

Mayor and Council Executive Session and Work Session May 5, 2026 Agenda

"The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe, and vibrant neighborhoods."

"The City of Hagerstown shall be a community focused municipality"

The agenda and meeting packet is available at www.hagerstownmd.org/government/agenda

"Every improvement, no matter how small, moves our community forward."

EXECUTIVE SESSION

3:00 PM 1. The Mayor and Council will meet in Open Session only for the purpose of voting to close its meeting to discuss matters that the Open Meetings Act permits it to discuss in Executive/Closed Session

3:00 PM 2. EXECUTIVE SESSION

4:00 PM WORK SESSION

4:00 PM 1. Proclamations:
World Red Cross Day
JustServe City

4:15 PM 2. FY 2027 Budget Presentation and Upcoming Discussion Schedule – Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager

4:45 PM 3. Hagerstown Field House: Update on Operations – Jim Bender, City Engineer and John Wack, Eastern Sports Management

5:05 PM 4. 2026 Reallocation of Summer Camp Funding – Eric Deike, Director of Public Works

5:15 PM 5. Presentation of Community Development Block Grant (CDBG) Advisory Committee Recommendations for FY 2027 Public Service Awards – Margi Joe, Community Development Manager

5:25 PM 6. Recommendation for Reallocation of Unexpended Community Development Block Grant (CDBG) CV-Cares Act Funding (COVID-19 Response Funds) – Margi Joe, Community Development Manager

5:35 PM 7. Recommendation for Additional Funding for Wheaton Park Enhancement Project Phase II Bandshell Construction – Margi Joe, Community Development Manager

5:45 PM 8. Position Descriptions for Department of Planning and Economic Development (DPED) Boards – Steve Bockmiller, Deputy Director for Planning and Zoning Administration

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

The Mayor and Council will meet in Open Session only for the purpose of voting to close its meeting to discuss matters that the Open Meetings Act permits it to discuss in Executive/Closed Session

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

EXECUTIVE SESSION

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

May_5__2026_Executive_Session.pdf

Description

Executive Session Agenda



**MAYOR AND CITY COUNCIL
EXECUTIVE SESSION
MAY 5, 2026
AGENDA**

Vision Statement:

The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe and vibrant neighborhoods.”

Mission Statement:

“The City of Hagerstown shall be a community focused municipality.”

The agenda and meeting packet is available at www.hagerstownmd.org/government/agenda

3:00 p.m. EXECUTIVE SESSION

1. To consult with counsel to obtain legal advice; (#7)

** Pending Litigation*

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

CITY OF HAGERSTOWN, MARYLAND

PUBLIC BODY : Mayor & City Council

DATE : May 5, 2026

PLACE : Council Chamber, 2nd floor, City Hall

TIME : 3:00 p.m.

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

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

EXECUTIVE SESSION AGENDA

City Hall • Council Chamber • 1 East Franklin Street • Hagerstown, MD 21740
301.739.8577, Ext. 113 • Telephone for the Hearing Impaired 301.797.6617

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

Topic:

Proclamations:
World Red Cross Day
JustServe City

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

FY 2027 Budget Presentation and Upcoming Discussion Schedule – *Michelle Hepburn, Chief Financial Officer and Brooke Garver, Accounting and Budget Manager*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

FY27_Budget_Review_Memo_05-05-2026.pdf

Description

FY27 Budget Review



CITY OF HAGERSTOWN, MARYLAND

Finance & Accounting Department

One East Franklin Street • Hagerstown, MD 21740

Telephone: 301.766.4142 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Michelle Hepburn, Chief Financial Officer
Brooke Garver, Accounting & Budget Manager

Date: May 5, 2026

Subject: FY27 Budget Review

On Tuesday, April 7, 2026, we began FY27 Proposed Budget discussions with a summarized overview. Staff will continue to review the FY27 Proposed Budget through April and May. The schedule outlined below is a draft and can be updated based upon time needed and discussion topics.

The FY27 Proposed Budget includes changes to rates that will take effect upon adoption of the FY27 Proposed Budget:

1. Business Revolving Loan Application Fee - \$100-\$250 to \$200-\$500
2. Code Administration Municipal Infractions – increase from maximum of \$1,000 to \$5,000
3. Residential Fence Permits - \$45 to \$50
4. Forest Conservation fee-in-lieu - \$0.402/sq ft to \$0.41/ss ft
5. Water Department property rental to City employees - 3% increase
6. Water Benefit Charges – 3% increase
7. Water Metered Service for City & County – 3% increase
8. Water Department Fire Protection – 3% increase
9. Wastewater Cell Tower Rental Revenue – 3% increase
10. Wastewater Benefit Charges – 3% increase
11. Wastewater Service Charges for City, County, and Joint County – 3% increase

May 5, 2026:

1. CDBG Fund – Section 4, Pages 3-9
2. Economic Redevelopment Fund – Section 4, Pages 11-13
3. Electric Fund 5 Year Projections - Section 6, Pages 15-17
4. Electric Fund Capital Improvement Projects - Section 7, Pages 30-32 and 115-134
5. Mayor & Council Discussion and Questions

May 12, 2026 through May 19, 2026:

Future budget review work sessions are anticipated to continue discussions on the General Fund and cover the following topics throughout April and May.

1. Parking Fund 5 Year Projections - Section 6, Pages 24-26
2. Stormwater Fund 5 Year Projections - Section 6, Pages 31-32
3. Water Fund 5 Year Projections - Section 6, Pages 18-20
4. Water Fund Capital Improvement Projects - Section 7, Pages 33-34 and 135-147
5. Wastewater Fund 5 Year Projections - Section 6, Pages 21-23
6. Wastewater Fund Capital Improvement Projects - Section 7, Pages 35-36 and 148-159



May 12, 2026:

- Public Hearing: FY27 Budget and Property Tax Rate
- Introduction of Ordinances (FY27 Budget and Property Tax Rate)

May 19, 2026:

- Adoption of Ordinances (FY27 Budget and Property Tax Rate)

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

Topic:

Hagerstown Field House: Update on Operations – *Jim Bender, City Engineer and John Wack, Eastern Sports Management*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Hagerstown_Field_House_-_Update_on_Operations.pdf

Description

Hagerstown Field House -
Update on Operations



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

May 5, 2026

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer JIM

RE: Hagerstown Field House – Update on Operations

1. Background

The Hagerstown Field House opened its doors in February 2025, and has been a tremendous amenity to the east side of the City. Various events, tournaments, classes, and programs at the Field House have brought thousands of people to the City from other states and towns, and the facility is becoming established as a go-to indoor sports facility in the mid-Atlantic region. Eastern Sports Management (ESM) operates the Field House via a lease agreement with the City, and John Wack, ESM's president, will give an update on the first year of operations.

