

WORK SESSION – August 17, 2010

Councilmember L. C. Metzner called this Work Session of the Mayor and City Council to order at 4:05 p.m., Tuesday, August 17, 2010, in the Council Chamber at City Hall. Present with Councilmember Metzner were Councilmembers W. M. Breichner, M. E. Brubaker, F. W. Easton, and A. C. Haywood, City Administrator Bruce Zimmerman, and D. K. Spickler, City Clerk. Mayor R. E. Bruchey, II was not present.

Preliminary Agenda Review

Consent Agenda

A. Community and Economic Development: Civil War Sesquicentennial Activities and Authority to Apply for Filming Permit

Karen Giffin, Director of Public Relations and Marketing, and Steve Bockmiller, Development Review Planner/Zoning Administrator, informed the Mayor and Council that City Staff has arranged a partnership with the Hagerstown/Washington County Convention and Visitor's Bureau and the Hagerstown Trust Division of The Columbia Bank to help fund the production of the video "The Battle of Hagerstown." Staff has undertaken coordination of filming some live footage to enhance the project. Filming will occur on Sunday, September 5, 2010 in the historic village of Waterford, Loudoun County, Virginia. This site was selected due to 1) the presence of historic storefronts that can approximate Hagerstown's Civil War appearance, 2) very low traffic volumes on the town's streets, 3) a compact filming area that will allow the efficient filming of all shots within a 100 yard radius, and 4) the extraordinary cooperation of the Waterford Community Association and the Waterford Foundation which are providing the free use of their buildings, lands and facilities in return for a copy of the raw footage that is filmed for their use in materials developed to promote the village. A copy of the proposed memorandum of understanding (MOU) was presented to the Mayor and Council for their review. While Waterford is waiving their rental fees, Waterford Foundation does require that the City add the Foundation to its insurance for this event as an "extra insured."

In order to film in the streets of Waterford, the jurisdiction (Virginia DOT) requires the City of Hagerstown to sign and submit a land use permit application and be insured against liability, naming the Virginia Board of Transportation as an added insured party.

City staff requests authorization to sign the permit application and the MOU to make the necessary insurance arrangements for the day so the project can move forward.

It was the general consensus of the Mayor and Council to include approval of the application on the consent agenda.

B. Public Works: Bulk Road Salt for 2010/2011 – Mid Atlantic Salt LLC (Lyndora, PA) \$ 70.64 per ton

- C. Water Department: Inventory for Water Fund – HD Supply Waterworks, LTD (Martinsburg, WV) \$ 50,496.34

Public Hearing: Water Resources Element Amendments to Comprehensive Plan

A Public Hearing is scheduled for August 24, 2010 to receive public comment on the proposed amendments to the City's Comprehensive Plan to accommodate the final requirements for H.B. 1141's Water Resources Element. Ben Sussman, Consultant from ERM, will present the amendments at the public hearing. By State law, these amendments must be adopted by October 1, 2010.

Following the Planning Commission's Public Hearing, staff received comments from the Maryland Department of Planning and the text was modified where appropriate to address those comments. Comments have not been received from the Maryland Department of the Environment or the Maryland Department of Natural Resources.

Approval of Funding for Food and Friends - \$ 5,000.00

During the discussion of the request from Food and Friends at the August 3, 2010 Work Session, members of the Council asked for additional information on Food and Friends before making a final decision. The information requested was 1) What is the cost to Food and Friends to provide meals to those served in Hagerstown, and 2) Does Food and Friends receive any contributions from the Hagerstown area.

Larry Bayer, Community Resources Director, provided a copy of the Food and Friends budget for delivery of meals to Hagerstown. The budgeted amount is \$ 83,489. This comes from their general operating funds. According to Food and Friends staff, they have not received any donations from the Hagerstown area.

It was the general consensus of the Mayor and Council to include approval of the funding on the agenda for August 24, 2010.

