Mayor and Council
Work Session
November 13, 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."

"Be a rainbow in someone else's cloud." - Maya Angelou

4:00 PM WORK SESSION

4:00 PM 1. Restoration of Big 6 Bell – *Ray Lushbaugh, Secretary of 1st Hagerstown Hose Co.*

4:15 PM 2. Maryland Symphony Orchestra Presentation for FY2020 General Fund Agency Contributions– *Stephen Beaudoin, Executive Director*

4:25 PM 3. Proposed Revisions to the Hagerstown Code of Ethics – *Ethics Commission*

4:45 PM 4. Parking Rates – Continued Discussion on Possible Changes for Students and Businesses November 2018 – *Eric Deike, Director of Public Works*

5:10 PM 5. Water & Wastewater Five Year Rate Plan – *Mike Spiker, Utilities Director*

5:30 PM 6. Town of Funkstown Utilities Water & Wastewater Joint Service Area Request – *Mike Spiker, Utilities Director*

5:40 PM 7. Requested Amendment to Water & Wastewater Policy for Essential Government Services – *Mike Spiker, Utilities Director and Kathleen Maher, Director of Planning & Code Administration*

5:50 PM 8. Follow-up on Hotel Licensing Discussion - *Kathleen Maher, Director of Planning and Code Administration and Steve Lohr, Fire Chief*

6:05 PM 9. Maryland State Arts Council – Grants for Organizations – *Kitty Clark, Events Coordinator*

SPECIAL SESSION

6:20 PM 1. Approval of a Grant Application to the Maryland State Arts Council

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Restoration of Big 6 Bell – *Ray Lushbaugh, Secretary of 1st Hagerstown Hose Co.*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

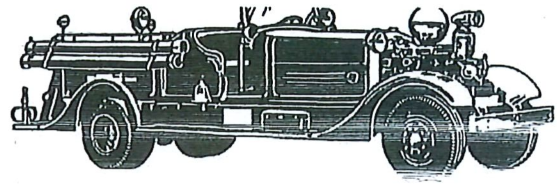
Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
Big_6.pdf	Big 6 Bell

First Hagerstown Hose Company
33-35 South Potomac Street
Hagerstown, Maryland 21740



received
10/9/2018
SG

On October 3, 2017, we asked permission to see if we could restore the "Big 6 Bell" to working order. On October 9, 2017 we inspected the bell striker and found that it was rusted and seized up after sitting idle for 49 years. We found the chains but no weights. On October 31, 2017 we picked up (12) 56 lb. weights from the Hanover Fire Museum that are on loan to us as long as we have the bell in service and ringing.

On November 2nd,8th,13th,16th, we oiled the striker with lots of WD40 spray and on November 20th after several hours we got the bell striker free of being seized up. With temperatures now going below freezing at night we decided not to attempt ringing the bell and possibly damaging the striker.

On June 8th, 2018 we put more WD40 on the striker and wound up the weights, ran temporary wiring down to the 5th floor, and got the bell to ring again.

The basic plan is to ring the "Big 6 Bell" every day at 5:30 PM, 7 days a week all year long, three strikes like it did as a system test for many years.

We will need to mount the bell ringing equipment, which has been donated by the Tele Plus Corporation, in Hagerstown, in a cabinet on the wall in the "Fire Alarm Room" on the 5th floor of City Hall. The only thing we need is a 110 volt AC outlet on a separate circuit.

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Maryland Symphony Orchestra Presentation for FY2020 General Fund Agency Contributions– *Stephen Beaudoin, Executive Director*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
Memo_MD_Symphony_Orchestra.pdf	Maryland Symphony Orchestra Presentation Memo

City of Hagerstown, Maryland

Finance Department

TO: Mayor & Council Members
Valerie Means, City Admistrator

FROM: Michelle Hepburn, Director of Finance
Jennifer Peterson, Accounting/Budget Manager

SUBJECT: Presentation for FY 2020 General Fund Agency Contributions

DATE: November 8, 2018

RE: Presentations from organizations that receive general fund agency contributions

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The City of Hagerstown has started to discuss items for the upcoming budget season for FY 2020. In this beginning stage of preparations, it is the Mayor & Council's request that the organizations that receive general fund agency contributions present a quick 10-15 minute overview of their organization. The overview will include a summary of what the City of Hagerstown funds are utilized for in their organization, an update on their last financial statements of their organization and what other funding sources they utilize to run their organization. Again, this is just a quick informational summary about their organization for Mayor & Council to prepare for the next budget season for FY2020.

Stephen Beaudoin, Executive Director of the Maryland Symphony Orchestra will be presenting on Tuesday, November 13, 2018.

City Hall • One East Franklin Street • Hagerstown, MD 21740

301-766-4160 FAX 301-733-1205

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Proposed Revisions to the Hagerstown Code of Ethics – *Ethics Commission*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
Memo_-_Ethics_Commission_Recommended_Amendments_to_Ordinance_-_11_13_18.pdf	Memo - Proposed Amendments to Code of Ethics
Ethics_Code_Proposed_Amendments_-_November__2018.pdf	Proposed Ethics Ordinance Amendments

Memorandum

TO: Mayor and City Council
FROM: Ethics Commission of City of Hagerstown
RE: *Mandatory and other revisions to the Hagerstown Code of Ethics: Update to 7/11/18 Memo*
DATE: November 1, 2018

Background

This is an update to the July 11, 2018 Memo from the Ethics Commission.

The City's Ethics Commission convened several times in consultation with the City Attorney, to discuss revisions to the Hagerstown Code of Ethics which are mandated by a State law which was passed last year. The State law required that these mandatory revisions be adopted by the City on or before October 1, 2018. Accordingly, M&CC passed an ordinance amending the Code of Ethics on September 11, 2018, in a form and substance which was acceptable to the State Ethics Commission.

Because there were no members of the EC present for the July 17 work session, it did not get to discuss two other potential revisions which are not mandated by the State's Ethics Commission: (1) a provision regarding gifts to officials and employees to include items won in raffles and similar awards; and (2) providing (in some instances) for independent legal counsel to the EC for proceedings which come before it. Both proposed revisions appear in red on the attached Code. See §33-3(F)(1) and new §33-5.

The Ethics Commission recognizes that unlike the State's mandatory revisions, the gift and legal counsel provisions are subject to discussion, revision or rejection by the M&CC. The Ethics Commission believes that the proposed gift revision will benefit the Commission itself, officials and employees, and the City as a whole: it provides guidance to Commission members and City officials and employees by defining what constitutes ethical conduct.

The revision regarding legal counsel tracks the language governing the City's Human Relations Commission in Section 82-2 of the City Code, and provides for independent counsel in those rare instances when the City Attorney cannot advise both the Commission and the official or employee before it.

Commission Chair Steele and other members of the Ethics Commission will be glad to address further questions regarding these matters during the Work Session scheduled for November 13, 2018.

§33-3 Prohibited acts.

[Amended 8-23-2011 by Ord. No. O-l 1 -16] A.

A. Participation prohibitions.

(1) Except as permitted by Commission regulation or opinion, an official or employee may not participate in:

(a) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee or the spouse, children, (dependent or otherwise), parents, siblings, in-laws or any person who shares a household with the official or employee (a "qualified relative") has an interest.

(b) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:

[1] A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know:

[2] A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;

[3] A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;

[4] If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;

[5] An entity, doing business with the City, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or

[6] A business entity that:

[a] The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and

[b] As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.

[7] Former regulated lobbysists. A former regulated lobbyist who is or becomes subject to regulation under this title as an official or employee may not participate in a case, contract, or other specific matter as an official or employee for one calendar year after the termination of the registration of the former regulated lobbyist, if the former regulated lobbyist previously assisted or represented another party for compensation in this matter. This section does not apply to nominally compensated (or uncompensated) board/commission members.

(2) A person who is disqualified from participating under Subsection A(i) of this section shall disclose the nature and circumstances of the conflict and may participate or act if:

(a) The disqualification leaves a body with less than a quorum capable of acting;

(b) The disqualified official or employee is required by law to act; or

(c) The disqualified official or employee is the only person authorized to act.

(3) The prohibitions of Subsection A(i) of this section do not apply if participation is allowed by regulation or opinion of the Commission.

B. Employment and financial interest restrictions.

(1) Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:

(a) Be employed by or have a financial interest in any entity:

[1] Subject to the authority of the official or employee or the City agency, board, or commission with which the official or employee is affiliated; or

[2] That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or

(b) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.

(2) The prohibitions of Subsection B(i) of this section do not apply to:

(a) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;

(b) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;

(c) An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the Commission; or

(d) Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

C. Post-employment limitations and restrictions.

(i) A former official or employee may not assist or represent any party other than the City for compensation in a case, contract, or other specific matter involving the City if that matter is one in which the former official or employee significantly participated as an official or employee.

(2) For one year after the elected official leaves office, a former member of the Mayor and Council may not assist or represent another party for compensation in a matter that is the subject of legislative action. [Amended 4-28-2015 by Ord. No. 0-15-07]

D. Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the City.

E. Use of prestige of office.

(1) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.

(2) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without

additional compensation.

F. Solicitation and acceptance of gifts.

(1) "Gift" shall mean the transfer of anything of economic value, regardless of the form, without adequate and lawful consideration. **"Gift" includes door prizes, raffle prizes, drawings prizes, and other similar awards**. "Gift" does not include a political campaign contribution regulated under the Election Law Articles of the Annotated Code of Maryland or any other provision of state or local law regulating the conduct of elections or the receipt of political campaign contributions.
[Added 8-27-2013 by Ord. No. 0-13-22 *TM]*

[1] *Editor's Note: This ordinance also provided for the renumbering of former Subsection F(i) through* (4) *as Subsection F{2) through* (5).

(2) An official or employee may not solicit any gift.

(3) An official or employee may not directly solicit or facilitate the solicitation of a gift on behalf of another person from a regulated lobbyist.
[Amended 4-28-2015 by Ord. No. 0-15-07]

(4) An official or employee may not knowingly accept a gift, directly or indirectly, from a person or entity that the official or employee knows or has reason to know:
[Amended 4-28-2015 by Ord. No. 0-15-07]

(a) Is doing business with or seeking to do business with the City office, agency, board, or commission with which the official or employee is affiliated;

(b) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;

(c) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or

(d) Is a lobbyist with respect to matters within the jurisdiction of the official or employee.

(5) Exceptions; acceptable items.

(a) This subsection does not apply to a gift:

[1] That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;

[2] Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or

[3] Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.

(b) Notwithstanding Subsection F(4) of this subsection, an official or employee may accept the following:

[1] Meals and beverages consumed in the presence of the donor or sponsoring entity;

[2] Ceremonial gifts or awards that have insignificant monetary value;

[3] Unsolicited gifts of nominal value that do not exceed $20 in cost or trivial items of informational value;

[4] Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;

[5] Gifts of tickets or free admission extended to an elected official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;

[6] A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the City and that the gift is purely personal and private in nature;

[7] Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or

[8] Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in no way related to the official's or employee's official position.

G. Disclosure of confidential information. Other than in the discharge of official duties, an official or employee may not disclose or use confidential information that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public for the economic benefit of the official or employee or that of another person.

H. Participation in procurement.

(1) An individual or a person that employs an individual who assists a City agency or unit in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement, or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.

(2) The Commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.

§ 33-3.1 Financial disclosure — elected officials.

[Added 8-23-2011 by Ord. No. 0-11 -16]

A. This section applies to all elected officials and all candidates to be elected officials.

B. Except as provided in Subsection D of this section, an elected official or candidate to be an elected official shall file the financial disclosure statement required under this subsection:

(1) On a form provided by the Ethics Commission for the City of Hagerstown (the "Commission");

(2) Under oath or affirmation; and

(3) With the Commission.

C. Deadlines for filing statements.

(1) An incumbent official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.

(2) An official who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.

(3) An individual who, other than by reason of death, leaves an office for which a statement is required, shall file a statement within 60 days after leaving the office.

(4) The statement shall cover:

(a) The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and

(b) The portion of the current calendar year during which the individual held the office.

D. Candidates to be elected officials.

(1) Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.

(2) A candidate to be an elected official shall file a statement required under this section:

(a) In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;

(b) In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and

(c) In all other years for which a statement is required, on or before April 30.

(3) A candidate to be an elected official:

(a) May file the statement required under Subsection D(2)(a) of this section with the City Clerk or Board of Election Supervisors with the certificate of candidacy or with the Commission prior to filing the certificate of candidacy; and

(b) Shall file the statements required under Subsection D(2)(b) and (c) of this section of this chapter with the Commission.

(4) If a candidate fails to file a statement required by this section after written notice is provided by the City Clerk or Board of Election Supervisors at least 20 days before the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy.

(5) The City Clerk or Board of Election Supervisors may not accept any certificate of candidacy unless a statement required under this section has been filed in proper form.

