

Mayor and Council Work Session November 24, 2020 Agenda

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

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

In accordance with CDC guidelines, attendees are required to wear face coverings, and seating is limited to provide social distancing.

"The world needs different kinds of minds to work together." Temple Grandin

4:00 PM WORK SESSION

1. Proclamation - Small Business Saturday
- 4:05 PM** 2. Establish Meeting Dates and Times - *Mayor and City Council*
- 4:15 PM** 3. Boards and Commissions - Council Representation - *Mayor and City Council*
- 4:25 PM** 4. Rules of Procedure Discussion - *Mayor and City Council*
- 4:40 PM** 5. Budget Discussion - *Michelle Hepburn, Director of Finance*
- 5:00 PM** 6. Strategic Planning Discussion - *Mayor Emily Keller*
- 5:10 PM** 7. Community Survey Overview - *Mayor Emily Keller*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

Proclamation - Small Business Saturday

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Establish Meeting Dates and Times - *Mayor and City Council*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

2021_DRAFT_Mayor_Council_Meeting_Schedule.pdf

Description

Draft Meeting Schedule



2021 Mayor & Council Meeting Schedule

The following meeting schedule for calendar year 2021 has been established by the Hagerstown Mayor & City Council.

DRAFT

JANUARY 5 Work Session
12 Work Session
19 Work Session
26 Regular Session

JULY 6 Work Session
13 Work Session
20 Work Session
27 Regular Session

FEBRUARY 2 Work Session
9 Work Session
16 Work Session
23 Regular Session

AUGUST 3 Work Session
10 Work Session
17 Work Session
24 Regular Session
31 No Meeting

MARCH 2 Work Session
9 Work Session
16 Work Session
23 Regular Session
30 No Meeting

SEPTEMBER 7 Work Session
14 Work Session
21 Work Session
28 Regular Session

APRIL 6 Work Session
13 Work Session
20 Work Session
27 Regular Session

OCTOBER 5 Work Session
12 Work Session
19 Work Session
26 Regular Session

MAY 4 Work Session
11 Work Session
18 Work Session
25 Regular Session

NOVEMBER 2 Work Session
9 Work Session
16 Work Session
23 Regular Session
30 No Meeting

JUNE 1 Work Session
8 Work Session
15 Work Session
22 Regular Session
29 No Meeting*
**TENTATIVE MML Conference in
Ocean City is June 27-30, 2021*

DECEMBER 7 Work Session
14 Work Session
21 **Regular Session**
28 No Meeting

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

Topic:

Boards and Commissions - Council Representation - *Mayor and City Council*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Boards_and_Commissions_-_Council_Representation.pdf

Description

Memo - Boards and
Commissions



CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler
City Clerk

TO: Mayor and City Council
Scott A. Nicewarner, City Administrator

FROM: Donna Spickler, City Clerk 

SUBJECT: Boards and Commissions – Council Representation

DATE: November 19, 2020

The City of Hagerstown has several Boards and Commissions that include Council representation.

Attached is a list of the City's Boards and Commissions noting which require a Council representative. The November 24, 2020 Work Session agenda includes discussion of which Boards Councilmembers may wish to serve on.

If you have any questions, please let me know.

Thank you.

Attachment: List of Boards and Commissions

MAYOR & COUNCIL REPRESENTATION FOR BOARDS & COMMISSIONS 2020-2024

BOARD	MAYOR/COUNCIL REPRESENTATIVE
Bicycle Advisory Committee	
<i>Board of Code Appeals</i>	<i>No Representative Required</i>
Board of Traffic & Parking	
<i>Board of Zoning Appeals</i>	<i>No Representative Required</i>
<i>City Ethics Commission</i>	<i>No Representative Required</i>
Community Rescue Service	
Hagerstown-Eastern Panhandle Metropolitan Planning Organization (2 representatives)	
<i>Hagerstown Historic District Commission</i>	<i>Not Representative Required</i>
Hagerstown Housing Authority	
<i>Hagerstown Loan Review Authority</i>	<i>No Representative Required</i>
Hagerstown Neighborhood Development Partnership (HNDP)	
Hagerstown Planning Commission	
Police and Fire Retirement Committee	
USMH Advisory Board	
Washington County Diversity and Inclusion Committee	
Washington County Economic Development Commission (2 representatives)	

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

Topic:

Rules of Procedure Discussion - *Mayor and City Council*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Rules_of_Procedure_Review.pdf

Description

Memo - Rules of Procedure
Discussion



CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler

City Clerk

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Telephone: 301.766.4183 • TDD: 301.797.6617

TO: Mayor and City Council Members
Scott Nicewarner, City Administrator

FROM: Donna K. Spickler, City Clerk 

SUBJECT: Mayor and City Council Rules of Procedure Review

DATE: November 19, 2020

Per the City Charter, the Mayor and Council determines its own rules of procedure for meetings. Rules pertaining to open meetings are in accordance with the provision of the Annotated Code of Maryland, State Government Article, Section 10-507(b).

