

60TH SPECIAL SESSION AND WORK SESSION – SEPTEMBER 18, 2007

60TH Special Session – September 18, 2007

Mayor R. E. Bruchey, II called this 60th Special Session of the Mayor and City Council to order at 4:01 p.m., Tuesday, September 18, 2007, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers M. E. Brubaker, K. S. Cromer, L. C. Metzner, P. M. Nigh and A. Parson-McBean; City Administrator Bruce Zimmerman, City Attorney William Nairn and D. K. Spickler, City Clerk.

Public Hearing: Community Development Block Grant (CDBG) Program FY 06/07 Consolidated Annual Performance & Evaluation Report (CAPER)

Each year, the City of Hagerstown must submit to the U.S. Department of Housing and Urban Development a Consolidated Annual Performance and Evaluation Report (CAPER). The purpose of the CAPER is to permit City officials, HUD and the general public to review the activities undertaken utilizing Community Development Block Grant (CDBG) funds, determine if the City is meeting the regulatory requirements of the CDBG program, and to evaluate the City's progress made in meeting the goals established in its five year Consolidated Plan.

This CAPER provides details of the operation of Hagerstown's CDBG program for the fiscal year from July 1, 2006 through June 30, 2007. The budget for the program during this period was \$2,982,395 which included a CDBG entitlement grant of \$974,767, anticipated program income of \$1,006,200 and carryover from the previous year of \$951,540. Expenditures for the period totaled \$2,137,065. Excluding \$391,369 spent on general administration, fair housing and planning, the amount expended on projects was \$1,745,695.65, of which \$1,507,883.91 or 86.38% went to activities directly benefiting low and moderate income persons. This the second of the three year certification period, during which at least 70% of the amount expended on projects must benefit low and moderate income persons. For the two year period ending on June 30, 2007, \$3,062,676.12 or 86.44% has benefited this population.

Prior to submitting the CAPER to HUD, the City must make the report available for public review and comment. A copy of the *Draft CAPER* has been available at the offices of the Community Development Department since September 6, 2007. This public hearing is being held to permit interested citizens to make comments concerning the *Draft CAPER* prior to submitting the *CAPER* to HUD on September 28, 2007. The City will continue to accept comments until the close of business on September 26, 2007.

There was no testimony presented at the public hearing. The hearing was then closed.

Work Session – September 18, 2007

Preliminary Agenda Review

Mayor Bruchey announced the joint meeting with the Washington County Delegation scheduled for September 25, 2007 has been postponed.

Consent Agenda

A. Police Department:

1. Ballistic Vests – Atlantic Tactical (New Cumberland, MD) \$ 20,982.00
2. Police Uniform Vendor Extension – Hoffman Clothiers, Inc. (Hagerstown, MD) \$ 18,988+, Three year extension, prices not to exceed 5% increase per year, through FY 09/10

The purchase of the ballistic vests is partially funded through a State and Federal grant. The remainder of the amount will come from the police budget.

The funding for the contract for uniforms is included in the police department budget.

B. Fire Department:

1. Blauer Jackets – BJ's Custom Creations (Hagerstown, MD) \$ 23,130.00
2. Backup Generator for City EOC and HFD Headquarters – Ellsworth Electric (Hagerstown, MD) \$ 51,000.00

Grant funding was anticipated for the backup generator. The grant was not awarded. However, funding is available in the fire department budget due to construction cost savings for the EOC.

C. Public Works:

1. Reconstruction of City's Fuel Island – Spigler Petroleum Equipment, LLC
(Hagerstown, MD) \$ 210,930.00
2. Interior Painting at Elizabeth Hager Center – DLLR Offices – Trophy Painting (Sabillasville, MD) \$ 6,900.00
3. Replace Carpet at Elizabeth Hager Center – DLLR Offices – King Floor Service (Damascus, MD) \$ 33,885.73
4. Moving Services at Elizabeth Hager Center – DLLR Offices – Office Movers (Frederick, MD) \$ 21,391.00

Eric Deike, Manager of Public Works, reported Spigler Petroleum has serviced the City's fuel island for many years. Through a comparison of other contractors and gas stations, no comparable services were found. The funding for this project is anticipated to be a future bond issue. It was the general consensus to approve the contract and give notice to proceed so that construction may be completed before winter.