2. Mayor & Council Action Requested

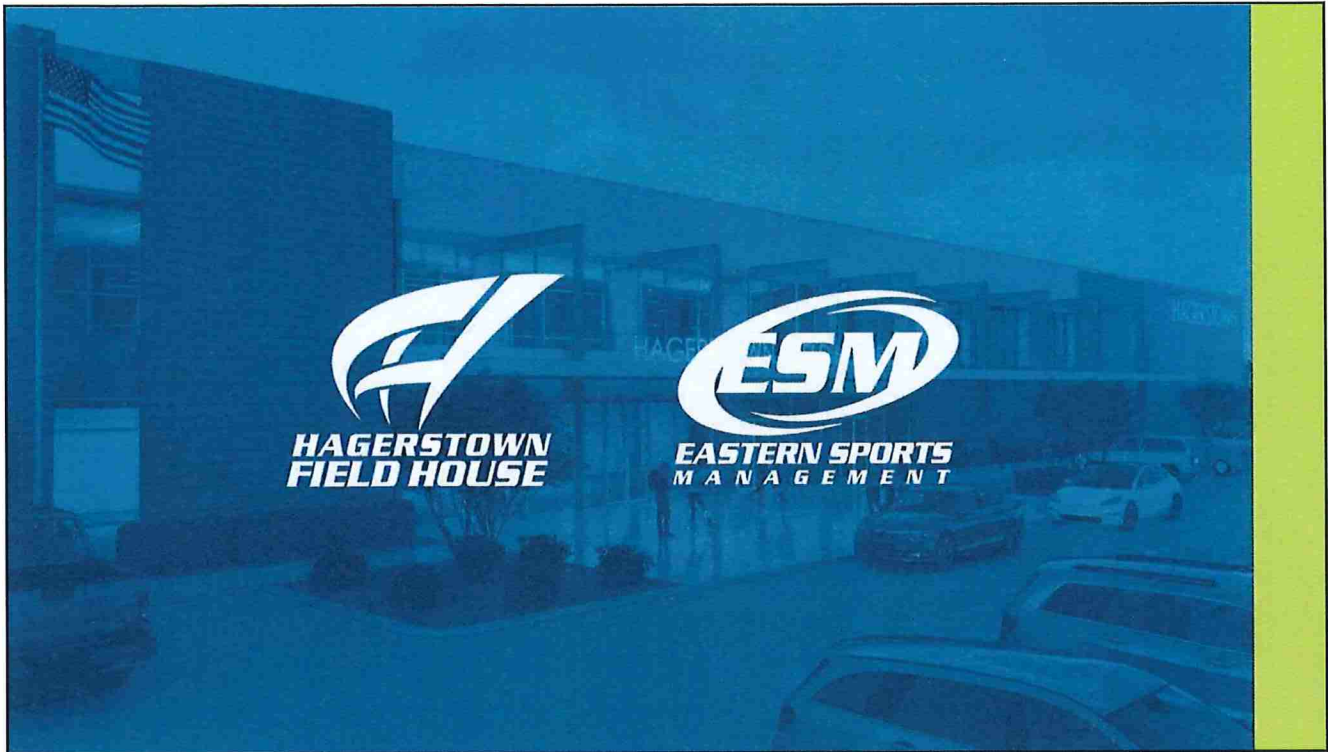
No action is requested; this presentation is to give the Council an update on the performance of the Field House during its first year of operation, and to discuss planned programs and initiatives for the coming year. Staff will be present at the work session to discuss.

3. Discussion

As with any new facility, there were some issues that needed to be worked out during the first year of Field House operations. The fire alarm system gave false notifications or "faults" during the first months of operation, but the general contractor seems to have been able to address them while the system was under warranty. The artificial turf fields developed wrinkles, but the manufacturer was able to adjust the turf to minimize the issue. Some electrical issues with the lights are being ironed out. And the flooring on one of the basketball courts developed a bubble that needed to be repaired. Overall, though, the building has performed well.

Providing adequate parking during large events and tournaments is a challenge, as the size and shape of the Field House property limits the number of parking spaces on the site. Staff continue to consider alternatives that would make additional parking available during events.

attachment: Eastern Sports Management presentation



1

Year in Review: Last Twelve Month

- Events and Tournaments
- Leagues
- Membership/Fitness
- Youth Programming
- Rentals/Day Passes
- Traffic
- Future Programming

2

- 3 Volleyball Tournaments
- 1 Pickleball

EVENTS AND TOURNAMENTS

- 18 Basketball Tournaments
- 1 Cheer
- Competition
- 3 Gymnastics Meets
- 1 Soccer
- 1 Jiu Jitsu Meet
- 1 Trading Card Show

27 of the remaining 34 weekends in 2026 are booked with tourn/events!

3

LEAGUES

- 224 Adult Soccer Teams
- 104 Youth Soccer Teams
- 32 Youth Lacrosse Teams
- 9 Adult Volleyball Teams
- 30 Adult Basketball Teams
- 47 Adult Pickleball Teams

Planning to offer Youth/Adult Flag Football, Adult Social Leagues (kickball, cornhole & wiffleball)

4

MEMBERSHIP/FITNESS

- 1,152 Total Members
- 678 Fitness Members
- 474 Sport Court Members
- Group Exercise Classes Offered: Strength, Yoga, Pilates, Spin & HITT

Offering Zumba and Barre in a few weeks

5

YOUTH PROGRAMMING

- Youth Sport Development Classes (Ages 18 mo-15 years)
 - 226 different sports classes offered to include:
Soccer, Basketball, Baseball, Flag Football, Lacrosse, Cheerleading & Tennis
 - 1,089 Total Participants
- Summer Camps:
 - 11 weeks offered in 2025 - 199 enrolled
 - 11 weeks offered in 2026 - currently 333 enrolled with partner agencies (Bester Community of Hope and HARC)
- Birthday Parties : 84
- Started Homeschool programming in November: 199 participants

6

RENTALS/DAY PASSES

- 10,854 Drop-in Day Passes
- 431 Field Rental Hours
- 333 Volleyball Court Rental Hours
- 108 Basketball Court Rental Hours
- 15 Pickleball Court Rental Hours
- 76 Room Rental Hours

7

FOOD AND BEVERAGE

21.2% of Total Revenue

- 58% Food
- 26% Beverages
- 15% Bar
- 1% Catering

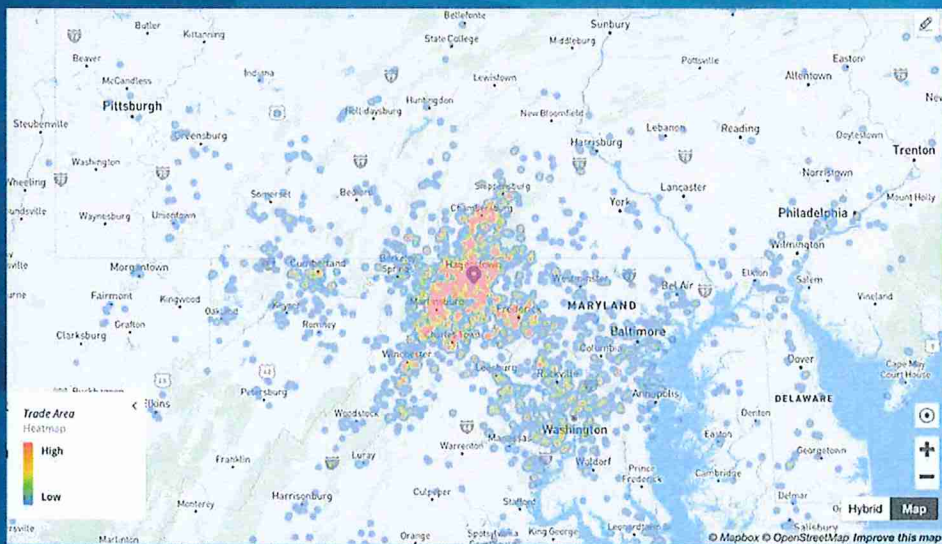
8

TRAFFIC

- 230,500 Total Visits
- 18% from more than 30 miles
- 13% from more than 50 miles
- Post Visit, 42% are going to eat or shop

