

Mayor's City Council
May 22 2012
Agenda

7:00 PM - May 22 2012 - REGULAR SESSION - *Council Chamber*

I. CALL TO ORDER

[Mayor Robert E. Bruchey, II](#)

II. INVOCATION

[Rabbi Fred Raskind \(Guest of Councilmember Lewis C. Metzner\)](#)

III. PLEDGE TO THE FLAG

IV. ANNOUNCEMENTS

- A. [A. Rules of Procedure - Adopted June 23, 2009](#)
- [B. Use of cell phones and electronic devices 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, June 5, 2012 - Work Session at 4 p.m.](#)
 - [2. Tuesday, June 12, 2012 - Work Session at 4 p.m.](#)
 - [3. Tuesday, June 19, 2012 - Regular Session at 7 p.m.](#)
 - [4. Tuesday, June 26, 2012 - No Meeting - MML Convention](#)

V. APPOINTMENTS

- A. [Request approval by Mayor & Council of following appointments to the Bicycle Task Force:](#)
 - [Richard Cushwa - Term to expire 6/1/14](#)
 - [Richard Ebersole - Term to expire 6/1/14](#)
 - [Joyce Martin - Term to expire 6/1/14](#)
 - [Mike Mittel - Term to expire 6/1/14](#)
 - [Mark Neubauer - Term to expire 6/1/14](#)
 - [Winslow Wheeler - Term to expire 6/1/14](#)

VI. CITIZEN COMMENTS

VII. PUBLIC HEARINGS

VIII. MINUTES

[\(April 10, 2012, April 17, 2012, and April 24, 2012\)](#)

IX. CONSENT

B. Community and Economic Development

- 1. [Consent Agenda](#)
 - [A. Department of Community and Economic Development:](#)
 - [1. Approval of Street Closures for Tour of Washington County, Friday, June 15, 2012](#)
 - [2. Approval of Street Closures for Bike Night, Friday, July 6, 2012](#)

B. Police Department

1. Document Imaging Project - Quality Associates, Inc. (Fulton, MD) \$54,428.00

2. Police Cruiser Purchase - Brekford (Hanover, MD) \$34,003.00

X. UNFINISHED BUSINESS

A. Approval of an Ordinance: 2012/2013 Tax Rate

B. Approval of an Ordinance: Budget FY 2012-2013

XI. NEW BUSINESS

A. Approval of a Resolution: Approval of Washington County Hazard Mitigation Plan

B. Approve of Administration of Stop Loss Insurance for Medical Coverage for FY 2012-13 --
Highmark Life Insurance (Pittsburgh, PA) \$216,630

7:00 C. 60 West Washington Street - Phase II Renovations
PM

XII. CITY ADMINISTRATOR'S COMMENTS

A.

XIII. MAYOR AND COUNCIL COMMENTS

A.

XIV. ADJOURN

A.

REQUIRED MOTION

**MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Mayor Robert E. Bruchey, II

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

Name:

Description:

No Attachments Available

REQUIRED MOTION

**MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Rabbi Fred Raskind (Guest of Councilmember Lewis C. Metzner)

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

Name:

Description:

No Attachments Available

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

Name:

Description:

No Attachments Available

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

- A. Rules of Procedure - *Adopted June 23, 2009*
- B. Use of cell phones and electronic devices 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, June 5, 2012 - Work Session at 4 p.m.
 - 2. Tuesday, June 12, 2012 - Work Session at 4 p.m.
 - 3. Tuesday, June 19, 2012 - Regular Session at 7 p.m.
 - 4. Tuesday, June 26, 2012 - No Meeting - MML Convention

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

Name:

Description:

No Attachments Available

REQUIRED MOTION

**MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Request approval by Mayor & Council of following appointments to the Bicycle Task Force:

Richard Cushwa - Term to expire 6/1/14

Richard Ebersole - Term to expire 6/1/14

Joyce Martin - Term to expire 6/1/14

Mike Mittel - Term to expire 6/1/14

Mark Neubauer - Term to expire 6/1/14

Winslow Wheeler - Term to expire 6/1/14

Mayor and City Council Action Requested:

Request Mayor and Council review and approval of appointments

Discussion:

Financial Impact:

Recommendation:

Request approval of appointments

Motion:

I hereby request approval of the appointments as presented and recommended by staff.

Action Dates:

Effective date 5/22/12

ATTACHMENTS:

Name:

Description:

No Attachments Available

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

Name:

Description:

No Attachments Available

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

(April 10, 2012, April 17, 2012, and April 24, 2012)

Mayor and City Council Action Requested:

Request approval of Minutes

Discussion:

Financial Impact:

Recommendation:

Request approval of Minutes

Motion:

I hereby move for the approval of minutes, as presented, for the Mayor & Council meetings held on April 10, 2012, April 17, 2012, and April 24, 2012.

Action Dates:

Date of Passage: 5/22/12

ATTACHMENTS:

Name:

 [2 Approval of Minutes.pdf](#)

Description:

Approval of Minutes

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: May 22, 2012

TOPIC: Approval of Minutes

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

MOTION:

I hereby move for the approval of minutes, as presented, for the Mayor & Council meetings held on April 10, 2012, April 17, 2012 and April 24, 2012.

