

Mayor and Council

28th Special Session and Work Session

November 14, 2017

Agenda

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

"Choosing to be positive and having a grateful attitude is going to determine how you're going to live your life."
Joel Osteen

4:00 PM SPECIAL SESSION

1. Approval of Purchase - Battalion Vehicle - McCafferty Ford (Mechanicsburg, PA (\$ 62,601.87
2. Approval of an Open Containers Exemption – Christkindle Markt
3. Approval of Fund Balance/Retained Earnings Policy

4:00 PM WORK SESSION

- 4:10 PM** 1. Proclamations: Transgender Day of Remembrance (November 20)
World AIDS Day (December 1)
- 4:15 PM** 2. Donation Offer for City Park - *Rodney Tissue, City Engineer, and Jennifer Keefer, City Attorney*
- 4:35 PM** 3. Hagerstown Business Revolving Loan Program Guideline Updates - *Jonathan Kerns, Community Development Manager*
- 4:55 PM** 4. Homeownership Program Guideline Updates - *Jonathan Kerns, Community Development Manager*
- 5:10 PM** 5. VerStandig Broadcasting Discussion - *Mayor and City Council*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

Approval of Purchase - Battalion Vehicle - McCafferty Ford (Mechanicsburg, PA (\$ 62,601.87

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Purchase_-_Battalion_Vehicle.pdf

Description

Motion and Purchase Form

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: November 14, 2017

TOPIC: APPROVAL OF PURCHASE – BATTALION VEHICLE

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

MOTION: I hereby move for Mayor and Council approval of the purchase of a 2017 F250 Extended Cab Pick-up Truck from McCafferty Ford in the amount of \$62,601.87. This purchase accelerates replacement of a needed vehicle projected for FY19 with a one time discount opportunity of \$970.98. The purchase is funded by the sale of two (2) used ladder trucks.

DATE OF PASSAGE: 11/14/17
EFFECTIVE DATE: 11/14/17

**City of Hagerstown
Mayor and Council
Purchase / Contract Information
Meeting of November 14, 2017**

Do Not Complete This Section

Approved Consent Agenda: _____

New Business: _____

Originating Department: Fire By: Steve Lohr, Fire Chief
Account Number: _____ Account / Project Name: _____
Budget Amount: _____ Account Balance: 83,000.* Year: 18 CIP Control No. _____
Unbudgeted \$: _____ Source of Funds: *Proceeds from the sale of Truck 1 & Truck 4 (old)

Quantity	Description	Value
1	2017 F-250 Crew Cab 4X4 Pick-up Truck	32,490.00
1	DCU Cap	2,600.00
1	Lights, Sirens, Mounts & Emergency accessories & computer	27,511.87

TOTAL VALUE OF PROJECT:

62,601.87

ABOVE TO BE USED FOR:

Replacement Battalion Command vehicle.

This purchase accelerates replacement of a needed vehicle projected FY19 with a one time discount opportunity of \$970.98 and is funded by the sale of the two used ladder trucks.

Recommended Vendor:

Business Name: McCafferty Ford
Address: 6320 Carlisle Pike
City, State: Mechanicsburg, PA 17050
Bid/Proposal/Quote No.: Co-Star 013-114;025-167;026-055

OTHER VENDORS:

Firm	City/State	Total Amount

(1) Department Manager

Recommend approval - Using funds from
The Sale of two used ladder trucks.

Steven E. Doherty

11/6/17 Signature / Date

(2) Purchasing Agent:

Recommend Approval.

Jason Milla

11/8/2017

Signature / Date

(3) Finance Manager:

Recommend approval.

Michelle

11/8/17

Signature / Date

4) City Administrator's Recommendation:

Approval

Valerie

11/8/17

Signature / Date

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

Topic:

Approval of an Open Containers Exemption – Christkindle Markt

Mayor and City Council Action Required:

Discussion:

At the November 14, 2017 Special Session, staff will review and seek Mayor and City Council approval of an additional exemption from the Open Container Law for Main Street Hagerstown's Christkindle Markt event on December 2nd, 2017. The actual liquor license for this event will be held by the Schmankerl Stube Bavarian Restaurant.

Per the City of Hagerstown's Open Container Law, the Mayor and City Council may permit the possession of alcoholic beverages in open containers on the streets, lanes, alleys, sidewalks, parking lots or public ways of the City during special events upon application or upon its own initiative.