9

TRAFFIC



10

FUTURE PROGRAMMING

- Continue to increase current League & Program enrollments
- Introduce Social Sports League: Adult Kickball, Wiffle Ball, and Cornhole
- School Break and Service Day Camps
- Seasonal Youth Development “Rec Leagues”

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

Topic:

2026 Reallocation of Summer Camp Funding – *Eric Deike, Director of Public Works*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

2026_Reallocation_of_Summer_Camp_Funding.pdf

Description

2026 Reallocation Of
Summer Camp Funding




CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

TO: Scott Nicewarner, City Administrator

FROM: Eric B. Deike, Director of Public Works 

DATE: April 28, 2026

RE: 2026 Reallocation of Summer Camp Funding

RECOMMENDATION

Staff is seeking the Mayor and Council's direction on the reallocation of 2026 Summer Camp Funding. The FY27 proposed budget is \$75,000, of which \$62,500 has been allocated for Summer Camps. There remains \$12,500 of funding that could be used elsewhere in the Recreation Division.

DISCUSSION

Total summer camp funding is budgeted at \$75,000. This is the single largest line item in the Recreation Division budget other than for labor. These funds are divided and approved amongst three local entities (YMCA, Boys & Girls, Inc., Girls Incorporated) to help host the 2026 summer camps. The City was able to fully fund each of these groups' requests.

The remaining funds of \$12,500 can be reallocated to other Parks & Recreation programs and events. Staff is asking Council to consider one or more of the following recommendations for use of this funding:

1. \$4,500 Fall Fest America 250th – Funding will support entertainment and activities for the extended hours leading up to fireworks.
2. \$4,000 July 4th Fireworks Program – Fireworks celebrating the 4th of July will be shot on Friday, July 3rd at the request of Washington County government. Money could go towards additional fireworks.
3. \$4,000 City Park Christmas Lighting – The lighting display in City Park is a very popular drive through by residents and visitors alike. Over 20,000 cars will circle through the park to see the displays. The additional funding could be used to purchase an additional display for this scenic drive.
4. There are many other events throughout the parks that could benefit from additional funding such as the Harvest Hoedown, Drive-thru Trick-Or-Treat, and Summer Movie Nights in City Park to name a few.

FINANCIAL IMPACT

The Summer Camp funding is budgeted for FY27, which has not yet been approved.

Public Works Department
51 West Memorial Blvd.
Hagerstown, MD 21740
Ph: 301.739.8577 Ext. 178

Parks and Recreation Division
351 North Cleveland Ave.
Hagerstown, MD 21740
Ext. 169

Parking Division
1 E. Franklin St.
Hagerstown, MD 21740
Ext.479



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

CONCLUSION

Staff is requesting guidance and permission from the Council to reallocate the funds. The specific amounts would be left to staff to determine based on the needs of each event. Staff will be in attendance at a future Council meeting to discuss these options.

Cc: Parks and Recreation Staff
Michelle Hepburn, Chief Financial Officer

Public Works Department
51 West Memorial Blvd.
Hagerstown, MD 21740
Ph: 301.739.8577 Ext. 178

Parks and Recreation Division
351 North Cleveland Ave.
Hagerstown, MD 21740
Ext. 169

Parking Division
1 E. Franklin St.
Hagerstown, MD 21740
Ext. 479

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

Topic:

Presentation of Community Development Block Grant (CDBG) Advisory Committee Recommendations for FY 2027 Public Service Awards – Margi Joe, Community Development Manager

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

050526_WS_Packet_CDBG_PS_Grant_Recommendations.pdf

Description

CDBG Public Service
Subrecipient Award
Recommendations



CITY OF HAGERSTOWN, MARYLAND

Department of Housing & Community Development

One East Franklin Street • Hagerstown, MD 21740

E-mail: codecompliance@hagerstownmd.org

Telephone: 301-739-8577, ext. 103 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Margi Joe, Community Development Manager

Date: May 1, 2026

RE: **Presentation of CDBG Citizen Advisory Committee Recommendations for FY2027 Public Service Grants**

Staff will attend the May 5, 2026 Work Session to review the CDBG Citizen Advisory Committee recommendations for the FY2027 Public Service Grants.

FY27 CDBG Public Service Agency Contributions

To promote transparency and strengthen Community Development programming, the CDBG Citizen Advisory Committee assists staff in reviewing all requests for CDBG Public Service funding. The Committee is appointed by the Mayor and City Council and members serve two-year terms.

Citywide nonprofit agencies submit applications requesting CDBG funding during the open application period. Following review by the Advisory Committee and City staff, application rankings are presented to the Mayor and City Council for consideration.

The CDBG Citizen Advisory Committee has completed its review of all FY27 Public Service funding requests. A spreadsheet showing the committee's rankings is attached, along with the recommended Public Service funding scenario.

Under CDBG regulations, Public Service funding is capped at 15% of the combined FY27 entitlement amount and projected FY26 Program Income, as shown below:

$$15\% \times (\$774,243 + \$100,000) = \$131,136.45.$$

This cap is an estimate and may change, as FY26 Program Income will not be finalized until the end of the fiscal year. The final amount is also subject to Finance Department recommendations during the budget process. The current recommended awards total \$126,000.

Due to the high number of applications and recommended awardees, individual funding amounts are lower than requested in order to distribute available resources among selected

applicants. Four applications were not advanced for scoring following the Committee's initial review.

Other approved programs not subject to the Public Service cap include two housing-related programs:

- Habitat for Humanity Brush with Kindness Program | \$20,000
- Hagerstown Neighborhood Development Partnership | \$20,000

In addition, one capital project grant is recommended:

- Doleman Black Heritage Museum – Demolition project | \$25,000

These recommended awards will be incorporated into the City FY27 CDBG Annual Action Plan which will be presented in full at a later date.