Councilmember Metzner expressed concern that few local contractors bid on the three jobs at the Elizabeth Hager Center.

The project was bid in the standard using the standard bidding process. Councilmember Cromer, Councilmember Parson-McBean, and Councilmember Metzner suggested reviewing the bidding process to make sure more potential contractors have access to the information.

It was the general consensus of the Mayor and City Council to re-bid this project.

E. Information Technology/Finance: Novell Client License Renewal – Novell, Inc. (Pittsburgh, PA) \$ 19,011.30.

There were no questions concerning the license renewal.

F. Water and Sewer:

1. Engineering Services for UV Disinfection Project – Black & Veatch (Gaithersburg, MD) \$ 788,000
2. 6” Pump Control Valve – HD Supply Waterworks, LTD (Martinsburg, WV) \$ 11,093.61
3. 1600’ Pipe – HD Supply Waterworks, LTD (Martinsburg, WV) \$ 17,488.00
4. Water Inventory Supplies – HD Supply Waterworks, LTD (Martinsburg, WV) \$ 25,769.04
7. Materials for Relocation of Waterline on Maugans Avenue – HD Supply Waterworks, LTD (Martinsburg, WV) \$ 14,330.23

Councilmember Brubaker asked if there is a cost overrun clause in the contract with Black & Veatch. Black & Veatch are responsible for keeping the job on pace. Monthly construction meetings are held to discuss the progress. This project is part of the requirements of the Consent Judgment and must be completed by January, 2010. Bruce Zimmerman, City Administrator, noted this project, along with others, were included in the long term plan for the Water and Sewer Department but were moved forward due to the Consent Judgment.

The price for the 1600’ of pipe has been reduced to \$ 10.02/foot. This reduces the total cost by \$ 1,300.00.

The City is responsible only for materials for the Maugans Avenue water line relocation. The existing 6” line will be abandoned. The connection will be to a 12” line.

H. Light Department: Decorative Lighting for 300 Block of North Potomac Street – HADCO (Littlestown, PA) \$ 15,080.00

I. Community Affairs: Contract Extension: Fireworks at Fairgrounds park – July 4, 2009, 2010 and 2011 – Fireworks Production, Inc. (Maryland Line, MD)

\$ 15,000.00 each year.

It was the general consensus of the Mayor and City Council to place the items on the consent agenda, except as otherwise noted.

Approval of an Ordinance: To Remove Sunset from Rental Licensing Program

Bruce Zimmerman, City Administrator, stated it is Staff's understanding the Council wants to move forward with removing the sunset provision from the rental licensing program and modifications would be discussed at a later date.

Introduction of a Resolution: Hollyhock Road Annexation, A-2007-04

A request has been received to annex 12.5 acres off of Broadfording Road and Hollyhock Road, located on the western side of the City, (to be commonly referred to as the Hollyhock Road Annexation). A public hearing will be held on September 25, 2007 to receive testimony in favor of or against the proposed annexation.

Resolution: Adoption of Annexation Plan: Hollyhock Road Annexation, A-2007-04

An Annexation Plan for the Hollyhock Road Annexation will be presented for approval also. This is a new requirement that was approved by the Legislature last year.

Resolution: Acceptance of Dedication Offer – Streets and Alleys in Gateway Crossing Development

Staff is prepared to recommend to City Council the acceptance of certain streets, alleys, and additional right-of-way dedications in the Gateway Crossing residential development. The City has always contemplated accepting these streets and alleys upon completion. The streets were designed and constructed per the Public Ways Construction Standards. The Engineering Department's inspection staff monitored the construction.

It was the general consensus of the Mayor and City Council to include approval of a resolution accepting the streets and alleys on the agenda for September 25, 2007.

This completed the review of the preliminary agenda.