(6) Within 30 days of the receipt of a statement required under this section, the City Clerk or Board of Election Supervisors shall forward the statement to the Commission.

E. Public record.

(1) The Commission shall maintain all financial disclosure statements filed under this section. Home addresses shall be redacted from public disclosure.

(2) The Commission shall make financial disclosure statements available during normal office hours for examination and copying by the public, subject to reasonable fees and administrative procedures established by the Commission.

(3) If an individual examines or copies a financial disclosure statement, the Commission shall record:

(a) The name and home address of the individual reviewing or copying the statement; and

(b) The name of the person whose financial disclosure statement was examined or copied.

(4) Upon request by the individual whose financial disclosure statement was examined or copied, the Commission shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.

F. Retention requirements. The Commission shall retain financial disclosure statements for four years from the date of receipt.

G. Contents of statement.

(i) Interests in real property.

(a) A statement filed under this section shall include a schedule of all interests in real property wherever located.

(b) For each interest in real property, the schedule shall include:

[1] The nature of the property and the location by street address, mailing address, or legal description of the property;

[2] The nature and extent of the interest held, including any conditions and encumbrances on the interest;

[3] The date when, the manner in which, and the identity of the person from whom the interest was acquired;

[4] The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;

[5] If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and

[6] The identity of any other person with an interest in the property.

(2) Interests in corporations and partnerships.

(a) A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the City.

(b) For each interest reported under this subsection, the schedule shall include:

[1] The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;

[2] The nature and amount of the interest held, including any conditions and encumbrances on the interest;

[3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and

[4] With respect to any interest acquired during the reporting period:

[a] The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

[b] The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(c) An individual may satisfy the requirement to report the amount of the interest held under Subsection G(2)(b)[2] of this section by reporting, instead of a dollar amount:

[1] For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

[2] For an equity interest in a partnership, the percentage of equity interest held.

(3) Interests in business entities doing business with City.

(a) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the City, other than interests reported under Subsection G(2) of this section.

(b) For each interest reported under this subsection, the schedule shall include:

[1] The name and address of the principal office of the business entity;

[2] The nature and amount of the interest held, including any conditions to and encumbrances on the interest;

[3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and

[4] With respect to any interest acquired during the reporting period:

[a] The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

[b] The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Gifts.
[Amended 8-27-2013 by Ord. No. 0-13-22; 4-28-2015 by Ord. No. O-l 5-07]

(a) A statement filed under this section shall include a schedule of each gift, as defined in § 33-3 hereof, in excess of $20 in value or a series of gifts totaling $100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person or entity who does business with the City.

(b) For each gift reported, the schedule shall include:

[1] A description of the nature and value of the gift; and

[2] The identity of the person or entity from whom, or on behalf of whom, directly or indirectly, the gift was received.

(5) Employment with or interests in entities doing business with the City.

(a) A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the City.

(b) For each position reported under this subsection, the schedule shall include:

[1] The name and address of the principal office of the business entity;

[2] The title and nature of the office, directorship, or salaried employment held and the date it commenced; and

[3] The name of each City agency with which the entity is involved as indicated by identifying one or more of the three categories of "doing business," as defined in § 3(d) of this chapter.[1]

[1] *Editor's Note: So in original.*

(6) Indebtedness to persons or entities doing business with the City.
[Amended 8-27-2013 by Ord. No. O-l 3-22]

(a) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons or entities doing business with the City, owed at any time during the reporting period:

[1] By the individual; or

[2] By the spouse or dependent children ('Immediate family members") of the individual if the individual was involved in the transaction giving rise to the liability.

(b) For each liability reported under this subsection, the schedule shall include:

[1] The identity of the person or entity to whom the liability was owed and the date the liability was incurred:

[2] The amount of the liability owed as of the end of the reporting period;

[3] The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and

[4] The security given, if any, for the liability.

(7) Employment with City. A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the City in any capacity at any time during the reporting period.

(8) Sources of earned income.

(a) A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.

(b) A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

(9) For a statement filed on or after January 1, 2019, if the individual's spouse is a regulated lobbyist, any entity that has engaged the spouse for lobbying purposes; and

(10) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

H. For the purposes of Subsection G(i), (2), and (3) of this chapter, the following interests are considered to be the interests of the individual making the statement:

(1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.

(2) An interest held by a business entity in which the individual held a 30% or greater interest at any time during the reporting period.

(3) An interest held by a trust or an estate in which, at any time during the reporting period:

(a) The individual held a reversionary interest or was a beneficiary; or

(b) If a revocable trust, the individual was a settlor.

I. Review of disclosure statements; enforcement.

(1) The Commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.

(2) The City Ethics Commission may take appropriate enforcement action to ensure compliance with this section.

§ 33-4 Financial disclosure - employees and appointed officials.

[Amended 8-27-2013 by Ord. No. 0-13-22]

A. This section applies to the following, provided that the offices exist:

(1) The City Administrator;

(2) The City Clerk;

(3) The City Treasurer;

(4) The City Finance Director;

(5) The City Attorney;

(6) All City department heads; and

(7) Members of all boards, commissions and committees of the City of Hagerstown, Maryland, and City appointees to non-City boards, commissions, and committees.

B. An employee or an official shall file the financial disclosure statement required under this subsection:

(i) On a form provided by the Ethics Commission for the City of Hagerstown (the "Commission");

(2) Under oath or affirmation; and

(3) With the Commission.

C. Deadlines for filing statements.

(1) An employee or official shall file a financial disclosure statement annually no later than January 31 of each year for the preceding calendar year.

(2) An official who is hired or appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.

D. Public record.

(1) The Commission shall maintain all financial disclosure statements filed under this section. Home addresses shall be redacted from public disclosure.

(2) The Commission shall make financial disclosure statements available during normal office hours for examination and copying by the public, subject to reasonable fees and administrative procedures established by the Commission.

(3) If an individual examines or copies a financial disclosure statement, the Commission shall record:

(a) The name and home address of the individual reviewing or copying the statement; and

(b) The name of the person whose financial disclosure statement was examined or copied.

(4) Upon request by the individual whose financial disclosure statement was examined or copied, the Commission shall provide the official with a copy of the name and home address of the person who reviewed the employee's or official's financial disclosure statement.

Retention requirements. The Commission shall retain financial disclosure statements for four years from the date of receipt.

Contents of statement.

(1) Interests in real property.

(a) A statement filed under this section shall include a schedule of all interests in real property located in Washington County, Maryland.

(b) For each reported interest in real property, the schedule shall include:

[1] The nature of the property and the location by street address, mailing address, or legal description of the property;

[2] The nature and extent of the interest held, including any conditions and encumbrances on the interest;

[3] The date when, the manner in which, and the identity of the person from whom the interest was acquired;

[4] The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;

[5] If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and

[6] The identity of any other person with an interest in the property.

(2) Interests in corporations and partnerships.

(a) A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, which is authorized to do business in the State of Maryland and has a place of business in Washington County, Maryland.

(b) For each interest reported under this subsection, the schedule shall include:

[1] The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;

[2] The nature and amount of the interest held, including any conditions and encumbrances on the interest;

[3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and

[4] With respect to any interest acquired during the reporting period:

[a] The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

[b] The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(c) An individual may satisfy the requirement to report the amount of interest held under Subsection F(2)(b)[2] of this section by reporting, instead of a dollar amount:

[1] For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

[2] For an equity interest in a partnership, the percentage of equity interest held.

(3) Interests in business entities doing business with City.

(a) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the City.

(b) For each interest reported under this subsection, the schedule shall include:

[1] The name and address of the principal office of the business entity;

[2] The nature and amount of interest held, including any conditions to and encumbrances on the interest;

[3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and

[4] With respect to any interest acquired during the reporting period:

[a] The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

[b] The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Employment with entities doing business with the City.

(a) A statement filed under this section shall include a schedule of all salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the City.

(b) For each position reported under this subsection, the schedule shall include:

[1] The name and address of the principal office of the business entity;

[2] The title and nature of the salaried employment held and the date it commenced; and

[3] The name of each City agency with which the entity is involved or by which the entity is regulated.

(5) Indebtedness to persons or entities doing business with the City.

(a) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons or entities doing business with the City owed at any time during the reporting period:

[1] By the individual; or

[2] By the spouse or dependent children (Immediate family members") of the individual if the individual was involved in the transaction giving rise to the liability.

(b) For each liability reported under this subsection, the schedule shall include:

[1] The identity of the person to whom the liability was owed and the date the liability was incurred;

[2] The amount of the liability owed as of the end of the reporting period;

[3] The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and

[4] The security given, if any, for the liability.

(6) Employment with City. A statement filed under this section shall include a schedule of the immediate family members of the

individual employed by the City in any capacity at any time during the reporting period.

(7) Gifts.
[Amended 4-28-2015 by Ord. No. 0-15-07; 4-28-2015 by Ord. No. 0-15-07]

(a) A statement filed under this section shall include a schedule of each gift, as defined in § 33-3 hereof, in excess of $20 in value or a series of gifts totaling $100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person or entity who does business with the City.

(b) For each gift reported, the schedule shall include:

[1] A description of the nature and value of the gift; and

[2] The identity of the person or entity from whom, or on behalf of whom, directly or indirectly, the gift was received.

(8) For a statement filed on or after January 1, 2019, if the individual's spouse is a regulated lobbyist, any entity that has engaged the spouse for lobbying purposes; and

(9) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

For the purposes of Subsection F(i), (2), and (3) of this chapter, the following interests are considered to be the interests of the individual making the statement:

(1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.

(2) An interest held by a business entity in which the individual held a thirty-percent or greater interest at any time during the reporting period.

(3) An interest held by a trust or an estate in which, at any time during the reporting period:

(a) The individual held a reversionary interest or was a beneficiary; or

(b) If a revocable trust, the individual was a settler.

Board members - modified requirements. An appointed member of a City board, commission or committee, and City appointees to non-City boards, commissions or committees, shall file the statement required by this section and shall be required to disclose the information specified only with respect to those interests, gifts, compensated positions, and liabilities that may create a conflict between the member's personal interests and the member's duties on the board.

Review of disclosure statements; enforcement.

(1) The Commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual who submitted the statement of any omissions or deficiencies.

(2) The City Ethics Commission may take appropriate enforcement action to ensure compliance with this section.

§35-4 Responsibilities.

The Commission referred to herein shall be advised by the City Attorney and shall have the following responsibilities:

A. To devise, receive and maintain all forms generated by this Chapter and Chapter **33**, Ethics, Code of.

B. To provide published advisory opinions to persons subject to this chapter and Chapter **33**, Ethics, Code of, as to applicability of the provisions of those chapters to them.

C. To process and make determinations as to complaints filed by any person alleging violations of this chapter and Chapter **33**, Ethics, Code of.

D. To conduct a public information program regarding the purposes and application of this chapter and Chapter **33**, Ethics, Code of.

E. To recommend and coordinate ongoing education for the applicable individuals regarding the purposes and application of this chapter and Chapter **33**, Ethics, Code of.

F. To grant exceptions to the prohibitions of §**33-3** as permitted therein, and exercise all powers conferred upon the Commission by the Code of Ethics of the City of Hagerstown.
[Added 8-23-2011 by Ord. No. O-11-17]

G. To certify to the State Ethics Commission that the City of Hagerstown is in compliance with all Code of Ethics requirements for elected officials, ,on or before October 1 of each year.
[Added 8-23-2011 by Ord. No. O-11-17]

H. To meet regularly, at least quarterly, to conduct the business listed above.

35-5. Conflicts of Interest.

In the event that any City elected official, officer, employee, agency, administrative board or department is a party to any proceedings before the Commission, and it is determined either by a vote of a majority of the Commission or the City Attorney that there would be a conflict of interest in such case, then the Commission may engage within its discretion other counsel from Washington County, Maryland, to act on behalf of the Commission.

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Parking Rates – Continued Discussion on Possible Changes for Students and Businesses
November 2018 – *Eric Deike, Director of Public Works*

Mayor and City Council Action Required:

Discussion:
To discuss parking rate discounts for USMH students and possibly all students downtown. Continued discussion of bulk rate discounts for businesses. See the attached memo.

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
Parking_Rate_Changes_November_2018_Schools_and_Bulk_Rate.pdf	Memo on Parking Rates - November 2018

CITY OF HAGERSTOWN, MARYLAND
Public Works Department
(301)739-8577 ext. 178
November 6, 2018

To: Valerie Means, City Administrator

From: Eric B. Deike, Director of Public Works
EBD

Re: Parking Rates –Continued Discussion on Possible Changes for Students and Businesses November 2018

Action Requested
To possibly revise a portion of the parking rates previously set by resolution on June 26, 2018.