Attachment: Public Service Grant Application Scoring Summary & Recommended Public Service Allocations

- c. Amanda Gregg, Chief Housing & Community Development Officer
Michelle Hepburn, Chief Financial Officer

Recommended FY27 CDBG Public Service Funding

Community Partner	Program Name	Amount Requested	Averaged Score	Proposed Award	Current Recipient?	% Grant Spent to Date
Girls' Inc. Provide healthy snacks & nutritional dinners, and other educational resources Mon-Thurs during the school year for at-risk girls ages 6-18. Funding will be used for the costs of wages and supplies for the program.	Kids' Café	\$12,500	47.7	\$12,500	Yes	79%
REACH Provide employment and soft workforce skills to REACH clients who are ready for change. Funding will be used to support wages for those who administer the program.	Bridge to Change	\$27,000	47	\$19,500	Yes	76%
United Way of Washington County Administers the Ride United Network, providing no-cost transportation services to income-qualified residents of Hagerstown for medical, employment, and educational needs. Funding will be used for the cost of rideshare services.	Ride United Network - Transportation Solution	\$22,010	45.7	\$10,000	Yes	47%
HARC Provides weekend food each week during the school year (2 breakfasts, 2 lunches, 2 dinners, fruit, snacks) to schoolchildren identified as being at risk for food insecurity. Funding will be used for the cost of food for these packages.	Micah's Backpack	\$20,000	45.2	\$14,000	Yes	100%
Eliza's House A mobile food pantry service meeting the needs of those with food insecurity who suffer the lack of resources to utilize traditional food pantries/food banks. Funding will be used for the cost of food inventory.	Mobile Community Pantry	\$15,000	44	\$10,000	No	N/A
Community Free Clinic Provide no-cost healthcare to the medically uninsured population of the county, including mental healthcare and chronic disease management. Funding will be used for wages, lab services, and supplies in support of the program.	Clinical Services- General Operation	\$50,000	43.4	\$20,000	Yes	69%
America's Hauling for Hope Provide a monthly food order to income-qualified seniors, delivered to their homes. Financial literacy education is also provided and is a requirement of the program. Funding will be used for the cost of food and supplies for the program.	Helping Hands Senior Outreach	\$18,000	42.7	\$12,000	Yes	100%
Good News Hagerstown Beautify high-need downtown blocks with planters and gardens. Engage youth and families in outdoor learning via weekly and monthly green and garden events. Funding will be used for the cost of supplies and materials for the program.	Downtown Green Families Initiative	\$20,000	42.2	\$8,000	No	N/A
TruNorth Company Provide no-cost transportation to resources/services for unhoused persons, ex-offenders, and persons in recovery in the City. Funding will be used to support driver wages.	Hagerstown Area Recovery Transportation	\$35,000	37.7	\$10,000	Yes	72%
Senior Living Alternatives/Holly Place Provide 3 nutritious meals and 2 snacks daily to 15 full-time residents of Holly Place, an assisted living home for seniors unable to afford the cost of conventional assisted living. Funding will be used for the cost of food and meal preparation.	Meals Served for Holly Place Residents	\$40,702	35	\$10,000	No	N/A
Total		\$260,212		\$126,000		
Available FY27 allocation				\$126,000		

Not selected for funding this round:

Horizon Goodwill	Youth and Family Housing Navigation	\$40,560
RW Johnson Community Center	Youth Aquatics Access & Teen Lifeguard Workforce Path	\$35,000
Windows of Grace	Program Manager Salary	\$70,000
You Hold the Key	Transitional Housing for Women	\$42,000

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

Topic:

Recommendation for Reallocation of Unexpended Community Development Block Grant (CDBG) CV-Cares Act Funding (COVID-19 Response Funds) – *Margi Joe, Community Development Manager*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

050526_WS_Packet_CARES_Act_Reallocation.pdf

Description

CDBG Cares Act Funding
Reallocation



CITY OF HAGERSTOWN, MARYLAND

Department of Housing & Community Development

One East Franklin Street • Hagerstown, MD 21740

E-mail: codecompliance@hagerstownmd.org

Telephone: 301-739-8577, ext. 103 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Margi Joe, Community Development Manager

Date: May 1, 2026

RE: **Recommendation for Reallocation of Unexpended CDBG CV-CARES Funding (COVID-19 Response Funds)**

Staff will attend the May 5, 2026 Work Session to recommend the reallocation of remaining unexpended CDBG-CV CARES funds to ensure full utilization ahead of the August 2026 expenditure deadline. Staff seeks approval of the proposed amendment at the May 26, 2026 Regular Session.

Background

In 2020, the City was awarded a total of \$747,210 through the CDBG-CV CARES program, which provided supplemental funding in response to the COVID-19 pandemic. These funds were intended to support programs addressing specific community needs resulting from the pandemic.

Funding was awarded to community partners through a competitive application process, with final program awardees and allocations approved by the Mayor and City Council.

To date, grantees have expended more than 99% of awarded funds, with a remaining balance of \$3,990.59. Per the U.S. Department of Housing and Urban Development (HUD) grant agreement, municipalities have six years from the date of grant execution to fully expend these funds. The City's expenditure deadline is August 10, 2026.

HUD regulations permit the reallocation of unexpended funds, provided that the proposed use continues to meet eligibility criteria related to COVID-19 response. Eligible uses include improvements to open-air facilities and activities that support social distancing..

Following internal review, staff recommends reallocating the remaining \$3,990.59 in CDBG-CV CARES funding to the existing CDBG project Wheaton Park Tennis Courts improvements.

Recommended Action

Authorize staff to reallocate \$3990.59 in unexpended CDBG CV-CARES funds to the Wheaton Park Tennis Courts project to ensure full utilization of grant funds.

Attachment: Draft Motion

- c. Amanda Gregg, Chief Housing & Community Development Officer
Michelle Hepburn, Chief Financial Officer
Jim Bender, City Engineer
Eric Deike, Director, Public Works

REQUIRED MOTION

**MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Date: May 26, 2026

TOPIC: **Amendment to Community Development Block Grant (CDBG) FY2020
Annual Action Plan (Reallocation of CDBG CV-CARES Funding)**

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

MOTION: I hereby move for the Mayor and City Council to approve the amendment to the FY2020 Community Development Block Grant Annual Action Plan for the following action:

- Reallocation of unexpended CDBG CV-CARES funding in the amount of \$3990.59 toward the existing FY26 activity “Wheaton Park Tennis Courts”.

DATE OF INTRODUCTION: 05/26/2026
DATE OF PASSAGE: 05/26/2026
EFFECTIVE DATE: 05/26/2026

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

Topic:

Recommendation for Additional Funding for Wheaton Park Enhancement Project Phase II Bandshell Construction – *Margi Joe, Community Development Manager*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Description

050526_WS_Packet_Reallocation_to_Wheaton_Park_Bandshell.pdf

Reallocation of
Unexpended CDBG
Funding to Wheaton Park
Phase II – Bandshell



CITY OF HAGERSTOWN, MARYLAND

Department of Housing & Community Development

One East Franklin Street • Hagerstown, MD 21740

E-mail: codecompliance@hagerstownmd.org

Telephone: 301-739-8577, ext. 103 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Margi Joe, Community Development Manager

Date: May 1, 2026

RE: Recommendation for Addition of Funding to Wheaton Park Enhancement Project Phase II (Bandshell Construction)

Staff will attend the May 5, 2026 Work Session to recommend allocation of unspent CDBG funds to further support expenses of the Wheaton Park bandshell construction. Staff seeks approval of the proposed amendment at the May 26, 2026 Regular Session.