DATE OF PASSAGE: 05/22/2012

REQUIRED MOTION

**MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Consent Agenda

A. Department of Community and Economic Development:

1. Approval of Street Closures for Tour of Washington County, Friday, June 15, 2012
2. Approval of Street Closures for Bike Night, Friday, July 6, 2012

B. Police Department

1. Document Imaging Project - Quality Associates, Inc. (Fulton, MD) \$54,428.00
2. Police Cruiser Purchase - Brekford (Hanover, MD) \$34,003.00

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Request approval of the consent agenda as presented. If you want to discuss any one item listed on the agenda, you must first make a request to remove the item from the Consent Agenda. The item automatically is moved to the last item under New Business and may then be discussed at that time. The appropriate motion for approval then is: "I hereby move that the Consent Agenda, with the exception of (*note item and topic*), be approved.

Motion:

I hereby move that the Consent Agenda be approved as presented.

Action Dates:

ATTACHMENTS:

Name:

 [3 Consent Motion.pdf](#)

Description:

Consent Agenda

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: May 22, 2012

TOPIC: Consent Agenda

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

MOTION: I hereby move that the Consent Agenda be approved as presented.

NOTE: *If you want to discuss any one item listed on the Agenda, you must first make a request to remove that item from the Consent Agenda. The item automatically is moved to the last item under New Business and may then be discussed at that time. The appropriate motion for approval then is:*

"I hereby move that the Consent Agenda, with the exception of _____
list item and topic _____, be approved."

11

12

13

14

15

16

17

18

19



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development
Business & Community Relations Division
Karen M. Giffin ~ Community Affairs Manager
301.766.4188

May 11, 2012

TO: Bruce Zimmerman, City Administrator

FROM: Karen Giffin, Community Affairs Manager

RE: Two Street Closure Requests –
June 15, 2012; Tour of Washington County – Antietam Velo Club
and July 6, 2012; Bike Night -Maryland Theatre

The City of Hagerstown has received two street closure requests for two reoccurring events that began last year. The first request is from the Antietam Velo Club who would like to host the Tour of Washington County Kick-Off Classic. The street closure would be from 5:00 p.m. to 10:30 p.m. A bike parade would be held at 5:30 p.m., and the races would start approximately 6:30 p.m. and conclude at or around 10:30 p.m. These races would bring in close to 350 racers who would be staying in Hagerstown for the entire weekend, as the official stage race would begin the following Saturday morning. As in the past, all of these events would be insured and sanctioned by USA Cycling. Antietam Velo Club will also insure the City of Hagerstown and anyone else that would be associated with this event. The route and traffic control plan is attached.

City Services are estimated to be \$2,500. This event is able to be funded from savings of other events in the City's Public Functions Account. The City will also sponsor the event for \$500 from the City's Community Affairs Marketing Account.

Representatives of the Antietam Velo Club and City Staff will be at the May 15, 2012 Mayor and City Council Work Session to update the Mayor and City Council on this exciting event and to get formal approval of the street closures.

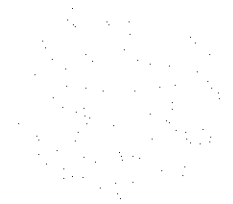
The second street closure is for the Second Annual Bike Night in City Center on Friday, July 6, 2012. A street closure for the Wind Down Friday that evening has been approved as well as an application permit. The Open Containers Law has also been exempted for that evening. The Maryland Theatre would like to request to expand the Wind Down area for that evening, and to close one lane of the first block of North Potomac Street and one lane of West Washington Street.

City Services for this event will come from the 2013 Fiscal Year Public Functions Account. Representatives from The Maryland Theatre will be at the May 15, 2012 Mayor and City Council Work Session to review this request. This request would be from 4 p.m. to midnight.

Thank you in advance for your support of these events and all the events in the City of Hagerstown.

cc: Rodney Tissue, City Engineer; Joseph L. Jefferson, AVC/Team Hagerstown Washington County Racing
Eric Deike, Director of Public Works; Sgt. Kevin Simmers; Chief Smith; John Lestitian, Director of Community and Economic Development; Chief Kyd Dieterich; Gaela Shoop, Events and Market Assistant; and Jim Bender, Assistant City Engineer

1. The first of these is the fact that the
the government has been unable to
the people of the country.



2. The second of these is the fact that the
the government has been unable to
the people of the country.

3. The third of these is the fact that the
the government has been unable to
the people of the country.

4. The fourth of these is the fact that the
the government has been unable to
the people of the country.

5. The fifth of these is the fact that the
the government has been unable to
the people of the country.

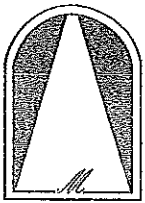
6. The sixth of these is the fact that the
the government has been unable to
the people of the country.