Discussion
Per the direction of the Mayor and Council, staff met with USMH Executive Director, Mark Halsey, to negotiate a student rate in time for the spring semester. Mayor Bruchey, Councilmember Keller and Councilmember Aleshire were also in attendance at the meeting held on October 16, 2018.

During the meeting, the two sides were unable to agree on a student parking rate. Mr. Halsey wanted a parking rate that started only slightly higher than the previous student rate of $40.71 per semester ($10.18 per month). His last proposal is attached showing a starting parking rate of $12.00 per month on January 1, 2019, with an increase of $0.50 annually in student permits. The rate would top out at $14.50 per month on July 1, 2024, and remain flat through June 30, 2030.

Mayor Bruchey offered a discounted student rate from the current $64 per month. His proposal is attached showing a student rate of $21.74 per month starting on January 1, 2019, increasing by $10 increments every 6 months topping out at $48 per month on July 1, 2020. Mr. Halsey rejected the counteroffer.

Attached is a workbook showing estimated revenue and the estimated reduction in revenue under different proposed parking rates. There are 4 sheets to this workbook. The first uses the Mayor's proposal of changing the student rate every 6 months. The second sheet shows the differences in revenues under Mr. Halsey's proposal. Sheet 3 is an incremental change of $2 per month from the current rate of $64 per month down to $48 per month. The final sheet shows the changes in revenue via a graph as a visual guide to the difference in estimated revenues.

An eight month period of time was used for the USMH school year for these calculations. A nine month period of time was used for calculations when combining the school years of USMH (8 months), BISFA (9 months) and Award Beauty School (all year long).

51 W. Memorial Blvd. · Hagerstown, MD 21740
FAX (301)791-6761

Staff still recommends no student discounts. These discounts will neither encourage nor discourage attendance at any of the schools downtown. Students attend those schools for very specific purposes and staff believes parking rates are not a factor in their attendance numbers.

If a student discount is to be applied, staff suggests the following option. Set the student rate at a 25% discount for all students attending school in the downtown only if they park in the University District Parking Deck or in the parking lots. The discount would not apply to the A&E Parking Deck. This option would match the current bulk rate terms given to some businesses like Middletown Valley Bank. The student discount would go into effect January 1, 2019.

Second, phase out the bulk rates and student discounts over a 5 year period reducing these rate and discounts by 5% per year until these disappears. It would work as follows:

January 1, 2019	25% student discount goes into effect
July 1, 2019	Bulk rate and student discount reduces to a 20% discount
July 1, 2020	Bulk rate and student discount reduces to a 15% discount
July 1, 2021	Bulk rate and student discount reduces to a 10% discount
July 1, 2022	Bulk rate and student discount reduces to a 5% discount
July 1, 2023	Bulk rate and student discount reduces to a 0% discount

Per the current rate changes, no bulk rates are being offered to new customers. Those customers currently enjoying a 10% bulk discount would not be affected until July 1, 2022 when the discount reduces to 5%. A reduction over 5 years is similar to what is offered through the city's Partners in Economic Progress (PEP).

This plan puts many of our customers on the same parking rate level. It shows the city is willing to listen, willing to compromise and recognizes the financial impact to customers like Middletown Valley Bank. It gives businesses more time to adjust to the changes.

For staff, making rate changes every 6 months is a bit too much to manage. We would not recommend adjusting student rates this quickly. Annual changes are easier for customers to understand and for staff to properly handle.

This proposal is a reasonable, manageable solution for staff, businesses and students. The only exception to this is the Board of Education (BOE). They currently receive a set discount at the A&E Parking Deck of $50 per permit per month. Per the approved resolution, that discount would end July 1, 2019. Staff could convert their discount to a bulk rate discount on July 1, 2019. At 20%, their rate would be $52.80 (July 1, 2019 rate of $66 x 0.80% = $52.80). The BOE of would see a slight increase that would be phased out over the same 5 year period and brings them in line with those businesses receiving the bulk rate discount.

The attached spreadsheets show the endless possibilities that could be offered and endlessly discussed. Staff believes the proposed option offers a logical, reasonable compromise that is defendable both for students and those with the bulk discounts.

Financial Impact
See the attached spreadsheets.

Recommendations
Staff recommendation still stands at keeping the rates and changes as currently approved. An option has been presented that aligns with past discounts and procedures allowing for a student discount that would be phased out over a 5 year period. It also allows those entities currently enjoying a bulk rate (10% and 25%) a new path to phasing out those discounts over a much longer period of time than simply ending those discounts on July 1, 2019.

Motion
To be determined.

Action Dates
To be determined.

Att: Excel Workbook Showing Estimated Revenues
USMH Student Rate Proposal Dated Oct. 16, 2016
CC: J. Rodgers
M. Hepburn

USMH STUDENT PARKING RATE PROPOSAL OCTOBER 16, 2018

DATE	1/2/19	7/1/20	7/1/21	7/1/22	7/1/23	7/1/24	7/1/25	7/1/26	7/1/27	7/1/28	7/1/19
RATE PER MONTH	$12.00	$12.50	$13.00	$13.50	$14.00	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50
RATE PER SCHOOL YEAR	$96	$100	$104	$108	$112	$116	$116	$116	$116	$116	$116
NOTE: SCHOOL YEAR IS BASED ON 8 MONTHS											

Proposal per email from USMH Executive Director Mark Halsey

Mayor Bruchey Proposed Student Rate Changes 10/17/2018

		Current Rate 7/1/2018	Proposed Rate 01/01/19	Proposed Rate 7/1/19	Proposed Rate 1/1/20	Proposed Rate 7/1/20
Estimated Number of USMH Students	100	$ 64.00	$ 21.74	$ 31.74	$ 41.74	$ 48.00
Estimated Monthly Revenue		$ 6,400.00	$ 2,174.00	$ 3,174.00	$ 4,174.00	$ 4,800.00
Estimated Monthly Reduction in Revenue		$ -	$ 4,226.00	$ 3,226.00	$ 2,226.00	$ 1,600.00
Estimated Annual Revenue		$ 51,200.00		$ 21,392.00		$ 35,896.00
Estimated Annual Reduction in Revenue		$ -		$ 29,808.00		$ 15,304.00

		Current Rate 7/1/2018	Proposed Rate 01/01/19	Proposed Rate 7/1/19	Proposed Rate 1/1/20	Proposed Rate 7/1/20
Estimated Number of USMH, Award, BISFA Students	185	$ 64.00	$ 21.74	$ 31.74	$ 41.74	$ 48.00
Estimated Monthly Revenue		$ 11,840.00	$ 4,021.90	$ 5,871.90	$ 7,721.90	$ 8,880.00
Estimated Monthly Reduction in Revenue		$ -	$ 7,818.10	$ 5,968.10	$ 4,118.10	$ 2,960.00
Estimated Annual Revenue		$ 94,720.00		$ 39,575.20		$ 66,407.60
Estimated Annual Reduction in Revenue		$ -		$ 62,037.90		$ 31,851.45

1. Number of students purchasing parking in the decks is estimated
2. This chart is based on the current parking deck rate of $64 and is a revenue comparison only to that rate. The parking deck rate is to rise to $66/month on 7/1/19 and to $68/month on 7/1/20. This would change the Estimated Monthly Reduction in Revenue
3. The number of months for the Estimated Annual Reduction in Revenue for just USMH is 8. The number of months for the Estimated Annual Reduction in Revenue for all the schools combines is 9 months.

Mark Halsey Proposed Student Rate Changes 10/16/2018

		Current Rate 7/1/2018	Proposed Rate 01/01/19	Proposed Rate 7/1/20	Proposed Rate 7/1/21	Proposed Rate 7/1/22	Proposed Rate 7/1/23	Proposed Rate 7/1/24	Proposed Rate 7/1/25	Proposed Rate 7/1/26	Proposed Rate 7/1/27	Proposed Rate 7/1/28	Proposed Rate 7/1/29	Total Est. Reduction in Revenue
Estimated Number of USMH Students	100	$ 64.00	$ 12.00	$ 12.50	$ 13.00	$ 13.50	$ 14.00	$ 14.50	$ 14.50	$ 14.50	$ 14.50	$ 14.50	$ 14.50	
Estimated Monthly Revenue		$ 6,400.00	$ 1,200.00	$ 1,250.00	$ 1,300.00	$ 1,350.00	$ 1,400.00	$ 1,450.00	$ 1,450.00	$ 1,450.00	$ 1,450.00	$ 1,450.00	$ 1,450.00	
Estimated Monthly Reduction in Revenue		$ -	$ 5,200.00	$ 5,150.00	$ 5,100.00	$ 5,050.00	$ 5,000.00	$ 4,950.00	$ 4,950.00	$ 4,950.00	$ 4,950.00	$ 4,950.00	$ 4,950.00	
Estimated Annual Revenue		$ 51,200.00	$ 9,600.00	$ 10,000.00	$ 10,400.00	$ 10,800.00	$ 11,200.00	$ 11,600.00	$ 11,600.00	$ 11,600.00	$ 11,600.00	$ 11,600.00	$ 11,600.00	
Estimated Annual Reduction in Revenue		$ -	$ 41,600.00	$ 41,200.00	$ 40,800.00	$ 40,400.00	$ 40,000.00	$ 39,600.00	$ 39,600.00	$ 39,600.00	$ 39,600.00	$ 39,600.00	$ 39,600.00	$ 441,600.00
		Current Rate 7/1/2018	Proposed Rate 01/01/19	Proposed Rate 7/1/19	Proposed Rate 1/1/20	Proposed Rate 7/1/20	Proposed Rate 7/1/23	Proposed Rate 7/1/24	Proposed Rate 7/1/25	Proposed Rate 7/1/26	Proposed Rate 7/1/27	Proposed Rate 7/1/28	Proposed Rate 7/1/29	
Estimated Number of USMH, Award, BISFA Students	185	$ 64.00	$ 12.00	$ 12.50	$ 13.00	$ 13.50	$ 14.00	$ 14.50	$ 14.50	$ 14.50	$ 14.50	$ 14.50	$ 14.50	
Estimated Monthly Revenue		$ 11,840.00	$ 2,220.00	$ 2,312.50	$ 2,405.00	$ 2,497.50	$ 2,590.00	$ 2,682.50	$ 2,682.50	$ 2,682.50	$ 2,682.50	$ 2,682.50	$ 2,682.50	
Estimated Monthly Reduction in Revenue		$ -	$ 9,620.00	$ 9,527.50	$ 9,435.00	$ 9,342.50	$ 9,250.00	$ 9,157.50	$ 9,157.50	$ 9,157.50	$ 9,157.50	$ 9,157.50	$ 9,157.50	
Estimated Annual Revenue		$ 106,560.00	$ 19,980.00	$ 20,812.50	$ 21,645.00	$ 22,477.50	$ 23,310.00	$ 24,142.50	$ 24,142.50	$ 24,142.50	$ 24,142.50	$ 24,142.50	$ 24,142.50	
Estimated Annual Reduction in Revenue		$ -	$ 86,580.00	$ 85,747.50	$ 84,915.00	$ 84,082.50	$ 83,250.00	$ 82,417.50	$ 82,417.50	$ 82,417.50	$ 82,417.50	$ 82,417.50	$ 82,417.50	$ 919,080.00

1. Number of students purchasing parking in the decks is estimated
2. This chart is based on the current parking deck rate of $64 and is a revenue comparison only to that rate. The parking deck rate is to rise to $66/month on 7/1/19 and to $68/month on 7/1/20. This would change the Estimated Monthly Reduction in Revenue
3. The number of months for the Estimated Annual Reduction in Revenue for just USMH is 8. The number of months for the Estimated Annual Reduction in Revenue for all the schools combines is 9 months.