Background

The primary element in Phase II of the Wheaton Park improvements is the construction of a new stage/bandshell on the western side of the park. Currently Wheaton Park Phase II is leveraged by \$229,591.33 in existing funding. The accepted bid for the project was \$254,597, which exceeds the currently allocated funding. Staff recommends reallocating \$25,408.67 in unexpended CDBG funds to the bandshell project to address this funding gap.

Amending the CDBG Action Plan involves routine processes typically handled by staff. Per the Citizen Participation Plan, reallocation of funds in excess of \$25,000 also requires Mayor and City Council approval. The required 30-day public comment period will close on May 25, 2026 and any comments received will be presented to Mayor and City Council ahead of the Regular Session on May 26, 2026.

Recommended Action

Authorize staff to reallocate \$25,408.67 in unexpended CDBG funds to the Wheaton Park Enhancement Project Phase II to fully support the proposed project costs.

Attached: Draft Motion

Public Notice with Detail of Proposed Amendment

Stage Plan

- c. Amanda Gregg, Chief Housing & Community Development Officer
Jim Bender, City Engineer
Eric Deike, Director Public Works
Michelle Hepburn, Chief Financial Officer
Brooke Garver, Accounting & Budget Manager
Jeff Lear, Senior Accountant

REQUIRED MOTION

**MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Date: May 26, 2026

TOPIC: **Amendment to Community Development Block Grant (CDBG) FY2024
Annual Action Plan (Allocation of Unexpended CDBG Funding to Wheaton
Park Enhancement Project Phase II)**

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

MOTION: I hereby move for the Mayor and City Council to approve the amendment to the FY2024 Community Development Block Grant Annual Action Plan for the following action:

- Allocation of unexpended CDBG funding in the amount of \$25,408.67 toward the existing FY24 activity “Wheaton Park Enhancement Project” to support the expenses of bandshell construction on the park property. This amendment will result in a total budget of \$255,000 toward construction of the bandshell.

DATE OF INTRODUCTION: 05/26/2026

DATE OF PASSAGE: 05/26/2026

EFFECTIVE DATE: 05/26/2026

**CITY OF HAGERSTOWN, MARYLAND
AMENDMENT TO FY 2024 ANNUAL ACTION PLAN FOR USE OF
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

ALLOCATION OF FUNDING TO EXISTING CDBG ACTIVITIES:

In Fiscal Year 2026, the City of Hagerstown proposes to reprogram \$25,408.67 of unexpended CDBG entitlement funding to an existing CDBG activity:

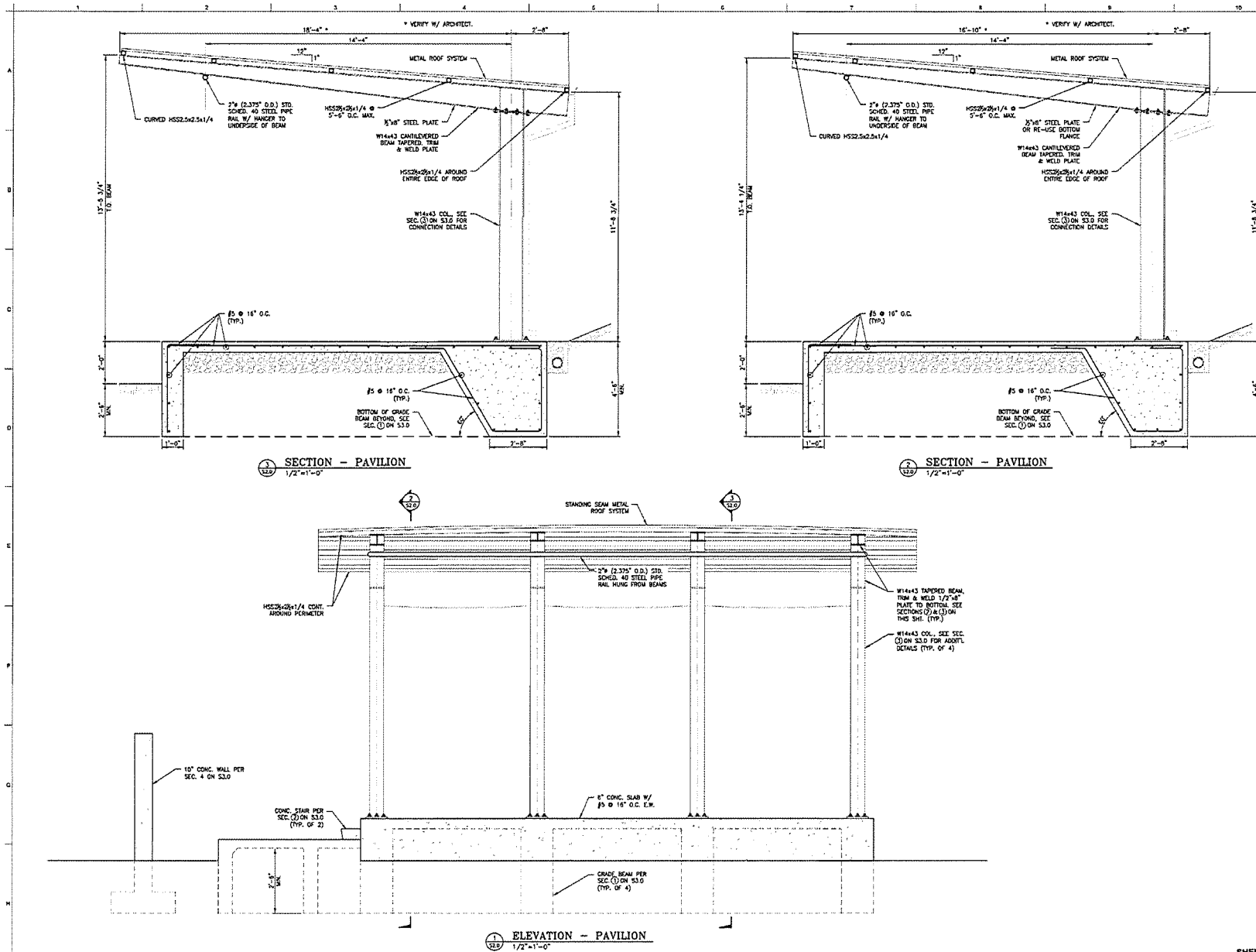
Proposed Reprogramming of CDBG Funding:

- Reallocate \$25,408.67 of unexpended CDBG funding to previously existing FY24 activity Wheaton Park Phase II (Bandshell/Stage). Amendment will result in a total budget of \$255,000 toward construction of a bandshell/stage area in Wheaton Park.

The proposed reallocation of funding is to address higher than anticipated costs for the construction of the stage area.

