

Mayor and Council Work Session October 7, 2014 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."*

"It's not what you look at that matters, it's what you see." Anonymous

4:00 PM WORK SESSION

1. Proclamation: Bullying Awareness and Prevention Month
- 4:10 PM** 2. City Center Holiday Parking Program
- 4:20 PM** 3. General Fund Agency Contributions - Draft Policy
- 4:40 PM** 4. Discussion of Amendment to Chapter 79 to the City Code "Curfew for Juveniles"
- 5:20 PM** 5. Alley Lighting Requests

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Proclamation: Bullying Awareness and Prevention Month

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

City Center Holiday Parking Program

Mayor and City Council Action Required:

Staff is requesting the Mayor and Council approve modifying the existing parking rates to allow 2 hours of free parking in the University District Parking Deck and Arts & Entertainment District Parking Deck from December 1, 2014 through January 4, 2015. Normal rates and operations would resume on Monday January 5, 2015.

Discussion:

For many years, the City of Hagerstown has provided limited free parking in the decks during the holiday shopping season. The City officially recognizes the beginning of the holiday season with the Hollyfest program that includes the lighting of the Christmas tree in the square and festivities later that evening at the Maryland Theater. This year Hollyfest will be on Friday November 21, 2014. This is the Friday before Thanksgiving.

Staff would like to initiate the 2 hours of free parking as of 6:00 am on Monday December 1st and end the special rate on Monday January 5th at 6:00 am. The intent is to encourage patrons to the City Center during the holiday season for shopping, dining and entertainment. Parking will be free in both parking decks on Thanksgiving Day through the Thanksgiving holiday weekend. December 1 is the first Monday after Thanksgiving. The weekends will also be free through the remainder of December.

Metered parking spaces along the street and in the city owned lots will continue to be free before 9:00 am and after 5:00 pm weekdays and all day Saturday and Sunday as it is normally throughout the year.

Financial Impact:

A reduction in cash revenues at both parking decks. Estimated loss of revenue is several thousand dollars.

Recommendation:

Staff would like to get Mayor and Council consensus on holiday parking program so we plan and advertise accordingly.

Motion:

I hereby move for Mayor and Council to approve the City Center holiday parking plan to allow two hours of free parking in the University District and Arts & Entertainment District parking decks on weekdays beginning Monday December 1, 2014 through Sunday January 4, 2015. Parking in the decks after 4PM in the evenings and all day Saturday and Sunday will be free.

Parking in the city center, central business district street and lot meters will continue to be free after 5PM and all day Saturday and Sunday as it is normally throughout the year.

Action Dates:

DATE OF PASSAGE: OCTOBER 28, 2014

ATTACHMENTS:

	File Name	Description
📄	Holiday Parking Changes 2014.doc	City Center Holiday Parking Program
📄	REQUIRED MOTION for Holiday Parking 2014.doc	Holiday Parking Program motion sheet



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

(301)739-8577 ext. 178

September 22, 2014

To: Bruce Zimmerman, City Administrator

From: Eric B. Deike, Manager of Public Works

Re: City Center Holiday Parking Program

RECOMMENDATION: Staff is requesting the Mayor and Council approve modifying the existing parking rates to allow 2 hours of free parking in the University District Parking Deck and Arts & Entertainment District Parking Deck from December 1, 2014 through January 4, 2015. Normal rates and operations would resume on Monday January 5, 2015.

HISTORY: For many years, the City of Hagerstown has provided limited free parking in the decks during the holiday shopping season. The City officially recognizes the beginning of the holiday season with the Hollyfest program that includes the lighting of the Christmas tree in the square and festivities later that evening at the Maryland Theater. This year Hollyfest will be on Friday November 21, 2014. This is the Friday before Thanksgiving.

Staff would like to initiate the 2 hours of free parking as of 6:00 am on Monday December 1st and end the special rate on Monday January 5th at 6:00 am. The intent is to encourage patrons to the City Center during the holiday season for shopping, dining and entertainment. Parking will be free in both parking decks on Thanksgiving Day through the Thanksgiving holiday weekend. December 1 is the first Monday after Thanksgiving. The weekends will also be free through the remainder of December.

Metered parking spaces along the street and in the city owned lots will continue to be free before 9:00 am and after 5:00 pm weekdays and all day Saturday and Sunday as it is normally throughout the year.