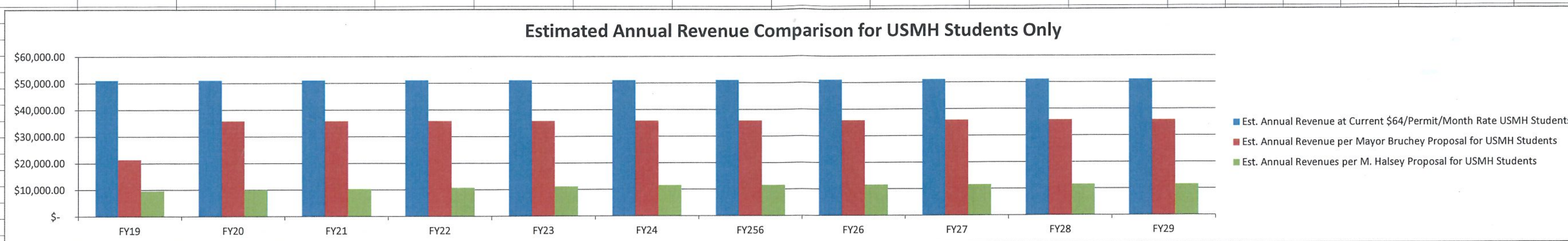
Proposed Student Rate Changes by $2 Increments October 2018

				Inc						
		Current Rate 7/1/2018	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**
Estimated Number of USMH Students	100	$ 64.00	$ 62.00	$ 60.00	$ 58.00	$ 56.00	$ 54.00	$ 52.00	$ 50.00	$ 48.00
Estimated Monthly Revenue		$ 6,400.00	$ 6,200.00	$ 6,000.00	$ 5,800.00	$ 5,600.00	$ 5,400.00	$ 5,200.00	$ 5,000.00	$ 4,800.00
Estimated Monthly Reduction in Revenue		$ -	$ 200.00	$ 400.00	$ 600.00	$ 800.00	$ 1,000.00	$ 1,200.00	$ 1,400.00	$ 1,600.00
Estimated Annual Revenue		$ 51,200.00	$ 49,600.00	$ 48,000.00	$ 46,400.00	$ 44,800.00	$ 43,200.00	$ 41,600.00	$ 40,000.00	$ 38,400.00
Estimated Annual Reduction in Revenue		$ -	$ 1,600.00	$ 3,200.00	$ 4,800.00	$ 6,400.00	$ 8,000.00	$ 9,600.00	$ 11,200.00	$ 12,800.00
		Current Rate 7/1/2018	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**	**Proposed Rate 01/01/19**
Estimated Number of USMH, Award, BISFA Students	185	$ 64.00	$ 62.00	$ 60.00	$ 58.00	$ 56.00	$ 54.00	$ 52.00	$ 50.00	$ 48.00
Estimated Monthly Revenue		$ 11,840.00	$ 11,470.00	$ 11,100.00	$ 10,730.00	$ 10,360.00	$ 9,990.00	$ 9,620.00	$ 9,250.00	$ 8,880.00
Estimated Monthly Reduction in Revenue		$ -	$ 370.00	$ 740.00	$ 1,110.00	$ 1,480.00	$ 1,850.00	$ 2,220.00	$ 2,590.00	$ 2,960.00
Estimated Annual Revenue		$ 94,720.00	$ 91,760.00	$ 88,800.00	$ 85,840.00	$ 82,880.00	$ 79,920.00	$ 76,960.00	$ 74,000.00	$ 71,040.00
Estimated Annual Reduction in Revenue		$ -	$ 3,330.00	$ 6,660.00	$ 9,990.00	$ 13,320.00	$ 16,650.00	$ 19,980.00	$ 23,310.00	$ 26,640.00

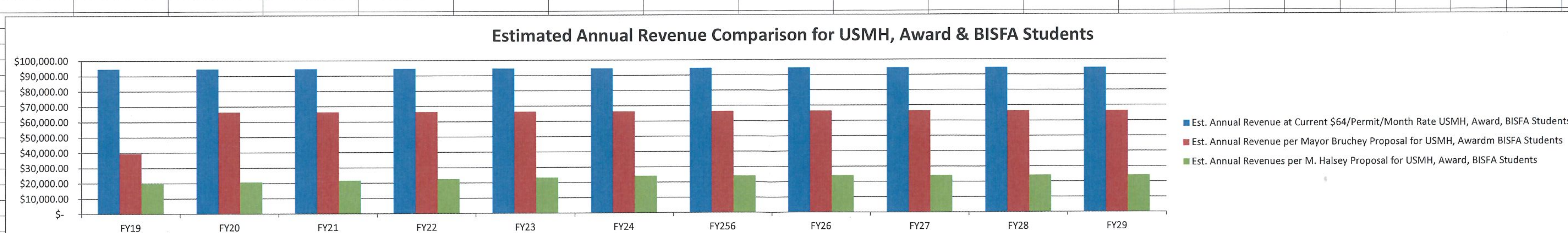
1. Number of students purchasing parking in the decks is estimated
2. This chart is based on the current parking deck rate of $64 and is a revenue comparison only to that rate. The parking deck rate is to rise to $66/month on 7/1/19 and to $68/month on 7/1/20. This would change the Estimated Monthly Reduction in Revenue
3. The number of months for the Estimated Annual Reduction in Revenue for just USMH is 8. The number of months for the Estimated Annual Reduction in Revenue for all the schools combines is 9 months.

ESTIMATED ANNUAL REVENUE COMPARISONS

	FY19	FY20	FY21	FY22	FY23	FY24	FY256	FY26	FY27	FY28	FY29
Est. Annual Revenue at Current $64/Permit/Month Rate USMH Students	$ 51,200.00	$ 51,200.00	$ 51,200.00	$ 51,200.00	$ 51,200.00	$ 51,200.00	$ 51,200.00	$ 51,200.00	$ 51,200.00	$ 51,200.00	$ 51,200.00
Est. Annual Revenue per Mayor Bruchey Proposal for USMH Students	$ 21,392.00	$ 35,896.00	$ 35,896.00	$ 35,896.00	$ 35,896.00	$ 35,896.00	$ 35,896.00	$ 35,896.00	$ 35,896.00	$ 35,896.00	$ 35,896.00
Est. Annual Revenues per M. Halsey Proposal for USMH Students	$ 9,600.00	$ 10,000.00	$ 10,400.00	$ 10,800.00	$ 11,200.00	$ 11,600.00	$ 11,600.00	$ 11,600.00	$ 11,600.00	$ 11,600.00	$ 11,600.00



	FY19	FY20	FY21	FY22	FY23	FY24	FY256	FY26	FY27	FY28	FY29
Est. Annual Revenue at Current $64/Permit/Month Rate USMH, Award, BISFA Students	$ 94,720.00	$ 94,720.00	$ 94,720.00	$ 94,720.00	$ 94,720.00	$ 94,720.00	$ 94,720.00	$ 94,720.00	$ 94,720.00	$ 94,720.00	$ 94,720.00
Est. Annual Revenue per Mayor Bruchey Proposal for USMH, Awardm BISFA Students	$ 39,575.00	$ 66,408.00	$ 66,408.00	$ 66,408.00	$ 66,408.00	$ 66,408.00	$ 66,408.00	$ 66,408.00	$ 66,408.00	$ 66,408.00	$ 66,408.00
Est. Annual Revenues per M. Halsey Proposal for USMH, Award, BISFA Students	$ 19,980.00	$ 20,813.00	$ 21,645.00	$ 22,478.00	$ 23,310.00	$ 24,143.00	$ 24,143.00	$ 24,143.00	$ 24,143.00	$ 24,143.00	$ 24,143.00



REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Water & Wastewater Five Year Rate Plan – *Mike Spiker, Utilities Director*

Mayor and City Council Action Required:
Discussion for WWW Five Year Rate Plan

Discussion:
The Utilities Department Financial/Administrative staff continues to work with Municipal & Financial Services Group (MFSG) staff in the development of the Water and Wastewater Five Year Rate Plan. This Plan will be in effect from Fiscal Year 20 through the end of Fiscal Year 24. The following information contains our existing draft proposal and assumption information utilized in the Plan. There are no changes in the methodologies utilized in the formulation of this Plan as has existed in the previous two iterations.

- Inflation rate 1.5%, Wastewater and Water Customer growth rate 0.4%, Wastewater Consumption growth rate -0.6%, and the Water Consumption growth rate -0.9%. We utilized previous year histories and have utilized conservative assumptions.

- Wastewater rate requirements are an increase of 2% per year for each of the five years

- Water rate requirements are an increase of 3% per year for each of the five years

- Each of the Utilities is currently in a strong cash position and staff is in concurrence with the minimal increases and that our operational requirements can be met with the proposed minimal increases for our customers.

- The City currently charges customers with higher than normal strength wastewater surcharges due to the additional cost associated with treating this wastewater. The City increased the surcharge amounts as a result of the cost of service study completed in 2005 and subsequently based on inflation. The current charges were reviewed based on the updated financial model and were determined to be set at the appropriate level. The City should continue to monitor the costs associated with treating high strength sewage.

- The City currently has two types of maintenance charges, materials and labor, imposed upon customers with grinder pumps required for low pressure systems. For those customers within the Woodlands area, a pump is shared among two dwellings and the maintenance charge is approximately $53.73 per dwelling. Customers within other areas are charged a maintenance fee of approximately $97.80 per pump. In FY19 the annual cost to fund replacements and repairs to the grinder pump systems equals approximately $112K. The current charges are projected to provide adequate revenues to cover the costs of maintaining these systems.

- The City currently imposes benefit charges on customers who connect to the water and/or wastewater system. The benefit charges are based on the capital costs of providing water and sewer capacity for new customers. Benefit charges are proportioned based upon anticipated usage and jurisdiction (inside/outside city). Benefit charges are intended to recover the capital cost of capacity constructed to serve a new customer. This includes treatment as well as pumping, distribution and collection for systems that are off-site. The current benefit charges will remain at level based on the cost of providing water and wastewater capacity to new customers. We may want to plan a 3% rate increase per year to be consistent with the model and under collecting for both water and wastewater. This will still be lower than what was recommended in the model.

- The City currently charges customer fire line charges based on meter and/or pipe size. The City increased the charges for fire lines by approximately 15% in FY10 to bring the revenues from these charges in line with the cost of providing private fire protection. Based on the updated model we recommend that the City adjust fire line charges at an annual rate of 3% to ensure that the fire line charges keep up with the increasing cost of providing private fire protection service.

- The Rate Information is based on a usage of 10,000 gallons per quarter

	Inside City Rate	Outside City Rate
Water Current	$23.37	$59.98
Water Proposed FY20	$24.07	$61.78
Wastewater Current	$77.56	$129.57
Wastewater Proposed FY20	$79.11	$132.16
Combined Current	$100.93	$189.55
Combined Proposed FY20	$103.18	$193.94
Monthly Current	$33.64	$63.18
Monthly Proposed FY20	$34.39	$64.65

Staff will be available at the Works Session on November 13 for discussion.

Financial Impact:
Draft Discussion

Recommendation:
Draft Discussion

Motion:
NA

Action Dates:
Work Session 11/13/18

ATTACHMENTS:

File Name	Description
Memo_for_WWW_Five_Year_Rate_Plan_111318.pdf	Memo for WWW Five Year Rate Plan 111318

City of Hagerstown

Department of Utilities

425 East Baltimore Street Hagerstown, MD 21740-6105	1 Clean Water Circle Hagerstown, MD 21740-6848	51 West Memorial Blvd Hagerstown, MD 21740-6848

November 13, 2018

TO: Valerie Means, City Administrator

FROM: Michael S. Spiker, Director of Utilities
Nancy Hausrath, Water Operations Manager
Nelia Tidler, Utilities Financial Manager
Joe Moss, Wastewater Operations Manager

SUBJECT: Water/Wastewater Five Year Rate Plan

The Utilities Department Financial/Administrative staff continues to work with Municipal & Financial Services Group (MFSG) staff in the development of the Water and Wastewater Five Year Rate Plan. This Plan will be in effect from Fiscal Year 20 through the end of Fiscal Year 24. The following information contains our existing draft proposal and assumption information utilized in the Plan. There are no changes in the methodologies utilized in the formulation of this Plan as has existed in the previous two iterations.

- Inflation rate 1.5%, Wastewater and Water Customer growth rate 0.4%, Wastewater Consumption growth rate -0.6%, and the Water Consumption growth rate -0.9%. We utilized previous year histories and have utilized conservative assumptions.

- Wastewater rate requirements are an increase of 2% per year for each of the five years

- Water rate requirements are an increase of 3% per year for each of the five years

- Each of the Utilities is currently in a strong cash position and staff is in concurrence with the minimal increases and that our operational requirements can be met with the proposed minimal increases for our customers.

- The City currently charges customers with higher than normal strength wastewater surcharges due to the additional cost associated with treating this wastewater. The City increased the surcharge amounts as a result of the cost of service study completed in 2005 and subsequently based on inflation. The current charges were reviewed based on the updated financial model and were determined to be set at the appropriate level. The City should continue to monitor the costs associated with treating high strength sewage.

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Combined Proposed FY20	$103.18	$193.94
Monthly Current	$33.64	$63.18
Monthly Proposed FY20	$34.39	$64.65

Staff will be available at the Works Session on November 13 for discussion.

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Town of Funkstown Utilities Water & Wastewater Joint Service Area Request – *Mike Spiker, Utilities Director*

Mayor and City Council Action Required:
Funkstown Utilities Request Discussion and New Business Approval

Discussion:
The Town of Funkstown requested City of Hagerstown Water and Wastewater Services (Utilities) for a 44.11 acre parcel within their Town boundaries that is located west of the Antietam Creek and currently inaccessible to their existing water/wastewater infrastructure. The City Utilities are contiguous to the requested parcel. Water Service can be provided via a water main located within Frederick Street and can be accomplished through language contained within the existing Water Services Agreement with the Town of Funkstown. Established Capacity is available within the Agreement.