The City will receive comments from interested individuals until May 25, 2026. Individuals interested in commenting may contact:

Margi Joe, Community Development Manager
Department of Housing and Community Development
14 N. Potomac Street, Suite 200A
Hagerstown, MD 21740
301-739-8577 x134
mjoe@hagerstownmd.org



Wheaton Park Pavilion

M&A
MASONRY & ANCHORAGE
STRUCTURAL ENGINEERS

931-B Sawyer Drive
Hagerstown, Maryland 21740
P 301.750-4111

M&A PROJECT # 24-023



PROFESSIONAL CERTIFICATION
I HEREBY CERTIFY THAT THESE
DOCUMENTS WERE PREPARED OR
APPROVED BY ME, AND THAT I AM
A FULLY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE
STATE OF MARYLAND
LICENSE
NO. 11863
EXPIRES
07/1/2026

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THESE DOCUMENTS ARE PREPARED FOR THE ARCHITECT'S USE ONLY. NO GUARANTEE IS MADE FOR ANY OTHER USE. THE ARCHITECT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES PRIOR TO CONSTRUCTION.

PHASE: DATE ISSUED:
APRIL 9, 2025

SUBMITTALS / REVISIONS
NO. DATE DESCRIPTION

CHECKED BY: DAM DRAWN BY: KMY
DATE: 04-09-25 SCALE: AS NOTED

DRAWING NAME:

ELEVATION &
SECTIONS

SHEET: 08-326-006

S2.0

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

Topic:

Position Descriptions for Department of Planning and Economic Development (DPED Boards – *Steve Bockmiller, Deputy Director for Planning and Zoning Administration*)

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Position_Descriptions_for_DPED_Boards_and_Commissions.pdf


Description

Position Descriptions for DPED Boards and Commissions



MEMORANDUM

TO: Scott Nicewarner, City Administrator

FROM:  Stephen R. Bockmiller, AICP
Deputy Director for Planning and Zoning Administration

SUBJECT: Position Descriptions for DPED Volunteer Boards and Commissions

DATE: April 28, 2026

Staff will attend the May 5 Work Session to review the use of the attached draft position descriptions for this department's volunteer boards in order to address certain periodic issues.

The Department of Planning and Economic Development staffs the following volunteer boards and commissions:

	Memorial Park Circle of Achievement Advisory Board	
Planning Commission	Board of Zoning Appeals	Historic District Commission

Formal position descriptions serve the following purposes:

1. Educates potential applicants and candidates of what the body does, how they would be involved and what qualifications there may be for service on the body.
2. Explains the expectations and time commitments necessary to serve on such a body. This is especially motivated by the need for candidates to understand that there are certain expectations of the candidate when agreeing to serve on one of these boards or commissions, among which includes regular attendance.

At times, these bodies experience difficulty in executing their duties due to vacancies and/or regular absenteeism by one or more members. Absenteeism has sometimes been selective on the part of the member, such as a conflict with another volunteer activity or recreational activity. The Planning Commission, Board of Zoning Appeals and Historic District Commission all have quorum requirements to meet and conduct business. It does not reflect well on the City when meetings must be cancelled, especially at the last minute when parties have come to City Hall for the meeting to be turned away. Perfect attendance is not expected of any board member, but poor or spotty attendance places an additional burden on the remaining members to ensure that the body can meet to conduct its business.

Attached are draft position descriptions for the Mayor and City Council's review and endorsement. They will be made available to new candidates and also to existing members when their terms end and they are eligible for reappointment.

Attachments: 4

CITY OF HAGERSTOWN
MEMBERS AND OFFICERS OF THE PLANNING COMMISSION

POSITION DESCRIPTION

DRAFT – APRIL 8, 2026

DEPARTMENT: Planning and Economic Development.

OVERVIEW: This is a volunteer position.

Persons appointed to the Planning Commission are expected to understand and communicate orally and in writing, and understand documents provided to them in the course of their duties. Documents submitted for the Commission’s review can be technical regarding legal concepts and site engineering.

Background or experience in law, engineering, architecture, construction, historic preservation, government administration or other related fields is helpful.

REQUIREMENTS: Although not required by State law or City Code, Hagerstown has a long-standing tradition of requiring candidates to be residents within the municipal boundaries of the City, and this is included in the Commission’s bylaws. City residency is required.

This position requires the ability to concentrate on complex issues presented that are affected and influenced by administrative procedures, adopted codes and case law as provided by staff, and participate in the Commission’s votes in rendering decisions on these matters.

Attendance at regularly scheduled meetings (typically two per month) in City Hall.

An email account regularly monitored for Commission communications.

DESCRIPTION: The Planning Commission is staffed by the Director of Planning and Economic Development and/or his or her designee or designees. Successful candidates are nominated by the Mayor and confirmed by the City Council. Members serve overlapping terms. The Commission elects from among its members a chairperson and a vice chairperson to preside over meetings and sign documents and operates under bylaws which it adopts and occasionally updates. The Planning Commission has seven voting members, one of whom is a sitting member of the City Council.

The Planning Commission serves as the approving body for plans for development and makes recommendations to the Mayor and City Council and other city boards and commissions regarding certain policies and initiatives or decisions made by those boards that impact planning matters.

The Planning Commission serves as the approval body for concept plans for future development, site plans for developments, development plans for subdivisions, subdivision plats, forest conservation plans and requests for waivers to subdivision and site plan design requirements. That approval is done in conformance with and in respect to adopted codes and applicable laws. In some cases, approval by the Commission is ministerial (non-discretionary).

The Planning Commission makes recommendations to the Mayor and City Council regarding amendments to the Land Management Code, makes recommendations on the appropriateness of proposed zoning for annexations and makes recommendations on applications for the rezoning of property already within the city. The Planning Commission may make recommendations to the Board of Zoning Appeals and to the Historic District Commission on matters that impact planning decisions.

The Planning Commission also works with staff to prepare the decennial Comprehensive Plan and forwards it to the Mayor and City Council for adoption.

ESSENTIAL FUNCTIONS: The tasks listed below are illustrations of the various types of work performed and are not intended to be all inclusive.

1. Diligently, without partiality or prejudice, execute the duties of the position while adhering to the rules and regulations as outlined in the Charter and Code of the City of Hagerstown, the Code of Maryland, Federal law and the United States Constitution.
2. Commit to attend regularly scheduled meetings and special meetings of the Commission. The Commission cannot meet unless a quorum is achieved. While perfect attendance is not expected, a high absentee rate by one or more members places a disproportionate burden on the rest of the members to ensure quorum is met.¹
3. Notify staff when unable to attend a meeting with as much advance notice as possible, so staff can ensure whether quorum is going to be secured prior to a meeting. Respond to a quorum count when the meeting packet is emailed to members 5-7 days before the meeting unless notice of planned absence has been previously provided to staff.
4. Review meeting materials when provided and be prepared to participate in discussion and votes on the materials to be discussed. Agendas and materials are provided 5-7 days prior to the meeting.
5. Adhere to the City's adopted Ethics Policy (attached).
6. The Chairperson presides over the meetings of the Planning Commission and signs subdivision plats and other documents on the Commission's behalf. The Chairperson may call special meetings as needed and requested by staff to address urgent business that cannot wait until the next regularly scheduled meeting.² The Vice-Chairperson engages in the responsibilities of the Chairperson when the Chairperson is unavailable to do so.