If approved by the Mayor and City Council, these applications will go to the Liquor Board for review and final approval.

Financial Impact:

Recommendation:

Motion:

I hereby move that Mayor and Council approve an exemption from the City of Hagerstown's Open Containers regulation under section 173-6 of the Code of the City of Hagerstown for the Christkindle Markt on December 2, 2017.

Action Dates:

DATE OF PASSAGE: 11/14/2017

ATTACHMENTS:

File Name

111417_Open_Container_Christkindle.pdf

Description

Approval of an Open
Containers Exemption –
Christkindle Markt

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: November 7, 2017

TOPIC: Approval of an Open Containers Exemption – Christkindle Markt

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

MOTION: I hereby move that Mayor and Council approve an exemption from the City of Hagerstown's Open Containers regulation under section 173-6 of the Code of the City of Hagerstown for the Christkindle Markt on December 2, 2017.

DATE OF PASSAGE: 11/14/2017



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator

FROM: Lauren Metz, Planning and Outreach Coordinator

DATE: November 14, 2017

SUBJECT: Open Container Law Exemption Application-Permit – Christkindle Markt

At the November 14, 2017 Special Session, staff will review and seek Mayor and City Council approval of an additional exemption from the Open Container Law for Main Street Hagerstown's Christkindle Markt event on December 2nd, 2017. The actual liquor license for this event will be held by the Schmankerl Stube Bavarian Restaurant.

Per the City of Hagerstown's Open Container Law, the Mayor and City Council may permit the possession of alcoholic beverages in open containers on the streets, lanes, alleys, sidewalks, parking lots or public ways of the City during special events upon application or upon its own initiative.

If approved by the Mayor and City Council, these applications will go to the Liquor Board for review and final approval.

c: Jill Thompson, Director of Community and Economic Development
Amanda Whitmore, Downtown Coordinator

APPLICATION/PERMIT

The undersigned does hereby make application to the City of Hagerstown, Maryland, to utilize the property/facilities of the City more particularly described as follows:

First Block of South Potomac Street

on Saturday, December 2, 2017 from 12:00 p.m. to 6:00 p.m.

The term applicant is defined as any person, firm, corporation or legal entity of whatsoever nature or kind on whose behalf this application is being made and permit granted.

The applicant acknowledges that the premises shall be used solely for the purpose of:

Schmankerl Stube Bavarian Restaurant will be selling beverages for the Christkindle Markt on Saturday, December 2, 2017 from 12:00 p.m. to 6:00 p.m. They will be selling alcoholic beverages to persons in this area who are of legal drinking age and non-alcoholic beverages.

The signatory to this application certifies that he/she has the authority to make this application and execute this agreement on behalf of:

Applicant Name: Schmankerl Stube Bavarian Restaurant
Applicant Address: 58 S. Potomac Street, Hagerstown, MD 21740

and to bind said person, firm or legal entity to the terms hereof. The signatory hereto represents and agrees that in the event that he/she does not have such authority, then and in said event, the signatory hereto is solely responsible and bound by all of the terms and conditions of this application, permit and agreement.

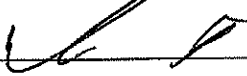
The undersigned signatory, on behalf of the applicant, agrees that he/she/it shall:

1. Abide by all rules applicable to the facility utilized and/or any promulgated by the City and contained in this application (See Attachment A).
2. Abide by all Statutes, Acts, Ordinances, and Regulations applicable to the use of the area.
3. The applicant does hereby agree that if necessary he/she/it shall be responsible for and obtain all necessary permits, licenses, or any other matters required in connection with the function and/or use of the premises and does hereby agree to hold the City, its servants, agents and employees harmless from any suits, demands, claims, expenses or fines that may arise directly or indirectly from such use of the premises.
4. The applicant agrees that he/she/it shall furnish and does furnish upon the execution of this application and agreement certificates of insurance with coverage adequate within the absolute discretion of the City. The applicant further agrees that the City shall be placed upon any liability policy or any other policies of whatsoever nature or kind applicable to the function as an additional insured. The applicant agrees to hold harmless and indemnify the City, its agents, servants, representatives, officials and employees from any and all claims, expenses, suits, demands, losses or costs of whatsoever nature or kind arising directly or indirectly from the use of the premises described. The Applicant shall abide by all rules applicable to the facility utilized and/or any promulgated by the City and contained in this application (See Attachment B).