Time is included on the November 24, 2020 Work Session agenda to discuss Rules of Procedure for this administration. A copy of the current Rules of Procedure document is attached for your reference.

Based on the discussion, a draft document will be prepared for your review and potential approval at the December 15, 2020 Regular Session.

Thank you.

Attachment – January 21, 2020 Rules of Procedure





CITY OF HAGERSTOWN, MARYLAND

MAYOR AND CITY COUNCIL

RULES OF PROCEDURE

TABLE OF CONTENTS:

1. Authority
2. General Rules
3. Meetings
4. Chairman and Duties
5. Order of Business and Agenda
6. Citizens' Rights
7. Suspension and Amendment of These Rules

January 21, 2020

RULES OF PROCEDURE

1. AUTHORITY

- 1.1 The Charter of the City of Hagerstown, Section 206, provides that the Mayor and Council shall determine its own rules of procedure for meetings. Rules pertaining to open meetings are in accordance with the provisions of the Annotated Code of Maryland, State Government Article, Section 10-507(b). The following set of rules shall be in effect upon their adoption by the Mayor and Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

2. GENERAL RULES

- 2.1 **Rules of Order:** "Roberts Rules of Order Newly Revised: Eleventh Edition" shall govern the proceedings of the Mayor and Council in all cases, unless they are in conflict with these rules.
- 2.2 **Meetings to be Public:** All official meetings of the Mayor and Council, except where State or local law allows Executive Sessions for certain limited topics, shall be open to the general public, who is invited to listen and observe. Except in instances when the Mayor and Council expressly invites public testimony, questions, comments, or other forms of public participation, no member of the public attending an open session may participate in the session. The journal of proceedings shall be open to public inspection.
- 2.3 **Quorum:** A majority of the members of the Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.
- 2.4 **Journal of Proceedings:** An account of all proceedings of the Mayor and Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Mayor and Council.
- 2.5 **Right of Floor:** Any member desiring to speak shall be recognized by the Chair and shall confine his or her remarks to one subject under consideration or to be considered.
- 2.6 **City Administrator:** The City Administrator shall attend all meetings of the Mayor and Council unless excused. The City Administrator may make recommendations to the Mayor and Council and shall have the right to take part in all discussions of the Council but shall have no vote.

- 2.7 **City Attorney:** The City Attorney shall attend all meetings of the Mayor and Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of law.
- 2.8 **City Clerk:** The City Clerk shall attend all meetings of the Mayor and Council unless excused and shall keep the official journal (minutes) and perform such other duties as may be requested by the Mayor and Council.
- 2.9 **Officers and Employees:** Department heads of the City, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings upon request of the City Administrator.
- 2.10 **Cellular Telephones:** The use of cellular telephones in the Council Chamber during Mayor and Council meetings shall be prohibited. Any audible features of cellular or electronic devices shall be turned off during meetings.

3. **MEETINGS**

- 3.1 **Regular Meeting:** The Mayor and Council shall hold a Regular Meeting a minimum of once each month, in accordance with the City Charter. All Regular Meetings shall generally convene on the fourth Tuesday of each month at 7:00 p.m. in the Council Chamber, second floor, City Hall.
- 3.2 **Special Meetings:** Special meetings may be called by three or more members of the Council or by the Mayor. The City Clerk shall prepare a notice of special session, stating time, place, and object, and the notice shall be served upon each member of the Council at least three hours before the time of the meeting. It shall also be the duty of the City Clerk to make diligent effort to notify each member of the Council in person, either by telephone or otherwise, of such special session. Notice of such special session shall be properly publicized by the news media as specified by law. Only matters set forth in the notice of the meeting shall be discussed at such meeting.
- 3.3 **Work Sessions:** The Mayor and Council may meet informally in work sessions (study sessions), open to the public, at the call of the Mayor or three or more members of the Council, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Administrator, provided that all discussions and conclusions thereon shall be informal. No formal actions may be taken in a work session.
- 3.4 **Executive Sessions:** Executive Sessions, or closed meetings, may be held in accordance with the applicable provisions of the Charter of the City of Hagerstown and of the Annotated Code of Maryland. A majority of the members present must vote in favor of closing the session prior to meeting in Executive

Session. The vote will be recorded and a written statement shall be provided outlining the reason for closing the meeting, including a citation of the authority under the Annotated Code of Maryland, and a listing of the topics to be discussed.