Combined Communication Center Update

John Latimer stated the center should be completed within 18 months. The next step in the process is to develop the team that will run the center.

Sheriff Doug Mullendore has been reviewing job descriptions. The Director will be responsible for the day to day operations of the center. The Director will assist in selecting the deputy director. There will not be a chain of command through the City or

the County, the day to day operation responsibilities will be with the Director. The center will be a County operation, with County employees.

It was the general consensus of the Mayor and City Council to have Councilmember Penny Nigh and City Administrator Bruce Zimmerman be members of the Board.

Alsatia Mummers Parade

The Alsatia Club will hold its 83rd Mummers Parade on Saturday, October 27, 2007 at 7:00 p.m.

This year the Alsatia Club needs help in raising funds for the cash prizes for the different award categories. The total needed is \$ 8,500.00. The Alsatia Club would like staff to help raise funds. The Alsatia Club would like to have permission for company banners to hang on the deck, list sponsors on Antietam Cable Channel Six, and list sponsors on the City of Hagerstown website.

Also, the Alsatia club needs help with manpower the night of the parade. They are asking for help from the community and would like the City's Community Affairs Office to help promote the need for volunteers.

A \$ 2,000 donation was made the past two years. Of this donation, \$ 1,000 was given from the Public Functions Budget and \$ 1,000 in lieu of vendors fees. A donation of \$ 1,000 was again budgeted in the Public Functions Budget, and if the Mayor and Council would agree, another \$ 1,000 could be given from the Public Functions Budget or if needed from general fund contingency.

James McCleaf, Alsatia Club, Inc., thanked the Mayor and City Council for their continued support of the Mummers Parade. He stated the parade will begin an hour earlier next year in response to a request from the Hagerstown Police Department.

William Nairn, City Attorney, arrived at the meeting.

Hagerstown Ice & Sports Complex Update

The Hagerstown Youth Hockey Association (HYHA) submitted a two phase plan in August to get ice recreation back up and running at the Hagerstown Ice and Sports Complex. Phase I began mid-August. An administrative contract was executed for this phase, and an agreement to utilize the Washington County Sports Foundation's equipment was also executed. Phase I was a limited opening, and Phase I allowed for the youth hockey league, men's hockey league and figure skating to utilize the rink. HYHA has paid \$ 2,200 to cover a portion of the loan payments which were previously being paid by the Washington County Sports Foundation. Phase I has been successful.

City staff and City Attorney William Nairn are requesting approval from the Mayor and City Council to create a contract with the HYHA to move on to Phase II. Phase II

would begin in October and would allow figure skating and adult hockey and public skates to take place throughout the 2007/08 skating season. Under these plans, the City will continue to pay utilities, debt service, and additional costs related to repair and maintenance of the facility and equipment. In Phase II HYHA will pay \$ 2,800 to the City to cover the full loan payments previously being paid by the Washington County Sports Foundation.

Karen Giffin, Director of Community Affairs, Alfred Martin, Director of Finance, Lewie Thomas, Recreation Facilities Coordinator, Paul Sweeney, HYHA, and Jeff Barber, HYHA, were present to discuss Phase II.

Mr. Barber thanked the Mayor and Council for permitting HYHA to open the ice rink under Phase I. The season started with 75 athletes. New programs are being started. HYHA has purchased equipment kids can use. City residents will receive a discounted admission rate. An adult hockey league is being formed. HYHA has been working with figure skating enthusiasts in order to offer ice time to them. They are trying to form a consolidated high school hockey team. The rink operations have been operated like a Little League groups. There are no paid employees. A volunteer rink manager has been named.

Mr. Sweeney stated the rink is operating efficiently. Public skates will begin in October. A skating day camp is being planned.

Ms. Giffin stated information about other options will be presented to the Mayor and City Council after the first of the year.

Councilmember Cromer asked if HYHA will be interested in participating in the operating the facility if it is a multi-use facility. Mr. Barber stated he expected they would be.

Councilmember Nigh wants to make sure the skaters are able to use the facility. She would like to see it remain an ice rink.