Created: April 8, 2026

Rev: N/A

¹ The Commission typically meets January through October on the second Wednesday of the month at 4:00 p.m. and the last Wednesday of the month at 7:00 p.m. Due to holidays, in November and December, the Commission typically meets only on the second Wednesday of the month at 7:00 p.m. Dates may be adjusted to accommodate holidays. The Commission formalizes and adopts its schedule for the coming year at its meeting in December. The Commission can change its regular schedule of meeting dates, but this formula has been used by the Commission for over 30 years. Special meetings (0-3 per year) are usually held during the business day and are usually short (less than 30 minutes). Regular meetings can last from 15 minutes in length to as long as 3+ hours, depending on the extent of the agenda, but typically average around 60-90 minutes.

² For more detail, consult the current adopted by-laws.

CITY OF HAGERSTOWN
MEMBERS AND OFFICERS OF THE HISTORIC DISTRICT COMMISSION

POSITION DESCRIPTION

DRAFT – April 8, 2026

DEPARTMENT: Planning and Economic Development.

OVERVIEW: This is a volunteer position.

Persons appointed to the Historic District Commission are expected to understand and communicate orally and in writing, and understand documents provided to them in the course of their duties. Documents submitted for the Commission's review can be technical regarding legal concepts, architecture and site layout and design.

Background or experience in law, engineering, architecture, construction, historic preservation, government administration or other related fields is necessary to meet State requirements (see below section on requirements for details).

REQUIREMENTS: This position requires the ability to concentrate on complex issues presented that are affected and influenced by administrative procedures, adopted codes and guidelines and case law as provided by staff, and participate in the Commission's votes in rendering decisions on these matters.

An email account regularly monitored for Commission communications is necessary.

Attendance by voting members at regularly scheduled meetings (typically two per month) in City Hall. *Ex-officio* members are not expected to attend meetings regularly, but they will need to attend occasional meetings in instances where their specific expertise is necessary to address related agenda items.

Per the City Code, five or more of the seven voting members are required to be residents of the city. Up to two voting members may be non-residents of the city. There are two *ex-officio* non-voting members representing the structural engineering and sign design and installation industries. These *ex-officio* members are not required to be residents of the city.

In order to comply with State requirements, each member shall possess a demonstrated special interest, specific knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines.

At least two voting members of the HDC shall be appointed from the professional disciplines of architecture, history, architectural history, or archaeology, in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36 C.F.R. Part 61, to the extent available in the city.

At least three other voting members of the HDC shall have a specific knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines, such as American civilization or law.

Due to the residency requirement circumstances and the qualifications of currently-serving members, the needs or limitations on filling any particular vacancy may vary.

DESCRIPTION:

The Historic District Commission is staffed by the Director of Planning and Economic Development and/or his or her designee or designees. Successful candidates are nominated by the Mayor and confirmed by the City Council. Members serve overlapping terms. The Commission elects from among its members a chairperson and a vice chairperson to preside over meetings and sign documents and operates under bylaws which it adopts and occasionally updates. The Historic District Commission consists of seven voting members, an ex-officio, non-voting member who is a structural engineer, an ex-officio, non-voting member who works in the sign design and fabrication industry, and one non-voting historic preservation consultant.

The Historic District Commission serves as the approving body for applications for regulated work on properties located in the city’s four local historic districts as well as several individual “landmark” properties located throughout the city. The Commission recommends guidelines to the Mayor and City Council for their approval that the Commission uses in guiding its decisions. The Commission can also make recommendations to the Planning Commission and the Board of Zoning Appeals and other city boards and commissions regarding certain policies and initiatives or issues addressed by those boards that impact historic preservation matters.

The Historic District Commission is consulted in the preparation of the decennial Comprehensive Plan. The Commission also serves as the Cemetery Preservation Advisory Board when issues of human burial sites are considered in the development review process or when they are inadvertently discovered during construction. The Commission very rarely meets as the CPAB.

ESSENTIAL FUNCTIONS:

The tasks listed below are illustrations of the various types of work performed and are not intended to be all inclusive.

1. Diligently, without partiality or prejudice, execute the duties of the position while adhering to the rules and regulations as outlined in the Charter and Code of the City of Hagerstown, the Code of Maryland, Federal law and the United States Constitution.
2. Commit to attend regularly scheduled meetings and special meetings of the Commission. The Commission cannot meet unless a quorum is achieved. While perfect attendance is not expected, a high absentee rate by one or more members places a disproportionate burden on the rest of the members to ensure quorum is met.¹
3. Notify staff when unable to attend a meeting with as much advance notice as possible, so staff can ensure whether quorum is going prior to a meeting. Respond to a quorum count when the meeting packet is emailed to members 5-7 days before the meeting unless notice of planned absence has been previously provided to staff.
4. Review meeting materials when provided and be prepared to participate in discussion and votes on the materials to be discussed. Agendas and materials are provided 5-7 days prior to the meeting.
5. Adhere to the City’s adopted Ethics Policy (attached).

¹ The Commission typically meets January through October on the second and fourth Thursdays of the month at 4:30 p.m. Due to holidays, in November and December, the Commission typically meets only on the second Thursday of the month. In recent years, the Commission has adjusted its schedule to meet at 4:00 pm in the summer months. Dates may be adjusted to accommodate holidays. The Commission formalizes and adopts its schedule for the coming year at its meeting in December. The Commission can change its regular schedule of meeting dates but has rarely done so in the last 30 years. Special meetings (0-3 per year) are sometimes held during the business day and are usually short (less than 30 minutes). Regular meetings can last from 15 minutes in length to as long as 3+ hours, depending on the extent of the agenda, but typically average around 45-75 minutes.

6. The Chairperson presides over the meetings of the Commission and signs subdivision plats and other documents on the Commission's behalf. The Chairperson may call special meetings as needed and requested by staff to address urgent business that cannot wait until the next regularly scheduled meeting.² The Vice-Chairperson engages in the responsibilities of the Chairperson when the Chairperson is unavailable to do so.

Created: April 8, 2026

Rev: N/A

² For more detail, consult the current adopted by-laws.

CITY OF HAGERSTOWN
MEMBERS AND OFFICERS OF THE BOARD OF ZONING APPEALS
POSITION DESCRIPTION
DRAFT – April 8, 2026

DEPARTMENT: Planning and Economic Development.

OVERVIEW: This is a volunteer position.

Persons appointed to the Board of Zoning Appeals are expected to understand and communicate orally and in writing, and understand documents provided to them in the course of their duties. Documents submitted for the Board’s review can be technical regarding legal concepts and site engineering.