Topics that may be discussed include: (1) Personnel matters; (2) Protection of the privacy or reputation of individuals in matters not related to public business; (3) Consider the acquisition of real property for a public purpose; (4) Proposal for a business or industrial organization to locate, expand or remain in the City; (5) Investment of public funds; (6) Marketing of public securities; (7) Consultation with legal counsel to obtain legal advice; (8) Pending or potential litigation; (9) Collective bargaining negotiations; (10) Public security, including the development and implementation of emergency plans; (11) Qualifying examinations; (12) Investigative proceedings concerning criminal misconduct; (13) Compliance with specific constitutional, statutory, or judicially imposed requirements that prevents public disclosures about particular matters; (14) Discuss matters directly related to a negotiating strategy or contents of a bid or proposal, if public discussion would adversely affect the competitive bidding or proposal process; and (15) Administrative functions. No ordinance, resolution, rule or regulation shall be finally adopted at such an executive session.

- 3.5 **Recording of Open Meetings:** All official meetings of the Mayor and City Council, except Executive Sessions, shall be open to the news media and to members of the general public, freely subject to recording by radio, television, tape recorder and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

A recording of an open session made by a member of the news media or general public, or any transcript derived from such a recording, may not be deemed a part of the record or any proceeding of the Mayor and City Council.

4. **CHAIRMAN AND DUTIES**

- 4.1 **Chairman:** The Mayor shall preside as Chairman at all meetings of the Mayor and City Council. In the absence of the Mayor, the Council shall elect a Chairman.
- 4.2. **Call to Order:** The meetings of the Mayor and Council shall be called to order by the Mayor. In the absence of the Mayor, the meeting shall be called to order by the City Clerk for the election of a temporary Chairman.
- 4.3 **Preservation of Order:** The Chairman shall preserve order and decorum, prevent attacks on personalities or the impugning of members motives, and confine members in debate to the question under discussion.

- 4.4 **Points of Order:** The Chairman shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chairman be sustained?"
- 4.5 **Questions to be Stated:** The Chairman shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member.
- 4.6 **Substitution for Chairman:** The Chairman may call any other member to temporarily chair the meeting in order to take part in debate or to cover a temporary absence. Such substitution shall not continue beyond adjournment.

5. **ORDER OF BUSINESS AND AGENDA**

- 5.1 **Order of Business:** The business of all regular meetings of the Mayor and Council shall be transacted in the following order, unless the Council, by a majority vote of the members present, suspends the rules and changes the order:
- (1) Call to Order
 - (2) Invocation
 - (3) Pledge to the Flag
 - (4) Announcements
 - (5) Appointments
 - (6) Guests
 - (7) Agenda Item Citizen Comments
 - (8) Public Hearings
 - (9) Approval of Minutes
 - (10) Consent Agenda
 - (11) Unfinished Business
 - (12) New Business
 - (13) General Citizen Comments
 - (14) Administrator's Comments
 - (15) Mayor and Council Comments/Reports
 - (16) Adjournment
- 5.2 **Consent Agenda:** The Consent Agenda may contain items of a routine and non-controversial nature which may include, but are not limited to the following: communications, memos and reports for information, resolutions, agreements, petitions, minutes, applications, approval of purchase requisitions. The Consent Agenda may be accepted by the consent of the Council by a single vote without reading, unless a member of the Council should request any item be removed for further discussion. Any item removed from the Consent Agenda will automatically become the last item under New Business.

- 5.3 **Agenda:** The agenda of each meeting shall be prepared by the City Clerk after review and decision of agenda topics is completed by the City Administrator and the City Clerk, with input from the Department Heads. The Mayor, or three or more members of the Council, may request specific topics to be added to a future agenda. The agenda and meeting packet shall be electronically delivered to members of the Council at least forty-eight (48) hours preceding the meeting to which it pertains. The agenda and meeting packet for public review shall be available in the City Clerk's office on the Friday afternoon preceding each meeting of the Mayor and City Council.

6. **CITIZENS' RIGHTS**

- 6.1 **Addressing the Mayor and Council – Time Limit:** Any person desiring to address the Mayor and Council may do so when recognized by the Chairman (during Agenda Item Citizen Comments or General Citizen Comments).

