday Celebration in December. Future themed Second Saturdays include a January New Year and Frozen in February.
- Downtown Summer Slide Festival – an expanded Downtown Summer Slide Festival occurred in 2016 in conjunction with Porch Fest on S. Prospect Street and Second Saturday.

- Additional Pop Up Shop events occurred November 18<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> both in the City Center and at the City Farmers' Market.
- The annual New Year's Eve Donut Drop is planned for December 31, 2016.
- Event Guidelines – staff are finalizing new Event Guidelines to serve as a resource to event organizers. This will create more event opportunities while more efficiently using staff time and the resources the City can offer. Anticipate presentation to Mayor and City Council in early 2017.

### Main Street Projects

- *Main Street Work Groups* – Currently more than 50 volunteers are supporting Main Street Hagerstown through five (5) Work Groups on projects and initiatives intended to attract and retain businesses, investors, and property owners.
  - The Organization Work Group has developed a web site to complement the City's and to help visitors, residents, and business owners quickly find information about the downtown, produced e-newsletters distributed to over 600 subscribers, developed volunteer and sponsorship forms, and began fundraising to support Main Street projects.
  - The Design Work Group developed more window scrims for vacant storefronts, is planning a Main Street Logo sign for the side of 53-55 N. Potomac Street, and is working long-range on a set of design guidelines for continuity in the downtown such as storefront signage, sidewalk displays, and approved paint schemes to be developed into a guidebook for the Main Street area.
  - The Clean, Safe and Green Work Group worked on ways to beautify and clean up city blocks by working with City Engineering staff to bring combined recycling/trash containers to the Main Street area, working with City Code staff to find ways for residents to more easily store their recycling and trash containers out of sight, and organizing a street cleanup and fall planting day along East Franklin Street. Additionally, Clean Safe and Green hosted a Crime Prevention through Environmental Design workshop and is looking to pursue seating and updated lighting in the Public Square area.
  - The Promotions Work Group created a brochure and business cards and re-established Second Saturdays monthly event series. Promotions also developed a marketing strategy that will be used in promoting the work of Main Street and has been building a social media presence on Facebook, Twitter and Instagram.
  - The Business Relations Work Group held focus group meetings of downtown business owners to gather and synthesize information to improve and enhance the downtown business environment, established an ambassadorial committee to welcome new businesses to the Main Street area, worked in conjunction with Economic Development staff to refresh the database of businesses for Main Street area, conducted Property Investor Surveys and Contractor Code Surveys, and is working with City staff to brand and promote the 1GB internet fiber opportunity in the downtown as a business recruitment marketing strategy.
- *Façade Grant Program* – The City was awarded a \$25,000 Community Legacy grant in late 2016 to replenish the Façade Grant Program for Commercial and Mixed-use Buildings in the Main Street area. (City and the State)

- *Engine Room Art Space* – Open Thursday through Sunday with fresh exhibits opening regularly. Continues to grow and flourish with new and alternative exhibits. Gallery Coordinator is creating momentum through the use of exhibit space and creating opportunities for the community to interact with the art themselves. (City)

### **Catalyst Project #7 – Expanded Operations of the City Farmers’ Market:**

GOALS: Expand operations from 7 to 35 hours per week. Implement private management approach. Make necessary capital improvements. Re-brand. Recruit additional tenants.

1. **Private Management Approach** – One proposal submitted by the deadline in the Request for Proposals of January 15, 2016; proposal was reviewed and staff determined it did not adequately address the submittal requirements. Staff held numerous meetings with individuals and companies with interest and ideas for the Farmers’ Market. Staff are continuing to work on drafting a modified RFP and re-posting the RFP for private management of the Farmers’ Market with modification based on Mayor and City Council feedback in August. Modifying the RFP to receive proposals on a rolling basis until a viable private operator is identified is one possible option. (City)
2. **Market Staff** – A part-time market assistant was hired in July. There have been 6 new vendors since August bringing the count of vendors from 11 to 17 (20% increase). (City)
3. **Events at the Market** – Pop Up Shop events were held in the market on November 19<sup>th</sup> and 26<sup>th</sup>. In prep for the Pop Up Shop events, the Downtown Movement is painted the booths, added signage, and prepared promotions. Seven Pop Up vendors remained in the market for Saturdays in December. (Downtown Movement and City)
4. **Partnerships** – Staff are engaged in collaborative meetings with the County to discuss multi-organization assistance with the market. (City and County)

### **Catalyst Project #8 – Expanded and Targeted Home-Ownership Support:**

GOALS: Market home ownership incentives and support Neighborhood 1<sup>st</sup> programs. Establish annual rental licensing inspections, and continue excessive nuisance enforcement programs.