Background or experience in law, engineering, architecture, construction, historic preservation, government administration or other related fields is helpful but not required.

REQUIREMENTS: Candidates are not required to reside within the municipal boundaries of the City.

Attendance at regularly scheduled meetings (typically one per month) held in City Hall.

An email account monitored regularly for Board communications.

This position requires the ability to concentrate on complex issues presented that are affected and influenced by administrative procedures, adopted codes and case law as provided by staff, and participate in the Board’s votes in rendering decisions on these matters.

DESCRIPTION:

The Board of Zoning Appeals is staffed by the Director of Planning and Economic Development and/or his or her designee or designees. Successful candidates are nominated by the Mayor and confirmed by the City Council. Members serve overlapping terms. The Board elects from among its members a chairperson to preside over meetings and sign documents. The Board operates under bylaws which it adopts and occasionally updates. The Board of Zoning Appeals consists of five voting members, and an alternate member who attends, participates and votes when one or more of the full members are absent.

The Board of Zoning Appeals is a quasi-judicial body that makes legal determinations on matters set forth in the Land Management Code. Its decisions are framed in a legal document format which are drafted by staff for the Board’s review and approval. These decisions are subject to judicial review by the courts when court appeals are filed by parties aggrieved by the Board’s decision. Specifically, the Board hears and decides appeals from aggrieved parties regarding administration and enforcement of the Zoning Ordinance (Article 4, LMC), and hears applications for special exceptions, variances and confirmations, changes and expansions of nonconforming uses. The Board also serves as the appeals board for the Floodplain Management Ordinance (Article 6, Land Management Code). However, the City rarely receives applications regarding Article 6.

ESSENTIAL FUNCTIONS: The tasks listed below are illustrations of the various types of work performed and are not intended to be all inclusive.

1. Diligently, without partiality or prejudice, execute the duties of the position while adhering to the rules and regulations as outlined in the Charter and Code of the City of Hagerstown, the Code of Maryland, Federal law and the United States Constitution.

2. Commit to attend regularly scheduled meetings and special meetings of the Board. The Board cannot meet unless a quorum is achieved. While perfect attendance is not expected, a high absentee rate by one or more members places a disproportionate burden on the rest of the members to ensure quorum is met.¹
3. Notify staff when unable to attend a meeting with as much advance notice as possible, so staff can ensure whether quorum is going to be met prior to a meeting. Respond to a quorum count when the meeting packet is emailed to members 5-7 days before the meeting unless notice of planned absence has been previously provided to staff.
4. Review meeting materials when provided and be prepared to participate in discussion and votes on the materials to be discussed. Agendas and materials are provided 5-7 days prior to the meeting.
5. Adhere to the City's adopted Ethics Policy (attached).
6. The Chairperson presides over the meetings of the Board and signs documents on the Board's behalf. The Chairperson may call special meetings as needed and requested by staff to address urgent business that cannot wait until the next regularly scheduled meeting.²

Created: April 8, 2026

Rev: N/A

¹ The Board typically meets once per month on the evening of the second Thursday of the month. Dates may be adjusted to accommodate holidays. The Board formalizes and adopts its schedule for the coming year at its meeting in December. The Commission can change its schedule of regular meeting dates but rarely does so. Special meetings are possible but rare. Regular meetings can last from 30 minutes in length to as long as 2+ hours, depending on the extent of the agenda. The typical typically meeting averages around 45-75 minutes in length. This board's agenda is dependent upon applications received within an approximate 30-day window of time that closes 22 days prior to the hearing date. This lead time is necessary in order to place legal advertisement of the hearing in newspapers in accordance with Maryland law. The Board will cancel a meeting approximately three weeks in advance if no applications are received by the application deadline. Typically, the Board meets 7-8 times per year.

² For more detail, consult the current adopted by-laws.

CITY OF HAGERSTOWN
MEMBERS OF THE CIRCLE OF ACHIEVEMENT ADVISORY BOARD
POSITION DESCRIPTION
DRAFT – April 4, 2026

DEPARTMENT: Planning and Economic Development.

OVERVIEW: This is a volunteer position.

Persons appointed to the Circle of Achievement Advisory Board are expected to advise and administer adopted policies for identifying potential candidates to be added to an adopted pool of candidates for inclusion in the Circle of Achievement at Memorial Park, recommending to the Mayor and City Council those who should be prioritized to be honored from the identified pool of candidates for inclusion in the Circle of Achievement and, when necessary, recommend modifications to the official standards for inclusion in the program.

Background in history, preferably local Western Maryland, Washington County and/or Hagerstown history, museum services, historical writing and/or research or related fields will be helpful.

REQUIREMENTS: Candidates are not required to reside within the municipal boundaries of the City.

Attendance at scheduled meetings (typically one per year). Attendance at the annual induction ceremony is encouraged.

An email account monitored regularly for Board communications.

This position requires the ability to concentrate on complex issues presented that are affected and influenced by new historical research presented, the adopted standards and other factors.

DESCRIPTION: The Circle of Achievement Advisory Board is staffed by the Director of Planning and Economic Development and/or his or her designee or designees. Successful candidates are nominated by the Mayor and confirmed by the City Council. Board consists of three members. The structure of meetings is informal and the Board reaches its decision by consensus. The Board will meet with staff at such location as is of mutual convenience of those attending.

ESSENTIAL FUNCTIONS: The tasks listed below are illustrations of the various types of work performed and are not intended to be all inclusive.

1. Diligently, without partiality or prejudice, execute the duties of the position while adhering to the rules and regulations as outlined in the Charter and Code of the City of Hagerstown, the Code of Maryland, Federal law and the United States Constitution.
2. Commit to attend meetings and special meetings of the Board.¹
3. Notify staff when unable to attend a meeting with as much advance notice as possible, so staff can effectively reschedule the meeting to accommodate all participants.

¹ The Board typically meets once per year on a date and time and at a location of mutual agreement of the members and staff. The meeting is usually held during the workday and lasts 60-90 minutes. Prior to a hiatus generated by the Covid19 Pandemic, the annual induction ceremony was held on the third Saturday of May in the late morning. As the program is renewed and moves forward, the uniform date of the annual induction ceremony may be changed at the discretion of the Mayor and City Council.

4. Review reports researched and presented by staff that identify individuals who appear to meet the criteria for possible inclusion in the program. If the Board determines that the individual meets any one or more of the criteria, the Board will vote to add that individual to the inventory. The criteria are adopted by the Mayor and City Council. The Board adopts and maintain the inventory of eligible candidates.
5. When the Mayor and Council have determined to add new honorees to the Circle of Achievement, the Board will review the list of officially qualified candidates included in the inventory described in #4 above and select one or more individuals from the adopted list to recommend to the Mayor and City Council for official induction into the Circle of Achievement.
6. As needed, review the official adopted criteria for any needed additions or alterations to the criteria. Recommendations for changes to the criteria would be forwarded to the Mayor and City Council for their consideration and action.
7. Adhere to the City's adopted Ethics Policy (attached).

Created: April 4, 2026

Rev: N/A