Councilmember Parson-McBean would like to see programs offered to children who are economically challenged. Mr. Sweeney stated they could work on this.

It was the general consensus of the Mayor and City Council to schedule approval of the Phase II agreement with HYHA at the September 25, 2007 meeting.

Annexation by the Town of Smithsburg/Breichner Water Treatment Facility

During the summer of 2006, the original septic system at the house located at the Breichner Water Treatment Plant failed. The system was considered unsuitable for replacement due to the fact that it was located in the rear of the residence in a low lying area near a stream and accessible by public sewer. The Town of Smithsburg agreed to supply sanitary sewer service and this project was completed by our Wastewater

Collections department for approximately \$ 4,950.00 in materials and labor. The property was researched and deemed contiguous to the boundaries of the Town of Smithsburg. During the research process by the town, an anomaly in the description of the property was discovered and a request was made for the City to survey its property. Frederick Seibert and Associates conducted a full property survey including metes and bounds description and the property contains 28.48 acres. The Town of Smithsburg's Annexation Policy is similar to the City's, whereas property that is contiguous to the existing Town boundary and receives city services is required to annex. There will be no Town of Smithsburg taxes levied on the property, no requirements for sidewalks or streetlights, and there will be no Town police services. The Town introduced the Annexation Resolution on September 4, 2007 and it will become effective at the end of forty five (45) days following its final enactment.

It was the general consensus to approve the annexation agreement with the Town of Smithsburg at the Regular Session on September 25, 2007.

2007 Community Legacy Application

Deborah Everhart, Director of Economic Development, and Kathleen Maher, Planning Director, were present to discuss a Community Legacy Application.

Between 2001 and 2006, the City received Community Legacy funding for the following projects:

1. Two infrastructure projects (University Plaza and brick crosswalks at the S. Potomac/Antietam Street intersection)
2. Three incentive programs (Home PRIDE mortgage grant program, Home PRIDE parking grant program, and Façade Restoration grant program)
3. Three cultural anchor assistance projects (feasibility study and façade restoration for School for the Arts, and construction of performing and visual arts center – abandoned)
4. Three housing construction projects (Massey redevelopment project, Historic Alms House project, and adaptive re-use of Meda's building)

Total grant funding for these projects, through Community Legacy and three associated State programs, was \$ 1.89 million. Loans were also received totaling \$ 250,000 for three proposed housing construction projects. Recent market changes and the impact of the University System of Maryland project have resulted in a marked improvement in private sector investment activity downtown since 2001.

Despite these positive steps, the downtown still needs support. While the City has attracted quality new retail shops and restaurants over the past several years, a 20% storefront vacancy rate in the A&E District hampers the vibrancy. The Lipman Frizzell marketing report produced by Hagerstown Neighborhood Development Partnership, Inc. in 2007 observed that the downtown needs more urban amenities to support "an urban

lifestyle” and more quality employment opportunities to attract home-buyers downtown and to support a larger range of retail offerings. According to the Upper Floors Report produced by HNDP in 2007, there is over 500,000 square feet of upper floor space in the downtown which is under-utilized and/or in need of rehabilitation. Owners of recently renovated office space in the downtown are still in search of tenants.

In order to address the issues identified in the Lipman Frizzell and the Upper Floors reports, staff believe that the downtown revitalization process is still in need of assistance from new innovative incentive programs, demonstration housing projects, and cultural anchor development. Incentive programs are needed to lower costs of renovation and resulting lease rates, so that the downtown can become viewed as an incubator for small technology and service businesses, a good place of employment, and a less risky place to invest for businesses and residents. Because the downtown demonstration projects are needed to show the way for the private sector. And lastly in order to make the downtown a more attractive place to live and visit, more urban amenities such as entertainment venues are needed. These cultural anchors, in addition to more market rate housing, will also serve to strengthen the market for retail establishments by attracting more people with disposable income to the downtown on a regular basis.