Wastewater services can be accomplished through a Joint Service Agreement between the two entities and has been developed by the efforts of the City/Town Legal Counsels and City Staff. The physical location of the attachment point will occur within Collection System District 12 near Manhole 12014 on the 21 inch gravity main. This agreement will be external to any current Joint Service Area Agreements that are attached to the Consolidated General Services Agreement between the City of Hagerstown and Washington County.

The Agreement provisions are as follows:

- The Town will own and operate all systems located within the designated boundaries
- Water Service will be provided and billed monthly via one meter per Water Services Agreement rates
- Wastewater Service will be provided and billed via Water meter readings
- Wastewater Service will be billed utilizing the Joint Service Area rate structure
- Wastewater Service Allocation will be capped at 40 Equivalent Dwelling Units for the 44.11 acre parcel

If the Mayor and Council are in agreement, the attached ordinance and associated documentation will be added to the November New Business agenda. Should you have questions or require additional information, please let us know.

Financial Impact:

Increase in Water and Wastewater through new customer base

Recommendation:
Staff Recommended Approval

Motion:

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

DATE: November 27, 2018

TOPIC: Acceptance of an Ordinance Entering into an Agreement for the Provision of Sanitary Sewer between the City of Hagerstown and the Town of Funkstown, MD.

Charter Amendment	?
Code Amendment	?
Ordinance	?
Resolution	¦
Other	?

MOTION: I hereby move that the Mayor and City Council approve the attached Ordinance Entering into an Agreement for the Provision of Sanitary Sewer between the City of Hagerstown and the Town of Funkstown, MD. The referenced parcel is within the corporate boundaries of the Town of Funkstown and identified as Being All of Liber 1246 Folio 983 containing 44.11 acres.

DATE OF INTRODUCTION: 11/27/18
DATE OF PASSAGE: 12/18/18
EFFECTIVE DATE: 01/18/19

Action Dates:
Work Session Discussion and New Business Item

ATTACHMENTS:

File Name	Description
Funkstown_Utilities_Request_112718.pdf	Funkstown Utilities Request

CITY OF HAGERSTOWN

DEPARTMENT OF UTILITIES

425 East Baltimore Street
Hagerstown, MD 21740-6105

51 West Memorial Blvd
Hagerstown, MD 21740-6848

Memorandum

To: Valerie Means, City Administrator

From: Michael Spiker, Director of Utilities
Joe Moss, Wastewater Operations Manager
Nancy Hausrath, Water Operations Manager
Jennifer Keefer, City Attorney
Kathy Maher, Director of Planning

RE: Town of Funkstown Utilities Water/ Wastewater Joint Service Area Request

Date: November 13, 2018

The Town of Funkstown requested City of Hagerstown Water and Wastewater Services (Utilities) for a 44.11 acre parcel within their Town boundaries that is located west of the Antietam Creek and currently inaccessible to their existing water/wastewater infrastructure. The City Utilities are contiguous to the requested parcel. Water Service can be provided via a water main located within Frederick Street and can be accomplished through language contained within the existing Water Services Agreement with the Town of Funkstown. Established Capacity is available within the Agreement.

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- Wastewater Service Allocation will be capped at 40 Equivalent Dwelling Units for the 44.11 acre parcel

If the Mayor and Council are in agreement, the attached ordinance and associated documentation will be added to the November New Business agenda. Should you have questions or require additional information, please let us know.

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

DATE: November 27, 2018

TOPIC: **Acceptance of an Ordinance Entering into an Agreement for the Provision of Sanitary Sewer between the City of Hagerstown and the Town of Funkstown, MD.**

Charter Amendment	☐
Code Amendment	☐
Ordinance	☐
Resolution	■
Other	☐

MOTION: I hereby move that the Mayor and City Council approve the attached Ordinance Entering into an Agreement for the Provision of Sanitary Sewer between the City of Hagerstown and the Town of Funkstown, MD. The referenced parcel is within the corporate boundaries of the Town of Funkstown and identified as Being All of Liber 1246 Folio 983 containing 44.11 acres.

DATE OF INTRODUCTION: 11/27/18
DATE OF PASSAGE: 12/18/18
EFFECTIVE DATE: 01/18/19

**JOINT ORDINANCE OF THE
TOWN OF FUNKSTOWN, MARYLAND
AND
THE MAYOR AND COUNCIL OF THE CITY OF HAGERSTOWN, MARYLAND
TO ENTER INTO AN AGREEMENT
FOR THE PROVISION OF SANITARY SEWER SERVICE**

WHEREAS: The Mayor and Council of the Town of Funkstown, as the duly-constituted legislative body of Funkstown, Maryland, a Maryland Municipal Corporation (the "Town") has determined that it is in the best interests of the Town and the citizenry thereof to enter into an agreement for the provision of sanitary sewer service (the "Agreement"); and

WHEREAS: The Mayor and Council of the City of Hagerstown, as the duly-constituted legislative body of the City of Hagerstown, Maryland, a Maryland Municipal Corporation (the "City"), has determined that it is in the best interests of the City and the citizenry thereof to enter into an agreement for the provision of sanitary sewer service to the area designated in said Agreement and subject to the conditions outlined in said Agreement; and

WHEREAS: This Ordinance is subject to the Joint Resolution Amending the Water Service Agreement wherein the City and the Town have agreed to amend Paragraph 4.8 of the Water Service Agreement by and between the City of Hagerstown, Maryland and the Town of Funkstown, Maryland, in order to add an additional water service Point of Delivery for the Town; and

WHEREAS: This Agreement is required to be authorized by Ordinances of the Town and the City.

NOW THEREFORE, BE IT RESOLVED, ENACTED AND ORDAINED, by the Town that the Agreement, a copy of which is attached hereto, be and is hereby accepted, approved and ratified; and

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED, that Paul Crampton, Mayor of Funkstown, or his successors, is hereby authorized, empowered and directed to execute the Agreement and any other documents necessary to effectuate the purposes hereof.

NOW THEREFORE, BE IT RESOLVED, ENACTED AND ORDAINED, by the City that the Agreement, a copy of which is attached hereto, is hereby accepted, approved and ratified; and

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED, that Robert Bruchey, II, Mayor of the City, or his successors, is hereby authorized, empowered and directed to execute the Agreement and any other documents necessary to effectuate the purposes hereof, and

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED, that this Ordinance shall become immediately effective at the expiration of thirty (30) days following its passage.

WITNESS AND ATTEST AS TO CORPORATE SEAL	TOWN OF FUNKSTOWN WASHINGTON COUNTY, MARYLAND
____________________________ Brenda Haynes, Town Manager	By: ____________________________ (SEAL) Paul Crampton, Mayor
WITNESS AND ATTEST AS TO CORPORATE SEAL	MAYOR AND COUNCIL OF THE CITY OF HAGERSTOWN, MARYLAND
____________________________ Donna K. Spickler, City Clerk	By: ____________________________ (SEAL) Robert Bruchey, II, Mayor

DATE OF INTRODUCTION: 11/27/18
DATE OF PASSAGE: 12/18/18
EFFECTIVE DATE: 01/18/19

**AGREEMENT FOR THE PROVISION OF SANITARY SEWER SERVICE
BY AND BETWEEN
THE CITY OF HAGERSTOWN, MARYLAND AND
THE TOWN OF FUNKSTOWN, MARYLAND**

INTRODUCTION

This Sanitary Sewer Service Agreement, hereafter called Agreement, dated January 18, 2019, by and between the City of Hagerstown, a Maryland municipal corporation (hereinafter called "City") and the Town of Funkstown, a Maryland municipal corporation, (hereinafter called "Town") is aimed at establishing the general terms and responsibilities for the provision of sanitary sewer service to the forty-four point one one (44.11) acre area (hereinafter called "joint sewer service area") which is delineated in the L.1246 F.983 (attached hereto as Exhibit A) to be served by the sewerage facilities of the City and which is outside the corporate limits of the City and outside the service area of the City sewer system as it exists on the date of this Agreement.

Based on the topography of the area, specifically that the Town would need to extend sewage services under Antietam Creek in order to service the designated joint sewer service area, the most cost-effective way to serve the designated area is by connection with the City's sewer system with sewage treatment to be accomplished at the City's plant.

1. City Provision For Service: The City shall accept for transport, treatment and disposal, the wastewaters generated in the designated area in accordance with a controlled capacity allocation system established and equitably managed by the City.
2. New Construction: The City and the Town shall cooperate in a joint pursuit of the design and construction effort concerning sewer service in the designated area. The City shall receive wastewater flow via a twenty-one (21) inch gravity main located adjacent-to and west of the joint sewer service area, which is delineated in Wastewater Collection District 12 Manhole 12014. The primary work effort and responsibility for design and construction within the joint sewer service area shall be with the Town. Upon completion of construction, the Town shall retain ownership of all sewerage facilities constructed under the Town's jurisdiction. The City shall be under no obligation to be the applicant, grantee, or financing agent for any funds to construct systems to be owned by the Town.
3. City Service Responsibilities: The City shall operate and maintain all City-owned sewerage facilities in accordance with all applicable rules, regulations, ordinances, permits, guidelines, and other criteria of any federal, state and local agencies and jurisdictions. The City shall have the authority to monitor water and waste flows to determine volume, flow delivery rate and/or strength of same. Furthermore, all sewerage facilities in the designated area shall be monitored to assure compliance with the applicable inflow/infiltration requirements.
4. Town Service Responsibilities: The Town will be responsible for operation and maintenance of sewerage facilities owned by the Town. The Town shall operate, repair and maintain all sewerage facilities in accordance with all applicable rules, regulations, ordinances, permits, guidelines, and other criteria of any federal, state and local agencies

and jurisdictions. The Town-owned collection systems shall be monitored to assure compliance with the applicable inflow/infiltration requirements. Upon request from the City, the Town shall permit the City to examine and make copies of all the Town's records to effectuate the purpose of this Agreement.

5. City Service Charges: The charge to joint sewer service customers in the joint sewer service area by the City for transporting and treating sewerage emanating from the joint sewer service area through the City-owned sewerage facilities shall be based on metered water consumption and shall be in accordance with the provisions of the City code for such services. The City shall bill directly the Town's sewer customers in the joint sewer service area unless otherwise specified by written agreement. The user charge rate for domestic type wastes to be charged to all users of the system located within the joint sewer service area shall comply with all applicable federal, state and local regulations. The City shall recover the actual cost of service through the City rates charged to joint sewer service customers. Cost of service shall include operating expenses, depreciation, return on investment, and cash flow requirements. A commercial and industrial rate system meeting all applicable requirements of federal, state, and local regulations shall establish the surcharges and other additional rates to be charged to all commercial and industrial users of the system. The Town shall be kept advised by the City of any proposed changes in the code or any other policy affecting such charges so the Town may have the opportunity to comment on same. The City shall assist the Town with official representation at any public hearing to be held to the extent necessary to present and to explain the charges being levied by the City for sewerage service the City provides to joint sewer service customers. The user charge rate will be assessed at the Joint Service Area rate as approved by the Mayor and Council of the City of Hagerstown as amended from time to time.
6. City Benefit Charges: In addition to the City charges described in Section 5, there shall be a City benefit charge per connection equitably assessed by the City based on capacity allocation. The final benefit charge shall be the same as the benefit charge applied to City users of the system located in the corporate limits of the City.
7. City Capacity Allocation: Capacity for wastewater contributions to the City Water Pollution Control plant shall be allocated to each customer account when the prospective customer receives approval of an application for sanitary sewer connection permit. The City will reserve a capacity allocation for all customers located in the joint sewer service area in an amount equivalent to forty (40) EDUs. As needed, the Town Council may request increases in capacity allocation. The Mayor and City Council for the City of Hagerstown shall have the authority to approve or deny any such increase in capacity allocation. Any increase in capacity allocation shall be mutually agreed to in writing. It is mutually accepted that, in the event the City cannot provide sewer service to future customers located in the designated area, the Town Council has the right to provide sewer service within the designated area by alternative means.
8. Delinquent Accounts: The City shall provide the Town with a list of accounts with delinquent Town balances at least quarterly for joint sewer service customers and shall assist the Town in the collection of these accounts through discontinuance of water

service or any other lawful means. If these means of collection fail, then the Town shall exercise its statutory rights and enter suit against all offenders in accordance with prevailing collection policies of the Town. Likewise, the Town shall by suit seek to enforce connection against all property owners who fail to connect to the sewer system in the time allowed therefore.

