Mayor and Council
Work Session
October 16, 2018
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."

"Live as if you were to die tomorrow. Learn as if you were to live forever." - *Mahatma Gandhi*

4:00 PM WORK SESSION

4:00 PM 1. Proclamation: Economic Development Week – *Department of Community & Economic Development*

4:05 PM 2. Community Coalition Partnership – *Paul Frey, Washington County Chamber of Commerce*

4:20 PM 3. Preliminary Agenda Review

4:30 PM 4. 2018 Hagerstown Ice & Sports Complex Annual Report - *Rodney Tissue, City Engineer*

4:40 PM 5. Proposed Stadium Improvements for the 2019 Season - *Rodney Tissue, City Engineer*

4:50 PM 6. FY20 Preliminary Budget for General Fund Agency Contributions – *Michelle Hepburn, Director of Finance & Jennifer Peterson, Accounting & Budget Manager*

5:05 PM 7. Beautification of Railroad Overpasses - continued discussion - *Rodney Tissue, City Engineer*

5:20 PM 8. Review of Mayor & Council Goals & Priorities – *Mayor and City Council*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Proclamation: Economic Development Week – *Department of Community & Economic Development*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Community Coalition Partnership – *Paul Frey, Washington County Chamber of Commerce*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
City_of_Hagerstown_Request_Community_Coalition.pdf	Community Coalition Request

October 9, 2018

Ms. Valerie Means
City Administrator
The City of Hagerstown
1 East Franklin Street
Hagerstown, MD 21740

Dear Valerie:

As a founding member of The Washington County Community Coalition, it is time once again to invite the City of Hagerstown to participate in our lobbying efforts in Annapolis. Since 2005, a number of dedicated community stakeholders have joined together to advance Washington County's interests at the state level, including the CVB, the Washington County Free Library, Washington County Government, the City of Hagerstown, the Greater Hagerstown Committee, Washington County Public Schools, CHIEF, and the Chamber of Commerce.

As our community continues to change and grow, the Coalition partners see the need to supplement the work of our Delegation and help promote Washington County in Annapolis. Over the last 14 years we've seen the value of a concerted effort to speak with one voice and be heard alongside larger, more urban areas. As a result, the Coalition's efforts have elevated our stature and helped build State support for the issues you as stakeholders bring to the table.

As in the past, the Coalition will hire a lobbyist to push our state-level agenda during the 2019 General Assembly session. In addition, we will be organizing our "Day in Annapolis" on Wednesday, January 30, 2019, where members flock to Annapolis to meet with our state decision makers to talk about our community and issues of concern. The day will conclude with a Washington County: "We Mean Business" reception, highlighting the strengths of our region and the value we bring to Maryland. The program will also keep partners posted on issues of concern throughout the year, serving as an "early warning system" for anything in Annapolis that may affect Hagerstown or Washington County.

The lobbying process starts in the summer when the Coalition partners decide on the list of community priorities; we appreciated your willingness to join us in crafting that agenda. Again this year, we will ask the partners to participate financially, and the Chamber will manage the program. The Coalition is asking the City of Hagerstown to contribute $5,000, as it did last year.

Working together, we leverage our collective voice and strengthen our case with decision makers. We hope that you will consider our invitation to participate in the Coalition and that you will work with us to include the City's priorities in the overall legislative agenda. If you have any questions please do not hesitate to contact me, and please let me know how to move forward from here.

Sincerely,

Paul Frey

Paul Frey, IOM
Managing Partner

Washington County Community Coalition

Coalition Partners:

- Washington County Government
- City of Hagerstown
- Hagerstown Community College
- Washington County Library System
- Town of Williamsport
- Visit Hagerstown (Convention & Visitors Bureau)
- Washington County Chamber of Commerce
- CHIEF (Washington County Industrial Foundation)
- Greater Hagerstown Committee

History:

In 2005, local leaders formed the Washington County Community Coalition, an advocacy group with a two-fold mission: First, we lobby Annapolis on issues important to Washington County. Second, we educate State leaders and policy makers on the priorities, activities, and strengths of our community.

To be successful, the Coalition understands that it must go to Annapolis with “one voice.” To build this consensus, we debate the issues among ourselves and select only those on which all the Coalition partners agree. We go to Annapolis, then, with a unified message and an increased chance for success.

Once the issues are chosen and the agenda is set, the Coalition works with a team of professional lobbyists led by John Favazza of Manis Canning & Associates. The lobbying team uses our consensus agenda to develop a coordinated plan of action.

Beyond the set agenda, the Coalition uses the lobbyist as a “trip-wire” – an early warning system to alert community leaders of legislative threats to Washington County. Armed with the information, and working with our lobbyists, the Coalition partners can often resolve issues before they become problems

Process:

The process to develop the Coalition’s agenda begins with a series of meetings to which the entire leadership of all of the Coalition partners is invited. The group begins in the summer with brainstorming sessions designed to identify issues or projects that are important to our community. Over the course of several meetings, the partners trim down the list and agree on a manageable set of items. The Coalition’s partners research the agenda items, identify specific requests, and prepare white papers or fact sheets for the lobbyists to use as educational materials. Past projects I-81 widening, major interchange improvements, revitalization projects in urban centers (MD Theatre), tourism projects, etc.

Program:

- Strategic lobbying program is developed for the community including priority projects and a “Watch List” of local issues of concern
- Community Leaders attend a “Day in Annapolis” during the General Assembly session to lobby State leaders on community initiatives.
- “Meet and Greet” legislators throughout the session at various special events.
- Coalition holds a legislative reception to project the “brand” of Washington County as a future area of prosperity for MD
- The Coalition receives year-round advocacy updates from our lobbyists. Lobbying team tracks and reports on local legislation. Community leaders receive advice and help as new issues or initiatives develop

Washington County Community Coalition
For information contact: Paul Frey, President of Washington County Chamber of Commerce
paul@hagerstown.org or (301) 739-2015 ext. 102
1 S. Potomac Street Hagerstown, MD 21740

Community Coalition's Agenda: Results of 2018 Session
9/30/18

I-81 widening

- Status remains the same: General Assembly knowledgeable of the importance of this project. Engineering and planning for Phase 2 continues to move forward (from Williamsport to I-70 interchange). We did not receive funding from the Federal INFRA grant application sent in last year. However, the state applied for a Federal BUILD grant in the summer for $25M and are strongly advocating for construction funding for the Phase 2 widening of I-81. SHA has a plan for the State's portion of the funding should the BUILD grant be awarded (hopefully by early 2019).

I-70/MD 65 interchange upgrades

- Used this year to start educating the General Assembly on this project in preparation for funding request in future years. The new State CIP came out in October, due to the lack any long term solution at the Federal level to fund their transportation trust fund, there was no new money in the state's budget for new projects in MD. However, the existing projects remained funded.

Capital Budget Requests:

- The Senate and House passed its respective versions of the capital budget. As customary, bond bill money was divided up among all the counties, but the amount of funds allotted to each county is usually much less than what is requested from each county. The General Assembly looks to feedback from local delegations and each community on which projects are of priority. We appreciate all of the work our Delegation did this session, as the results were very positive. While full funding for every project wasn't possible, below is a capital budget/bond bill summary:

- **Urban Improvement Project (UIP)**
    - Money committed by Governor ($750k) at the start of session as part of his commitment for $7.5M over 5 years for the UIP project was supported by both the Senate and House.
    - Sen. Serafini asked for and received an additional $200k Bond Bill for MD Theatre.
- **Thomas Kennedy Memorial Park** ($300k request)
    - Governor's original $100,000 commitment was supported and kept in the budget.
    - Because of the state-wide importance of Thomas Kennedy, the House and Senate agreed to an additional $200,000 (for a total of $300k). This funding was also not counted against Washington County's annual Bond Bill allotment.
- **Boonsboro Road Museum** ($100,000 request)
    - Del. Wivell submitted a $100,000 bond bill for this project. Our local CVB garnered multiple letters of support from various statewide tourism entities. The House and Senate agreed to fund this project at $50,000.

Williamsport NPS Project

- The town worked with the County, NPS, MEDCO, the Governor's office, and various state agencies like DHCD to iron out the details on this project and identify funding sources (pursuing grants, state agency support, etc.). Other local entities also assisted (CHIEF, GHC, CVB). The main priority was to get the targeted property under local ownership and to get a commitment from the National Park Service to move their headquarters and a visitor's center for the canal to this property. When the project hit a snag, the County stepped in and agreed to be the recipient of a $1.2M DHCD grant to purchase the land. The NPS was able to identify $5M in their budget to put toward the building's construction and fit-out as well as forward fund a portion of a long-term NPS lease. The project is now on track for MEDCO to construct the office building over the next two years and lease space to the NPS for an extended time. This project will bring over 75 jobs to the town, a visitor's center, parking for guests who are visiting the canal, and be an economic boost for the town.

Mental Health funding for 24/7 Crisis Center and Mobile Crisis Teams:

- Early efforts to find new funding for these types of initiatives were put on hold by mental health entities when the initial state budget did not include an expected 3.5% increase in operational funding for the next fiscal year for the Behavioral Health Administration. Restoring this revenue became the main priority for the session. By the end of the session the 3.5% funding increase was restored ($8M).
- A bill (HB1092/SB703) sponsored by Del. Rosenberg and Sen. Klausmeier created a process where local jurisdictions could apply for state funding to establish or expand local behavioral health crisis response programs. The final agreement requires the Governor to include the following appropriations in the State operating budget for the program: (1) $3.0 million for fiscal 2020; (2) $4.0 million for fiscal 2021; and (3) $5.0 million for fiscal 2022. The program must award competitive grants to local behavioral health authorities to establish and expand behavioral health crisis response programs and services that (1) serve local behavioral health needs for children, adults, and older adults; (2) meet national standards; (3) integrate the delivery of mental health and substance use treatment; and (4) connect individuals to appropriate community-based care in a timely manner on discharge. Our local Mental Health Authority submitted letters of support prior to hearings held at the end February. The money does not become available until 2019, it is still unclear how this funding will be allocated to the counties. Our Mental Health Authority (Rick Rock) is monitoring the situation and waiting for direction from BHA. Overall, this was a win. *(Note: the recent article about our health department's effort to put a 24 hour walk-in center at the old County Market property was a separate issue from a different pot of substance abuse funds, and not part of this legislative request)*