As a result of this analysis, staff propose the following projects, in order of priority, as appropriate initiatives for Community Legacy funding and as important strategies to implement the Community Legacy Plan:

1. Revolving Loan fund for Upper Floor Renovations – no-interest loans to renovate upper floors for market rate housing and/or offices for new businesses
2. Rental Assistance Gant Program for New Start-up Businesses on upper Floors Downtown – Matching grants to reduce annual rent payments on downtown office space for new start-up service and high tech businesses for initial two years of operation
3. Housing Project at S. Potomac and memorial Boulevard – In partnership with Community Action Council, develop 9 new housing units for home-ownership for moderate-income households on City-owned property at this intersection.
4. Feasibility Study for Heritage Museum – Explore feasibility of government-operated or public-private partnership operated local heritage museum; analyze feasibility of alternative sites for use as local heritage museum.

Councilmember Brubaker would like to have a percentage requirement from developers.

Councilmember Parson-McBean asked what the chances are of attracting high tech, high paying jobs because the community is an undereducated community. Ms. Everhart thinks Hagerstown will be able to attract this type of job. Councilmember Parson-McBean would like local people to have these jobs. These jobs could be marketed as an opportunity for local college graduates.

Councilmember Brubaker stated there could be speculative remodeling without prospective tenants.

Mayor Bruchey pointed out that some businesses have hired people from outside Washington County and these employees have made Hagerstown their home. He stated the City needs an incentive based company to bring new jobs to the core of Hagerstown.

Councilmember Nigh expressed concern that new homes are being planned and there are many empty homes throughout the City. Larry Bayer, Director of Community Development, indicated contracts for the new homes would be in place before construction begins. These units are designed for families with two to three children. Mayor Bruchey stated affordability is the main objective. The property will be a land trust, and the owner would not be able to sell the home for rental property.

A number of councilmembers have expressed interest in a heritage museum.

It was the general consensus of the Mayor and City Council to endorse the Community Legacy application.

A 10 minute recess was observed.

Sidewalk Café License

Kathleen Maher, Planning Director, and Rodney Tissue, City Engineer, were present to discuss a sidewalk café license program.

In June when the City Council endorsed the plans for widening the sidewalks in the “000” block of South Potomac Street, Council directed staff to develop a procedure for license agreements to allow sidewalk cafes in the public rights-of-way of the City. To this end, staff completed considerable research in the best practices at other communities, have had two discussions with the Washington County Board of License commissioners (Liquor Board), and have developed a draft “License Agreement” and “sidewalk Café Standards” for Council to review.

Staff anticipates that, to obtain a License agreement, an applicant would bring in a completed application to the Department of Engineering and Code Administration. That department would route the application to the Fire Department and Planning Department who would complete the necessary reviews regarding the License Agreement. Once staff feels a recommendation could be given to Council, the Mayor and Council would then consider authorizing a License Agreement for the requested use. A required submittal would include an application, a layout of the outdoor furniture, and pictures or other information the applicant wishes to use. This process should apply not only to South Potomac Street, but anywhere else the adequate dimension of sidewalk is available to have a café, such as the Public Square.

The requirements include:

1. Allowing a minimum of 5 feet of unobstructed area for public foot traffic
2. Licensees may use, occupy and utilize said area in connection with its present business of a restaurant, including the sale of alcoholic beverages, subject to all Federal, State, County and City acts, laws, statutes, ordinances and regulations.
3. Maintain the area in a proper sanitary and safe manner
4. No permanent improvements are to be placed in the licensed area

There was some discussion about permitting umbrellas in the license area and what advertising would be permitted on them. The Mayor and City Council discussed whether or not music would be permitted. No decisions were made.

Councilmember Metzner stated the City needs to flexibility to remove a license immediately, if necessary. He thinks a 30 day notice is too long. He suggested that the Mayor and City Council be the appeal board.

It was the general consensus to include approval of the requirements for a sidewalk café on the agenda for September 26, 2007.