Agenda Item Citizen Comments shall be limited to topics listed for consideration on that meeting's agenda, and comments shall be limited to five minutes.

General Citizen Comments shall be limited to three minutes.

- 6.2 **Manner of Addressing the Mayor and Council:** Each person addressing the Mayor and Council shall utilize the microphone, give his or her name and address of residence for the record and, unless further time is granted by the Council, shall limit their address according to the time limits set forth in Paragraph 6.1. When large groups of citizens wish to address the Mayor and Council on the same topic, each organization or group addressing the Mayor and Council shall choose two representatives to make comments to the Mayor and City Council, acting as spokespersons. The spokespersons shall limit their comments according to Paragraph 6.1. All remarks shall be addressed to the Mayor and Council as a body, and not to any member individually. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked the Councilmembers, except through the presiding officer. The Council will then determine the disposition of the issue (to be placed on the agenda, work session, other agenda, take under advisement or refer to the City Administrator).
- 6.3 **Personal and Slanderous Remarks:** Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Mayor and Council, may be requested to leave the meeting and may be forthwith, by the presiding officer, barred from further audience before the Mayor and Council during that meeting.

- 6.4 **Reading of Protests:** Interested persons, or their authorized representatives, may address the Mayor and Council for the reading of protests, petitions, or communications relating to any matter over which the Council has control, when the item is under consideration by the Mayor and Council, if a majority of the Council present agrees to let them be heard.
- 6.5 **Written Communication:** Interested parties, or their authorized representatives, may address the Mayor and Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail or by addressing the City Clerk and copies will be distributed to the Councilmembers.
- 6.6 **Signs, Hats, and Banners:** Members of the audience shall not wear or display signs, placards, banners, hats, costumes, or similar items at any time in Council Chambers that obstruct the view of other audience members. In no event shall signs, placards, banners, props, or similar items be larger than 8 ½ by 11 inches, be illuminated, or be attached to any pole, stick, or other device.

7. **SUSPENSION AND AMENDMENT OF THESE RULES**

- 7.1 **Suspension of Rules:** Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the City Council. The vote on any such suspension shall be taken by ayes and noes and entered upon the record.
- 7.2 **Amendment of Rules:** These rules may be amended, or new rules adopted, by a majority vote of all members of the City Council, provided that the proposed amendments or new rules shall have been reviewed into the record at a prior Council meeting.

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

Topic:

Budget Discussion - *Michelle Hepburn, Director of Finance*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Strategic Planning Discussion - *Mayor Emily Keller*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Community Survey Overview - *Mayor Emily Keller*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Community_Survey_Overview.docx

Description

Memo - Community Survey

Community Survey Overview

November 24, 2020

In order for the Community Survey to be effective and ensure a legitimate sample, we are going to do a targeted survey request with the goal of obtaining a minimum of 400 responses. We are going to mail 1,200 surveys total to each area of the City with the intent of having equal representation throughout the community. This will be done geographically, utilizing the police department maps. Once a specific timeframe passes (30-45 days?) and the results from the targeted survey are received, we will open the survey up to everyone through Survey Monkey.

Action Items:

What demographic questions are we going to ask?

- How long you have lived in Hagerstown?
- Do you work in the City?
- Age Range?
- Income Range?
- Race?
- Gender you identify as?

What does this Council want to learn from the survey?

What questions are we going to ask? Examples:

- How often do you patronize a locally owned restaurant or business? Never, Less than once a Month, More than once a Month, Weekly
- What is Hagerstown's biggest strength? Safety/Security, Parks and Recreation, Access to Restaurants, Availability of Public Art, Types of Housing, Affordability of Housing, Employment Opportunities, Walkability, Other
- What do you see as Hagerstown's biggest issue? Housing, Safety/Security, Drug Addiction, Blighted/Vacant Buildings, Employment Opportunities,
- How would you like to receive updates and event notifications from the City? Facebook, Instagram, Website, Television, Newspaper, Other
- What initiative or service would you like to see Hagerstown implement?
- What large scale project would you like to have in Hagerstown? Multiuse Baseball Stadium, Indoor Sports Complex, Amphitheater, Other
- What type of community events would you like to see? Neighborhood Block Parties, Music Events, Arts Festivals,
- How safe do you feel in your neighborhood? Safe, Somewhat Safe, Somewhat Unsafe, Unsafe
- How often do you shop or eat downtown? Never, Less than once a month, More than once a month, weekly