Watch List

- **Positive outlook for Highway User Revenue -** Municipalities and counties will benefit from a future increase in Highway User Revenues. The General Assembly and Governor agreed to a 5-year phase-in plan beginning in FY 2020 to restore a larger portion of HUR lost since FY 2008. The municipalities share would increase from 0.4% to 2.0%, which equates to approximately $38M per year (all munis). The counties share would increase from 1.5% to 3.2%, or approximately $58M (all counties). While this isn't a full restoration of the local share of highway user revenue, this is a significant step forward for local roads funding. The hope is that a permanent "fix" will be worked out before the 5-year commitment expires in FY 2024. MML and MACO have been the main drivers for this statewide issue.
- **USMH Funding** – Received flat funding in operational budget, but no cuts. The original Enhancement Funds requested by the Chancellor and intended to expand workforce development programs at various system schools were lowered and restricted to be used only at Shady Grove due to a late amendment to the legislation by Montgomery County legislators. These funds would have aided USMH program additions, but now USMH will need to find other funding sources.
- **Shifts in liabilities from State to local governments** – no major shifts occurred
- **Gaming revenue** – No policy changes occurred
- **Kirwan Commission** – The Kirwan commission submitted its preliminary report and will be finishing up their work over the rest of the year. A "Kirwan" bill was passed that will extend the time for them to complete their work to Dec 2018 as well as establishes or alters several programs and mandates funding for them beginning in fiscal 2019, including (1) a comprehensive teacher recruitment and outreach program; (2) the Maryland Early Literacy Initiative; (3) the Learning in Extended Academic Programs (LEAP) grant program; (4) the Public School Opportunities Enhancement Program (PSOEP); (5) the Teaching Fellows for Maryland scholarship program; and (6) the Career and Technology Education (CTE) Innovation grant program. Major bills connected to the Kirwin Commission's work will not come out until next session.
  - For more information on the commission or to see preliminary report go to web page: http://dls.maryland.gov/policy-areas/commission-on-innovation-and-excellence-in-education
- **Integration of local mental health authorities -** awaiting feedback

2019 Draft List of Possible Community Coalition Agenda Items:

(includes all items brought up for consideration – not all items may make our list this year)

Transportation:

- **I-81:** (County, City)
  - Construction funding for Phase 2 (Williamsport to I-70 interchange)
    - Note: SHA approved $5M for engineering and design of widening of I-81 for Phases 2 to 4 (Pennsylvania line). This engineering and design process is moving ahead and we will be ready for Phase 2 should construction funding be identified.
  - We did not get a federal INFRA grant award (May). SHA applied for a federal "BUILD" grant in July for $25M and we are awaiting a response
  - Coalition will continue to advocate for construction funding in upcoming CTP budget and for a long-term plan to complete widening for the full 12 miles over 10 years
- **I-70/Rt. 65 Interchange improvements** (County, City)
  - County is working with SHA to install an enhanced cloverleaf interchange due to new commercial development (WalMart, etc.) current congestion, and expected new development projected for the area. County estimates the cost at $41M.
  - State chose the county's preferred interchange design in August of 2017 for the project
  - This project must be ranked against the final phases of I-81 improvements for funding priority. MDOT noted that there is no new money in 2019 for new projects until the Federal government resolves a long-term funding plan for their transportation trust fund.
  - Blue Sheet will be provided by County (maps of proposed design and future development)

Community Revitalization:

- **Urban Improvement Project** (County, City, WCPS, MD Theatre, BISFA, USMH, Private Business for corporate office space)
  - We will continue to advocate for protection of the $7.5 million, 5-year pledge by the governor and any additional funding available for the project.
  - County continues to be the lead agency on this item and provide direction to coalition as to how to best support this initiative. They will be providing the Blue Sheet for use in our coalition packet for the general assembly

- **Sales Tax exemption for aircraft parts** (County)
  - General aviation repair and maintenance is one of the many industries at our local airport that provides quality jobs for our residents and supports our local economy. For years, local aviation businesses enjoyed steady growth in sales and employment until 2013 when neighboring states in the North-Atlantic region began exempting sales tax on aircraft parts and Maryland did not. States that exempt sales tax on aircraft parts include: Pennsylvania, West Virginia, Delaware, New Hampshire, Massachusetts, Maine, Connecticut, and New York. Maryland is the only remaining state in the northeast market that levies a sales tax on aircraft parts and equipment.
  - Aircraft parts are notoriously expensive, and costs are increasing at an alarming rate as the availability of surplus, out-of-production parts for the aging fleet of General Aviation aircraft in this country dwindles. In the course of repairing major damage, even to a small single-engine aircraft, the cost of replacement parts can quickly grow into the high five-figures. The exemption to sales tax for parts can mean hundreds of dollars of savings even for minor repairs and aircraft owners are taking their business to tax-exempt states. In addition, insurance adjusters are now referring the vast majority of repairs to nearby states that do not charge sales tax. This has grown to include not only damage repairs but also normal aircraft

maintenance work. With very few exceptions, all of the easy, short duration, highly profitable structural repair jobs are now going to nearby tax-exempt competitors.
    - Sales tax exemption for aircraft parts and components will allow Maryland's repair stations to compete on a level playing field, attract business back into the State, support expansion of existing General Aviation repair and installation businesses and grow employment in the aviation sector again. The decrease in Maryland's sales and use tax revenue from aircraft parts sales will be more than offset by the resulting increases in business tax revenues and personal income tax collections resulting from new aviation related jobs. Until Maryland mirrors the sales and use tax exemption on aircraft parts and equipment that is currently granted by all her neighbors, it would be difficult to think any General Aviation maintenance facility would consider starting, relocating or expanding in Maryland.
    - In the 2018 session, identical bills were cross-filed in the House and Senate to exempt sales tax on aircraft parts. The bills passed the Senate but died in committee in the House. The Coalition is considering supporting similar legislation in the next session to exempt tax for airline parts.

Tourism:

- **John Brown Farm (CVB)**
    - The CVB is promoting the idea that the historic Kennedy Farm on Chestnut Grove Road near Antietam Battlefield (also known as the John Brown farm), can be Maryland's next Historic State Park. The farm was restored by the current owners, The Lynn family, and turned into a museum. Family members are currently working with the CVB to determine if there's interest in selling the historic farm to the State to become a state park
    - The farm was the staging ground for abolitionist John Brown's raid on Harper's Ferry and it later played a significant role in both the civil rights movement and in African-American Culture. A concert hall was built on the farm by the Black Elk's Club which hosted the "Chitlin' Circuit" of black musicians from 1952-1965. These legendary entertainers including James Brown, Ray Charles, Aretha Franklin, Marvin Gaye, the Drifters and many others were not able to play white venues at that time. Venues like the Kennedy Farm were extremely important in launching the careers of the black musicians who would eventually lead the charge in breaking color barriers in entertainment. The Black Elks also used the property as a retreat where they orchestrated activities for the civil rights movement.
    - More details need to be worked out by the family prior to adding this to our agenda this year. It may not be ready until the 2020 session.

- **The Tourism Attractions Corridor Sign Program (CVB)**
    - The TAC Sign Program was developed as a cooperative effort among public agencies and the private tourism entities that are committed to attracting and hosting visitors in Maryland. The program was developed to direct Maryland's visitors to attractions. The Tourist Attractions Corridor Sign Program is administered by the State Highway Administration in cooperation with the Maryland Tourism Development Board. The program and the signs included in it are subject to all Federal, State, County and City/Town regulations.
    - Washington County's plan for updated signage was adopted in September 2016, but fabrication and construction have not been funded (currently not expected to be installed until 2021)
        - https://drive.google.com/file/d/0Byfe8Ywc1L7dNzczZGluaEtHY3c/view
    - Robert Van Rens, Legislative Assistant for Senator Ron Young is preparing legislation to revise the Maryland Tourism Attraction Corridor Signage Program. These revisions will greatly improve the sign program for Washington County businesses based on the expanded scope and the new categories that the signage is allowed to contain *(new categories marked "NEW" below)*

- The revisions include expanding the scope of program to include; 1) Visitor Centers, 2) Golf Courses, 3) Antique Rows, 4) Wineries, 5) Breweries (NEW), 6) Distilleries (NEW), 7) Cideries (NEW), 8) Meaderies (NEW), 9) Marinas, 10) Artist / Artisan Studios (NEW)*, 11) Performing Arts Centers (NEW), 12) Agritourism (NEW)**
    - *Exception to the retail rule – can be full-time retail, at least 70% of items offered for sale must be made on premises or on premises owned or leased by the artist/artisan. Must be open at least 3 days (min 24 hours) a week. Must be open to visitors during open hours without an appointment. Must be open at least 8 months a year. Must not currently be well-signed by the facility itself on a TAC corridor.
    - **Specific rules will be developed for the Agritourism category regarding seasonal attractions, etc. (https://mda.maryland.gov/about_mda/Documents/StateDef_Agritourism.pdf)
- MDOT will keep administration of TAC signage program under the same terms as the original TAC program in regard to installation, maintenance, etc.
- The legislation will include the establishment of user fee schedule; application fee, plus additional fee for retail studios to ensure adequate funding of the expanded program.
- The Coalition is considering whether to support this legislation as well as advocating to get our updated tourism signage installed earlier than what's currently planned (2021)

Education:

- **WorkKeys Career Certification Legislation (HCC)**
    - Ask the state to create a Pilot Program and funding package for Washington County to increase the opportunity for high school students' or underemployed adults to earn credits towards college courses and/or industry certifications through HCC's Adult Education Program. Participants would receive some basic industry training and credentialing towards multiple certifications to provide them better employment opportunities.
    - Participants would take the nationally recognized WorkKeys Assessment (by ACT) to measure their hard and soft skills in Applied Math, Graphic Literacy, and Workplace Documents and could receive a "National Career Readiness Certificate" (NCRC) based on their score. Results of the test can be used by companies to identify prospective employees who "are a good fit" for specific jobs. HCC would also embed WorkKeys curriculum into its Adult Basic Education program so that learners can obtain or increase the level of their NCRC. Other industry-based skill assessments, such as Lean Six Sigma Yellow Blet Certification, Occupational Health and Safety Administration (OSHA) ten-hour certification, and certifications in production or logistics from the Manufacturing Skills Standards Council (MSSC), could also be provided to students that qualify enabling them to obtain additional credentials in manufacturing, production and logistics, occupational health, etc. All of these credentials improve a person's ability to get a good paying job.
    - The number of NCRC holders is a key data point in ranking states for purposes of economic development. The January 2018 issue of *Site Selector* magazine ranks Maryland 46th in the nation in NCRC holders.
    - Jurisdictions that reach certain levels of participation can be designated as "Work Ready Counties" or "Work Ready States". These designations are recognized by site consultants and various other economic development agencies. Washington County could be the first "Work Ready County" in Maryland.
    - The pilot program could pair rural Washington County with another urban county. The state's financial package would fund 5 years of the program to allow participating counties to track their success. If successful, the program could be implemented statewide. HCC is estimating

they could reach approximately 3000 participants over five years and profile 600 job positions in the county through the WorkKeys program.
    - The amount of State funding needed to start the program is currently estimated to be $250,000/year and HCC would provide approximately $750,000 of matching in-kind support over three years (staff, administrative costs, and other complementary services)