Quit Claim Request: Portion of Alley 4-31

The Cumberland Valley Chapter of the Associated Builders and Contractors, Inc. (ABC) has requested that the City quit claim a portion of the right-of-way of Alley 4-31. This is an L-shaped alley right-of-way that connects Wayside Avenue to Alley 4-29 at the Barr Institute for Construction. The portion of the alley right-of-way that ABC requests be quit-claimed is the portion that runs east-west through what was once the playground/parking lot area of the former Broadway School. The section of Alley 4-31 that runs north-south and connects to Wayside Avenue would remain in place, and would serve as the driveway entrance to the Institute.

ABC is requesting this quit claim because the alley right-of-way essentially divides their property into two pieces. The presence of this right-of-way may interfere with future construction on the site, because building setback lines would have to be measured from this right-of-way line and the exterior property lines.

Staff feels that the request for a quit claim is justified. A chain-link fence has surrounded the property for many years, which prevented people from driving across the school grounds to Alley 4-29. A quit-claim of this portion of the alley right-of-way will have no practical impact on local residents, because they weren't able to use it in the past.

It was the general consensus of the Mayor and City Council to approve the quit claim.

Rental Licensing Program Review

Rodney Tissue, City Engineer, John Lestitian, Director of Code Administration, and Gary Lambert, Program Manager, provided information from programs in several jurisdictions in reference to exemptions.

The majority of municipalities with rental licensing programs offer some type of family exemption. Family is defined in a variety of ways. Some jurisdictions require proof of the family relationship.

Staff would need direction from the Mayor and City Council in the form of a definition for family relationship. Staff also recommends keeping the owner plus one unit exemption. They do not recommend adding a statement in regard to renting out rooms. These issues are dealt with on a case by case basis.

Councilmember Cromer has received complaints from citizens who rent a residence to their family members and having to pay the annual license fee.

Councilmember Parson-McBean mentioned Howard County and Prince George's County use "immediate family" as the definition of family. She would recommend using similar language.

Councilmember Cromer thinks the definition should include the phrase "blood relationship" because is definitive. She also stated she believes the exemption should be from the whole program, not just the fee.

Mark Boyer, City Attorney, and Staff were asked to develop a family definition and return to the Mayor and City Council for further discussion.

City Hall Office Expansion to Roslyn Building – Conceptual Floor Plan

As a follow-up to the discussion in August, floor plans to renovate the Roslyn Building and portions of City Hall for improved office space were presented to the Mayor and City Council. Most City Hall departments are cramped or have inadequate space for the number of staff. Some issues need immediate attention while some are longer-range needs.

The remodeling in the Roslyn Building could meet the needs of many staff. The floor plan shows that the "Community Development" and "Information Technology" staff moving to the second floor. This provides them adequate work areas and a small amount of room for future growth. A bridge between the first floor of City Hall and this building is suggested.

The third floor plan shows the "Community Affairs" staff occupying this space. This allows for their centralized office, studio, and a large "public meeting area" which they require.

The newly formed Code Administration group desire to be in one office and staff wishes to move the Code Compliance staff out of the Elizabeth Hager Center back to City Hall. The fourth floor plan shows Code Administration occupying renovated space that Community Development and Planning currently occupy. This plan also addresses the need sin Accounting by providing an additional reception area, office space and a conference room to be used jointly with Code Administration.

To allow Code Administration to move to the fourth floor, the final part of the plan is the third floor of City Hall, showing Planning staff moving to the current Permits area, on the floor with Engineering staff. Room 407 (large conference room) would be moved to the third floor.

Finally, relatively minor improvements are suggested to the current Information Technology area, the office beside the City Clerk and a slight modification to the first floor conference room.

Councilmember Brubaker thinks the plans are good but he is concerned the cost will be prohibitive.

Staff will prepare a detailed financial analysis to review with Council in October.

Discussion of Budget Guidelines with Mayor and Council

Bruce Zimmerman, City Administrator, and Alfred Martin, Finance Director, were present to discuss the budget. As discussed with the Mayor and Council at the July 24, 2007 work session, staff wanted to provide further review and discuss budget guidelines proposed for the 2008/09 and 2009/10 budgets. After reviewing the guidelines with the Mayor and City Council and Department Managers, an updated Proposed Budget Guidelines was developed.