Resolution: Reinstatement of Stated Shared Revenue

It was the general consensus of the Mayor and Council to approve a resolution to ask the State of Maryland to reinstate the State Shared revenues. The resolution will include the amount of reduced revenue realized by the City. The resolution will be sent to the State Legislation and to the Maryland Municipal League.

This completed the review of the preliminary agenda.

Paperless Meeting Options Presentation

Scott Nicewarner, Director of Technology and Support Services, was present to provide additional information on paperless meeting options. The Mayor and Council gave direction during the work session of July 20, 2010 to return with options to enable

the reduction of paper generated for City meetings, including those of the Mayor and City Council.

The move by municipalities towards a form of paperless meetings has increased over the past 6-9 months due to the need to both save money in paper/copy expense as well as a drive to be more environmentally friendly.

City staff has already begun efforts to decrease the amount of paper generated for each Mayor and Council meeting by placing copies of the meeting packets in the City Clerks shared folder on the City's file server. This eliminated the need to print copies for each manager or staff person needing this information that had access to the City network. The only copies of the meeting packet that are put to paper are those for the Mayor and Council and any guests to the meeting. Staff has the option to print only those documents that are needed for their information at the meeting.

Mr. Nicewarner indicated there are several options for hardware and packet delivery and distribution. The hardware could be the elected body's personal computer, a city owned laptop or a city owned iPad. Delivery and distribution could be completed by using a jump (flash) drive, Google Docs delivery method or a proprietary automated meeting software system.

Using personal hardware presents concerns about network connections and use of the personal equipment. If the City purchased netbooks (about \$ 350.00 each) they could be standardized to the City's network. However, the screen and keyboard are small. A netbook with a larger screen would be approximately \$ 700.00. An iPad is easy to use and have a touch screen. It is similar to a reader, like Kindle. The City's net work is not compatible with the iPad software and there is no wire connectivity capability.

Mr. Nicewarner stated the Google Docs system, with a gmail account could be used to provide the packet each week. Google Docs allows PDF files to be shared with selected users. Users could not make notes on the PDF files they download.

Mr. Nicewarner stated there could be significant savings realized by automating the complete agenda/meeting system. This type of system is considered a "soup to nuts" agenda creation program. Past discussions could be researched easily. Depending on the features of the system, the approximate purchase cost would be between \$ 15,000.00 and \$ 35,000.00. The cost could be spread over several years. Councilmember Brubaker would like to see what the specific costs and savings would be for the City.

It was the general consensus to start using Google Docs to distribute the packet and to schedule a presentation of the automated system in September.

FY 2011 Community Legacy Application

Kathleen Maher, Planning Director, was present to discuss the State's Community Legacy Program. The deadline for submittal of grant applications this year is September 1st.

The Community Legacy Program was created by the Glendening administration in 2001 as a part of his Smart Growth package and as an urban counterpart to the Rural Legacy Program. The goal of the Community Legacy program was to provide funding to local governments and community development organizations for essential projects aimed at strengthening declining urban areas through a comprehensive approach that includes activities such as business retention and attraction, encouraging home-ownership and rehabilitation, and commercial revitalization.

The City of Hagerstown has been fortunate to receive a number of Community Legacy awards in the past for various City or City-supported downtown revitalization and housing improvement projects.

Last year, the City submitted two proposed residential rehabilitation grant fund projects for Community Legacy funding. The application was not successful. Over the past three months, the leadership team of the Department of Community and Economic Development has been meeting weekly to devise a tactical plan to implement the Comprehensive Plan's goals for the City Center and surrounding residential neighborhoods. As a result of these efforts, the team has identified the following proposed projects that would support these efforts while being consistent with the program goals of the State's Community Legacy Program. Staff recommends that the Mayor and City Council authorize staff to submit these projects for the City's FY 2011 Community Legacy application:

1. Home Pride Residential Renovation Grant Program, \$ 400,000 (\$ 200,000 Community Legacy, \$ 200,000 in CDBG Funds)
The program would provide \$ 20,000 grants to home-owners in the City Center (formerly known as the downtown) and the adjoining Historic Heights and S. Potomac Street residential neighborhoods for projects to improve the exterior of residences, bring the properties up to code and/or to make upgrades to the homes.
2. Business Incubator and Flex Space for Cultural/Educational Organizations, \$ 390,000 (\$ 150,000 Community Legacy, \$ 240,000 in City bond funds)
The City will acquire a vacant City Center building for the purpose of creating a "Class A" business incubator space for a retail enterprise or restaurant and flexible institutional space for educational and cultural anchors in the City Center.