<u>2019 Watch List:</u>

- **Gaming revenue protection** *(no negative legislation anticipated)*
- **Shifting of liabilities from state to localities** (*no major shifts anticipated)*
- **USMH operational funding**
    - *Monitor any requests by Chancellor for enhancement funds which would allow USMH to expand programming in the coming years*
- **HCC operational funding and capital funding for the Center for Business and Entrepreneurial Studies**
- **Highway User Revenue restoration**
    - *Municipalities and counties benefited last year from legislation providing a future increase in Highway User Revenues. The General Assembly and Governor agreed to a 5-year phase-in plan beginning in FY 2020 to restore a larger portion of HUR lost since FY 2008. The municipalities share would increase from 0.4% to 2.0%, which equates to approximately $38M per year (all munis). The counties share would increase from 1.5% to 3.2%, or approximately $58M (all counties). While this isn't a full restoration of the local share of highway user revenue, this is a significant step forward for local roads funding. The hope is that a permanent "fix" will be worked out before the 5-year commitment expires in FY 2024. MML and MACO have been the main drivers for this statewide issue.*
- **State funding of K-12 education**
    - *The Kirwan commission submitted its preliminary report and will be finishing up their work by the end of the year. Major bills connected to the Kirwin Commission's work are expected to come out in the 2019 session.*
        - *For more information on the commission or to see preliminary report go to web page: http://dls.maryland.gov/policy-areas/commission-on-innovation-and-excellence-in-education*
    - **21st Century School Construction Commission** working on capital funding side
        - *We will keep watch on what is being recommended and how that affects our county*

<u>MISCELANEOUS INFORMATION SHEETS (not necessarily agenda items):</u>

- Educate Annapolis on local educational initiatives like OnTrack and discuss where the State could assist (CHAMBER/GHC)
    - *What other counties are affected or have needs like ours where partnerships could be formed?*
    - *Possibly present to Ways and Means Committee or Education subcommittee (without an ask)*

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Preliminary Agenda Review

Mayor and City Council Action Required:

Discussion:
*See October 23, 2018 Regular Session for Preliminary packet

Financial Impact:

Recommendation:

Motion:

Action Dates:

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
2018 Hagerstown Ice & Sports Complex Annual Report - *Rodney Tissue, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
2018_Hagerstown_Ice___Sports_Complex_Annual_Report.doc.pdf	2018 Hagerstown Ice & Sports Complex Annual Report

CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

October 16, 2018

TO: Valerie Means, City Administrator

FROM: Rodney Tissue, City Engineer RT

RE: 2018 Hagerstown Ice & Sports Complex Annual Report

==

I request time on the October 16, 2018 Work Session to allow members of the Hagerstown Ice Amateur Athletic Association (HIAAA), who have managed the ice rink facility for us since April 2014, to present their annual report as required by our Agreement. I anticipate that Paul Sweeney (Board Chair), and others will attend and will review the attached PowerPoint presentation. Their presentation provides usage data, fiscal information, capital improvement information, and goals for the upcoming year.

As a reminder to Mayor & City Council:

- The City pays the utility bills at the rink.. Beginning July 1, 2019, that amount is capped at $85,000 a year.
- The HIAAA pays rent in the amount of $36,000 a year.
- The City pays 75% for certain capital improvements at the rink as stipulated in the Agreement.
- The Agreement with the HIAAA expires June 30, 2024.

Attachment: PowerPoint

c: Paul Sweeney
Mark Haddock
Amy Riley

Annual Review: Hagerstown Ice & Sports Complex

October 16, 2018

HAGERSTOWN ICE & SPORTS COMPLEX

HISC Member Groups

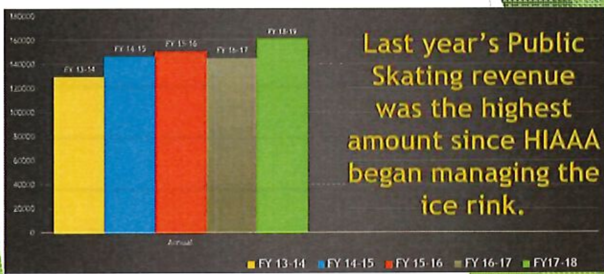
HAHL HAGERSTOWN ADULT HOCKEY LEAGUE

Hagerstown Ice Amateur Athletic Association (HIAAA) manages the rink

What is the HIAAA?

- HIAAA is a non-profit, 501(c)(3) organization
- Consortium of all major user groups
- Each member-group has a voting member on the HIAAA board
- 4 at-large members also hold voting rights
- Group was created in 2014 and formally took over operation of the rink on April 1, 2014 (completed our 3rd complete Fiscal year)

Public Skating: Year-to-Year Comparison



Adult Teams at the HISC

- 6 teams in upper adult hockey division
- 10 teams in lower adult hockey division
- 1 all-female travel adult team
- 1 sled hockey team
    - ~709 adult hockey registrations throughout the year

Amateur teams at the HISC

- 7 HYHA teams (Hagerstown Youth Hockey)
- 2 High School Teams (NorthStars, WV Vipers)
- 3 youth developmental programs
    - Power Skating
    - Learn to Play Hockey
    - Youth Recreational League
        - Washington Capitals partnership: 50 complete sets of equip. donated last year
- 280+ youth hockey players

Figure Skating at the HISC

- 2 figure skating programs at the rink
  - Hagerstown Edge Learn to Skate
  - Hagerstown Edge Figure Skating Club
- ~100 figure skaters

HIAAA: Opportunities for Success

- Detailed analysis of separate rink functions continues to be examined by HIAAA board members (registrations, ice usage, concessions, advertising, maintenance)
- Recommendations made at monthly board meetings
- HIAAA Board Members chair each subcommittee to ensure a fair workload & input from each user group and volunteers
- A new ticketing system has been implemented to alert management of items in disrepair
- Physical state of ice and boards in very good condition.
  - Ice was taken out and put back, in 2 weeks this summer, which allowed for maintenance and rink repairs.

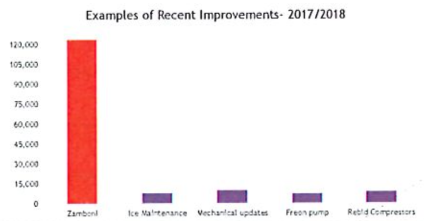
Current State of HISC and HIAAA

- All bills (as of September 2018) are current
- New network hardware was set up to enhance security and safely offer Wi-Fi for guests
- A new Zamboni was financed this summer- it significantly improves the quality of the ice surface
- We are planning to hire a new General Manager this fall (current GM is moving away from the area)

HISC continues to operate in the black!

Protecting the Rink via Reinvestments:

- Accurate reporting → predictable financial forecasting
- Proper forecasting → preventative maintenance



Our Zamboni purchase (FY 19) was a large, but planned, expense

Future Maintenance & Reinvestments

Targeted FY:	Task:	Estimated Cost:
2018-19	Enhance current alarm system	$30,000
2019-20	Cooling system conversion	$30,000

Looking Ahead: Vision for 2018 - 2019

- **Community Partnerships:** WCPS flyers, City of Hagerstown employee discount for leagues, Parks & Rec Department program listings
- **Travel Youth & Adult Tournaments:** Partnering with local businesses to offer discounts for visitors
- **Roller Hockey:** continuing to grow roller hockey in Hagerstown

HIAAA VISION: Taking Our Facility to the Next Level

- **Adding another sheet of ice:** Additional ice time allows for more teams and individuals to participate in ice sports at reasonable hours; a Planning subcommittee has met over the past two years to assess costs and produce recommendations for moving forward
- **Indoor soccer facility:** Great opportunity for the area; project would be much more cost effective if the design was incorporated as another sheet of ice was added

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Proposed Stadium Improvements for the 2019 Season - *Rodney Tissue, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
proposed_stadium_improvements_for_the_2019_season.pdf	Proposed Stadium Improvements for the 2019 Season

CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

October 16, 2018

TO: Valerie Means, City Administrator

FROM: Rodney Tissue, City Engineer

RE: Proposed Stadium Improvements for the 2019 Season

Per the Fifth Amendment to the Lease Agreement (dated April 2018), the City will invest up to $35,000 in "upgrades" to the stadium. The City Council has the" absolute discretion" to determine what upgrades to perform. In addition, the Amendment says the City is responsible for "general maintenance, repair and upkeep of the grandstand, seating areas, clubhouse, filed lighting and outfield wall".

Last week, we received a request from the Suns staff for improvements for the 2019 season which starts April 11th. After discussing with the Suns, here is their list of requested improvements:

A. Items requested by Suns ***(by priority)*****:**

1. Replace vertical net behind home plate **$1,500**
2. Replace carpet in Clubhouse due to wear and bubbles **$12,000**
3. Replace field fence due to bows, breaks, and gates not operable **$6,500**
4. Upgrade electric in laundry room to 220V for new industrial clothes dryers **$1,000**
5. Purchase three cantilever umbrellas for suites (Suns will install) $2,500
6. Replace up to ten picnic tables that are cupped or bent $2,500
7. Install walls in Team Store and groundkeepers area $5,000

Total Request: $31,000

City staff also have a list of items that need completed at the stadium in the near future:

B. Items suggested by City Parks and Engineering staff ***(by priority)*****:**

1. Replace HVAC in Team Store **$9,000**
2. Replace roof on 3rd base bathrooms **$6,000**
3. Replace roof on concession stand $6,200
4. Replace roof on clubhouse $12,000
5. Replace HVAC in locker rooms and coaches office $25,000
6. Gutters and repair top of outfield wall masonry $2,000

Total Request: $60,200

While the Suns would like us to do their entire list, staff recommends that we attempt to address the top items from each list. I suggest "A1-4" and "B1 & 2" for a total cost of around $35,000.

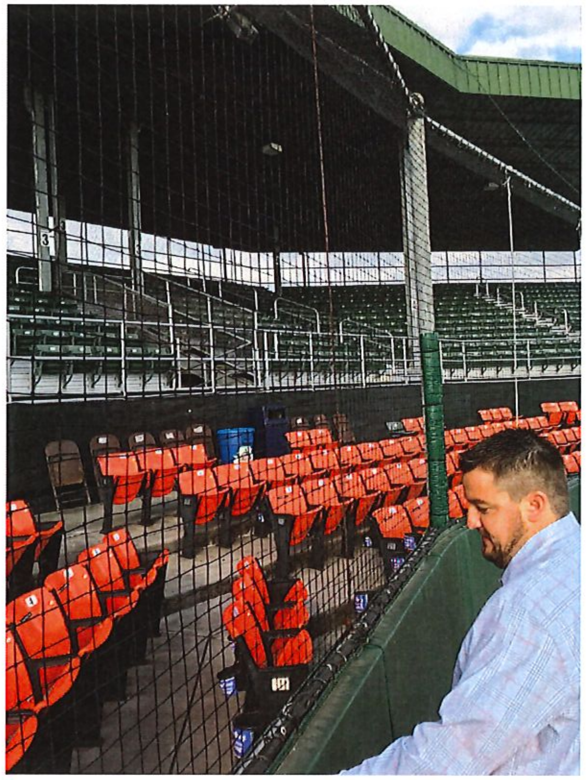
Just for the record, this past summer, we seal-coated and re-striped the parking lot that was paid for by our pavement preservation program at a cost of around $45,000. We also have a *ServPRO* bill in the amount of $14,248 that was an emergency purchase required to clean up the clubhouse after the August 21 flood event at the stadium. We plan to pay for this out of operating funds with Council approval.

As a reminder, the Suns' Player Development Contract with the Washington Nationals is through 2020 and the Lease is in place through the 2021 season.

