

WORK SESSION
2018

MAYOR AND CITY COUNCIL
WORK SESSION – September 21, 2018

SEPTEMBER 18,

HAGERSTOWN, MARYLAND

Mayor R. E. Bruchey, II called this Work Session of the Mayor and City Council to order at 3:02 p.m., Tuesday, September 18, 2018 in the Council Chamber at City Hall. Present with the Mayor were Councilmembers A. Heffernan, K. B. Aleshire, E. Keller, S. McIntire, and L. C. Metzner, City Administrator Valerie Means and City Clerk D. K. Spickler.

Proclamation: 66th Anniversary of the Sister City Relationship between Hagerstown, Maryland, and Wesel, Germany

Mayor Bruchey read a proclamation recognizing the Sister City Relationship between Hagerstown, Maryland and Wesel, Germany. These two cities have shared the Sister City affiliation for 66 years.

Bev Abeles, Dusty Graham, and Connie Lenhart, representing the Sister City Committee, accepted the proclamation.

Continued Discussions on Parking Rate Changes

At a Work Session on August 28, 2018, the Mayor and Council invited several guests to the table to express their concerns about the parking rate changes that were approved by resolution on June 26, 2018. There were representatives from Middletown Valley Bank Bowman Development, and USMH (University System of Maryland Hagerstown).

Staff appreciates and recognizes the partnerships with the businesses downtown and welcomes their voice in this matter. Their financial input is absolutely critical to building a vibrant downtown and a great city overall.

Eric Deike, Director of Public Works, noted that the demand for parking is increasing. The A & E Parking Deck has 185 available spaces. There are currently 179 permits sold for this deck, accounting for 97% of the spaces. He UD Parking Deck has 440 available spaces with 88% of the spaces sold with 392 permits.

He does not disagree that the current parking needs appear to be met at this time. The 2012 Parking Management Plan by Rich & Associates was partially conducted due to the perception of inadequate parking. The study found the shortfall in parking was only a perception. The projected shortfall was in the southwest quadrant of downtown where the UIP (Urban Improvement Project) is well underway.

In the six years since the study, a number of new businesses have opened and the UIP is moving forward. While there appears to be adequate parking for now, the hope and intent is to fill that parking to the point of constructing more parking in the foreseeable future.

The City does provide parking as an amenity having invested millions of dollars in parking lots and decks. To pay for that service, the City placed the burden on the user and not on the tax payer. The Parking System is an enterprise fund so that no direct tax dollars support parking. Otherwise, the Mayor and Council would possibly have to raise the tax rate to cover expenses.

Taxes were raised again this fiscal year to cover expenses and provide funding to private developers in an effort to partner and expand growth. To imply that the City should not generate a cash reserve for future expenses in an Enterprise Fund is more of a short term strategy and does not position the City to be able to grow for future parking needs and sustain current infrastructure. There are no guarantees that parking needs will continue to grow. Businesses come and go and driver preferences change (Uber, Lyft, public transportation, self driving cars, etc.).

In the future, the City will be looking to purchase land and construct additional parking as included in approved Mayor and Council budget projections. Some elected officials believe that time has not only come but that the City is already behind constructing more parking. A cash reserve absolutely makes it easier to move forward by securing better borrowing rates and ensuring any debt service can be paid. Having a healthy reserve fund should not be considered in a negative light and should not be viewed as profit but as a hedge against future expenses such as expansion. It is only with cash reserves that the City will be able to afford and sustain parking deficits if and when a third parking deck is constructed.

According to the numbers provided by USMH, approximately 29% of the students purchased parking permits last semester. At this time, it is unknown how many of the students are City of Hagerstown residents. Not even a majority of the students elected to buy an inexpensive parking permit (\$ 40.70 per semester) last year. The majority of students opted for other choices such as paying an hourly fee, free parking in the evenings or private parking off site. All of these other parking options continue to exist for students attending the USMH campus in Hagerstown, unlike many other college campus parking situations.