5. The applicant further agrees that the premises shall be vacated by the applicant in the same condition as when occupied and if any damage has been done by the applicant or attendees of any function, the applicant shall be responsible for and reimburse the City for repairs, cleaning, and any other expenses incurred as a result thereof.
6. It is understood by the applicant that this permit is subject to all of the terms, obligations, conditions and reservations set forth in this agreement and any attachments which are incorporated by reference. In the event there are any conflicts between this document and any Attachments the terms set forth herein shall govern and prevail.

Date: 10-31-17

Name of Applicant: Schmankerl Stube Bavarian Restaurant

By: 

Address: 58 South Potomac Street, Hagerstown, MD 21740

Telephone: 301-797-3354

ACCEPTANCE

The foregoing application for permit is hereby accepted and granted by the City of Hagerstown, Maryland, by its duly authorized and designated representative. This permit is being granted upon all of the terms and conditions set forth above which are incorporated herein by reference. A violation of any of the conditions set forth above may result in an immediate revocation of said permit.

CITY OF HAGERSTOWN, MARYLAND

By: _____

ATTACHMENT A

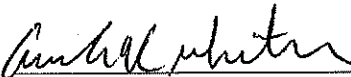
It is understood by the applicant that this permit is subject to the terms and conditions below.

1. The first block of South Potomac Street during the event is leased to Schmankerl Stube and Main Street Hagerstown from 12:00 p.m. to 6:00 p.m. on December 2, 2017
2. Schmankerl Stube Bavarian Restaurant will serve only beer and wine and will limit this activity to individuals who are legally able to drink alcohol and are in the fenced-in area.
3. Schmankerl Stube Bavarian Restaurant will sign this permit and Hold Harmless Agreement (see next page), as well as, endorse the City of Hagerstown as an additional insured on a two million dollar (\$2,000,000) insurance policy.

CITY OF HAGERSTOWN
HOLD HARMLESS AGREEMENT

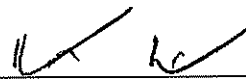
Lessee/User: Schmankerl Stube Bavarian Restaurant
Event/Use: Christkindle Markt
Location: First Block of South Potomac Street
Date(s) of Use: Saturday December 2nd, 2017 from 12:00 p.m. to 6:00 p.m.

The Lessee/User agrees that it shall indemnify the City of Hagerstown and hold harmless the City of Hagerstown against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of Hagerstown harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend The City of Hagerstown at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Witness: 

Schmankerl Stube Bavarian Restaurant
Lessee/User

Witness: _____


By (Signature and Title)

Date: 10/31/17

58 South Potomac Street
Street

Hagerstown, MD 21740
City, State, Zip

Telephone

Return to: Lauren Metz
Community Events Coordinator
City of Hagerstown
14 North Potomac St., Suite 200
Hagerstown, MD 21740
(301) 739-8577, Extension 116

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

Topic:

Approval of Fund Balance/Retained Earnings Policy

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Motion.General_Fund_Balance_-_Retained_Earnings_Policy.pdf

Fund_Balance_Policy_November_14__2017.pdf

Description

Motion - Fund
Balance/Retained Earnings
Fund Balance/Retained
Earnings Policy

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: November 14, 2017

TOPIC: **Approval of Fund Balance/Retained Earnings Policy**

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

MOTION: I hereby move for Mayor and Council approval of the attached amended General Fund Balance/Retained Earnings Policy to provide guidance during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for future sustainability.

This amendment updates the policy approved in 1993.