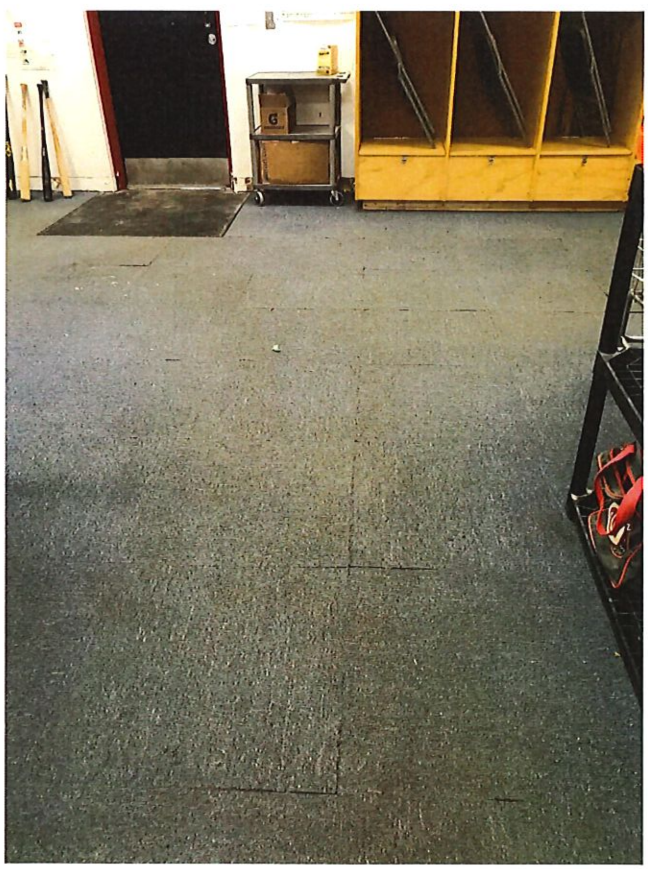
We will be present at the next Work Session along with Suns General Manager Travis Painter to discuss.

c: Travis Painter, Hagerstown Suns
Mark Haddock, Parks and Recreation Manager

Attachments: Pictures



Replace vertical net behind home plate



Replace carpet in Clubhouse due to wear and bubbles

Replace field fence due to bows, breaks, and gates not operable

Replace up to ten picnic tables that are cupped or bent

Damage from leaking roof in clubhouse

Concession building needs new roof

Purchase three cantilever umbrellas for suites

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
FY20 Preliminary Budget for General Fund Agency Contributions – *Michelle Hepburn, Director of Finance & Jennifer Peterson, Accounting & Budget Manager*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
10.16.18_Agency_Contribution_Memo_FY20_Bud.pdf	FY20 Agency Contribution Memo

CITY OF HAGERSTOWN, MARYLAND

Finance Department
301-739-8577 X156

To: Valerie Means, City Administrator

From: Michelle Hepburn, Director of Finance
Jennifer Peterson, Accounting & Budget Manager

Date: October 16, 2018

Subject: FY20 Preliminary Budget for General Fund Agency Contributions

Per the attached General Fund Agency Contribution policy, the October 16th Work Session provides the opportunity for Mayor and Council to discuss any adjustments to be included in the FY2019/20 budget for General Fund agency contributions.

As outlined in the policy, any changes to total funding levels or any changes to the agencies guaranteed to receive funding from the City will be considered by Mayor and Council by the end of October. The charts below summarize the agencies that will receive funding per the current policy and the total funding amounts:

8 agencies that will receive General Fund Agency Contributions:
Community Rescue Services
Hagerstown Municipal Band
Hagerstown Neighborhood Development Partnership (HNDP)
Maryland Symphony Orchestra
The Maryland Theatre
Washington County Historical Society
Washington County Museum of Fine Arts
Washington County Free Library

Total Funding for General Fund Agency Contributions:	
Total for 8 agencies identified	195,000.00
Mayor and Council contingency	10,000.00
	$ 205,000.00

Mayor and Council direction is requested to address two questions:

1. Are there any changes to the agencies identified that will receive General Fund contributions in FY2019/20? (Maryland Theatre Expansion, Discovery Station pledge)
2. Are there any changes requested in the funding levels established in the policy for FY2019/20?

Staff will be present for discussion at the October 16th Work Session.

City of Hagerstown
General Fund Agency Contributions
As of: 10/11/2018

Organization	Reply Received	FY21 Projected	FY20 Projected	FY19 Budget	FY18 Actual	FY17 Actual	FY16 Actual	FY15 Actual
Community Rescue	1/11/2018	44,000.00	44,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
Hagerstown Municipal Band	1/9/2018	17,000.00	17,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
HNDP (Home Store)	12/20/2017	27,450.00	27,450.00	28,450.00	28,450.00	28,450.00	28,450.00	50,000.00
MD Symphony Orchestra	1/12/2018	16,550.00	16,550.00	17,550.00	17,550.00	17,550.00	17,550.00	17,550.00
MD Theatre - Operational	12/15/2017	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Washington County Art Museum	1/12/2018	40,500.00	40,500.00	40,500.00	40,500.00	40,500.00	40,500.00	40,500.00
Washington County Free Library	1/9/2018	30,500.00	30,500.00	31,500.00	31,500.00	31,500.00	31,500.00	31,500.00
Washington County Historical Society	1/11/2018	-	-	5,000.00	5,000.00	5,000.00	-	4,430.00
Sub-Total for Agency Contributions Policy Group		**$ 185,000.00**	**$ 185,000.00**	**$ 195,000.00**	**$ 195,000.00**	**$ 195,000.00**	**$ 190,000.00**	**$ 215,980.00**

Organization	Reply Received	FY21 Projected	FY20 Projected	FY19 Budget	FY18 Actual	FY17 Actual	FY16 Actual	FY15 Actual
Board of Ed: Celebration of Excellence		-	-	-	-	-	-	200.00
Brooks House				28,100.00				
CASA		-	-	-	-	-	-	27,000.00
Chamber of Commerce: Educator of the Year		-	-	-	-	-	-	250.00
Character Counts		-	-	-	-	-	-	1,000.00
Childrens Village		-	-	-	-	-	-	5,250.00
Hagerstown Choral Arts		-	-	-	-	-	-	810.00
Heart of the Civil War Heritage Area		-	-	-	-	-	-	5,000.00
Maryland Food Bank		-	-	-	-	-	-	3,000.00
MD Theatre - Expansion or Capital				200,000.00				340,105.01
The Discovery Station		-	-	-	-	-	-	14,400.00
USM at Hagerstown: Scholarship Foundation		-	-	-	-	-	-	4,050.00
Washington County Arts Council		-	-	-	-	-	-	3,000.00
Washington County Art Museum -HVAC Pledge		10,000.00	10,000.00	10,000.00	-	-	-	-
Unspecified/Undesignated		10,000.00	10,000.00	21,900.00	-	-	-	5,000.00
Grand Total All Amounts Requested/Spent		**$ 205,000.00**	**$ 205,000.00**	**$ 455,000.00**	**$ 195,000.00**	**$ 195,000.00**	**$ 190,000.00**	**$ 625,045.01**

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 establish the level of General Fund funding support for agency contributions.
2) To define the City's timeline for this process.
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.

Funding:

1) The Mayor and Council have established a funding level of $195,000 to be allocated toward 8 recipients identified by the City as core agencies. These agencies include the following:

    a) Washington County Free Library
    b) Washington County Museum of Fine Arts
    c) Maryland Theatre
    d) Maryland Symphony Orchestra
    e) Hagerstown Municipal Band
    f) Community Rescue Services
    g) Hagerstown Neighborhood Development Partnership
    h) Hagerstown Historical Society

2) The Mayor and Council have established a $10,000 contingency for General Fund Agency Contributions.

3) The Mayor and Council have established that the total funding level for General Fund Agency Contributions is $205,000.

Timeline:

1) If needed, the Mayor and Council will consider changes to these funding levels for General Fund Agency Contributions in future fiscal years 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.
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:

1) 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.

Mayor and Council and City staff will review this policy at a minimum of every five years and update as necessary.

Approved by Mayor and Council November 25, 2014

Revised October 20, 2015

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Beautification of Railroad Overpasses - continued discussion - *Rodney Tissue, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
Beautification_of_Railroad_Overpasses.1.2018.pdf	Beautification of Railroad Overpasses

CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

October 16, 2018

TO: Valerie Means, City Administrator

FROM: Rodney Tissue, Director, Parks and Engineering RJT

SUBJECT: **Beautification of Railroad Overpasses**

As a follow-up to our discussion on October 2, attached are some additional sketches for your consideration for the treatments to the Antietam Street bridges. They include:

- Additional sketches of rock treatments
- Art treatment utilizing concrete shapes as voluntarily submitted by Lesley Whalley, a local artist

I also attached the Oct 2 memo for you to reference.

Staff will be available at the workshop to discuss the options.

Attachments: *October 2, 2018 memo*
Additional Sketches of Options

Cc: Chief Kifer
Eric Dieke

Parks and Recreation Division
351 North Cleveland Avenue • Hagerstown, MD 21740
Ph: 301.739.8577 Ext. 169 • Fax: 301.790.0171

Engineering Division
1 East Franklin Street • Hagerstown, MD 21740-4817
Ph: 301.739.8577 Ext. 125 • Fax: 301-733.2214

CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

October 2, 2018

TO: Valerie Means, City Administrator

FROM: Rodney Tissue, Director, Parks and Engineering

SUBJECT: **Beautification of Railroad Overpasses**

A. Background:
We were asked to develop ideas to beautify the railroad overpasses on Route 40, Antietam Street, and Church Street. These bridges that are utilized by Norfolk Southern Railroad and CSX Railroad were built in the 1950's as part of the grade separation projection.

B. Mayor and Council Action Requested: Review the various options and provide feedback to staff.

C. Discussion:
The sidewalks under both the Route 40 bridges at Franklin Street and Washington Street are approximately 10-feet wide so half of the sidewalk on both sides could be used for beautification.

The Antietam Street bridges are different from Route 40 in that there is a 15' area of soil between sidewalk and the southern bridge abatement. The north side has a narrow sidewalk. The options below could be placed at the back of sidewalk on the south side as only. Large heavy rock or gabion treatments could also be used at these locations too.

The Church Street bridges are also different from Route 40 in that the sidewalks are much narrower and there is no room to install any of the options.

To provide color LED lighting per the sketches, City Light requires metering and we need to cross the street to light both sides. Therefore we estimate the cost to do this type of lighting at $30,000 per bridge. A simple, inexpensive option would be to ask City Light to replace all the current wall pack lights with an adequate number of standard LED's. This would brighten the overpasses with a white clean light.

Staff offers the following options (refer to the attached sketches):

1. **Option 1: Ornamental Fence**: This option includes an ornamental commercial-grade aluminum railing/fence about 6 feet high. A gate would be needed for authorized access. Estimated cost is $40/LF to $80/LF for fencing depending on the amount of aesthetic detail. Color to be determined. Time frame for bidding and installation is about 8 weeks.