1. **Rental Registration Program** – annual exterior inspections to provide additional support to protect neighborhoods. Amendments adopted by the Mayor and City Council on November 22<sup>nd</sup> to make a couple of tweaks to the program to address a concern raised by a local realtor and to address a loophole to the process in the review of Section 8 units. (City)
2. **Vacant Structures Program** – on first year of program, provided update to Mayor and City Council on June 14, 2016. 1,034 vacant structures had been identified and 474 had active licenses in the program and 173 were pending. 387 identified structures were inactive either because were sold, had active building permit, registered in the Rental Licensing program, or were semi-occupied. Of the properties that became inactive due to sale, 70% are owner-occupied homes and 30% became rental properties. Proposed code amendments to enhance the program were approved on October 25<sup>th</sup> providing more flexibility for owners attempting to sell non-blighted structures, for owners attempting to

sell or lease renovated structures, and for new owners of blighted structures. Inspections of licensed vacant structures are ongoing to ensure protection of our neighborhoods and first responders from exterior blight and unsafe interior conditions. (City)

3. **Home-Ownership Program** – The City was awarded a \$150,000 Community Legacy grant in FY 2016 to assist with our acquisition/renovation efforts to create home-ownership opportunities. One of the two proposals for home-ownership submitted under the Competitive Negotiated Sales process for the City-owned 278 S. Prospect Street was selected and the property has been resold and is now owner-occupied. Architectural work is underway for creation of two condo units for home-ownership at City-owned 261 S. Prospect Street; rehabilitation expected to start in first quarter of 2017. Renovations at City-owned 64 E. Franklin Street are now complete and the property will be positioned for sale for home-ownership. Assessment ongoing of other opportunities for this program in the three target neighborhoods. (City and State)
4. **City Center Residency Initiative** – seven homes purchased with down payment assistance and 18 residents renting with rental payment assistance since December 2013. Program funding has been expended. The City was awarded a \$50,000 Community Legacy grant in late 2017 to replenish the Down Payment Assistance program. (City and State)

# Community's City Center Plan

## 2014-2015 – Year End Report

### ACTIONS COMPLETED:

#### Catalyst Project #1 – Office Development and Recruitment:

GOALS: To position downtown to compete for new office development using portions of Central Parking Lot to build 154,000 sf across three buildings.

1. Developed concept renderings. (Bushey Feight Morin Architects)
2. M&T Bank Support - received concept support.
3. Search for Developer/Partner - RFQ posted in December 2014 with March 2, 2015 submittal deadline. (City)
  - a. Staff met with submitters of response in Mid-March and April. (City)
  - b. Update Mayor and City Council in May. (City)
4. City very pleased to receive submission from Bowman Development
5. Next steps are part of an Exploratory Phase, and include:
  - Site Analysis – City to explore the ability to provide a level of site analysis to determine that the site is suitable for construction. This may include Phase 1 and 2 Environmental Impact Studies; sub-surface investigations to determine soil bearing capacity of the site; and an ALTA survey to determine easement or right of way restrictions on the property.
  - Identification of Incentives – Bowman Development and the City will identify and review City, County and State incentive programs that may support the project.
    - Staff have drafted modeling of the use of the Partners in Economic Progress Incentive based on an assumed leasing timeline. Staff are meeting with the developer to review the assumptions and further refine the modeling. Staff are also working to model the City Revitalization Improvement Zone (CRIZ) program to determine impact of this proposed new financing incentive.
  - Cost Outline of the Project – Bowman Development to develop a cost outline of the project to include the effect of incentives and the estimated rental rates. This pro forma analysis will confirm that the building can be leased at rates that will attract tenants. The pro forma provided by Urban Partners will be used as a guide, and it will be tested and adjusted as needed.

The two goals of this phase of the project are to determine that:

- the site is suitable for the construction of the proposed building; and
- the projected cost outline and incentive impact analysis supports that the building can be leased at rates that will attract tenants.

After these determinations, Bowman Development, in partnership with the City, would be willing to move forward with a series of additional Pre-Development Phase next steps.

## **Catalyst Project #2 – Maryland Theatre Expansion Project:**

GOALS: Expand and improve the facility, and grow from 150 to 225 performance days per year, increasing the audience by 60,000 annually.