7. The seventh of these is the fact that the
the government has been unable to
the people of the country.

8. The eighth of these is the fact that the
the government has been unable to
the people of the country.

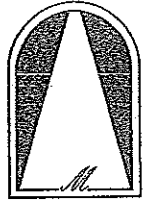
9. The ninth of these is the fact that the
the government has been unable to
the people of the country.

10. The tenth of these is the fact that the
the government has been unable to
the people of the country.



The Maryland Theatre

21-27 South Potomac Street
Hagerstown, Maryland
21740-5598



Phone: (301) 790-3500
Fax: (301) 791-6114

For Tickets: (301) 790-2000
www.mdtheatre.org

Ms. Karen Giffin
City of Hagerstown
One East Franklin Street
Hagerstown, MD 21740
301-790-3424 fax

May 10, 2012

Dear Ms. Giffin:

The Maryland Theatre would like to respectfully request to modify the Wind Down Friday area to be larger than originally requested for the date of July 6, 2012. We are requesting the closure of one lane of the first block of North Potomac Street and also one lane of the first block of West Washington Street for the purposes of hosting a special Bike Night Wind Down Friday. We would request that the closure be from 4:00pm to 12:00am.

Sincerely,

Jessica Green
Operations Manager
The Maryland Theatre

"Built in 1915 and still delighting audiences today"



1321 Glenwood Avenue
Hagerstown, MD 21740

May 8, 2012

City of Hall
Attention: Karen Giffin
1 East Franklin Street
Hagerstown, MD 21740

Dear Karen,

This letter is being sent to seek the city's approval for the promotion of our traditional Hagerstown Challenge cycling event to take place in the northern end of Hagerstown and to also request the city's approval to promote the Tour of Washington County Kick-Off Classic in downtown Hagerstown on Friday June 15, 2012.

Our Hagerstown Challenge race will represent our traditional event that is typically promoted in July but we may look to promote that event later in the month of August. The Tour of Washington County Kick-Off Classic will use the same route from the 2011 event which consist of: Potomac Street, Baltimore Street, Hood Street, Summit Avenue and West Washington Street.

Feel free to contact me if you have any questions or concerns prior to any proposed meetings with the mayor and council.

Thank You,

A handwritten signature in black ink, appearing to read 'Joseph Jefferson', written in a cursive style.

Joseph Jefferson
AVC/Team Hagerstown Washington County Racing

CITY OF HAGERSTOWN
MAYOR AND COUNCIL
PURCHASE/CONTRACT INFORMATION
MEETING OF _____

Do Not Complete This Section:

APPROVED FOR:
CONSENT AGENDA _____
NEW BUSINESS _____

Originating Department Police By Arthur R. Smith

Account No. 4510000-5869 Account/Project Name Electronic Document Imaging of Police Records

Budget Amount \$ 54,428.00 Account Balance \$ 121,920.41 Year 2012 C.I.P. Control No. C0196

Unbudgeted \$ _____ Source of Funds CIP
*(See Department Manager's Comments)

QUANTITY	DESCRIPTION	VALUE
<u>1</u>	<u>Electronic Document Imaging and of Police Records</u>	<u>\$ 54,428.00</u>
TOTAL VALUE		<u>\$ 54,428.00</u>

ABOVE TO BE USED FOR:

Digital scanning of paper and microfilmed police records; importing scanned documents into the police department's existing electronic records management system; secure destruction of all documents and microfilm after scanning and importing.

RECOMMENDED VENDOR:

BUSINESS NAME: Quality Associates, Inc.

ADDRESS: 8161 Maple Lawn Blvd.

CITY, STATE: Fulton, MD 20759

BID/PROPOSAL/QUOTE NO.: B1515.12 (Circle one)

OTHER VENDORS:

Firm	City/State	Total Amount
Dynamic Information Solutions Co., Inc.	Little Rock, AR	\$ 6,800.00
Comprehensive Microfilm & Scanning Services, Inc.	Edwardsville, PA	\$ 53,949.75
Paperless Technologies	Connellsville, PA	\$136,987.50
Data Systems of Harrisburg	Camp Hill, PA	\$131,055.25
PTFS, Inc.	North Bethesda, MD	\$138,267.56
DataBank IMX	Belleville, MD	\$111,232.10
Quality First Imaging	Galliersburg, MD	\$112,770.00
Data Image Group	Hagerstown, MD	\$196,700.00
ADEC Solutions-USA	Deposit, NY	\$ 75,121.50
Micro Records Company	Baltimore, MD	\$ 84,219.15
Record Express	Batavia, OH	\$ 96,806.50
HMS Technologies	Martinsburg, WV	\$ 82,452.50
Crowley Micrographics, Inc.	Frederick, MD	\$ 97,417.50
NPC, Inc.	Claysburg, PA	\$143,082.50
American Cadastre, LLC	Herndon, VA	\$ 93,278.13
Hudson Community Enterprises	Jersey City, NJ	\$240,482.25
Docucon Imaging Services, Ind.	Plano, TX	\$184,130.00
KOMPSYS	Atlanta, GA	\$102,017.50
ARDEM, Inc.	Hillsborough, NJ	\$ 81,444.75
ABC Data Entry, Inc.	Chicago, IL	\$ 73,592.50
Flextext, LLC	Atlanta, GA	\$264,284.00
Scanning America	Lawrence, KS	\$ 66,925.00
Accenda, LLC	Greenbelt, MD	\$ 69,875.00
Unity Business Systems	Poquoson, VA	\$ 92,407.50

*See Department Manager's comments regarding these two vendors.