The proposed budget process guidelines include:

1. Provide adequate funding for the additional needed fire fighters and police officers.
2. No increase in the City's property tax rate.
3. Honor the existing labor contract commitments which continue through FY 2008/09.
4. Explore ways to limit future OPEB liability growth for new hires as part of the upcoming negotiation process for FY 2009/10.

At this time staff believes what would most benefit the budget preparation process would be the implementation of budget preparation guidelines by the Mayor and Council. These guidelines would apply to the FY 2008/09 budget as well as the subsequent fiscal year and would help staff prepare the last two budgets for the Mayor and Council's current term. Examples of budget preparation guidelines that staff would recommend include:

1. No increase in the City's property tax rate.
2. No increase in General Fund full time staff positions (other than approved police and fire fighter positions) unless such positions are funded through grants or another source of new revenues.
3. Continue policy of no General Fund subsidy of the City's utility operations.
4. After the current contract agreements expire at the end of FY 2008/09, link the growth in wages and benefits for all employees to projected growth in the City's two major revenue sources – property taxes and State and County shared taxes.
5. Every four to five years the City will conduct an external wage and benefit analysis to ensure City wages and benefits stay competitive in the regional market place.
6. In order to ensure the community benefits from General Fund revenue growth, the City will do the following: Any increase in revenues in excess of what is required to fund current contract and pay scale commitments and future commitments required to maintain external compensation equity, will be used for new community based initiatives, new capital improvements or new investments in the community.
7. The City will maintain average capital replacement spending at adequate levels over a three year period to maintain the City's existing infrastructure, equipment and facilities.
8. The City will explore all grant opportunities to enhance services and reduce costs.
9. To reduce the City tax burden on existing City taxpayers the City will encourage new growth, annexation within the urban growth area and increased revenue sharing with the County. Budget guidelines

Mr. Zimmerman and Mr. Martin asked if there were other guidelines the Mayor and City Council wish to consider.

Councilmember Cromer mentioned the Charter Review Committee had discussed the budget process and the length of time for review prior to adoption. Staff may be asked to discuss the process at a committee meeting.

No other guidelines were mentioned at this time.

City Administrator's Comments

Bruce Zimmerman, City Administrator, had no additional comments.

Mayor and City Council Comments

Councilmember L. C. Metzner had no additional comments.

Councilmember K. S. Cromer asked that meetings be shorter than this evening's. She stated the purpose of forming the 2+2 Committee five years ago was to discuss a PILOT for Tractor Supply. If there is no PILOT, Tractor Supply must pay taxes.

Councilmember M. E. Brubaker stated the Council is using good judgment in making decisions. He believes the length of the meetings are appropriate.

Councilmember A. Parson-McBean attended the show by the Philadelphia Dance Company at the Maryland Theater. She was disappointed with the low turnout. Tickets were given to the Boys and Girls Club but were not used. She is concerned that community recreation organizations are not open on weekends. She encouraged the groups to seek additional funding to allow them to be open on Saturdays.

Councilmember P. M. Nigh has received calls about the traffic situation at Bester Elementary. She asked who is responsible if there is an accident. The Board of Education should be addressing this problem. There is a skunk problem on Corbett Street. The Department of Natural Resources needs to be contacted regarding this.

A public forum regarding refugee placement will be held at Hagerstown Community College on September 19, 2007 at 7:00 p.m. She is concerned about the services being provided to refugees.

Councilmember Nigh asked that the leash law and pooper scooper regulations be enforced at Fairgrounds Park. A city employee was bitten by a dog recently. The dog was tied but broke loose. She recognized Richard Rohrer's service as a volunteer firefighter. She is concerned about the people who reside at the Wells House. Residents may be drug users.

Mayor R. E. Bruchey, II expressed sympathy to the families of retired employees Charles Holden and Richard Powell. There was an armed robbery earlier today. Anyone with information should contact the Hagerstown Police Department. He stated the four ten hour work day schedule being used by the Hagerstown Police Department is working well.

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 7:23 p.m.

Respectfully submitted,

Donna K. Spickler
City Clerk