CONCLUSION: Staff would like to get Mayor and Council consensus on holiday parking program so we plan and advertise accordingly.

cc: Jason Rodgers
John Lestitian
Mark Holtzman

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

DATE: October 28, 2014

TOPIC: **Approval of City Center Holiday Parking Program**

Charter Amendment

Code Amendment

Ordinance

Resolution

✓ Other

MOTION: I hereby move for Mayor and Council to approve the City Center holiday parking plan to allow two hours of free parking in the University District and Arts & Entertainment District parking decks on weekdays beginning Monday December 1, 2014 through Sunday January 4, 2015. Parking in the decks after 4PM in the evenings and all day Saturday and Sunday will be free.

Parking in the city center, central business district street and lot meters will continue to be free after 5PM and all day Saturday and Sunday as it is normally throughout the year.

DATE OF PASSAGE: OCTOBER 28, 2014

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

General Fund Agency Contributions - Draft Policy

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

📎 [General Fund Agency Contributions - Draft Policy.pdf](#)

Description

General Fund Agency
Contributions - Draft
Policy



CITY OF HAGERSTOWN, MARYLAND

Bruce J. Zimmerman
City Administrator

October 2, 2014

TO: Mayor and City Council

FROM: Bruce Zimmerman, City Administrator *BZ*
Michelle Hepburn, Director of Finance *mh*

SUBJECT: GENERAL FUND AGENCY CONTRIBUTIONS – DRAFT POLICY

For many years the City of Hagerstown has provided grant funding through the General Fund to support local community agencies. Examples of recipients include the Washington County Free Library, Washington County Museum of Fine Arts, CASA, the Hagerstown Municipal Band and many other agencies which provide important services and programming to the community. A listing of those agencies receiving grants in the current year is attached.

Mayor and Council have expressed interest in considering a more formalized policy for budgeting and allocating these grants. To assist you in your discussions, staff met with Mayor Gysberts to develop the attached draft policy for your consideration during the October 7, 2014 Work Session.

The draft policy continues to provide the Mayor and Council flexibility to decide how you wish to allocate these funds based on your goals and priorities for Hagerstown. This policy does add structure and clarity to our process which should assist both the Mayor and Council and staff in budgeting agency contributions. It does not include a specific formula for prioritizing and selecting agencies to receive grants, nor does it limit the number of years an agency may receive grants. You may wish to further consider these issues in finalizing the policy.

Based on our budget discussions over the past year, we will need to consider the level of funding the City devotes to these grants. Attached is Section 3, Page 54 of the Mayor and Council's Approved FY14/15 Budget for agency contributions. In the current year, the total funding for these grants is \$473,490. This amount includes \$200,000 in funding approved by Mayor and Council for the Maryland Theatre's renovation program. Based on the Mayor and Council's budget discussions this past spring, it is anticipated the total funding in FY16 for agency grants will be approximately \$275,000. It should be noted that in discussing a preliminary three year budget balancing scenario during Mayor and Council Budget Work Sessions this past Spring, the possibility of lowering agency funding by \$75-100,000 was identified as an option.

Staff will look forward to discussing this draft policy with Mayor and Council on October 7th.

UNALLOCATED EXPENSES - PROPOSED EXPENSES
FISCAL YEAR 2014/2015

ACCOUNT DESCRIPTION	2012/13	2013/14		2014/15	2014/15
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED	% CHANGE
CONTRIBUTIONS TO OTHER AGENCIES					
Art Museum	\$ 40,500	\$ 40,500	\$ 40,500	\$ 40,500	0.0%
BOE Celebration of Excellence	200	200	200	200	0.0%
CASA	27,000	27,000	27,000	27,000	0.0%
Character Counts Program	1,000	1,000	1,000	1,000	0.0%
Children's Village	250	250	2,250	250	0.0%
Choral Arts Society	810	810	810	810	0.0%
Community Rescue Service	45,000	45,000	45,000	45,000	0.0%
Contemporary School of the Arts	4,050	4,050	4,050	4,050	0.0%
Discovery Station	14,400	14,400	14,400	14,400	0.0%
Educator of the Year Award-Chamber	250	250	250	250	0.0%
Hagerstown Municipal Band	18,000	18,000	18,000	18,000	0.0%
Hagerstown Neighborhood Develop Partnership	49,022	50,000	50,000	50,000	0.0%
Maryland Food Bank-Western Branch	-	3,000	3,000	3,000	0.0%
Maryland Symphony Orchestra	17,550	17,550	17,550	17,550	0.0%
Maryland Theatre	31,411	9,000	69,000	209,000	2222.2%
USM-Hagerstown-Scholarship	4,050	4,050	4,050	4,050	0.0%
Washington County Art Council	3,000	3,000	3,000	3,000	0.0%
Washington County Free Library	31,500	31,500	31,500	31,500	0.0%
Washington County Historical Society	2,430	2,430	2,430	2,430	0.0%
Unspecified Agency Contributions	500	1,500	1,500	1,500	0.0%
Total Contributions to Other Agencies	\$ 290,923	\$ 273,490	\$ 335,490	\$ 473,490	73.1%