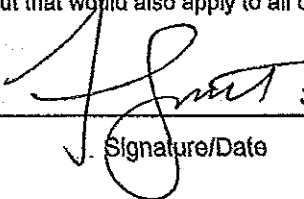
COMMENTS

(1) DEPARTMENT MANAGER:

*The RFP called separate pricing for paper documents with and without optical character recognition (OCR), and microfilmed documents with and without optical character recognition. Neither Dynamic Information Solutions nor Comprehensive Microfilm & Scanning Services provided separate OCR pricing for microfilm. Additionally, Dynamic Information Solutions only bid on the microfilm portion of the project. Accordingly, we are recommending Quality Associates, Inc.

During the pre-bid meeting, several vendors indicated that OCR could add significant costs to the project. OCR enables the use of word search when looking for scanned documents. While we would prefer the OCR option, we needed to know how it would affect the project cost as in case we would need to forego it.

We used an estimate of 817,500 paper and 580,000 microfilmed pages (1,397,500 total) as the basis for the RFP, however many vendors believed that estimate is low. Vendors provided "per image" pricing in the event the number of documents exceeds the estimate. Therefore the actual final cost may exceed the winning vendor's bid, but that would also apply to all other vendors.

 5-10-12
Signature/Date

(2) PURCHASING AGENT:

Recommend Approval

 5/10/12
Signature/Date

(3) FINANCE MANAGER:

Recommend Approval

CO196 has appropriated final Balance, to
in CIP is \$12,980.41

 5/10/12
Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Recommend Approval

 5/10/12

Signature/Date

Do Not Complete This Section:
APPROVED FOR:
CONSENT AGENDA _____
NEW BUSINESS

Unbudgeted * \$ _____ Source of Funds _____ CIP (non-bond) _____
 *(See Department Manager's Comments)

Police Patrol Use _____

CITY, STATE: Hanover, Maryland 21076

OTHER VENDORS:

[illegible]

COMMENTS

(1) DEPARTMENT MANAGER:

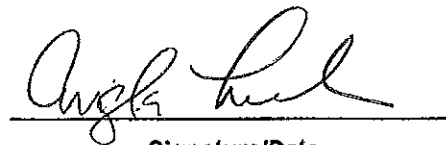
This will replace one marked police cruiser that was totaled in a vehicle crash. Funding is from Insurance settlements from that vehicle, another older plain car that was lost in a separate crash, and other prior insurance claims.

All prices are government contract pricing as noted on the quote.


Signature/Date

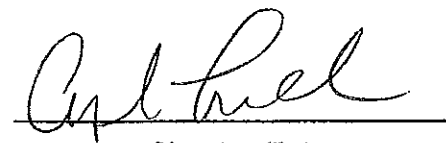
(2) PURCHASING AGENT:

Recommend Approval


Signature/Date

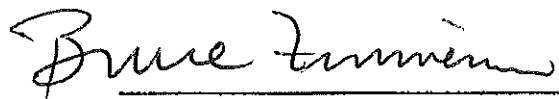
(3) FINANCE MANAGER:

Recommend Approval


Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Recommended Approval

 5/11/12
Signature/Date

CITY OF HAGERSTOWN
VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE
DISPOSAL INFORMATION/JUSTIFICATION
FISCAL YEAR 2012

Department: Police Division: _____

Vehicle Call #: 924 Model Yr: 2009 Serial #: 2B3LA43V19H639832

Make: Dodge Model: Charger

Vehicle Description: Marked Police Cruiser

Mileage/Hours: _____ Repair Costs to Date: _____

of Service Orders: _____ Condition: Totaled

Reason(s) for Replacement:

☐	Deteriorating Condition
☐	Undersized for Type of Work
☐	Hours and/or Age
☒	Other (explain in detail)

Vehicle was totaled by the insurance company after a crash on February 13, 2012.

Is purchase an addition to the fleet? N

Reason for addition: _____

Disposition:

☐	Addition
☐	Transfer within City
☒	Disposal
☐	Junked

Salvage Value: _____

Notes:

Prepared By: John S. Moulton, Jr. Date: 5/11/2012

CITY OF HAGERSTOWN
VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE
DISPOSAL INFORMATION/JUSTIFICATION
FISCAL YEAR 2012

Department: Police **Division:** CID
Vehicle Call #: 955 **Model Yr:** 1998 **Serial #:** IJ4FJ28S7WL182984
Make: Jeep **Model:** Cherokee
Vehicle Description: Plain white SUV
Mileage/Hours: _____ **Repair Costs to Date:** _____
of Service Orders: _____ **Condition:** Totaled

Reason(s) for Replacement:	
☐	Deteriorating Condition
☐	Undersized for Type of Work
☐	Hours and/or Age
☒	Other (explain in detail)

Vehicle was totaled in a crash in Greencastle Pennsylvania in January.