1. New Seating Project complete – included refinishing floors and new carpeting, aisle lights, and hearing loop system. Ribbon cutting on February 12, 2015. (Maryland Theatre)
2. New HVAC units installed – final inspection complete. (Maryland Theatre)
3. Back-of-house facility improvements – completed dressing rooms remodeling (50% complete); updated stage lighting; and modification to artist entry. Theatre was awarded \$175,000 in State Bond Bill funding, which will go towards improvements on rigging, completing the dressing room remodel, fire curtain replacement, etc. Theatre is looking for the necessary match for the bond funds. (Maryland Theatre)
4. Ticketing – availability through TicketMaster is fully functioning and a big improvement. (Maryland Theatre)
5. Programming – hired a new staff member in October 2015 with a background in advertising, sponsorship, and promotion in order to improve this area of operations at the theater. (Maryland Theatre)

## **Catalyst Project #3 – USMH Expansion Support:**

GOALS: Support USMH growth from 500 to 750 students through the addition of new program offerings, and capture student housing opportunities with three (3) upper-floor renovation projects. The three (3) upper-floor renovation projects are planned to be implemented separately, in sequence to each other and throughout the 10 year plan.

1. Phase I Student Housing Project
  - a. USMH Partnership – received support from USMH.
  - b. City Funding – reserved \$250,000 from the City's First Third Grant Program and \$100,000 from other City funds. (City Council)
  - c. Developer Partner – invited proposals from property owners near USMH; selected developer partner; development/rental agreement signed by City, USMH, and developer in April.
  - d. Construction Completed on August 12, 2015 – 4 two-bedroom, two-bathroom apartments.

## **Catalyst Project #4 – Hotel/Conference Center and Heritage Center/Commemorative Park:**

GOALS: Construct 200-room “Upper Upscale” hotel (ie: Sheraton, Wyndham, Hilton). Programmed with adjacent 20,000 square-foot conference center. Establish Civil War Heritage Center and Commemorative Park.

1. Exploratory conversations to date.
2. Project is much more long-term in nature.

### **Catalyst Project #5 – Linking City Park/The Washington County Museum of Fine Arts and A&E District with Trail and New Housing:**

GOALS: Construct multi-use trail linking City Park/WCMFA with the Arts & Entertainment District, and add 31 new townhomes along trail and rehab buildings to create 85 loft apartments (in 10 years).

#### **Hagerstown Cultural Trail**

1. Funding – plan approved by City Council.
2. Public input – charrette in October 2014.
3. Design – field surveys and design is complete.
4. Property acquisition – negotiations with property owners complete; plats being processed through Planning and acquiring signatures from owners.

### **Catalyst Project #6 – Expanded Downtown Arts/Events Programming:**

GOALS: Leverage resources to produce more frequent events and build upon atmosphere created by popular downtown events.

1. New Pop-Up Shop Events – Two events took place in 2014: Augustoberfest weekend, and the City Tree Lighting/Black Friday/Small Business Saturday weekend. Two events took place in 2015: Blues Fest Weekend and Holiday/November weekend.
2. Sounds of the Square Program – entertainment in Public Square every Friday night for 8 weeks in Fall 2014.
3. Wind Down Fridays – revamped in 2015 to coordinate with larger events with added features and wrist band system for entire event area.
4. St. Patrick's Day Run – expanded in 2015 to half marathon in addition to the 5K run and 1K walk.
5. Main Street Hagerstown Designation – Designation obtained in Fall of 2014 and program launched in Spring of 2015. Currently more than 50 volunteers are supporting Main Street Hagerstown through five (5) Work Groups. Sample projects in 2015 included:
  - a. *Organization Work Group*: Fundraising efforts and volunteer management.
  - b. *Promotions Work Group*: Created new MSH logo and established Second Saturday event series.
  - c. *Design Work Group*: To highlight downtown architecture, hosted a Main Street Area Smartphone Photography Tour last fall.
  - d. *Business Relations Work Group*: Creating follow-up business retention and expansion survey. Established Ambassador group to welcome new Main Street businesses during grand opening events.
  - e. *Clean, Safe and Green Work Group*: Worked with City Engineering Division to offer recycling containers around the Main Street area.