CITY OF HAGERSTOWN

GENERAL FUND AGENCY CONTRIBUTION POLICY

PURPOSE

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

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

TIMELINE

1. Mayor and Council will establish the preliminary amount of total funding for the coming fiscal year's budget for General Fund agency contributions by the end of October.
2. The City will distribute application packets to community agencies in November.
3. Applications from agencies are due no later than the 2nd Friday of January. Submission of funding requests will not be received after this date.
4. The Mayor and Council will approve Community Agency funding from the General Fund by the end of May.
5. Agencies will be notified of the Mayor and Council's funding decision by mid-June for contributions to be available beginning July 1.

APPLICATION

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

1. A full description of how the requested grant from the City would be used to support agency operations, services, and capital improvements.
2. A summary of other local government funding sources and amounts including any grants received from Washington County or other municipalities.
3. A copy of the agency's most recent budget.

4. A copy of the agency's most recent financial report or audit prepared by an independent auditing firm for those agencies requesting grants of more than \$5,000.
5. A description of how the agency supports the goals of the City for downtown revitalization, expansion of the arts, culture, and education, neighborhood vitality, quality of life.
6. Agency service data related specifically to providing service and assistance to residents of the City of Hagerstown.

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

DISTRIBUTION OF FUNDS

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

City of Hagerstown

Agency Contribution Application Form

Mission Statement – A diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods.

Vision Statement – Providing the most efficient and highest-quality services as the municipal location of choice for all customers.

For additional priorities and services of the City, please visit our website at <http://www.hagerstownmd.org/>.

Responses must be provided for the items below to meet the City's requirements to be considered for agency funding.

- I. A full description of how the requested grant from the City would be used to support agency operations, services, and capital improvements.

- II. A summary of other local government funding sources and amounts including any grants received from Washington County or other municipalities.

- III. A description of how the agency supports the City's downtown revitalization, expansion of the arts, culture, education, neighborhood vitality, and quality of life.

- IV. Agency service data related specifically to providing service and assistance to residents of the City of Hagerstown.

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Discussion of Amendment to Chapter 79 to the City Code "Curfew for Juveniles"

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

Alley Lighting Requests

Mayor and City Council Action Required:

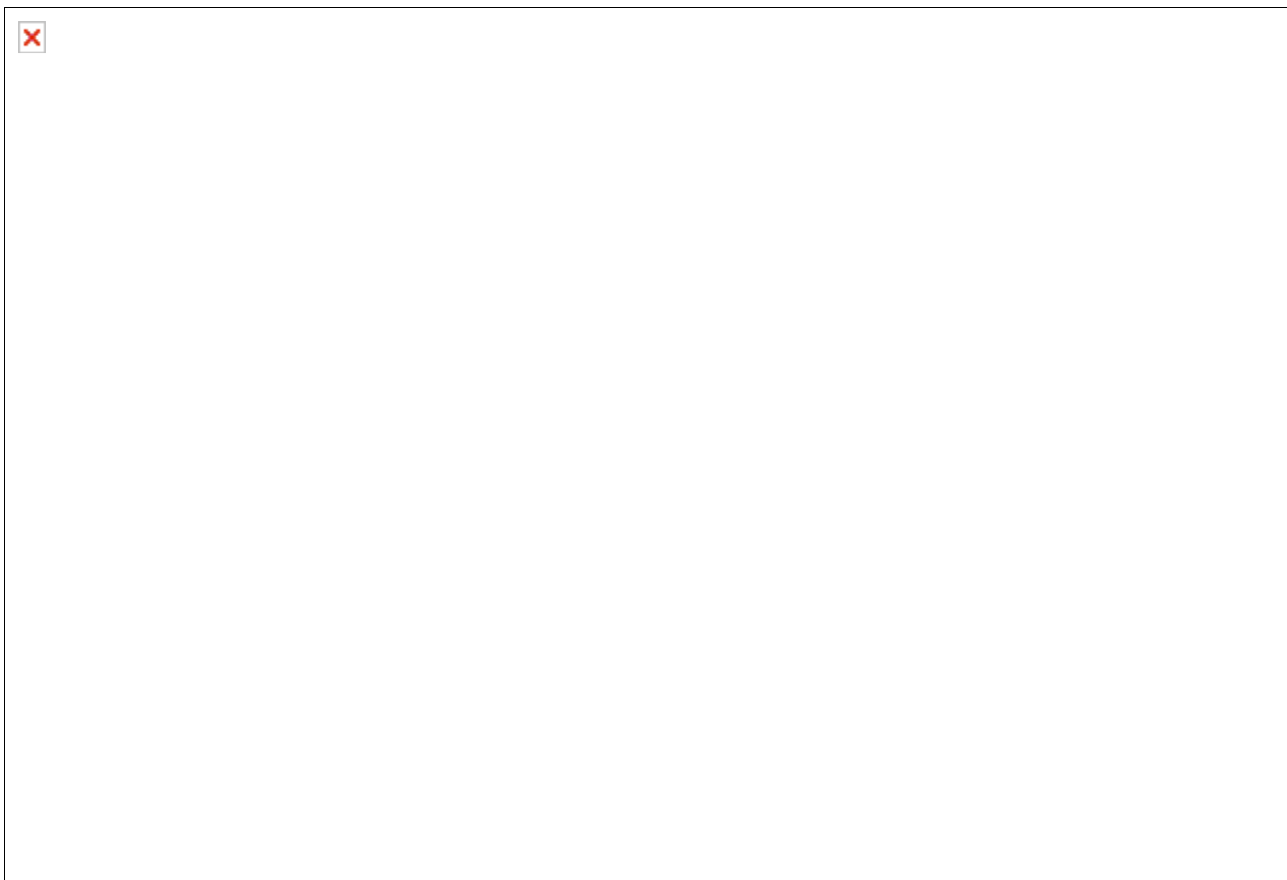
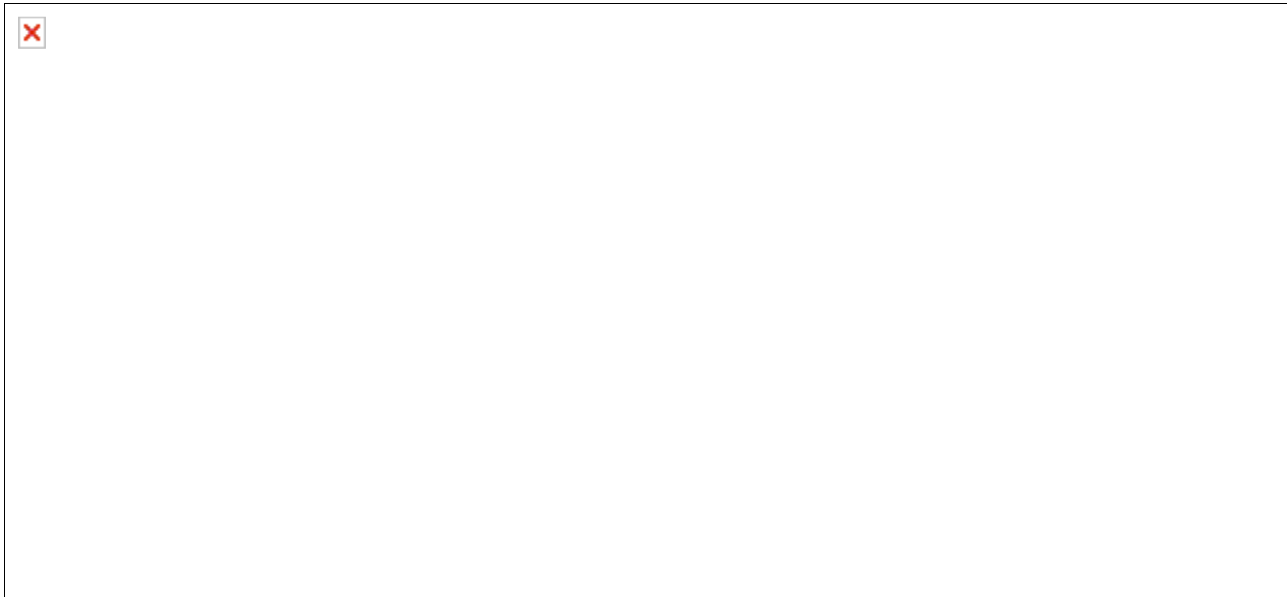
Requested discussion of Alley Lighting