2. **Option 2: Mural Panels**: This option includes a square-tube fence frame about 8-foot high and installing hardy board panels on the frame that are covered with murals. This would be a perfect, but large, project for art students because they could paint the panels in the class room and then the City would install the panels in the field. A gate would be needed for authorized access. Estimated cost is $10/LF for the panels, $50/LF for the frame and an allowance for art supplies. Time frame for this option would be the longest as it would take months for students to create the murals.

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3. **Option 3: Sculpture/Decorative Panels:** This option includes finding "*off the shelf*" decorative laser-cut metal panels about six to eight feet high attached to a steel frame. A gate would be needed for authorized access. Estimated cost is between $150/LF and $200/LF depending on the material and complexity of design. Time frame for bidding and installation is a few months.

4. **Option 4: Custom Graphic Panels**: This option includes *custom* graphic (wording like "Hagerstown" or a positive message) panels about six or eight feet high. A gate would be needed for authorized access. Estimated cost is $250/LF for a custom cut graphic. Time frame for bidding and installation is a few months.

The following is an estimate of cost for each option at each bridge. If color lighting is desired for any of the options (or as a stand along option), add $30,000 per bridge for the lights:

Estimated Cost for Options (*Without Color Lighting*)			
	Antietam Street (south side only, two bridges, each 40' wide plus sides back to abutment)	**Washington Street** (both sides, two bridges, one 45' wide and one 40' wide with 15' gap between them)	**Franklin Street** (both sides, one bridge 75' wide)
Option 1: Ornamental Fence	$5,000 to $12,000	$10,000 to $19,000	$7,000 to $15,000
Option 2: Mural Panels	$15,000	$20,000	$17,000
Option 3: Decorative Panels	$20,000 to $30,000	$35,000 to $45,000	$25,000 to $35,000
Option 4: Custom Panels	$35,000	$55,000	$45,000
Option 5: Gabions	$23,000	N/A	N/A
Option 6: RipRap Stone	$6,000	N/A	N/A

Staff will be available at the workshop to discuss the options.

Attachments: Sketches of Options

Cc: Chief Kifer
Eric Dieke
Michael Spiker

CONCEPT - BRIDGE UNDERPASS

1. Ornamental Fence or Barrier- Ground level Uplighting Behind Barrier

2. Mural Panels - Angled Light Bar at Top of Structure

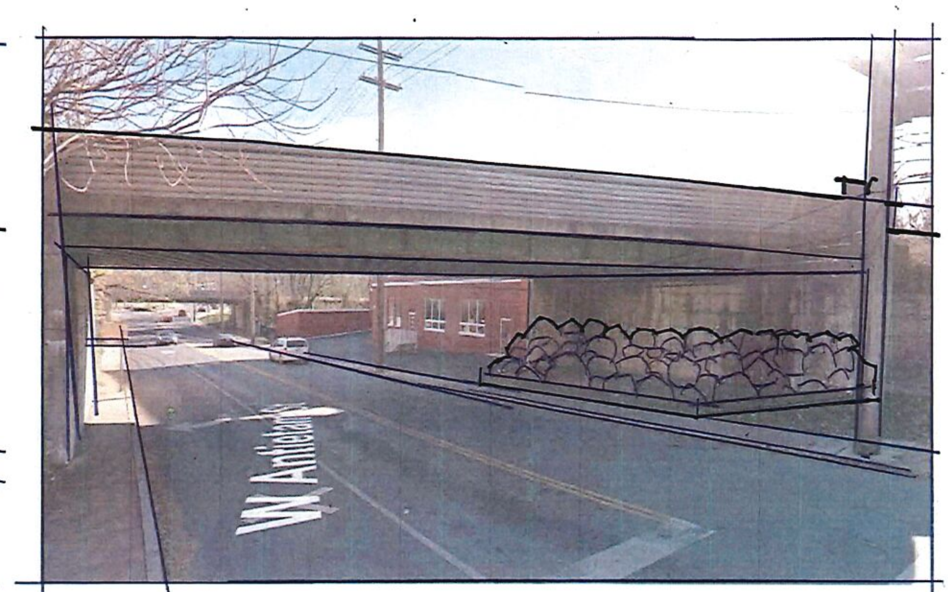
CONCEPT - BRIDGE UNDERPASS

3. Sculptural Barrier - Backlight or Halo Lighting

4. Graphic Panels - Backlight

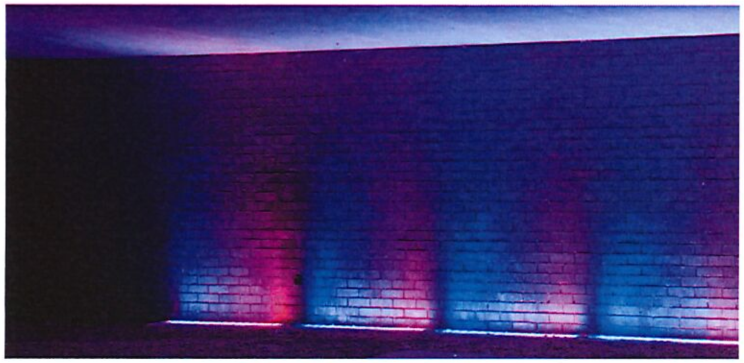
CONCEPT - BRIDGE UNDERPASS

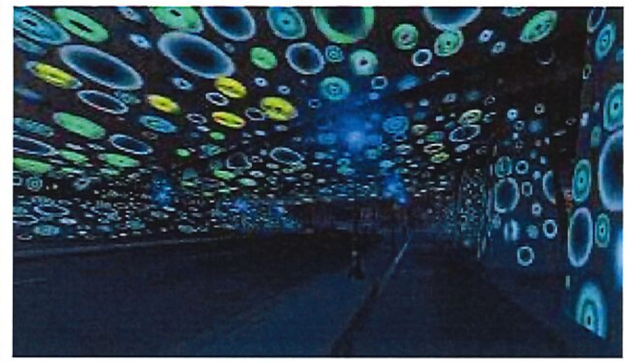
5. Stacked Stone Gabions

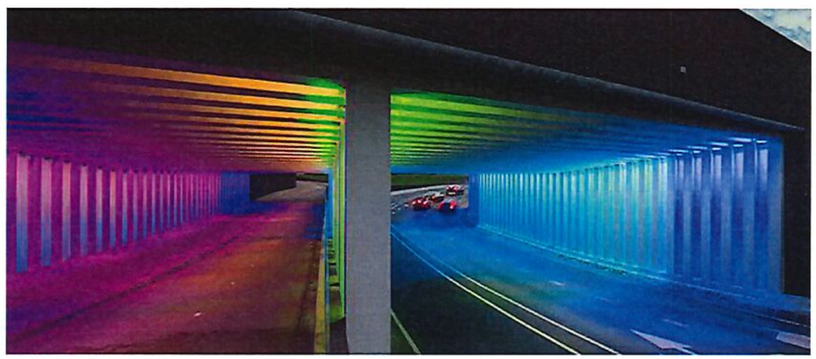


6. Piled Boulders or Stone with Steel Edge

CONCEPT - BRIDGE UNDERPASS

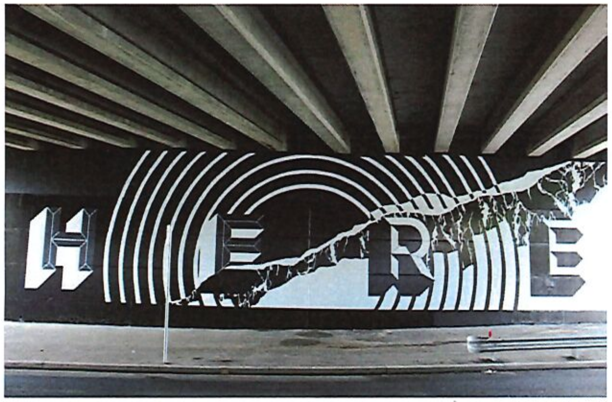


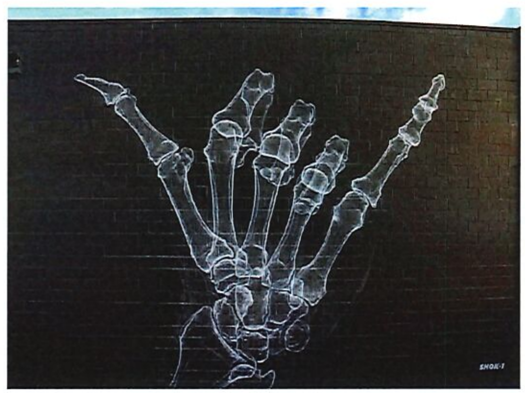




LIGHTING

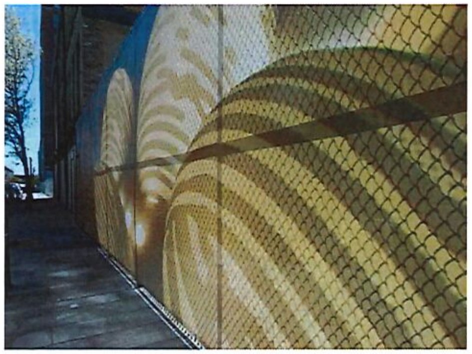
CONCEPT - BRIDGE UNDERPASS

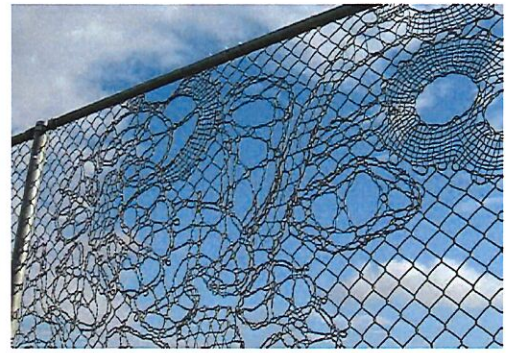
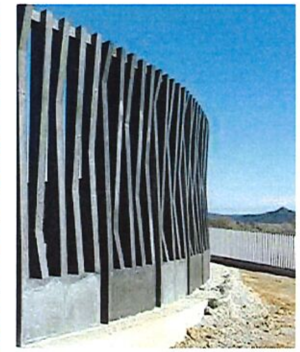