3. Acquisition of Mixed-Use Properties, \$ 600,000 (\$ 150,000 Community Legacy, \$ 250,000 in City CDBG funds, \$ 200,000 in City bond funds)
The City will acquire two mixed-use properties in the City Center which are casting a blighting influence on the surrounding area. Community Legacy and City funding will be used to renovate the existing commercial spaces and residential units in the buildings. Acquisition money will be provided by City bond funds.
4. S. Prospect Street Streetscape Project, \$ 200,000 (\$ 100,000 Community Legacy, \$ 88,000 in City bond funds, \$ 12,000 from City Forest Conservation Fund)
This core street in the Historic Heights neighborhood has a number of challenges threatening the vitality of the neighborhood. The City and the Historic Heights Neighborhoods 1s Group have identified the tree-damaged brick sidewalks as a significant problem adding to the neighborhood's image problems, as well as handicap accessibility. The proposed project would remove the buckled and deteriorated brick sidewalks and 26 problem trees and put back new brick sidewalks and 38 trees.
5. W. Baltimore Street Streetscape Project, \$ 300,000 (\$ 150,000 Community Legacy, \$ 150,000 in City CDBG funds)
The City is focusing its revitalization impact efforts on the City Center and adjoining residential neighborhoods on S. Potomac Street and in the Historic Heights neighborhood. At present, these two residential neighborhoods have good urban linkages to the City Center, but do not possess strong streetscaping elements to link them to one another. Within the next year, the Hagerstown Housing Authority will develop a new senior housing facility and public park in the middle of the proposed link on W. Baltimore Street. The proposed project would link the two residential neighborhoods and the new Housing Authority development via the City's decorative pedestrian street lights. Later, the City will utilize Forest Conservation Funds to add street trees where opportunities exist.

Councilmember Brubaker asked how the State feels about these projects. Ms. Maher indicated all the projects are eligible for consideration.

Councilmember Haywood asked why the S. Prospect Street streetscape project does not extend to the east. Ms. Maher stated the established area would allow for the opportunity to keep good things happening in the area. Councilmember Haywood suggested trying to increase home ownership activity in areas like Locust Street and Church Street in order to turn the neighborhoods around.

Larry Bayer, Community Resources Director, pointed out Staff is trying to work with two areas that show potential for success but aren't moving forward. Programs with a "build it they will come" thought have not been successful.

Councilmember Haywood likes the idea of connecting areas of the City. She would like to evaluate the cost effectiveness of investing in the west end and parts of the east end.

It was the general consensus of the Mayor and Council to approve the application for Community Legacy funding.

2010 Annual MDOT Tour Meeting – City Mayor and Council Priorities

Rodney Tissue, City Engineer, reported the Maryland Department of Transportation (MDOT) staff and the Secretary of Transportation tour the State each year to present planned transportation improvements to obtain priorities from the local jurisdictions. The "pre-tour" meeting that the staff attends to provide the initial information on the City's priorities is September 9, 2010 and the planned tour meeting is scheduled for September 30, 2010.