9. City Upgrades to Facilities: The cost of any future upgrades or other alterations made to the City Water Pollution Control system constructed to meet future applicable rules, regulations, ordinances, permits, guidelines, and other criteria of any federal, state and local agencies and jurisdictions, shall be borne by all users of the system in accordance with a system of charges. The cost of any future expansions of, or extensions to the City Water Pollution Control System constructed to provide sanitary sewer service to the designated area shall be borne by the users of the system for whom such expansions or extensions are constructed.
10. Amendments: Changes to this Agreement shall be made by formal amendment and adopted by resolution by the City and County. Amendments shall be effective for, and consistently applied to, the designated area.
11. Section Headings and Titles: Section headings, titles, etc., are for the purpose of description or ease of use and do not form a part of the text of this Agreement.

The parties agree and do represent to each other that this Agreement has been approved by each respective legislative body at a duly constituted public meeting and that the undersigned has been designated as the duly authorized signatory and representative of said legislative body.

In witness whereof, the parties hereto have executed this Agreement by their duly authorized signatory and representative.

WITNESS AND ATTEST AS TO CORPORATE SEAL	TOWN OF FUNKSTOWN WASHINGTON COUNTY, MARYLAND
____________________ Brenda Haynes, Town Manager	By: ____________________ (SEAL) Paul Crampton, Mayor
WITNESS AND ATTEST AS TO CORPORATE SEAL	MAYOR AND COUNCIL OF THE CITY OF HAGERSTOWN, MARYLAND
____________________ Donna K. Spickler, City Clerk	By: ____________________ (SEAL) Robert Bruchey, II, Mayor

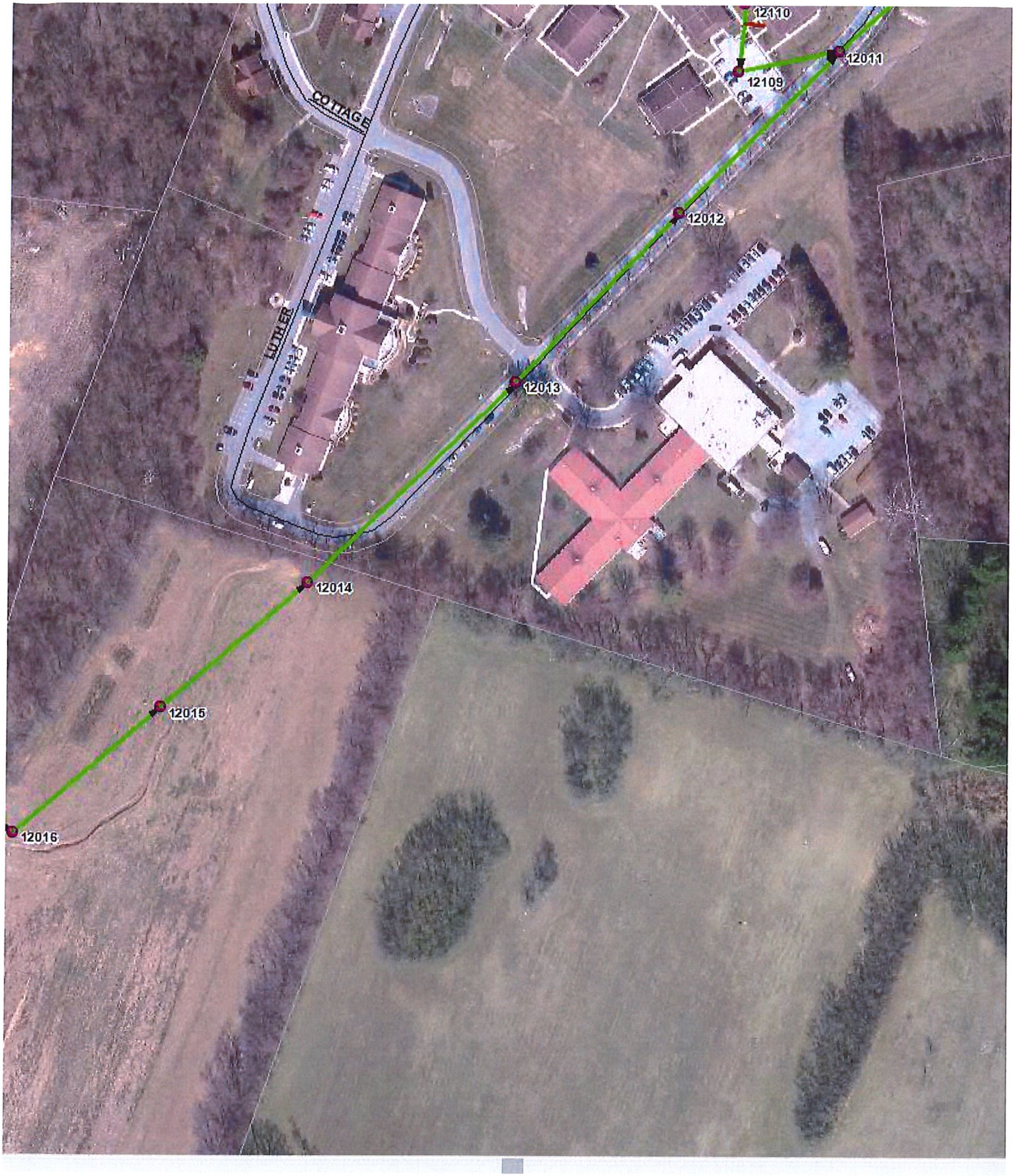
DEFINITIONS

Benefit Charge (City): A charge by the City, currently described in Section 240-31 of the City Code, intended to distribute the City's installed cost of the WPC collection system and a pro rata share of the WPC plant cost to the benefitted property owners. The Mayor and Council of the City shall, by ordinance, fix, establish and adjust the amount of the minimum benefit charge and the amount of the benefit charge rate per gallon of allocation, in accordance with the Code of the City of Hagerstown.

Joint sewer service: Sewer service provided by both the City and Town where the Town owns and maintains a sewer collection system within the City's service area and the City provides conveyance through City-owned sewer lines and/or provides treatment at the City's sewage treatment plant.

Joint sewer service area: An area where the City and Town have agreed to provide joint sewer service where the Town agrees to own and maintain a sewer collection system within the City's service area and the City agrees to provide conveyance through City-owned sewer lines and/or provide treatment at the City's sewage treatment plant.

Joint sewer service customer: A sewer customer whose sewer service is provided by both Town-owned collection systems and City-owned conveyance and/or treatment facilities. The customer is considered to be a customer of both the City and the Town and receives charges from both the City and the Town for the sewage service each provides.



WASTEWATER COLLECTION DISTRICT 12

ATTACHMENT A

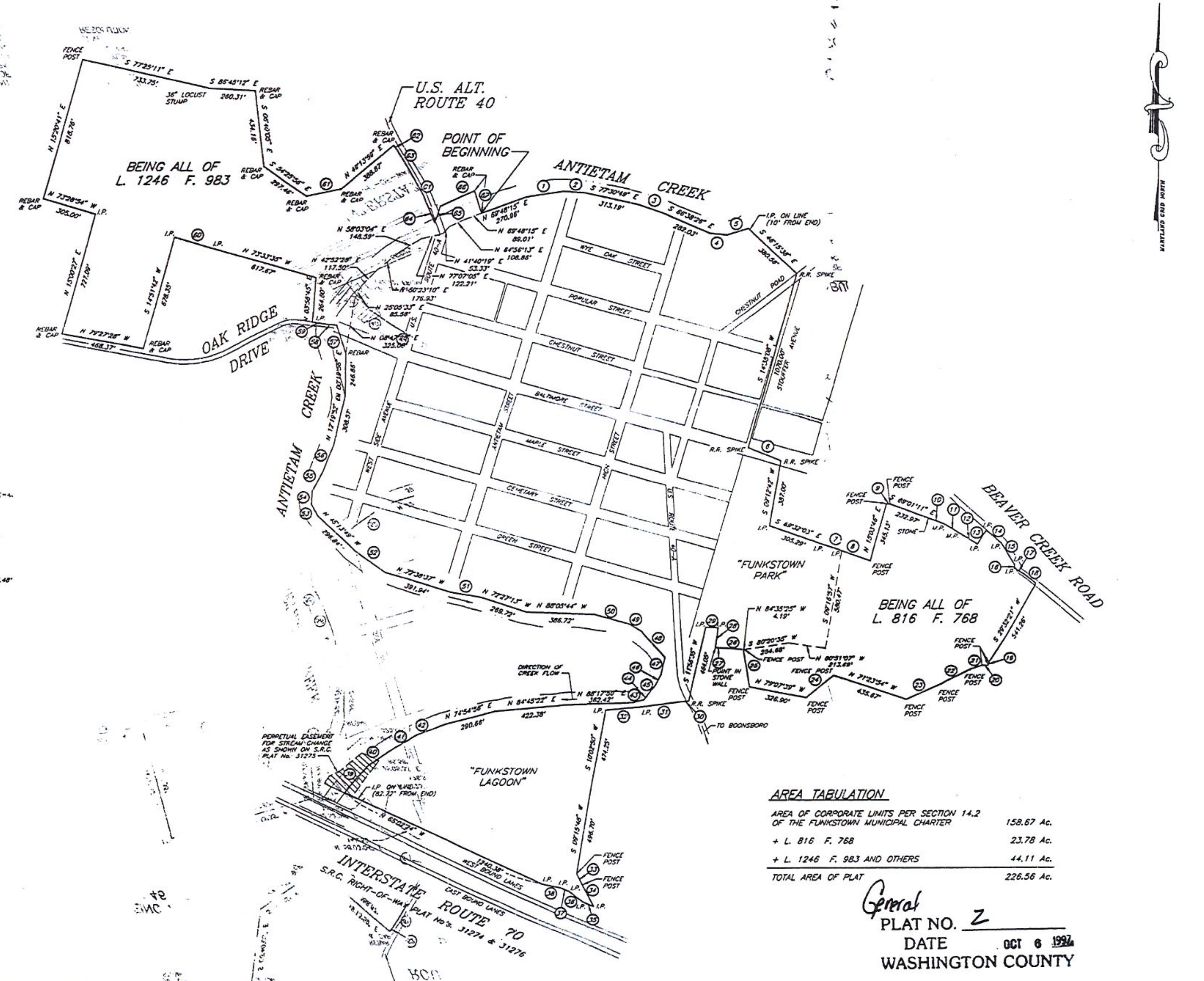
COMPUTER STORAGE INFO. DO NOT ERASE - - H:\DWG\97H4819\ANNEXATI

LINE DATA

LINE	DIRECTION	DISTANCE
1	N 81°02'27" E	210.27'
2	S 85°29'20" E	122.45'
3	S 70°25'34" E	151.85'
4	S 84°30'08" E	96.39'
5	N 73°08'50" E	125.48'
6	S 67°03'06" E	200.00'
7	S 70°57'03" E	130.90'
8	S 71°07'47" E	173.46'
9	S 85°16'20" E	20.08'
10	S 69°16'25" E	97.28'
11	S 57°54'41" E	107.22'
12	S 56°49'36" E	116.28'
13	N 31°27'14" E	96.21'
14	S 47°28'48" E	113.79'
15	S 31°30'57" E	150.00'
16	S 21°57'04" W	14.00'
17	S 56°47'56" E	65.15'
18	S 50°30'36" E	90.00'
19	S 13°30'49" W	18.44'
20	N 87°33'03" W	34.11'
21	S 68°40'53" W	49.63'
22	S 61°14'43" W	194.91'
23	S 65°57'36" W	211.80'
24	S 50°24'49" W	202.10'
25	N 08°17'54" W	232.20'
26	N 84°35'25" W	123.96'
27	N 84°53'47" W	34.56'
28	N 07°11'56" E	124.65'
29	N 88°04'49" W	70.06'
30	S 84°42'28" W	42.32'
31	S 82°43'50" W	226.20'
32	S 84°27'49" W	204.30'
33	S 26°27'16" E	68.38'
34	S 26°45'40" E	147.35'
35	N 65°02'25" W	67.41'
36	N 51°20'13" W	103.08'
37	N 65°02'25" W	50.00'
38	N 79°04'35" W	103.08'
39	N 39°16'06" E	211.16'
40	N 53°49'13" E	145.29'
41	N 58°24'27" E	186.82'
42	N 68°30'14" E	170.86'
43	N 74°20'14" E	64.35'
44	N 38°27'55" E	30.10'
45	N 39°53'30" E	72.50'
46	N 25°58'26" E	71.56'
47	N 12°00'11" E	113.69'
48	N 37°40'02" W	220.16'
49	N 60°56'29" W	80.31'
50	N 74°22'22" W	199.99'
51	N 80°30'52" W	174.18'
52	N 54°04'55" W	211.39'
53	N 27°08'40" W	70.31'
54	N 07°47'57" E	81.78'
55	N 27°15'43" E	141.80'
56	N 20°48'17" E	153.01'
57	N 17°13'02" W	174.60'
58	N 85°57'25" W	76.07'
59	N 79°20'47" W	80.36'
60	N 73°10'09" W	218.05'
61	N 77°35'38" E	199.97'
62	S 36°00'06" E	30.56'
63	S 30°16'07" E	202.55'
64	S 22°41'47" E	118.09'
65	N 18°52'13" E	39.41'
66	N 64°56'13" E	212.46'
67	S 16°33'47" E	134.72'

CURVE DATA

CURVE	RADIUS	LENGTH	CHORD	
C-1	1135.00'	157.60'	S 26°17'28" E	157.48'



AREA TABULATION

AREA OF CORPORATE LIMITS PER SECTION 14.2 OF THE FUNKSTOWN MUNICIPAL CHARTER	158.67 Ac.
+ L. 816 F. 768	23.78 Ac.
+ L. 1246 F. 983 AND OTHERS	44.11 Ac.
TOTAL AREA OF PLAT	226.56 Ac.