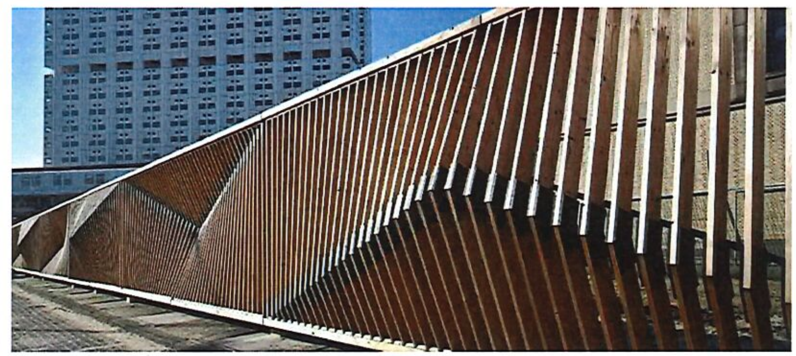
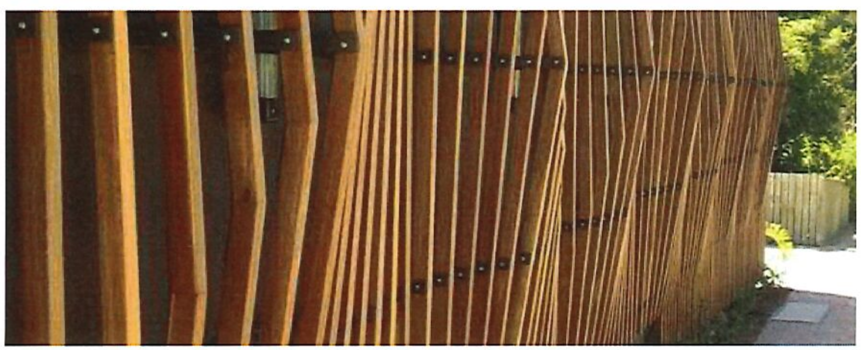
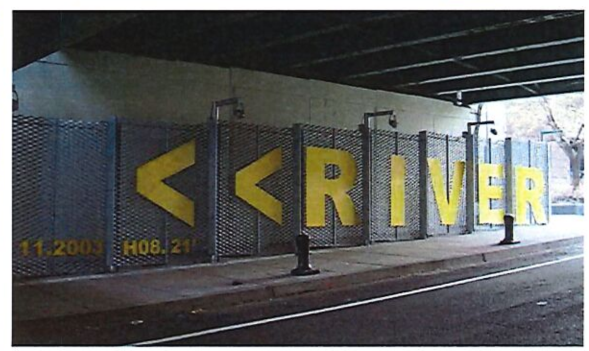


ART/MURAL

CONCEPT - BRIDGE UNDERPASS

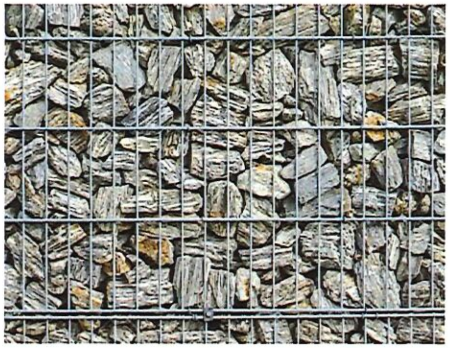


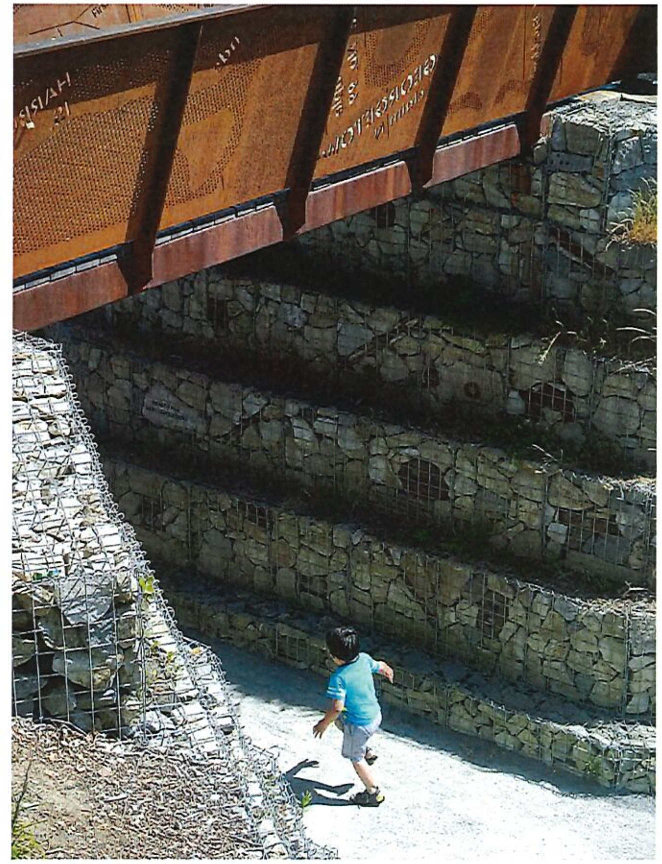



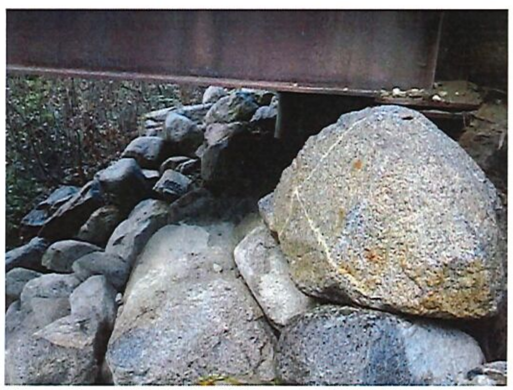




EDGE/BARRIER

CONCEPT - BRIDGE UNDERPASS

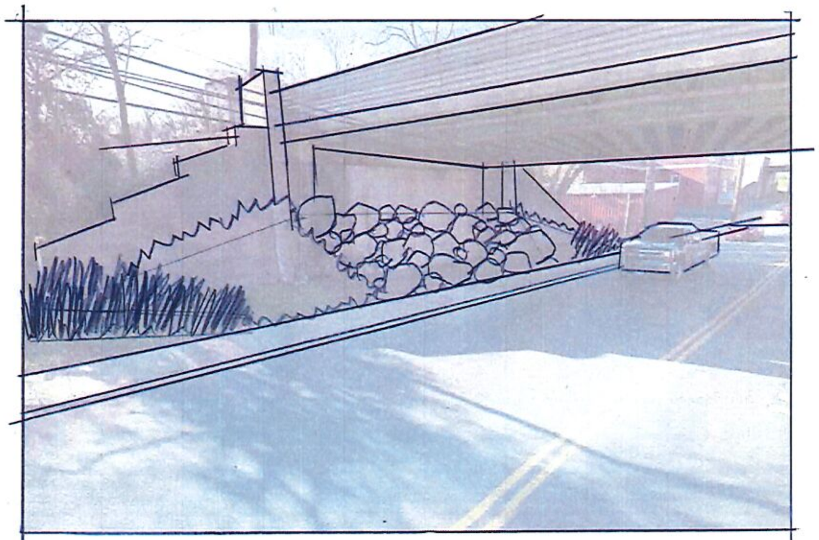




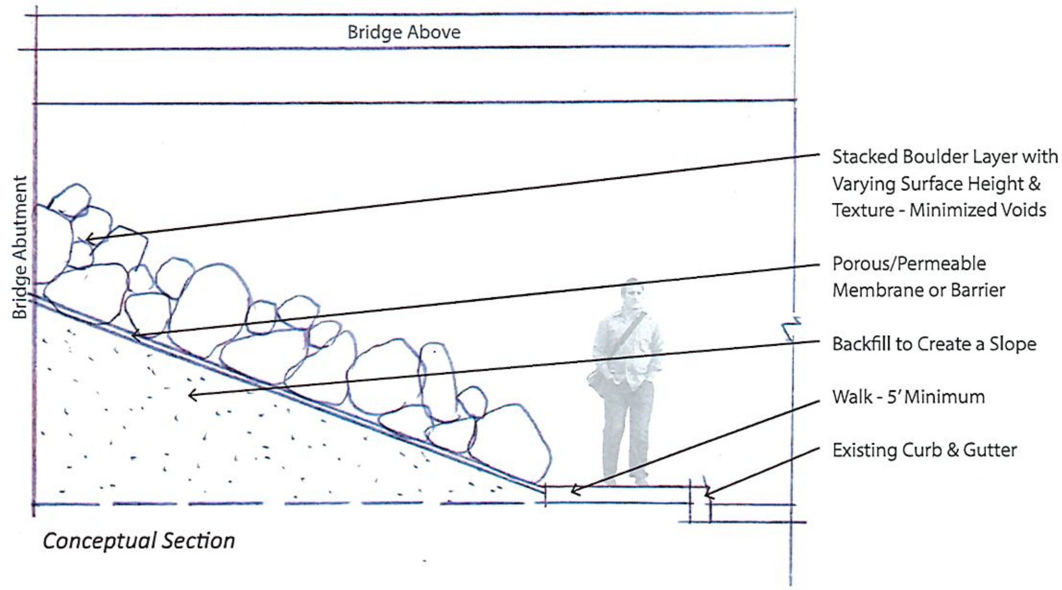


STACKED STONE & GABIONS

REVISED CONCEPT - BRIDGE UNDERPASS



Conceptual Sketch

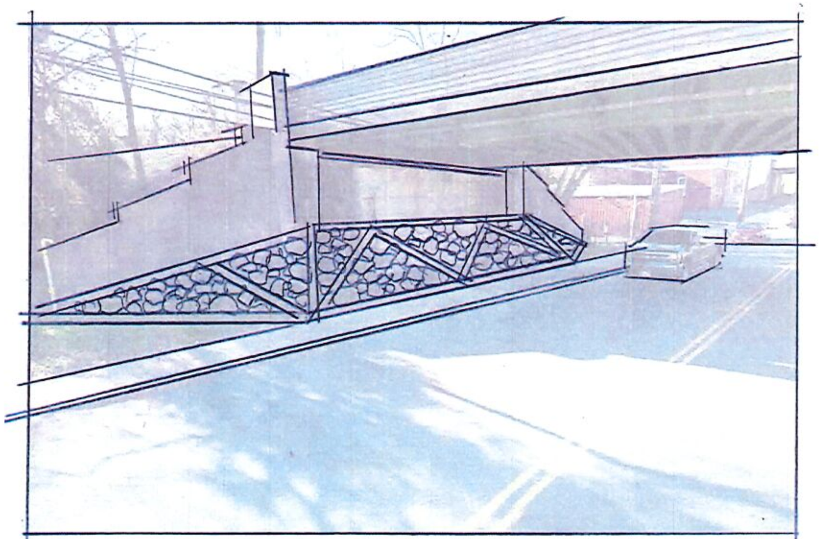


Conceptual Section

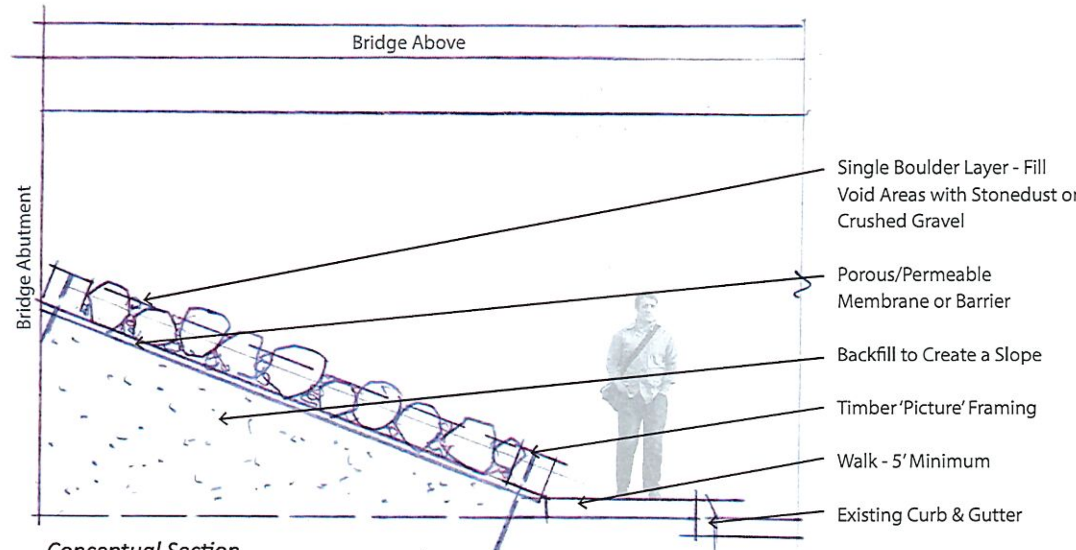
6A. Stacked Boulder Layer with Landscaped Edges