Prior to the pre-tour meeting, staff would like to hear the priorities from the City elected officials. Staff offers the following items as suggested priorities:

1. Highway User Revenues
 - A. Summary of the Highway User Revenue Program and anticipated future funding
 - B. Provide information regarding the sources and values of the revenues, particularly revenues collected in Washington County
 - C. Provide information summarizing how funds collected in Washington County were used or diverted.
2. Overall status of transportation funding and what the State's plans are when the Federal Stimulus funding is consumed.
3. A summary of plans and active MDOT projects in Washington County, specifically in the City of Hagerstown.
4. Status of Interstate 70 and 81 planning studies and long term improvements.
5. Process to implement the recommendations of the HEPMPO's Long Range Multimodal Transportation Plan.
6. Status of the "Retrofit Sidewalk Program" and the "Safe Routes to School" programs which the City has used for the installation of sidewalks.

Councilmember Brubaker would like to pursue the possibility of the State maintaining the streets in the city. He asked what has been done to improve traffic flow on State highways. Mr. Tissue indicated striping has been completed on Burhans Boulevard and the timing on some signals has been changed. This has improved traffic flow.

Councilmember Haywood thought the transportation review involved more than cars. Mr. Tissue stated the State has looked at other modes of transportation. Councilmember Haywood would like to discuss alternative transportation options.

Councilmember Brubaker stated it would be difficult to fund a mass transit system due to the lower density in Washington County. It would be difficult to connect a mass transit system to the metro area because of the geography.

Councilmember Haywood asked how the City will compensate for the major thoroughfares being widened. Mr. Tissue stated this could be extremely difficult. The traffic signals are a big contributor to congestion in the grid area. He would want Paul Smith Boulevard be developed in order to complete a grid system for the Dual Highway.

Councilmember Breichner asked if the City needs to do anything at this point for the proposed bridge over the Antietam. Mr. Rodney stated nothing needs to be done if the bridge is not completed.

Department of Parks and Engineering Review

Rodney Tissue, City Engineer, presented a review of the Department of Parks and Engineering.

The presentation is titled "Planning for the Future." They feel that even though the City and most governments are in a period of austerity, the City has many exciting challenges and opportunities available to make improvements in the community. The focus of the presentation is various improvements that are anticipated in parks, recreation, engineering and recycling programs over the next few years. Staff feels these improvements will better position the City to be a location of choice for residents, businesses, and visitors.

Mr. Tissue stated all the employees in the Department of Parks and Engineering help make the City a good community. Many of the employees were present for the meeting.

Parks are important to help Hagerstown be a healthier community. Parks helps people be more active. The Parks Division operates and maintains fifteen public parks and playgrounds on 354+ acres of land. Employees manage reservations of pavilion, playing fields and other park facilities. They provide setup and coordination for City and non-City sponsored events at park facilities. The Parks Division also maintains the Hagerstown Ice & Sports Complex, Municipal Stadium, the Hager House, Engine 202, three Little League fields, fields for Pony League and Colt League and supports the

Hagerstown Hornets traveling team. Staff also assists other departments during emergency events (e.g. snow removal, storm cleanup, etc.).

Improvement Strategies include: developing strategic/master plans for each facility, seeking out opportunities to develop “pocket parks” and other facilities, and review the City’s Comprehensive Plan and identify/evaluate sites for new parks in areas of the City that are under-served.

Challenges include seeking opportunities to increase usage of existing park facilities, increases in the number of facilities places additional burden on staff to keep up with maintenance, two vacant full-time positions, plus the loss of man hours due to furloughs, results in a challenge for building and grounds maintenance and vandalism and/or damage to facilities.

Mr. Tissue stated the Parks Division staff will be developing a strategic plan for each park and bringing the plan to the Mayor and Council over the winter for their review.

Junior Mason, Superintendent of Parks, indicated rental revenue has increased for pavilion and band shell rentals. Overtime has been reduced by changing the hours to provide weekend staff. Overtime at the Pro Golf Shop has been reduced by utilizing other employees. The Hagerstown Suns are in the process of an ownership change. He indicated it is exciting to be working with a local group of owners. Lighting and other improvements were made at the stadium last year.

There are more than 20 events scheduled throughout the year at the Jonathan Hager House. Staff faces the challenges of stabilizing the house and keeping it open for tours. The hours of operation have been reduced. Volunteers help with conducting tours. Volunteers also help with the operation of the Engine 202 museum.