Discussion:

The Hagerstown Light Department owns and operates the street lighting and pedestrian lighting systems contained within the public right-of-ways within the City boundaries. The General Fund is billed on a monthly basis for the operation of the systems. In FY 14, the combined total electric consumption of the systems was 7,262,911 kWh at a cost of \$610,589. The HLD has installed the lighting systems on major arterial streets and in the City core through a CIP. All other requested lighting is billed at cost to the requesting entity since the benefit is not shared by the socialized population, i.e. the Terrace lighting project, Summerland Manor, Cortland Villas, and Cortland Manor. Additionally, all lighting installations in the public right-of-ways within newly annexed areas is the responsibility of the developer. The HLD takes ownership and operation responsibility of the system after the streets have been accepted by the City.

Listed below is a breakdown of pricing for requested lighting installations and the typical high pressure sodium replacement/installation of alley lighting. The pricing contains no overhead charges (overhead charges contain insurance benefits, administrative allocations, taxes, etc.) and would be billed to the requesting entity or other designated funding source at cost.

- One replacement fixture, dusk-to-dawn to 150W Cobrahead \$208.44
- One new fixture, 150W Cobrahead on pole with secondary voltage available \$288.96
- If secondary voltage is only a few spans away, other costs include duplex wire installation, mounting hardware, and labor (\$0.26/ft and \$100.00 per location) would be added



City Staff will be available at the October 7th Work Session for discussion.

Financial Impact:

To be determined

Recommendation:

Motion:

Action Dates:

Work Session discussion on October 7

ATTACHMENTS:

File Name	Description
 Memo for HLD Street Lighting Requests 100714.doc	Memo for HLD Street Lighting Requests 100714

City of Hagerstown



Department of Utilities

425 East Baltimore Street
Hagerstown, MD 21740-6105

1 Clean Water Circle
Hagerstown, MD 21740-6848

51 West Memorial Blvd
Hagerstown, MD 21740-6848

October 7, 2014

TO: Bruce Zimmerman, City Administrator

FROM: Michael S. Spiker, Director of Utilities *MSSpiker*

SUBJECT: Alley Lighting Requests

ACTION: Discussion

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Direct Replacement				
Stock #	Material Type	Price per Unit	Quantity	Total
174-605	Photoeye	\$3.47	1	\$3.47
171-403	150W HPS Lamp	\$5.77	1	\$5.77
170-817	150W HPS Cobrahead	\$149.15	1	\$149.15
118-122	12-2 CU	\$0.35	10	\$3.50
			Total Material	\$161.89
			Overhead	1
			Grand Total Material	\$161.89
Labor	Price Per Hour	# of Men/Trucks	Install Hours	Total Labor Cost
Lead Lineman	\$35.60	1	0.5	\$17.80
Lineworker	\$32.49	1	0.5	\$16.25
Utility Line Trucks	\$25.00	1	0.5	\$12.50
			Total Labor	\$46.55
			Overhead	1
			Grand Total Labor	\$46.55
Total Installation Charges for Direct Replacement				\$208.44

New Installation with Secondary Present on the Pole				
Stock #	Material Type	Price per Unit	Quantity	Total
174-605	Photoeye	\$3.47	1	\$3.47
171-403	150W HPS Lamp	\$5.77	1	\$5.77
170-817	150W HPS Cobrahead	\$149.15	1	\$149.15
118-122	12-2 CU	\$0.35	10	\$3.50
172-203	4' Arm	\$29.03	1	\$29.03
140-591	12" Bolt	\$1.05	1	\$1.05
770-170	Washer	\$0.28	1	\$0.28
144-304	Lag Bolt	\$0.58	2	\$1.16
770-108	Washer	\$0.08	2	\$0.16
102-768	Connectors	\$1.15	2	\$2.30
			Total Material	\$195.87
			Overhead	1
			Grand Total Material	\$195.87
Labor	Price Per Hour	# of Men/Trucks	Install Hours	Total Labor Cost
Lead Lineman	\$35.60	1	1	\$35.60
Lineworker	\$32.49	1	1	\$32.49
Utility Line Trucks	\$25.00	1	1	\$25.00
			Total Labor	\$93.09
			Overhead	1
			Grand Total Labor	\$93.09
Total Installation Charges for New Install (if secondary is present)				\$288.96

City Staff will be available at the October 7th Work Session for discussion.