General
PLAT NO. Z
DATE OCT 6 1997
WASHINGTON COUNTY

NOTES

THIS PLAT IS BEING RECORDED PURSUANT TO THE PROVISIONS OF ARTICLE 23A §19(P) OF THE ANNOTATED CODE OF MARYLAND TO REGISTER THE CORPORATE BOUNDARIES OF THE GEOGRAPHICAL AREAS CONTAINED WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF FUNKSTOWN, MARYLAND. SAID BOUNDARIES ARE INCORPORATED AND MADE A PART OF §4 OF THE CHARTER OF THE TOWN OF FUNKSTOWN, MARYLAND, EFFECTIVE NOVEMBER 30, 1994, AND AS AMENDED BY ANNEXATION RESOLUTION EFFECTIVE OCTOBER 4, 1997.

THE AFOREGOING PLAT IS EXEMPT FROM THE PROVISIONS OF THE SUBDIVISION ORDINANCE OF WASHINGTON COUNTY, MARYLAND PURSUANT TO §202.50 THEREOF.

FUNKSTOWN – MARYLAND

CORPORATE BOUNDARY SURVEY
PREVIOUSLY RECORDED AT PLAT FOLIO 4499

DRAWN BY: D.J.L.	DATE: 2-10-97	FOX & ASSOCIATES, INC. ENGINEERS • SURVEYORS • PLANNERS	DISTRICT 10
CHECKED BY: R.E.T.	DATE: 2-10-97	82 WORMANS MILL COURT SUITE G FREDERICK, MARYLAND 21701 PHONE: (301)695-0880 FAX: (301)293-6009	TAX MAP No. 58
SCALE: 1" = 400'			DWG. No. C-1964

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Requested Amendment to Water & Wastewater Policy for Essential Government Services – *Mike Spiker, Utilities Director and Kathleen Maher, Director of Planning & Code Administration*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name	Description
MCC_packet_Amendment_to_W_W_Policy_for_Essen_Govt_Svs_11_8_18.pdf	W&W Policy Amendment for Essential Government Services

CITY OF HAGERSTOWN, MARYLAND
Planning and Code Administration Department

MEMORANDUM

TO: Valerie Means, City Administrator

FROM: Kathleen A. Maher, Director of Planning & Code Administration
Mike Spiker, Utilities Director

DATE: November 8, 2018

SUBJECT: Requested Amendment to Water and Wastewater Policy for Essential Government Services

ACTION REQUESTED

Review of request to amend the Water and Wastewater Policy to add a new Exception for Essential Government Services. This request has been made by the County Commissioners (see attached) to create a procedure to allow City water service for the Public Safety Training Facility proposed for outside the Medium Range Growth Area on the Sharpsburg Pike.

BACKGROUND

The City adopted a Water and Wastewater Policy in 2004 to reiterate that extension of water and wastewater services would not be made beyond the Urban Growth Area, as defined in the City's Annexation Policy, unless one of seven exceptions outlined in the policy were granted. The County Water and Sewer Plan utilizes the Urban Growth Area as the limits of planned service. At that time, the Annexation Policy utilized the UGA boundaries that were in place at the time of the adoption of our policy in 2002.

The Water & Wastewater Policy was amended in 2008 to set the Hagerstown Medium Range Growth Area as the limit of these City services, consistent with the City's 2008 Comprehensive Plan, unless one of the seven exceptions were granted. State law required the City to adopt a growth boundary in its Comprehensive Plan as the planned limits of annexation. The City's Annexation Policy requires annexation as a condition of service. The Water and Wastewater Policy was amended again in 2009, 2016, and 2017.

Water and Wastewater Policy Exceptions

The Water and Wastewater Policy provides possible exceptions for certain situations that are based on identified health concerns, vital improvements to the City water and/or wastewater system, pre-existing agreements with the City, and certain vital economic development projects in targeted areas of the County Comprehensive Plan. The nine exceptions are:

1. The Health Department has condemned, or there is impending failure, of an existing private water or septic system;
2. A system improvement would be provided deemed vital to the enhancement of operation or efficiency of the water and/or wastewater system;
3. Connection to an existing lot of record (predating the policy) for a single-family residence or two-family residence;
4. Redevelopment of property containing an existing customer with no increase in allocation;
5. There is a pre-existing water or wastewater agreement in place predating the policy;
6. A vital economic development project located in a targeted area for industrial and/or non-retail commercial development;
7. There is a pre-annexation agreement in place predating the policy;
8. Development of an affordable housing project;
9. Connection to a proposed new single-family or two-family dwelling because well testing failed due to GWUDI (*Ground Water Under Direct Influence* of surface water) issues.

Exceptions #1, #3, #4, #5, #7 and #9 are approved by the Director of Utilities, often with input of Planning staff. Exceptions #2, #6, #8 and #9 are approved by the Mayor and City Council with input from the Director of Utilities (#2, #6, and #8) and other officials (#6 and #8).

REQUEST LEADING TO AMENDMENT PROPOSAL

The County Commissioners are proposing to locate a new Public Safety Training Center on the Sharpsburg Pike outside the Hagerstown Medium Range Growth Area. When City staff learned that the location does not have sufficient water service, we explained to County staff that we did not have an exception in the City Water and Wastewater Policy that would cover this situation. Planning staff suggested that an essential government services exemption might be a good idea, since some essential government services are tied to certain geographic parameters that might make location within the MRGA impossible. A letter making a request for an amendment to the City policy for such an exemption was sent by the County Commissioners to the Mayor and City Council on October 23. The letter (attached) also outlined detail on the plans for the Public Safety Training Facility.

WATER SYSTEM PLANNING ISSUES

Utilities Department staff will not unreasonably deny water service; however, staff will review operational and capacity data to ensure all recommendations for approval are in the best interest of the City and the water system. In doing this staff will consider average day, peak day and fire flow requirements and input this data into the hydraulic model. In the event that the water system cannot meet any or all requirements without upgrading the water system, the cost of upgrading the water system will be the responsibility of the government agency requesting service. All upgrades must be completed and placed in service prior to the new service connection, unless otherwise approved by the Director of Utilities.

PROPOSED AMENDMENT FOR ESSENTIAL GOVERNMENT SERVICES

City staff considered the proposed request and the potential impact to the City water system from such issues in the future. Taking into consideration the planning concerns outlined above, City staff drafted a proposed amendment to the City's Water & Wastewater Policy to add a 10^{th} exception that would allow the Mayor and City Council to approve requests for water service for Essential Government Services as follows:

10. **Facility for an Essential Public Service**. A facility necessary for the public services provided by a government body whose geographic location is determined by the government as the best placement to serve the needs of local communities or to access the resources necessary to serve the public. Service approval using this exception is contingent upon recommendation of the County Commissioners or other affected government agency, and the City Director of Utilities to, and approval by, the Mayor and Council. Recommendation to the Mayor and Council for approval by the Director of Utilities will be contingent upon ensuring the water system can meet the average day, peak day, and fire flow requirements for each request for service. If water system upgrades are required to meet average day, peak day, and/or fire flow, all cost for upgrades will be the responsibility of the agency requesting service, as approval by City Utilities Department.

    Because such requests may occur for land outside the County designated Urban Growth Area and outside Priority Funding Areas, the proposed amendment would require first receiving the approval of the administrative authority of the County Water & Sewer Plan.

NEXT STEPS

If in support of the proposed amendments to the Water and Wastewater Policy, Mayor and City Council approval of the amendment on November 27.

Attachment
c: Valerie Means, City Administrator
Nancy Hausrath, Water Operations Manager
Jill Thompson, Director of Community & Economic Development
Jason Morton, City Attorney
Megan Flick, Planner
Steve Goodrich, County Planning Director
Brennan Garrett, Washington County Division of Engineering

October 23, 2018

The Honorable Robert Bruchey
and Hagerstown City Council
City of Hagerstown
City Hall, Second Floor
One E. Franklin Street
Hagerstown, Maryland 21740

Subject: Public Safety Training Center – Water Allocation

Dear Mayor Bruchey and Members of the City Council:

Our staff has had discussions with City staff regarding water allocation for the project, and the proposed facility will use more equivalent dwelling units (EDUs) than currently allocated to the property, making the project ineligible for Exception 4, Redevelopment of a Property Containing an Existing Customer, of the City of Hagerstown Waste & Wastewater Policy for water requests outside the Hagerstown Medium Range Growth Area.

Exception 4, Redevelopment of a Property Containing an Existing Customer. Service approval by the Utilities Department using this exception is contingent upon there being no addition of land area to the existing lot(s) of record containing the existing customer(s) and there being no increase in the existing allocation as a result of the redevelopment.

Therefore, as recommended by your staff, the Board of County Commissioners is requesting that the Mayor and City Council approve the water request for the project by amendment to the City of Hagerstown Water & Wastewater Policy for this essential government service.
The proposed Public Safety Training Center will be located at 9238 Sharpsburg Pike on a 49-acre parcel of land just south of the community at Westfields. The project when complete is planned to consist of a training center building, indoor shooting range, and tactical village.

Phase 1 of the project, a 35,000-square foot building, is currently being designed for classroom training of emergency services, police, and fire personnel and is planned to be used by both the County and the City of Hagerstown. Phase 1 construction is scheduled to begin next year.
If your staff has any questions about the request, please contact our Director of Engineering, Scott Hobbs, at 240-313-2407 or by e-mail at shobbs@washco-md.net.

We look forward to a successful project in collaboration with the City of Hagerstown.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

By: Terry L. Baker
Terry L. Baker, President

cc: Board of County Commissioners
Robert Slocum, County Administrator
Scott Hobbs, Director, Engineering
Kathleen Maher, City of Hagerstown
Michael Spiker, City of Hagerstown

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Follow-up on Hotel Licensing Discussion - *Kathleen Maher, Director of Planning and Code Administration and Steve Lohr, Fire Chief*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:
August 25, 2017, February 20, 2018, October 2, 2018 - discussions
October 23 - public meeting
November 13 - follow-up

ATTACHMENTS:

File Name	Description
M_CC_packet_Follow-up_on_Hotel_Licensing_Discussion_11_7_18.pdf	Follow-up on Hotel Licensing Discussion

MEMORANDUM

TO: Valerie Means, City Administrator

FROM: Kathleen A. Maher, Director of Planning & Code Administration
Steve Lohr, Fire Chief

DATE: November 7, 2018

SUBJECT: Follow-up on Hotel Licensing Discussion

Staff will be present at the November 13 work session to follow up on the October 23 public meeting on the proposal to license hotels in Hagerstown. The following provides staff's summary of the comments received on October 23 and a recommendation on alternative strategies to address concerns raised by the Mayor and City Council over the course of the contemplation of a hotel licensing program.

Recurring Comments from Hotel Operators and Other Stakeholders at October 23 Meeting

1. Now that Garden Plaza is in new hands and improvements are underway, we don't need this program anymore.
2. Licensing fees would up the room rates which would make City hotels not competitive with neighboring jurisdictions without such fees.
3. Independent hotels like Inn at Boonsboro would have to be a Tier 3, which could discourage creations of boutique hotels in the city.
4. Already have 3rd party inspections on fire safety issues and inspections from chain brand, so City inspections are redundant and unnecessary.
5. Having such a program could create a negative perception about Hagerstown hotels.
6. Everyone should pay the same license fee under this program.

Alternative Strategies to Address City's Concerns

1. Implement a Hotel Licensing Program, but scrap the fees and the tier system and subject all hotels to an annual Fire and PCAD inspection. See attached.
    a. **WHY?** – management can change and deterioration can occur with any hotel, as occurred with the Garden Plaza under the prior ownership. Chain standard inspections cover many cosmetic and service issues but do not include all of the safety issues that City Codes require. Independent hotels are not even subject to

chain-standards inspections. The City would not be inventing the wheel with a hotel licensing program since many other Maryland jurisdictions have such programs in place.

b. **BENEFIT?** - The licensing program would allow the City to affect the occupancy of the hotel if unacceptable and unsafe practices are in place or hotel is not paying required taxes or utility fees and would provide consistent standards for what constitutes reason for closure of hotel. No tier would treat all hotels equally. No fee would address concerns raised at October 23 meeting about competitiveness of room rates.