The Parks Division also maintains the golf course, Hagerstown Greens at Hamilton Run. The golf course is a revenue generator. Rental of golf carts helps with funding for maintenance. Mr. Mason indicated plans are being reviewed to enlarge the pro shop and to install an irrigation system through the entire course.

Councilmember Breichner asked if the netting in place has helped with the concerns expressed by nearby residents. Mr. Mason indicated they have been able to move the green for Number 5 and remove the netting. There are some issues with hole Number 2. The tee has been adjusted to help with these issues. Cameras may be installed to help with the vandalism problems.

Proposed improvements also include marketing and promotions program to increase play, developing a senior league and/or City/County league, reduced rates for high school students and using social networking sites (Facebook, Twitter) to promote the course. The plaza will be improved to make it more inviting for people to have a snack after they play.

Attendance at Potterfield Pool has been good all summer. The pool is used up to 13 hours per day. There have been more than 40 private pool parties this year. Staff will be looking at joining operations with the YMCA. Improvements being considered are an access ramp, construction of a pavilion, installation of a shade canopy and adding more grass areas.

Improvements being considered for City Park include extending the band shell stage, adding permanent seating in front of the band shell, restoration of the upper lake walls and paving the Digby parking lot to support the Washington County Museum of Fine Arts. John Barr has donated lights for the parking lot.

Fairgrounds Park is heavily used. Weekends are especially busy. Challenges at Fairgrounds Park are under utilization of the existing grandstand and lack of connectivity between Cleveland Avenue and Canon Avenue. Redevelopment and/or reuse of the grandstand is being considered. A connector road is also planned. Mr. Tissue stated staff would like to revisit connecting the entrances within the park to accommodate users.

Plans for University Plaza include a larger, permanent stage. Pangborn Park projects include restoration and/or repair of the stone walls along Hamilton run, a fishing pier and dredging of the lake to create a more natural edge. Walking trails, enhanced signage and landscaping improvements are being considered for Mills Park.

Recreation programs have focused on providing facilities for others to operate. There have been very few City run events. To increase revenue, Staff is considering proposals for basketball, soccer, softball and tennis tournaments, 5K runs, evaluation of concession sales contracts and developing recreation program brochures.

Jim Bender, Assistant City Engineer, stated the Engineering Division is the key department for design and management of capital improvement projects, transportation planning, curb and sidewalk inspection/enforcement, pavement preservation, mapping of city storm drainage systems, stormwater management, land and construction surveying, traffic calming measures, bicycle and pedestrian facilities, and construction inspection. The Engineering Division also moderates meetings of the City's Board of Traffic and Parking, Technical Appeals and the Bicycle Advisory Committee. Staff also moderates several citizen task force groups on various issues.

The Division faces budget challenges, which will force a change in focus from larger capital improvement projects to smaller enhancement projects. Infrastructure maintenance will become even more critical. Stricter regulatory requirements will require changes in department priorities and procedures. Staff will look for ways to incorporate some or all of the recommendations from the curb and sidewalk, trash and recycling and green task forces.

Transportation planning includes active participation with the Hagerstown Eastern Panhandle Metropolitan Plan Organization (MPO), TRIP Team planning with County Public Works staff, TAC meetings, quarterly meetings with State Highway

Administration District 6 and joint effort with the County on the Professional Court Extension study.

Traffic signal timing and traffic calming is important for the flow of traffic through the City. A Traffic Calming Policy will be submitted to the Mayor and Council for review in September. The Engineering Division oversees the curb and sidewalk program. This includes determining where hazards exist, participate in Safe Walk Routes to Schools and the Maryland SHA Retrofit Program. Sidewalks are reconstructed to comply with ADA-regulations. Approximately 550 new ramps are needed and approximately 1,500 existing ramps must be reconstructed to meet current ADA requirements.