Is purchase an addition to the fleet? N

Reason for addition: _____

Disposition:	
☐	Addition
☐	Transfer within City
☐	Disposal
☐	Junked

Salvage Value: _____

Notes:

Prepared By: John S. Moulton, Jr. **Date:** _____

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Approval of an Ordinance: 2012/2013 Tax Rate

Mayor and City Council Action Requested:

Approval of an ordinance as introduced on May 15, 2012 establishing the tax rates for the levy year July 1, 2012 through June 30, 2013. Real property rate is \$0.788 per \$100 of assessed value, and business personal property rate is \$1.97 per \$100 of assessed value.

Discussion:

Financial Impact:

Recommendation:

Recommend approval

Motion:

I hereby move that an Ordinance be approved as introduced May 15, 2012 to establish the City's tax rates for the levy year July 1, 2012 through June 30, 2013 on the basis of \$0.788 per \$100 of assessed value of all real property and \$1.97 per \$100 of assessed value of all business personal property within the City of Hagerstown. These rates are the same as the current year.

Action Dates:

Date of Introduction: 05/15/2012

Date of Passage: 05/22/2012

Effective Date: 07/01/2012

ATTACHMENTS:

Name:

 [FY13 Prop Tax Ordinance.pdf](#)

Description:

Required Motion & Ordinance

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

DATE: May 22, 2012

TOPIC: **Approval of an Ordinance: Tax Rates Beginning July 1, 2012**

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

MOTION:

I hereby move that an Ordinance be approved as introduced May 15, 2012 to establish the City's tax rates for the levy year July 1, 2012 through June 30, 2013 on the basis of \$0.788 per \$100 of assessed value of all real property and \$1.97 per \$100 of assessed value of all business personal property within the City of Hagerstown. These rates are the same as the current year.

DATE OF INTRODUCTION: 05/15/2012
DATE OF PASSAGE: 05/22/2012
EFFECTIVE DATE: 07/01/2012

ORDINANCE No.

**ESTABLISHING THE TAX RATES
FISCAL YEAR JULY 1, 2012 TO JUNE 30, 2013
CITY OF HAGERSTOWN, MARYLAND**

Pursuant to the Charter of the City of Hagerstown and the general public laws of the State of Maryland, the legislative body of the City of Hagerstown is charged with establishing tax rates; and the Mayor and Council, as the duly constituted legislative body for the City of Hagerstown has complied with all the provisions of the Annotated Code of the State of Maryland, the Charter of the City of Hagerstown and all other applicable laws in reference to establishing said tax rates.

NOW, THEREFORE, BE IT RESOLVED, ENACTED and ORDAINED by the Mayor and Council of the City of Hagerstown, that the tax rates for the City for the taxable levy year from July 1, 2012 through June 30, 2013, is hereby established as follows:

- A. All real property is hereby levied and chargeable on the basis of **\$0.788** per \$100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland.
- B. All business personal property, except as otherwise provided for by Ordinance 98-04 entitled *ORDINANCE ESTABLISHING THE ASSESSMENT LEVY FOR THE PERSONAL PROPERTY CATEGORIES OF MANUFACTURING MACHINERY & EQUIPMENT, COMMERCIAL INVENTORY AND MANUFACTURING INVENTORY for the CITY OF HAGERSTOWN, MARYLAND for the FISCAL YEAR JULY 1, 1998 and Thereafter*, is hereby levied and chargeable on the basis of **\$1.97** per \$100 based on the assessed value of said properties as required by the Charter of the City of Hagerstown, the Maryland Constitution, and the Annotated Code of Maryland.
- C. Taxpayers who pay the taxes referred to herein, between the period of July 1, 2012 up to and including July 31, 2012, shall be entitled and are hereby granted a one quarter of one percent (1/4%) discount on the amount of said tax. Any property tax levy assessed and invoiced after September 30, 2012 shall be and is hereby granted a period of thirty (30) days from the invoice date to pay without additional interest or penalty.
- D. A semiannual payment plan for all real property is established in accordance with state law. Any taxpayer who makes an election to pay taxes on a semi-annual payment plan shall pay a service charge on and with the second installment based on the amount deferred.

BE IT FURTHER ORDAINED that the effective date of the tax rate established herein is July 1, 2012 and shall govern for the period set forth.

**MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND**

Robert E. Bruchey, II Mayor

Donna Spickler, City Clerk

Date of Introduction: *May 15, 2012*
Date of Passage: *May 22, 2012*
Effective Date: *July 1, 2012*

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Approval of an Ordinance: Budget FY 2012-2013

Mayor and City Council Action Requested:

Approval of an ordinance introduced on May 15, 2012 and subsequently revised to adopt the budget for FY July 1, 2012 through June 30, 2013.