6. Second Saturday Series began October 10, 2015. This is a monthly series of themed events focused on Main Street area for family-friendly afternoons and evening activities for adults. In late 2015, Main Street Hagerstown applied for a \$10,000 grant from the State of Maryland to support the Second Saturday Series.
7. Engine Room Art Space opened Summer 2015. Currently open Thursday through Sunday with fresh exhibits opening regularly. Continues to grow and flourish with new and alternative exhibits. Gallery Coordinator is creating momentum through the use of exhibit space and creating opportunities for the community to interact with the art themselves.
8. Downtown Summer Slide Festival held on August 29, 2015. A private event with City support that drew hundreds of patrons to the downtown area.
9. The annual New Year's Eve Donut Drop experienced increase attendance in 2015 and was expanded to include Fireworks and additional event activities.

### **Catalyst Project #7 – Expanded Operations of the City Farmers' Market:**

GOALS: Expand operations from 7 to 35 hours per week. Implement private management approach. Make necessary capital improvements. Re-brand. Recruit additional tenants.

1. Update existing vendors – briefed on the Community's City Center Plan.
2. Capital Improvements – initial adjustments being made to the space and vendor locations to allow for inclusion of new vendors.
3. Update Mayor and City Council on development of RFP for private management – June 16, 2015.
4. Public input meeting on August 8, 2015.
5. Mayor and City Council review of final draft of RFP for Private Management on October 20, 2015
6. RFP distributed on November 30, 2015.

### **Catalyst Project #8 – Expanded and Targeted Home-Ownership Support:**

GOALS: Market home ownership incentives and support Neighborhood 1<sup>st</sup> programs. Establish annual rental licensing inspections, and continue excessive nuisance enforcement programs.

1. Rental Registration Program – adopted amendments – annual exterior inspections to provide additional support to protect neighborhoods.
2. Vacant Structures Program – adopted amendments – program overhauled to provide additional support to protect neighborhoods.
3. Increase Code Enforcement Staffing – authorized addition of 5 full-time staff to help improve the quality of life in our neighborhoods. Hiring and training complete for initial five.
4. Property Acquisition Analysis – underway – assess conditions and acquisition opportunities within the three target neighborhoods.
5. Home-Ownership Program – awarded \$100,000 Community Legacy grant in FY 2015. (State)

6. Property Acquisition for Home-Ownership Program – The City acquired two properties in the S. Prospect Street historic district for the Home-ownership Program. The property at 261 S. Prospect Street will be renovated to create two condominium units to be sold for home-ownership. Architectural work is underway for this property. The property at 278 S. Prospect Street will be sold through the City’s Competitive Negotiated Sales process for a single-family home-ownership opportunity. Proposals to purchase this property are currently under review.
7. City acquired 64 E. Franklin Street in August 2014 with the goal of renovating and positioning the property for home-ownership. Renovations began and continued through 2015.
8. City Center Residency Initiative – seven homes purchased with down payment assistance and 18 residents renting with rental payment assistance between December 2013 and December 2015.

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

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**Topic:**

Ad Hoc Committee - *Mayor and City Council*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Ad\_Hoc\_Committee\_Memo.pdf

**Description**


Memo - Ad Hoc Committee



# CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler  
City Clerk

TO: Mayor and City Council  
Valerie Means, City Administrator

FROM: Donna Spickler, City Clerk 

SUBJECT: Ad Hoc Committee

DATE: January 20, 2017

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Time is included on the January 24, 2017 Work Session of the Mayor and City Council to discuss the creation of an Ad Hoc Committee.

Chapter 10, Article VI, Ad Hoc Boards, of the City Code addresses the regulations for creating an Ad Hoc Board. A copy of this section of the Code is attached with this memo.

Both the Charter Review Committee (established in 2007) and the Ethics Code Review Board (established in 2009) were created as Ad Hoc Boards. Copies of the Resolutions establishing these two committees are attached.

Please let me know if you have any questions.

Thank you.

- F. Board of Technical Appeals (Chapter 10, Article XIV).
- G. Planning Commission (Land Management Code, Article II, § 140-13).
- H. Historic District Commission (Land Management Code, Article II, § 140-14).
- I. Board of Zoning Appeals (Land Management Code, Article II, § 140-15).

#### ARTICLE VI Ad Hoc Boards

##### **§ 10-24. Appointment.**

The Mayor and Council may, when it deems appropriate, appoint an ad hoc board to advise it on a specific matter.

##### **§ 10-25. Term of board and members.**

Such boards shall be created for a definite term not to exceed one year. Members of an ad hoc board shall be appointed for the life of the board.

##### **§ 10-26. Dissolution.**

At the completion of its term, the board shall dissolve and the terms of its members expire unless the board is re-created and its members reappointed for a definite period not to exceed one year.