DATE OF PASSAGE: 11/14/2017

FUND BALANCE /RETAINED EARNINGS POLICY

GENERAL FUND

1. The City will maintain a minimum unassigned General Fund balance to be used for unanticipated emergencies of not less than seventeen (17) percent of the General Operating Budget (excluding Capital Outlay). This is a minimum level necessary to avoid cash flow interruptions, generate interest income, reduce the need for short-term borrowing and assist in the maintaining an investment grade bond rating. Consideration must also be given to the number of months of coverage the minimum level provides. A minimum level of two (2) months of regular General Fund operating expenditures should be maintained within the fund balance
2. To the extent that the unassigned General Fund balance exceeds the targeted seventeen (17) percent, the City may draw upon these funds to provide pay-go financing for capital projects or for other one-time capital items. The City may designate parts of the unassigned General Fund balance that would represent tentative management plans rather than actual restrictions on the use of the funds. The funds may also be used to allow time for the City to restructure its operations in a deliberate manner but only in the context of long-term fiscal planning.
 - a. If the fund balance should fall below the above minimum due to use for an unplanned emergency situation, defined as a sudden steep decline in revenue from which no reasonable expenditure reduction or tax rate increase can be planned and implemented in a timely fashion, the City will budget a portion of General Fund revenue estimated for that fiscal year in an amount to get back to the seventeen (17) percent within five (5) fiscal years.

ENTERPRISE FUNDS

1. The City will strive to maintain sufficient retained earnings in the Enterprise funds to ensure its working capital needs, minor continuing system improvements, and general system improvements needs are met. In addition, there is a review and monitoring of the Enterprise funds retained earnings for the Enterprise Fund Dividend Transfer Policy. This dividend transfer policy includes a minimum working capital reserve level of two (2) months.

HEALTH INSURANCE FUND

1. The City will maintain a minimum unassigned fund balance:
 - a. that covers thirty (30) percent of its annual total expenditures excluding transfers to other city funds;
 - b. that will adequately fund annual Other Post Employment Benefit (OPEB) trust as determined from prior year actuarial report; and
 - c. that covers a minimum level of three and half (3.5) months of regular health insurance fund operating expenditures.

2. To the extent all of the above conditions are met, transfers of surplus fund balance amounts can be utilized to reimburse other city funds for prior year accumulations based upon percentage of funding provided by each fund.

Approved: August 20, 1993

Amended: November 14, 2017

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

Topic:

Proclamations: Transgender Day of Remembrance (November 20)
 World AIDS Day (December 1)

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Donation Offer for City Park - *Rodney Tissue, City Engineer, and Jennifer Keefer, City Attorney*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

memo_-_Donation_Offer_for_City_Park.pdf

Description

Memo- Donation Offer



CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler

City Clerk

One East Franklin Street • Hagerstown, MD 21740

E-mail: dspickler@hagerstownmd.org

Telephone: 301.766.4183 • TDD: 301.797.6617

TO: Mayor and City Council Members
Valerie Means, City Administrator

FROM: Donna K. Spickler, City Clerk

SUBJECT: Donation Offer for City Park

DATE: November 9, 2017

Time is included during the November 14, 2017 Work Session to continue a discussion with all Mayor and Council members regarding a donation offer for the City Park.

Rodney Tissue, City Engineer, and Jennifer Keefer, City Attorney, will be present at the Work Session.



REQUIRED MOTION MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

Hagerstown Business Revolving Loan Program Guideline Updates - *Jonathan Kerns, Community Development Manager*

Mayor and City Council Action Required:

Staff seek Mayor & City Council feedback on proposed updates to the City's Hagerstown Revolving Loan Fund (HRLF) guidelines. DCED staff have reviewed the existing guidelines with the members of the Hagerstown Loan Review Authority (HLRA) and the City Attorney. Many of the proposed updates are routine in nature and all updates will ensure the guidelines reflect current practice.

Discussion:

Background

The Hagerstown Revolving Loan Fund was established in 1999 in order to make direct low-interest loans to businesses for certain approved activities within the City of Hagerstown. The program was initially funded with local funding and State grant funding. In recent years, additional State grant funding has been awarded to the program. The HRLF currently has 15 active loans with a total outstanding balance of \$948,889.75.

Highlights of Proposed Guideline Updates

The majority of the proposed changes to the existing guidelines are routine in nature. Highlights of the recommended updates include the following:

- All references to Hagerstown Redevelopment Authority (HRA) to be deleted and replaced with Hagerstown Loan Review Authority (HLRA)
- Adding flexibility to the interest rate section of the guidelines to allow the HLRA to determine loan interest on a case-by-case basis
- Adding a standard, fixed fee for late payments and defining when delinquent loans transition to default status
- Removing Federal Community Development Block Grant job creation language that is not applicable to the HRLF
- Updating loan approval process section of the guidelines to reflect actual practice of requiring HLRA approval for all loans above \$10,000

With assistance from the City Attorney and the HLRA, DCED staff are finalizing all proposed updates to the HRLF guidelines. A draft version of the full guidelines reflecting the proposed updates will be available for review during Tuesday's work session. Staff will be available to answer any questions on the proposed guideline updates.