Discussion:

Financial Impact:

Budget, Total expenditures: \$128,538,225

Recommendation:

Recommend approval

Motion:

I hereby move that an Ordinance be approved as introduced May 15, 2012 and subsequently revised to adopt the budget for fiscal year July 1, 2012 through June 30, 2013 in the total amount of \$ 128,538,225.

Action Dates:

DATE OF INTRODUCTION: 05/15/2012

DATE OF PASSAGE: 05/22/2012

EFFECTIVE DATE: 07/01/2012

ATTACHMENTS:

Name:

 [FY13 Bud Ordinance.pdf](#)

Description:

Required Motion and Ordinance

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

DATE: May 22, 2012

TOPIC: **Approval of an Ordinance: Budget FY 2012-2013**

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

MOTION:

I hereby move that an Ordinance be approved as introduced May 15, 2012 and subsequently revised to adopt the budget for fiscal year July 1, 2012 through June 30, 2013 in the total amount of \$ 128,538,225.

DATE OF INTRODUCTION: 05/15/2012
DATE OF PASSAGE: 05/22/2012
EFFECTIVE DATE: 07/01/2012

ORDINANCE No.

**ESTABLISHING THE BUDGET FOR
FISCAL YEAR JULY 1, 2012 TO JUNE 30, 2013
CITY OF HAGERSTOWN, MARYLAND**

Pursuant to the Charter of the City of Hagerstown, the City Council is required to adopt a budget providing a complete financial plan for the budget year, with estimates of anticipated revenues and proposed expenditures for the coming year. The Charter further requires that the total anticipated revenues shall equal or exceed the total of the proposed expenditures.

In accordance with the provisions of the City Charter, Article VII, Finance, the City Administrator submitted a proposed budget to the Mayor and Council not less than ninety days before the beginning of the fiscal year, and a public hearing was held on May 08, 2012 after fifteen days notice in a newspaper of general circulation.

NOW, THEREFORE BE IT RESOLVED, ENACTED and ORDAINED by the Mayor and Council of the City of Hagerstown, that the budget for the City for the fiscal year beginning July 1, 2012 and ending June 30, 2013, is hereby established as follows:

Category	<u>Proposed City Administrator's Budget</u>	<u>As Revised by Mayor and Council</u>
General Fund	\$ 36,665,855	\$ 36,659,394
Community Development Block Grant	1,616,336	1,616,336
Other Special Revenue Funds	1,487,900	1,487,900
Capital Improvement Projects	<u>18,412,900</u>	<u>18,412,900</u>
TOTAL Governmental Fund Types	\$ 58,182,991	\$ 58,176,530
Electric Fund	\$ 28,482,493	\$ 28,482,493
Water Fund	17,580,726	17,580,726
Wastewater Fund	14,486,878	14,486,878
Parking Fund	800,008	800,008
Golf Fund	401,707	401,707
Property Management Fund	<u>957,130</u>	<u>957,130</u>
TOTAL Enterprise Fund Types	\$ 62,708,942	\$ 62,708,942
Service & Trust Funds	<u>7,652,753</u>	<u>7,652,753</u>
TOTAL Combined Uses of Funds	\$128,544,686	\$ 128,538,225

BE IT FURTHER ORDAINED that the effective date of the budget established herein is July 1, 2012 and shall govern for the period set forth.

**MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND**

(SEAL)

Robert E. Bruchey, II Mayor

Donna Spickler, City Clerk

Date of Introduction: *May 15, 2012*
Date of Passage: *May 22, 2012*
Effective Date: *July 1, 2012*

Record and return to: Donna Spickler, City Clerk
City Hall, Room 200
One East Franklin Street
Hagerstown, MD 21740

**PROPOSED MODIFICATIONS TO
CITY ADMINISTRATOR'S PROPOSED 2012-2013 BUDGET**

GENERAL FUND Sources/(Uses)		IMPACT	CODE
		CURRENT 2012/13 Sources/(Uses)	
	City Administrator's Proposed Surplus / (Deficit)	\$69,559	
1	Reduce General Fund City Council Department to equal FY12 approved budget amounts	5,750	E
2	Reduce General Fund Mayor Department to equal FY12 approved budget amounts	711	E
3	Allocate Community Affairs Staff salary for time spent working in another Department (Neighborhoods First)	15,000	E
4	Allocate Code Administration Staff salary for time spent working in another Department (Neighborhoods First)	7,500	E
5	Allocate Housing & Community Development Staff salary for time spent working in another Department (Neighborhoods First)	7,500	E
6	Allocate Staff salaries from Community Affairs, Code Administration, and Housing & Community Development to Neighborhoods First to reflect time being spent	(30,000)	E
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
Net Change Carried Forward		\$6,461	
Adjusted Surplus / (Deficit) Carried Forward		\$76,020	
Revenue - Increase / (Decrease)		\$0	R
Expenditures - (Increase) / Decrease		6,461	E
Net Change Carried Forward		\$6,461	

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

Approval of a Resolution: Approval of Washington County Hazard Mitigation Plan

Mayor and City Council Action Requested:

Adoption of resolution indicating that the updated Washington County Hazard Mitigation Plan is the City of Hagerstown's plan.