OR

2. Amend Building Code and Property Maintenance Code to include minimum requirements for hotels to accommodate extended-stay guests (longer than 30 days). Would suggest utilizing some variation on the definitions in the attached document.
   a. **WHY?** - Transient-stay hotel rooms typically have one sink and it is in the bathroom with the toilet, microwaves might be included in the room but not ranges for cooking fresh foods or raw ingredient meals, refrigerators might be included in the room but not large enough to accommodate weekly food needs of long-term guests, storage is typically inadequate for needs of extended stay guests.
   b. **BENEFITS?** - would ensure hotels have the proper amenities to accommodate extended-stay guests and put limitation on number of occupants per room and on how long a hotel can be used for housing by area residents.

OR

3. Maintain status quo. Take no action.

Additional recommendation to address concerns about homelessness

Amend the Land Management Code to include Rooming Houses as a permissible use in certain zoning districts. This proposal is included in the 2018 package of Land Management Code amendments which the Planning Commission forwarded to the Mayor and City Council on October 24 and was presented at the November 6 Mayor and City Council meeting.

a. **WHY?** - would create a better alternative to transient-stay hotels for residents needing non-traditional housing to avoid homelessness.
b. **BENEFITS?** - Rooming houses include full-kitchens on the premises for safer preparation of food and cleansing of dishware and allow for preparation of more healthful and affordable meal options for residents. Utilities are included in the rent, as is the case with hotels. Any plans to adapt apartment buildings into rooming houses would be required to bring the building up to code, including addition of fire suppression and alarm systems if they do not exist, for the change of use.

Attachment

C: Blaine Mowen, Chief Code Official
Paul Fulk, Neighborhood Services Manager
Doug Dehaven, Fire Marshal
Jenn Keefer, City Attorney

Proposed REVISED Hotel Licensing Strategy for Hagerstown

Tier System: Deleted

License Fee: Deleted

Inspection Schedule:

1. B&B or Short Term Rental passed a Property Maintenance Code inspection by the City at inception of Hotel License program prior to making application.
2. Annual PCAD inspection in addition to the existing annual Fire Marshal inspection.
3. Failure of fire protection or life safety system requires immediate correction within timeframe approved by Fire Marshal. Chapter 64 code violations shall be corrected within 1-60 days as determined by City staff and depending upon severity of violation.
4. If code corrections are required, a $150 re-inspection fee will be charged at the second re-inspection and for any additional inspections needed until the hotel is approved for initial license or license renewal.

Suspension of License:

1. If facility fails to meet correction deadlines set by Fire Marshal or PCAD staff, license is suspended and no new guests shall be admitted. Depending upon the severity of the code violation, license may be revoked which forces closure of the hotel.
2. If facility remains open with guests during suspension, Fire Marshal and/or PCAD staff will conduct inspections at frequency needed to ensure safety of guests. A $150 re-inspection fee will be charged for each inspection needed until the hotel is approved for license renewal.
3. If facility is closed during suspension, Fire Marshal and/or PCAD staff will conduct periodic spot checks to monitor status. No fee charged.

Revocation of License:

1. Failure to be in good standing with the County Treasurer on the County Hotel/Motel Tax;
2. Failure to be in good standing on City and County real property taxes and hotel license and inspection fees;
3. Failure to be in good standing on City utility bills;
4. Lease of rooms for extended-stay if the facility is not in compliance with the design and operational standards for Extended-stay hotels;
5. Severe code violations exist which facility has not addressed satisfactorily within timeframe prescribed by staff;
6. License suspension period has reached six months with unresolved code violations remaining; or
7. Valid complaints have reached chronic nuisance condition. *[This will require corresponding amendment to Chapter 95, Excessive Use of City Services.]*

Reinstate License:

1. Facility is eligible to renew its license once:
    a. Fire Marshal and PCAD determine violations have been corrected; and

b. County Treasurer indicates facility is in good standing on County hotel tax and County real property tax; and
c. City indicates facility is in good standing on utility fees, fines, inspection fees, and real property tax.

Definitions:

Bed-and-Breakfast – a single-family home established as a small hotel facility offering sleeping accommodations and home-cooked breakfast for short-term stay by the traveling/transient public. Typically, a B&B has the host living in the establishment.

Hotel – a facility offering sleeping accommodations for short-term stay by the traveling/transient public. Hotel exercises control over the room during the guest's occupancy, including cleaning, providing maintenance, and having access to the room via a room key. This shall include motels, inns, bed-and-breakfasts, and short-term rentals of dwelling units or portions of units through AirB&B, VRBO, or other on-line platforms.

Extended-stay Hotel – a facility offering rooms or suites for short-term or extended-stay by traveling/transient public. Extended-stay rooms shall contain space for sleeping, living, cooking, and dining complete with a furnished mini-kitchen. Hotel exercises control over the room during the guest's occupancy, including cleaning, providing maintenance, and having access to the room via a room key. Any conversions for extended-stay hotels shall require the building to be brought up to code, including installation of sprinkler systems and fire alarm systems if not currently in existence, prior to occupancy.

Extended-stay Guest – room is not primary residence of guest; maximum length of stay is 120 days in 150 day period. Exceptions for exceeding maximum stay limits: 1) written contract between hotel and a government, charitable, or insurance agency to house families in crisis who are receiving temporary housing assistance; 2) relocation service as part of a business relocation; and 3) contract employee which requires extended temporary occupancy for training or work.

Extended-stay Unit – shall contain space for sleeping, living, cooking and dining complete with a mini-kitchen. Each unit shall contain storage facilities, including closets, cupboards, and dressers, sufficient to house personal belongings brought to the unit by guests. Hotel shall ensure guests are not storing more personal belongings in the room than can be stored in the hotel-provided storage facilities.

Occupancy limit in Guest Rooms – Maximum occupancy for guest units is limited as follows, based on gross square footage of unit:

- 300 sq.ft. minimum for two guests
- 450 sq.ft. minimum for four guests
- Units over 450 sq.ft., maximum occupancy is calculated by 450 sq.ft. for four guests plus 125 sq.ft. for each additional guest in a suite of rooms (e.g., 950 sq.ft. minimum required for eight guests).

Short-term Rental – owner lets entire dwelling unit or portions of unit to short-term-stay guest and promotion of the service is through Air B&B, VRBO and/or other on-line platforms.

Short-term-stay Guest – transient guest occupying room for maximum length of stay of 30 days.

Mini-kitchen – includes at a minimum five sq.ft. of space for preparation of food, cabinets for storage of food, cutlery, and utensils, a full size refrigerator, sink, dishwasher, and microwave oven.

PCAD and Fire Department, November 7, 2018

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Maryland State Arts Council – Grants for Organizations – *Kitty Clark, Events Coordinator*

Mayor and City Council Action Required:
Staff seek approval from Mayor and Council to submit an application to the Maryland State Arts Council (MSAC) in support of the 2020 Signature Music and Arts Festival. A special session will be convened immediately following this discussion for a vote on the motion to authorize submission of the application.

Discussion:
At the November 13, 2018 Work Session, staff will discuss the application to the Maryland State Arts Council – Grants for Organizations (MSAC-GFO) program for FY20.
Staff seek approval from Mayor and Council to submit an application to the Maryland State Arts Council (MSAC) in support of the 2020 Signature Music and Arts Festival. A special session will be convened immediately following this discussion for a vote on the motion to authorize submission of the application.

The City can shift its MSAC FY20 request from the *Traditional Arts* category to the *Multi-Discipline B* category (which covers multi-arts festivals). Funds would be used to cover the costs of presenting artists.

With a successful application, we expect that a grant award will be in the range of $10,000-$15,000. A 3-to-1 match would require that our event have $45,000 from other sources (including the City contribution, sponsorships, other grants, and event revenue).

The match would be included in the Public Functions line items in the FY20 DCED budget.

Background

Since 2012, the City has received MSAC-GFO funding in support of the Western Maryland Blues Fest. The MSAC-GFO grants have always required a 3-to-1 match. We are currently on a 3-year funding cycle, and every third year we need to submit a full application. 2018 is the year when we need to submit the full application. (In other years we have submitted a Request for Funding).

Last year's RFF was submitted in December, 2017. We have been granted an award of $13,002 and MSAC is allowing us to use the grant for the reconfigured FY19 Event Programming.

Our largest MSAC-GFO grant was $19,487 in FY17.

Financial Impact:

Recommendation:

Motion:
I hereby move to authorize the City to submit a grant application for an MSAC-GFO grant to the Maryland State Arts Council. This grant requires a 3-to-1 match. The match would be included in the Public Functions line items in the FY20 DCED budget. The grant will be used to cover the cost of presenting artists in the 2020 Signature Music and Arts Festival.

Action Dates:
DATE OF INTRODUCTION: 11/13/2018
DATE OF PASSAGE: 11/13/2018
EFFECTIVE DATE: 11/13/2018

ATTACHMENTS:

File Name	Description
MSAC-GFO_for_FY20_Memo.pdf	Memo MSAC

CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator
FROM: Kitty Clark, Community Events Coordinator
DATE: November 7, 2018
SUBJECT: Maryland State Arts Council – Grants for Organizations

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At the November 13, 2018 Work Session, staff will discuss the application to the Maryland State Arts Council – Grants for Organizations (MSAC-GFO) program for FY20.

Action Requested

Staff seek approval from Mayor and Council to submit an application to the Maryland State Arts Council (MSAC) in support of the 2020 Signature Music and Arts Festival. A special session will be convened immediately following this discussion for a vote on the motion to authorize submission of the application.

The City can shift its MSAC FY20 request from the *Traditional Arts* category to the *Multi-Discipline B* category (which covers multi-arts festivals). Funds would be used to cover the costs of presenting artists.

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Our largest MSAC-GFO grant was $19,487 in FY17.

c: Jill Thompson, Director of Community and Economic Development

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:
Approval of a Grant Application to the Maryland State Arts Council

Mayor and City Council Action Required:

Discussion:
At the November 13, 2018 Work Session, staff will discuss the application to the Maryland State Arts Council – Grants for Organizations (MSAC-GFO) program for FY20.
Action Requested
Staff seek approval from Mayor and Council to submit an application to the Maryland State Arts Council (MSAC) in support of the 2020 Signature Music and Arts Festival. A special session will be convened immediately following this discussion for a vote on the motion to authorize submission of the application.

The City can shift its MSAC FY20 request from the *Traditional Arts* category to the *Multi-Discipline B* category (which covers multi-arts festivals). Funds would be used to cover the costs of presenting artists.

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Financial Impact:

Recommendation:

Motion:

I hereby move to authorize the City to submit a grant application for an MSAC-GFO grant to the Maryland State Arts Council. This grant requires a 3-to-1 match. The match would be included in the Public Functions line items in the FY20 DCED budget. The grant will be used to cover the cost of presenting artists in the 2020 Signature Music and Arts Festival.

Action Dates:

DATE OF INTRODUCTION:	11/13/2018
DATE OF PASSAGE:	11/13/2018
EFFECTIVE DATE:	11/13/2018

ATTACHMENTS:

File Name	Description
MSAC-GFO_for_FY20_Motion.pdf	Motion MSAC Grant
MSAC-GFO_for_FY20_Memo.pdf	Memo MSAC

REQUIRED MOTION

MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

DATE: November 13, 2018

TOPIC: **Approval of a Grant Application to the Maryland State Arts Council**

Charter Amendment	___
Code Amendment	___
Ordinance	___
Resolution	___
Other	_X_

MOTION: I hereby move to authorize the City to submit a grant application for an MSAC-GFO grant to the Maryland State Arts Council. This grant requires a 3-to-1 match. The match would be included in the Public Functions line items in the FY20 DCED budget. The grant will be used to cover the cost of presenting artists in the 2020 Signature Music and Arts Festival.

DATE OF INTRODUCTION:	11/13/2018
DATE OF PASSAGE:	11/13/2018
EFFECTIVE DATE:	11/13/2018

CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator
FROM: Kitty Clark, Community Events Coordinator
DATE: November 7, 2018
SUBJECT: Maryland State Arts Council – Grants for Organizations

At the November 13, 2018 Work Session, staff will discuss the application to the Maryland State Arts Council – Grants for Organizations (MSAC-GFO) program for FY20.

Action Requested

Staff seek approval from Mayor and Council to submit an application to the Maryland State Arts Council (MSAC) in support of the 2020 Signature Music and Arts Festival. A special session will be convened immediately following this discussion for a vote on the motion to authorize submission of the application.

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c: Jill Thompson, Director of Community and Economic Development