CONCEPT PLANS

REVISED CONCEPT - BRIDGE UNDERPASS



Conceptual Sketch



Conceptual Section

6B. Single Boulder Rock Layer Framed in Reclaimed Timbers/Rail Ties

REVISED CONCEPT - BRIDGE UNDERPASS






CONSIDERATIONS

Rock/Boulder Material

- Boulder or rock material should be large and heavy enough that they cannot be moved, manipulated, or thrown
- Excessive voids or crevasses between rocks should be minimized to avoid litter collection, rodent habitat, and other items to be hidden or concealed
- Boulders or rock could be placed in an artistic pattern versus traditional 'dumping' or haphazard placement
- Incorporate stone dust or smaller gravel fines to fill void/crevasse areas and create a more uniform base look between the large boulders or rocks (6B)

Timber Material

- Larger timbers (reclaimed or new) or railroad ties are an opportunity to provide a 'frame' to house the rock field areas in a more uniform, structured, architectural, or even sculptural method (6B)
- Timbers would need to be staked/rebared into new filled areas

Slope/Backfill

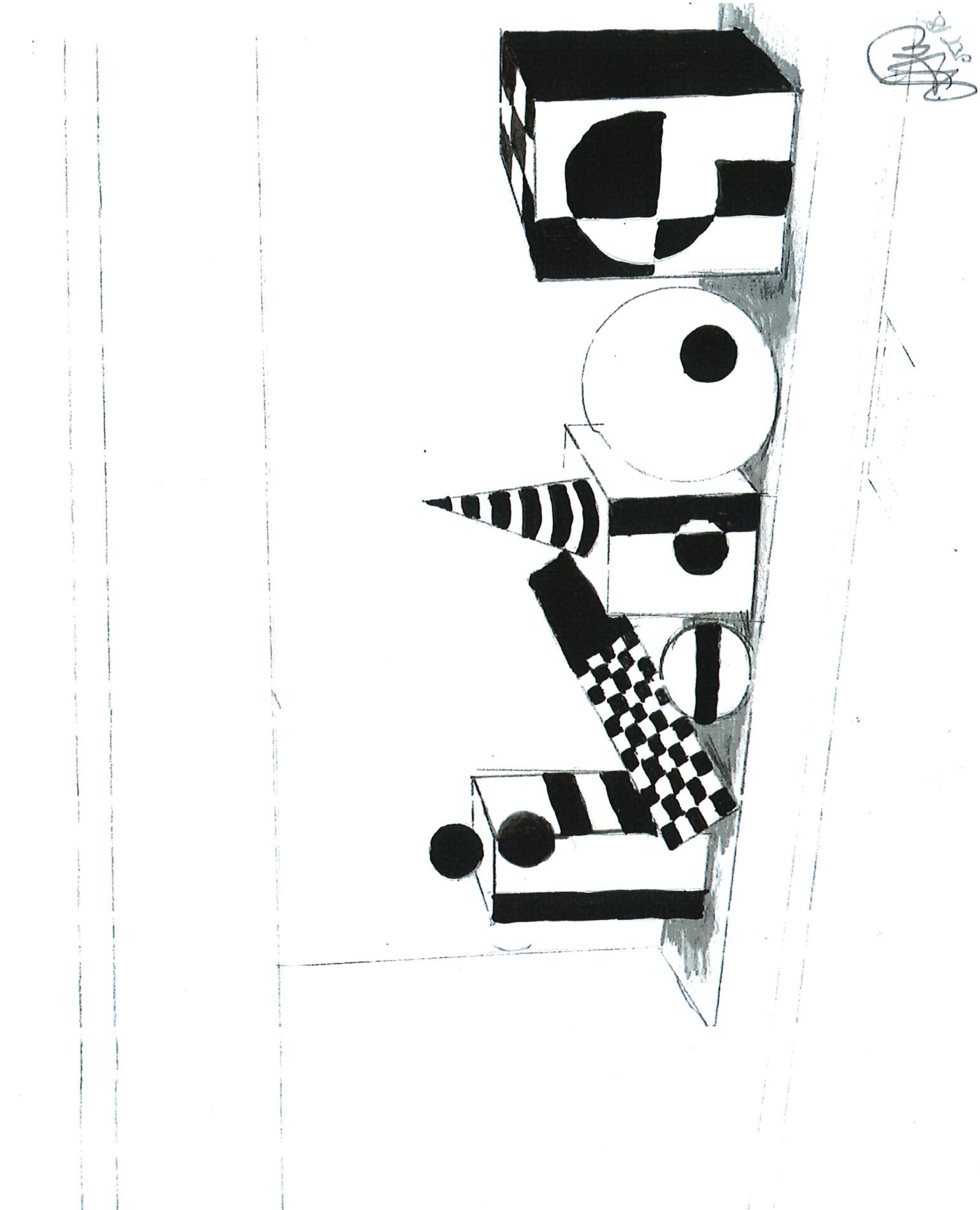
- Introduce backfill to create a sloped edge back from the edge of the sidewalk to the bridge abutment providling visual interest and a further deterrent to gathering
- Carry sloped backfill out to edges of the extended abutment for landscaping (B1)