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

111417_HRLF__Guidelines.pdf

Description

HRLF Guidelines



CITY OF HAGERSTOWN, MARYLAND

Department of Community and Economic Development

To: Valerie Means, City Administrator

From: Jonathan Kerns, Community Development Manager J.K.

Date: November 8, 2017

RE: Hagerstown Business Revolving Loan Program Guideline Updates

Mayor & Council Action Requested

Staff seek Mayor & City Council feedback on proposed updates to the City's Hagerstown Revolving Loan Fund (HRLF) guidelines. DCED staff have reviewed the existing guidelines with the members of the Hagerstown Loan Review Authority (HLRA) and the City Attorney. Many of the proposed updates are routine in nature and all updates will ensure the guidelines reflect current practice.

Background

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available for review during Tuesday's work session. Staff will be available to answer any questions on the proposed guideline updates.

c. Jill Thompson, Director DCED

REQUIRED MOTION MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

Homeownership Program Guideline Updates - *Jonathan Kerns, Community Development Manager*

Mayor and City Council Action Required:

Staff seek Mayor & City Council approval to update the City's CDBG Homeownership Program Guidelines. The proposed updates will align with Federal CDBG regulations and provide more flexibility when selling CDBG Homeownership properties.

Discussion:

During the October 10th Work Session, City staff updated the Mayor & Council on City owned properties. A segment of this discussion focused on properties owned as part of the CDBG Homeownership Program.

The City's Homeownership Program utilizes Federal CDBG funding to acquire, renovate, and sell residential properties to homeowners. The majority of the properties acquired through this program are blighted and/or vacant structures with significant code violations. Since the early 1990's, the City has purchased, renovated, and sold approximately 105 properties within the program. The goal of the program is to encourage homeownership opportunities through the rehabilitation of vacant and blighted properties.

The City currently owns four structures as part of the CDBG Homeownership Program. This includes the following:

- 212-214 N Jonathan Street - Duplex structure purchased in 1993, two units for sale. Property is in need of general interior and exterior maintenance.
- 441-443 N Jonathan Street - Duplex structure purchased in 2005, two units for sale. Recent maintenance work was completed and property is in move in condition.
- 64 East Franklin Street - Single Family structure purchased in 2014, one unit for sale. Full renovations were completed within last 12 months and property is in move in condition.
- 261 South Prospect Street - Multi-unit structure purchased in 2015, currently contains four vacant, substandard units. Initial demo work has begun and renovations expected to begin in late 2017 to create two units for sale.

Proposed Homeownership Program Guideline Updates

1. Current program guidelines require ALL CDBG Homeownership units to be resold directly to a CDBG eligible, low/moderate income household. Staff recommend removing this requirement for duplex structures within the Homeownership Program. For duplex structures within the program, only 1 of 2 units would be required to be resold to a CDBG eligible, low/moderate income household. The remaining unit could be sold to a household with no income restrictions.

1. Current program guidelines require CDBG Homeownership homes to be resold at appraised value. Staff recommend the target sale price remain at appraised value but guidelines should permit an exception to this requirement. Exception would require Mayor & City Council approval on a case-by-case basis.
1. Current program guidelines require all units be resold and utilized for owner occupancy. Staff recommend owner occupancy remain the priority use for homes resold within the program but guidelines should permit an exception to this requirement. Exception would require Mayor & City Council approval on a case-by-case basis.
1. Current program guidelines require Homeownership Program mortgage lending to be provided in-house by the City of Hagerstown and/or be provided via a combination of in-house mortgage lending and private mortgage lending. Staff recommend updating the guidelines to reflect current practice of permitting applicants to secure any private mortgage lender of their choice.

All of these recommended changes would be permitted under the Federal CDBG regulations.

Per the City of Hagerstown CDBG Citizen Participation Plan, any proposed changes to the Homeownership Program guidelines must be advertised in the Herald Mail. This advertisement is followed by a 30 day public comment period. Once the 30 day comment period expires, any guideline changes would become effective after approval by the Mayor & City Council.

Staff will be available during the work session to answer any questions on the proposed changes to the Homeownership Program guidelines.