Discussion:

For the most part, the 2011 update of the 2005 County Hazard Mitigation Plan continues the 2005 recommendations and analysis. It gives details on the types of hazards that face this county, assigns risk factors to each one, discusses community capability to address risks, and identifies some recommended actions to address risks. The 2011 draft updates the statistics and mapping and provides new ranking of hazards and a few new recommendations. The committee ranked winter storm and major transportation accident as the high risk hazards for our county. The medium-high risk hazard for the county is flood. Hagerstown's identified medium-high/high risk hazard is winter weather. New recommended actions to address risk factors include: 1) building code review/update to minimize wind damage in manufactured housing; 2) ensure existing high risk residential structures are utilizing retrofitting techniques to mitigate repetitive flooding; and 3) a few strategies to protect public infrastructure from flooding and flood damage.

Financial Impact:

Inclusion in the County Hazard Mitigation Plan will make the City eligible for FEMA disaster assistance funding.

Recommendation:

Staff recommends adoption of the resolution on May 22nd indicating that the 2011 County Hazard Mitigation Plan is our plan. If not, the City would need to develop and adopt its own plan.

Motion:

Action Dates:

May 22, 2012

ATTACHMENTS:

Name:

☐ [Co Haz Mit Plan Motion and Resolution.pdf](#)

Description:

Washington County Hazard Mitigation Plan

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: May 22, 2012

TOPIC: Resolution: Washington County Hazard Mitigation Plan

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

MOTION: I hereby move that the Mayor and City Council adopt a resolution indicating that the updated Washington County Hazard Mitigation Plan is the plan for the City of Hagerstown.

DATE OF PASSAGE: 5/22/12
EFFECTIVE DATE: 5/22/12

RESOLUTION

WASHINGTON COUNTY HAZARD MITIGATION PLAN

WHEREAS, the City of Hagerstown, a municipality in Washington County, recognizes the threat that natural and technological hazards pose to people and property;

WHEREAS, an adopted Hazard Mitigation Plan is required as a condition of future funding for hazard mitigation projects; and

WHEREAS, the City of Hagerstown participated jointly in the planning process with other local units of government within the County to prepare the 2011 Hazard Mitigation Plan Update;

NOW, THEREFORE, BE IT RESOLVED, that the City of Hagerstown hereby adopts the updated Washington County Hazard Mitigation Plan as an official plan; and

BE IT FURTHER RESOLVED, that the Washington County Department of Emergency Services is authorized to submit on behalf of the participating municipalities the adopted Hazard Mitigation Plan to the Federal Emergency Management Agency for final review and approval.

**MAYOR AND CITY COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND**

WITNESS:

Donna K. Spickler, City Clerk

BY: _____
Robert E. Bruchey, II, Mayor

DATE OF PASSAGE: 05/22/12
EFFECTIVE DATE: 05/22/12

REQUIRED MOTION

**MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Approve of Administration of Stop Loss Insurance for Medical Coverage for FY 2012-13 -- Highmark Life Insurance (Pittsburgh, PA) \$216,630

Mayor and City Council Action Requested:

Approval of Highmark to administer the stop loss insurance for the medical plan for FY 2012-13. We have had our stop loss insurance with Highmark for 4 years, building a favorable renewal history for the City.

Discussion:

Financial Impact:

Recommendation:

Approval to increase specific stop loss from \$200,000 to \$225,000 and drop aggregate stop loss insurance. Continue this coverage with Highmark.

Motion:

Action Dates:

ATTACHMENTS:

Name:

 [Approval for Stop Loss Insurance.pdf](#)

Description:

Administration of Medical Stop Loss Insurance

REQUIRED MOTION

**MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

60 West Washington Street - Phase II Renovations

Mayor and City Council Action Requested:

Request approval of bid for Phase II Renovations to 60 West Washington Street

Discussion:

Financial Impact:

Recommendation:

Request Mayor and Council approval.

Motion:

I hereby move for Mayor and Council to approve the bid of Callas Contractors, Inc., to complete the Phase II Renovation Contract at at cost of \$476,000 as outlined in the attached Purchase/Contract Information Form. Funding for this project will come from reprogrammed bond funds in addition to State and Federal funding.

Action Dates:

Date of Passage: 5/22/12

Effective Date: 5/22/12

ATTACHMENTS:

Name:

 [8 Phase II Renovations at 60 W Washington St.pdf](#)

Description:

60 West Wsahington Street - Phase II Renovations

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

DATE: May 22, 2012

TOPIC: 60 West Washington Street – Phase II Renovations

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

MOTION:

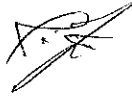
I hereby move for Mayor and Council to approve the bid of Callas Contractors, Inc. to complete the Phase II Renovation Contract at a cost of \$ 476,000 as outlined in the attached Purchase/Contract information Form. Funding for this project will come from reprogrammed bond funds in addition to State and Federal funding.