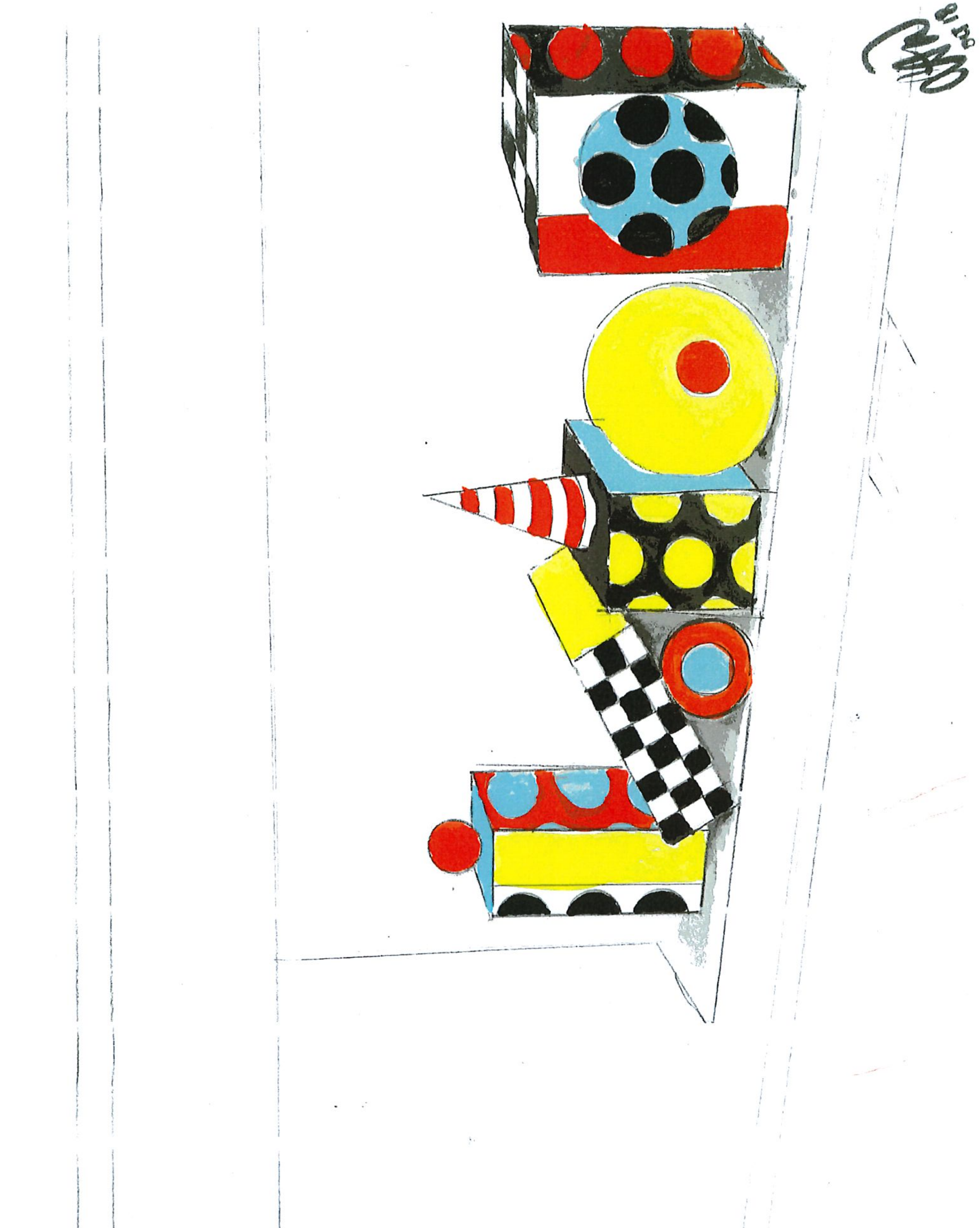
Landscape

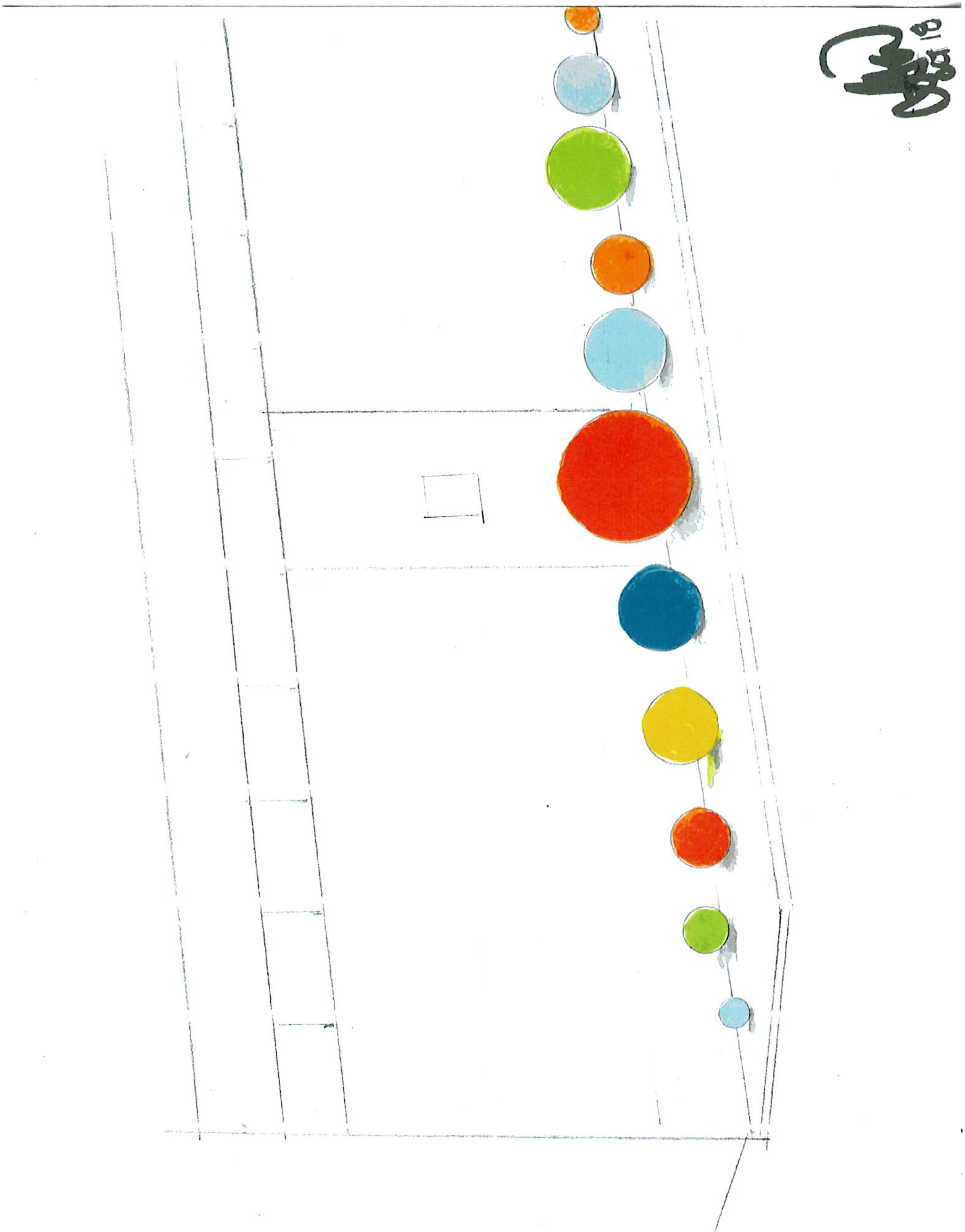
- Utilize evergreen shrubs on the upper sloped area immediately adjacent to the bridge abutment as a backdrop (6A)
- Use ornamental grasses or smaller shrubs (lower than the evergreen shrub selection)as foreground material (6A)

Lighting

- Lighting an be incorporated at the top of the slope with small bollard or post mount treatments to wash light over the rock/stone field area
- Lighting would help to deter wildlife, unwanted gathering, and provide a safer more inviting walkway under the bridge







REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Review of Mayor & Council Goals & Priorities – *Mayor and City Council*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
Mayor_and_Council_Priorities.pdf	Review of Mayor and Council Priorities

CITY OF HAGERSTOWN, MARYLAND

Valerie A. Means
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October 16, 2018

To: Mayor and City Council

From: Valerie A. Means, City Administrator

Subject: **Administration Goal Setting 2018-2020**

At the September 13, 2018 goal setting work session much was accomplished. I thank you for your time and that of the Department Heads in working together to establish your draft strategic plan and goals for the remainder of your term.

At the October 16, 2018 work session the plan is to review the included draft document that was developed based upon the decisions and directions that were made at the Sept. 13th meeting. This document was created based upon staff notes from the goal setting meeting. The document is laid out in the form of stating the vision, the mission and core values first. Then we took all the ideas, action items and decisions from the retreat discussions and placed them into broader categories as goals and priorities and listed them according to where they fit. Also added were any current topics that staff is working on where we have been given direction to move forward at recent Mayor and Council work sessions. The Goals and Priorities are not listed in any particular order except as to where we believe the public has expressed levels of importance historically.

This is clearly your document and of course you may change it in any way you wish. You may have changed some of your ideas from Sept 13th or perhaps have others that you would want to discuss and possibly add or delete. The plan is for you to review this draft at the October 16th work session and to finalize the draft and then to formally adopt the finalized plan by Motion at your October 23, 2018 Regular Session. Of course if you believe you need more time we can certainly accommodate that and work towards a November adoption if you desire.

Staff will be present at the October 16 work session to assist.

Mayor and Council's Goals and Priorities 2018 –2020.

VISION: **The City of Hagerstown will promote a diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods.**

MISSION: **The City of Hagerstown shall be the model provider of the most efficient and highest quality customer services to be known as the municipal location of choice for all.**

CORE VALUES:

Health, public safety and welfare; Government transparency; providing the highest quality customer service for internal and external customers ; creative, progressive Government; neighborhood protection; excellence and continuous improvement; partnerships and stakeholder feedback; Budget Stabilization; Reversing negative image perception by controlling image management.

GOALS AND PRIORITIES:

NEIGHBORHOODS REVITALIZATION & SUSTAINABILTY

The citizens of Hagerstown experience a high quality of life in their neighborhood.

- Create a Strategic Demolition Plan with funding model
- Identify and prioritize blighted structures and rehabilitation of these parcels to allow placement back on the real property tax roll.
- Sustaining and improving Planning, Code and zoning policies and laws for continued Neighborhood protections
- Promote neighborhood-based services and citizen engagement by defining neighborhood boundaries and identities and also by expanding Neighborhoods 1st programming.
- Continue to improve conditions in neighborhoods by working with owners, tenants and investors utilizing the Rental Facilities and Vacant Structures programs.

PUBLIC SAFETY

The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown are safe.

- Within budget support the manpower and capital needs of the City Police, Fire, Code and Public Works Departments
- Focus attention and resources to Retention and Recruitment in the Police Department
- Sustain a focus for the City Fire System and the all hazards mission
- Work with State delegation and community stakeholders to develop legislation and programs to address gangs, violence, drug activity and juvenile crimes.
- Continue focus on the opioid epidemic through partnering with community stakeholders and through the continuing opioid litigation.

PUBLIC FACILITIES AND INFRASTRUCTURE

The City of Hagerstown establishes and maintains quality services and infrastructure that support residents and business in a cost-effective manner.

- Planning for construction of a third parking deck in the Urban Improvement Project area and incorporate new technologies that provide and promote a more customer-oriented parking experience throughout the City owned parking facilities and lots.
- Implementation of Stormwater Management Plan and possible fee structure to abide by the new National Pollutant Discharge Elimination System (NPDES) permit regulations.
- Support current improvement plan to the Breichner Water Plant, Edgemont Reservoir and surrounding watershed properties.
- Using the data from an updated street Pavement Condition Survey, make future pavement maintenance decisions and continue to seek restored funding of Highway User Revenue

Mayor and Council's Goals and Priorities 2018 –2020.

ECONOMIC DEVELOPMENT

The City of Hagerstown has a diverse, business-friendly economy that supports the community's needs.

- Implement the Community's City Center Plan to promote economic development and strong neighborhoods in our core concentrating resources on the following catalyst projects
  - **Catalyst Project #1** - Select a developer to construct new Class-A offices on the Central Parking Lot.
  - **Catalyst Project #2** - Work with public and private partners to support the expansion of Maryland Theatre programming and facilities.
  - **Catalyst Project #3** - Work in support of USMH to expand academic program offerings and facilities, including student housing.
  - **Catalyst Project #5** - Construct a multi-use trail linking the Arts & Entertainment District with City Park and the WCMFA.
  - **Catalyst Project #6:** Expanded Downtown Arts/Events Programming
  - **Catalyst Project #8:** Expanded and Targeted Home Ownership Support

- Explore creation of a City Economic Development Board.
- Continued support of the partners of the Urban Improvement Project including the City's focus on the Plaza portion
- Review of Pre-annexation agreements and continue to explore new possibilities for annexation opportunities
- Continued marketing of City owned properties to the private sector and attracting tenants to available space in City-owned property and managing lease agreements and lease renewals.
- Business Retention, Expansion and Attraction. Work with existing and prospective businesses and investors to retain, expand and attract jobs and investment in Hagerstown.
- Continued administration of incentive programs including the new Invest Hagerstown Grant.

BUDGET STABILIZATION

The City of Hagerstown will strive for continuous improvement of fiscally responsible decision making on both sides of the Budget equation.

- Study the possibility of City wide Payment in Lieu of taxes (PILOTS) for real property exempt parcels.
- Grow assessable base (see Neighborhood Revitalization & Sustainability)
- Promote improvements to the State tax assessment and appeals process
- Continue to strive for the most efficient management of departmental resources and expense controls
- Evaluate the future structure and delivery of City services within the availability of our community's financial resources and in response to the needs of Hagerstown's residents and businesses.
- Continued review of Fiscal policies and make recommendations for any changes
- Continue work on the new Utility Rate structures for Water, Wastewater and Electric

PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING

The City of Hagerstown supports a rich, social and culturally vibrant community.

- Construct a Splash Pad ideally along the Hagerstown Cultural Trail
- Continue to develop and expand programs through the Parks & Recreation Division to increase active, healthy living of citizens.
- Continue to develop programs that add public art throughout City neighborhoods, parks and public gathering places on an annual basis.

Mayor and Council's Goals and Priorities 2018 –2020.

INNOVATIVE / PROGRESSIVE GOVERNMENT

The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and the organization.

- Full Service / 24 hour access to City services through implementation of customer kiosks in the Downtown area.
- Provide ability for application for all types of City permits online, 24x7 access.
- Charter and City Code amendment review. (Possible creation of Ad-Hoc committee)
- High focus on Customer service innovations to enhance the customer service experience.
- Human Resource technology focus on ways to automate or streamline routine tasks in order to shift time and staff resources from transactional administrative work to more strategic focuses.

COMMUNITY PROMOTION / PRIDE

The City of Hagerstown will take the lead of improving our Community Image by releasing factual, timely and transparent messaging.

- Creation of an Image/Marketing Plan with creation of creative hash tag identifier
- Taking image management and enhancement messaging outside of Hagerstown and Washington County
- Utilize all means of media outlets and partners to promote our messaging including our own studio and help of organizations such as MML, trade shows, Professional conferences, Chamber etc.

ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM

The City of Hagerstown will be creative and diversify opportunities for Economic Development through nontraditional means.

- Indoor Sportsplex RFP
- Multi-use Stadium Complex Study through the MD Stadium Authority

CITIZEN-BASED GOVERNMENT

The City of Hagerstown believes in an ethical and financially responsible government, while supporting an engaged citizenry to make the community more than the sum of its parts.

- Promote awareness and understanding of the City's finances through accessible and easy-to-use data presentations.
- Grow the Hagerstown Strong Program - a volunteer outreach group pairing volunteers with government staff. Continue to support the Main Street Program and those volunteer groups
- Grow a foundation of active and engaged residents to serve on various City boards and commissions.
- Improve access to City website information for mobile device users.