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

111417_Homeownership_Guidelines.pdf

Description

Homeownership Program
Guideline Updates



CITY OF HAGERSTOWN, MARYLAND

Department of Community and Economic Development

To: Valerie Means, City Administrator

From: Jonathan Kerns, Community Development Manager J.K.

Date: November 8, 2017

RE: **Homeownership Program Guideline Updates**

Mayor & Council Action Requested

Staff seek Mayor & City Council approval to update the City's CDBG Homeownership Program Guidelines. The proposed updates will align with Federal CDBG regulations and provide more flexibility when selling CDBG Homeownership properties.

Background

During the October 10th Work Session, City staff updated the Mayor & Council on City owned properties. A segment of this discussion focused on properties owned as part of the CDBG Homeownership Program.

The City's Homeownership Program utilizes Federal CDBG funding to acquire, renovate, and sell residential properties to homeowners. The majority of the properties acquired through this program are blighted and/or vacant structures with significant code violations. Since the early 1990's, the City has purchased, renovated, and sold approximately 105 properties within the program. The goal of the program is to encourage homeownership opportunities through the rehabilitation of vacant and blighted properties.

The City currently owns four structures as part of the CDBG Homeownership Program. This includes the following:

- 212-214 N Jonathan Street - Duplex structure purchased in 1993, two units for sale. Property is in need of general interior and exterior maintenance.
- 441-443 N Jonathan Street - Duplex structure purchased in 2005, two units for sale. Recent maintenance work was completed and property is in move in condition.
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- 261 South Prospect Street - Multi-unit structure purchased in 2015, currently contains four vacant, substandard units. Initial demo work has begun and renovations expected to begin in late 2017 to create two units for sale.

Proposed Homeownership Program Guideline Updates

1. Current program guidelines require ALL CDBG Homeownership units to be resold directly to a CDBG eligible, low/moderate income household. Staff recommend removing this requirement for duplex structures within the Homeownership Program. For duplex structures within the program, only 1 of 2 units would be required to be resold to a CDBG eligible, low/moderate income household. The remaining unit could be sold to a household with no income restrictions.
2. Current program guidelines require CDBG Homeownership homes to be resold at appraised value. Staff recommend the target sale price remain at appraised value but guidelines should permit an exception to this requirement. Exception would require Mayor & City Council approval on a case-by-case basis.
3. Current program guidelines require all units be resold and utilized for owner occupancy. Staff recommend owner occupancy remain the priority use for homes resold within the program but guidelines should permit an exception to this requirement. Exception would require Mayor & City Council approval on a case-by-case basis.
4. Current program guidelines require Homeownership Program mortgage lending to be provided in-house by the City of Hagerstown and/or be provided via a combination of in-house mortgage lending and private mortgage lending. Staff recommend updating the guidelines to reflect current practice of permitting applicants to secure any private mortgage lender of their choice.

All of these recommended changes would be permitted under the Federal CDBG regulations.

Per the City of Hagerstown CDBG Citizen Participation Plan, any proposed changes to the Homeownership Program guidelines must be advertised in the Herald Mail. This advertisement is followed by a 30 day public comment period. Once the 30 day comment period expires, any guideline changes would become effective after approval by the Mayor & City Council.

Staff will be available during the work session to answer any questions on the proposed changes to the Homeownership Program guidelines.

c. Jill Thompson, Director DCED

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

Topic:

VerStandig Broadcasting Discussion - *Mayor and City Council*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-_VerStandig_Broadcasting_Discussion.pdf

Description

Memo- VerStandig
Broadcasting



CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler

City Clerk

One East Franklin Street • Hagerstown, MD 21740

E-mail: dspickler@hagerstownmd.org

Telephone: 301.766.4183 • TDD: 301.797.6617

TO: Mayor and City Council Members
Valerie Means, City Administrator

FROM: Donna K. Spickler, City Clerk

SUBJECT: VerStandig Broadcasting

DATE: November 9, 2017

The November 14, 2017 Work Session agenda includes continuation of the Mayor and Council discussion regarding VerStandig Broadcasting.

This item was tabled at the October 24, 2017 Regular Session. At that time, Councilmembers requested it be brought back for discussion at a Work Session.

The tabled item will be placed on your Regular Session agenda on November 28, 2017 as Unfinished Business.

Thank you.