DATE OF PASSAGE: 05/22/2012
EFFECTIVE DATE: 05/22/2012



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Bruce Zimmerman, City Administrator
FROM: John Lestitian, Director, DCED 
DATE: May 11, 2012
SUBJECT: 60 West Washington Street – Phase II Renovations

Attached please find the Consent Agenda form for the recommendation for the award of a contract to Callas Contractors, Inc. This contract is for the next and largest phase of the scheduled renovations. The area being renovated is approximately 7500 square feet. The scope of this contract includes:

- Three (3) entrances from University Plaza into the facility
- Construction of restrooms
- Construction of an interior corridor to define the incubator area
- Construction of the rear anchor tenant area (less partition walls and incidental electric)
- Construction of the business incubator area (less partition walls and incidental electric)
- All mechanical, plumbing, electric upgrades, fire suppression, and interior finishes

This project is time sensitive and staff seek informal direction pending the official vote to work with the recommended contractor to begin preparations for this project. The target date for completion of this renovation is mid-August.

Plans for the partition walls and incidental electric in each finished area are being finalized. These final modifications will complete the overall project. Staff will be available to address any questions or concerns.

Attachment: Consent Agenda form

c. Jonathan Kerns, Community Development Manager
Christy Blake, Business Recruitment and Retention Manager

1. The first part of the paper discusses the importance of the study of the history of the United States. It is argued that the study of the history of the United States is essential for a full understanding of the country and its people. The paper then discusses the importance of the study of the history of the United States in the context of the current political and social climate.

2. The second part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate. It is argued that the study of the history of the United States is essential for a full understanding of the country and its people.

3. The third part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

4. The fourth part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

5. The fifth part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate. It is argued that the study of the history of the United States is essential for a full understanding of the country and its people.

6. The sixth part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

7. The seventh part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

8. The eighth part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

9. The ninth part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

10. The tenth part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

11. The eleventh part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

12. The twelfth part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

13.

14. The thirteenth part of the paper discusses the importance of the study of the history of the United States in the context of the current political and social climate.

15.

**City of Hagerstown
Mayor and Council
Purchase / Contract Information
Meeting of 5/22/12**

Do Not Complete This Section
Approved Consent Agenda: _____
New Business: _____

Originating Department: Community Development By: Jonathan Kerns
Account Number: Various Account / Project Name: 60 W Washington Street
Budget Amount: \$475,000 Account Balance: \$475,000 Year: FY12, CIP Control No. C0828
FY13
Unbudgeted \$: \$1,000 Source of Funds: Multiple Sources-Local, State, and Federal

Quantity	Description	Value
1	Rehabilitation Contract-60 West Washington Street Phase II	\$476,000

TOTAL VALUE OF PROJECT: \$476,000

ABOVE TO BE USED FOR:

Phase II renovations at 60 West Washington Street- Three new entrances along University Plaza, new corridor and common area with restrooms, two finished shell spaces ready for tenant fit out, new HVAC, electric, plumbing, and fire suppression system throughout.

Recommended Vendor:

Business Name: Callas Contractors, Inc.
Address: 10549 Downsville Pike
City, State: Hagerstown, MD 21740
Bid/Proposal/Quote No.: B1517.12

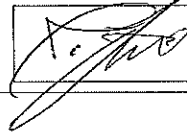
OTHER VENDORS:		
Firm	City/State	Total Amount
Milton Stamper Builders	Hagerstown, MD	\$469,000.00
A.V. Rauth & Sons, Inc.	Hagerstown, MD	\$512,674.90
Waynesboro Construction Co. Inc.	Frederick, MD	\$529,000.00

(1) **Department Manager:** As noted this contract will allow for the remaining square footage of the building to be completed less final tenant fit-out (partition walls and incidental electric).

The recommended contractor (Callas) is not the lowest bid. The bid submitted by Callas is a more detailed bid. Additionally, this project is time sensitive and after careful review of the lower bid contractors, staff recommend awarding the contract to Callas. A careful review of recent experiences with the low-bid contractor was considered.

The budget breakdown is below. \$475,000 is currently budgeted. \$1,000 unbudgeted will be made up from CDBG funds.

John Nathan Lestitian May 11, 2012

 5-11-12

(2) **Purchasing Agent:**

Recommend Approval

 5/11/12
Signature / Date

(3) **Finance Manager:**

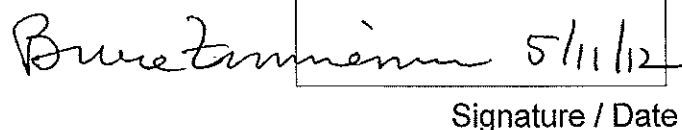
Funding:
FY12 \$275000 Bond Reprogram
50000 Community Legacy Grant
FY13 50000 Community Legacy Grant
50000 RBEG Grant
50000 CDBG transfer
1000 CDBG transfer
\$476000

Recommend Approval

 5/11/12
Signature / Date

(4) **City Administrator's Recommendation:**

Recommend Approval

 5/11/12
Signature / Date

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

Name:

Description:

No Attachments Available

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

Name:

Description:

No Attachments Available

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Mayor and City Council Action Requested:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

Name:

Description:

No Attachments Available