Bicycle route planning includes coordinated development of Citywide Bike Master Plan, establishment of Hub City bike route around City neighborhoods, adding bike lanes to existing streets where possible. So far, 14,500 linear feet of new bike lanes have been installed. The Bicycle Advisory Committee is looking for additional opportunities.

The Engineering Division coordinates and administers programs to increase the forest canopy by planting street trees. They work with the Planning Department to obtain and administer grant funding.

Trash, recycling and yard waste collection is provided twice-weekly. Annually, 12,000 tons of trash and 1,400 tons of yard waste are hauled to the County landfill. Residents pay \$ 37.50 per quarter for service. Mixed paper and yard waste collection has been provided since the 1990's and comingled recycling has been provided since 2005.

The Engineering Division has developed strategies to complete mapping of the storm drainage system for anticipated future regulatory compliance, and potential development of a Stormwater Utility program, assist/support the City's efforts to annex "split parcels", use pilot programs to identify viable alternatives for curb and sidewalk repairs, pavement preservation, etc., and complete comprehensive surveys of existing sidewalk system, traffic signs and other infrastructure.

Participation rates in recycling program are low. Out of 14,382 residential units, only 5,700 mixed paper and 5,200 comingled recycling bins have been issued. The recycling program is limited to residential uses only with no commercial recycling. The recycling rate is only 8% of the tonnage collected. Twice-weekly collection is unusual for municipalities the size of Hagerstown. Proposed improvements include switching to single-stream recycling one per week, decrease trash collection to once-per week, evaluate recycling incentive programs such as RecycleBank, consider pilot program to provide recycling for City-Center commercial businesses and install on-street "recycling centers" at various locations.

Mr. Tissue stated the Department of Parks and Engineering have many things planned and want to move the City forward. The planned projects will make the City more livable and will be good economic motivators. He is proud of the staff and what they do for the City.

Councilmember Breichner asked how the gap between the cost of the trash/recycling contract and the revenue collected can be closed. Mr. Tissue indicated this is a program that basically pays for itself.

Councilmember Brubaker asked if the goal of once-per week pick up is to reduce costs. Mr. Tissue indicated reducing the number of collections will lower the cost but single stream recycling will increase costs. There would be a cost for participants in a RecycleBank program but points can be earned that are easily redeemed to reduce the cost. Staff will be returning to the Mayor and Council with a variety of ideas to consider.

The Mayor and Council thanked Mr. Tissue and members of the Department for an excellent presentation.

Alfred Martin, Director of Finance, announced his pending retirement, after 30 years of service. He has been the finance director since 1983. He stated it has been exciting to be part of the opportunities that have been provided to the City. He is planning to stay with the City through the end of the fiscal year to help with a smooth transition to new leadership.

Mr. Zimmerman thanked Mr. Martin for his service to the citizens of Hagerstown. Mr. Martin is looking forward to new challenges. Claudia Martin, Mr. Martin's wife, was also present.

CITY ADMINISTRATOR'S COMMENTS

Bruce Zimmerman, City Administrator, reminded everyone that Augustoberfest will be held August 20 and 21, 2010. School starts on August 18, 2010. It was the general consensus of the Mayor and Council to schedule a strategic planning session for August 31, 2010.

MAYOR AND COUNCIL COMMENTS

Councilmember F. W. Easton had no additional comments.

Councilmember A. C. Haywood wished students and teachers a good first day of school.

Councilmember W. M. Breichner congratulated Mr. Martin on his retirement and thanked him for his work over the last 30 years. He reported the parking deck was dropped from the coalition's list. The Mayor and Council will have to decide if they are asking for a revision of the current hotel/motel tax distribution or for a new formula.

Councilmember M. E. Brubaker expects more information from the coalition next month.

Councilmember L. C. Metzner thanked Mr. Martin for his service to the City.

Mayor R. E. Bruchey, II had no additional comments.

There being no further business to come before the Mayor and City Council, on a motion duly made, seconded and passed, the meeting was adjourned at 6:24 p.m.

Respectfully submitted,

Donna K. Spickler, City Clerk

Approved: September 28, 2010