#### ARTICLE VII (Reserved) <sup>4</sup>

##### **§ 10-27. through § 10-39. (Reserved)**

#### ARTICLE VIII Board of Election Supervisors

##### **§ 10-40. Establishment; powers and duties.**

The Board of Election Supervisors will be established and governed and shall have the powers and duties as set forth in Article V of the Charter.

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4. Editor's Note: Former Art. VII, Hagerstown - Washington County Economic Development Commission, was repealed 11-20-2001 by Ord. No. 2001-44.

RESOLUTION  
ESTABLISHING A CHARTER REVIEW COMMITTEE

**WHEREAS**, the Mayor and Council believe that it is appropriate and timely to have a review of the City Charter and having determined that it is not feasible for any existing department, board or other City body to undertake the review,

**NOW, THEREFORE, BE IT RESOLVED**, that the mayor and Council, pursuant to the Provisions of Administrative Sections of the City Code Part 2, Article V, Section 10-19 through 10-23, and Article VI Sections 10-24 through 10-26, does hereby create the Charter Review Committee of 2007.

The Committee will be responsible for reviewing the City Charter and presenting to the Mayor and Council written recommendations, if nay they have, for any changes to the existing Charter.

The Committee shall be composed of nine (9) members, to be selected by the mayor and Council.

The City Attorneys shall attend the meetings of the Committee to provide advice, but shall not vote.

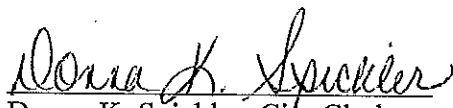
The City Administrator shall assign such employees as he deems necessary to service as liaison to the Committee and shall provide staff services. These appointees shall not vote.

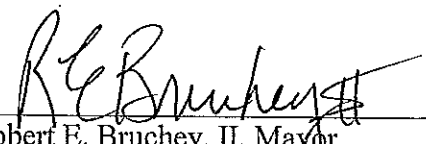
The term of the Committee shall be one year commencing April 1, 2007 and terminating on March 31, 2008.

**BE IT FURTHER RESOLVED**, by the Mayor and Council for Hagerstown, Maryland that this Resolution shall become effective immediately upon its passage.

WITNESS:

MAYOR AND CITY COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

  
Donna K. Spickler, City Clerk

BY:   
Robert E. Bruchey, II, Mayor

DATE OF PASSAGE: 03/27/2007  
EFFECTIVE DATE: 03/27/2007

Prepared by Law Office of John Uner

R-07-05

RESOLUTION

ESTABLISHING AN ETHICS CODE REVIEW BOARD

**WHEREAS**, the Mayor and Council believe that it is appropriate and timely to have a review of the Ethics Code and having determined that it is not feasible for any existing department, board or other city body to undertake the review,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council, pursuant to the Provisions of Administrative Sections of the City Code Part 2, Article V, Section 10-19 through 10-23, and Article VI Sections 10-24 through 10-26, does hereby create the Ethics Code Review Board of 2009.

The Board will be responsible for reviewing the City's Ethics Code and presenting to the Mayor and Council written recommendations, if any they have, for any changes to the existing Code.

The Board shall be composed of three (3) members, to be selected by the Mayor and Council.

The City Attorney shall attend the meetings of the Committee to provide advice, but shall not vote.

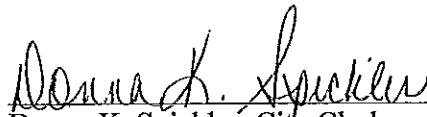
The City Administrator shall assign such employees as he deems necessary to serve as liaison to the Board and shall provide staff services. These appointees shall not vote.

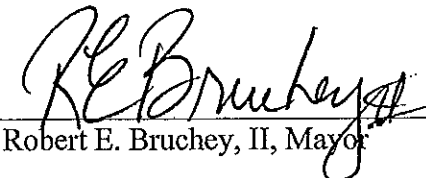
The term of the Committee shall be one year commencing November 3, 2009 and terminating on November 2, 2010.

**BE IT FURTHER RESOLVED**, by the Mayor and Council for Hagerstown, Maryland that this Resolution shall become effective immediately upon its passage.

WITNESS:

MAYOR AND CITY COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

  
Donna K. Spickler, City Clerk

BY:   
Robert E. Bruchey, II, Mayor

DATE OF PASSAGE: 11/03/2009  
EFFECTIVE DATE: 11/03/2009

R-09-46