There is no question that higher education is expensive and costs continue to escalate. The City is not looking to add to that financial burden for students. However, the Parking System serves many other individuals, companies and government entities besides USMH. The existing parking rate structure simply requires that everyone pays their fair share.

A concern was raised that students would be circling the block looking for parking. As previously stated, the majority of the students attending downtown had already found alternate parking. The others have purchased monthly parking at the current rate, paid the hourly rate in the UD Parking Deck or simply parked elsewhere. School has resumed and traffic patterns have not changed.

Staff met and reviewed the concerns raised on August 28, 2018 and recommend holding to the rate structure previously brought to the Council and approved on June 26, 2018, which was a modest 3% (decks) and 4% (lots) increase. That recommendation can be summarized as everyone pays the same parking rates in the parking lots, parking decks or on the street. The bulk discounts, initially put into place 22 years ago, would be eliminated as of July 1, 2019, when the Urban Improvement Project is coming to completion. The bulk rates are currently still in place. They will remain in place until July 1, 2019. There were purposely left in place understanding that businesses would need time to consider all their options and adjust accordingly.

The recommendation puts the Parking System on firm financial footing and builds a fund for future expansion, infrastructure renovations, repairs, and other amenities. It is forward thinking philosophy.

Councilmember Metzner asked who has bulk discounts. Jason Rodgers, Parking System Supervisor, stated Middletown Valley Bank and the Department of Social Services have bulk rate discounts. Middletown Valley Bank located their offices downtown in 2016 (according to B. J. Goetz, President).

Councilmember Metzner considers this an economic development issue as it relates to parking. Parking is a consideration when attracting and retaining businesses. He wondered if the bank would have located downtown if they would have known the bulk discount would be discontinued. He understands there are other options for parking for businesses, for example through the Invest Hagerstown incentive. He noted he does support the parking rate increases.

Mr. Goetz indicated the bank made the conscious decision to locate downtown, bringing 43 jobs downtown. They originally held 60 parking permits. They did not ask for any support from the City for the location. One of the things that appealed to the bank was the parking rates. The recently implemented changes increase the parking costs to \$ 6 per square foot. He stated the City's thought of charging current parkers to fund a new deck with current parkers that may not even be needed is not appropriate. He believes there is a compromise with open discussions. He asked the Mayor and City Council what their vision is for downtown. He knows what his is but he doesn't know what theirs is. He suggested reviewing the parking studies with the business community so everyone has the same vision.

Mark Halsey, Director of USMH, stated the idea of raising money now for a future garage does not make sense. He wonders if current students should be responsible for paying for infrastructure of the future. USMH has communicated to students it may be more economical for them to pay for parking on an hourly basis, depending on the amount of time they are on campus. It is not feasible to expect students to pay \$ 240.00 per semester now when the cost was \$ 40.00 per semester prior to June 26, 2018. He recommended reinstating the \$ 40.00 per semester rate for students for a year. During the year, brain storming with the businesses and organizations could take place for

alternatives to help the City of Hagerstown achieve its goals and develop a budget for the amount that will actually be required for the parking system.

Mr. Goetz appreciates the Mayor and City Council and staff's willingness to hold this conversation. He is confused about the true goal of the increase. He has reviewed the City's budget and it appears the parking fund is self sustaining and doesn't need additional revenue.

Mayor Bruchey pointed out there is a third parking deck included in the budget projections, with planning beginning in FY 19/20 and construction in FY 20/21. He hopes developers are willing to partner with the City for the deck.

Councilmember Aleshire stated people will be competing for limited parking when the Urban Improvement Project is complete without the third deck. He doesn't understand the logic of waiting for that to happen before planning for a deck. The City of Hagerstown will be funding the deck. He doesn't think other entities, such as the State of Maryland and Washington County, will participate. Planning for the third deck is already 18 months behind where it should be. If the process of acquiring property and planning for the infrastructure doesn't start now, the City will be further behind.

Mr. Goetz asked what dollar amount is being estimated for the deck. He pointed out there is \$ 1.2 million in reserves at this point in time.

Councilmember Aleshire stated if the capital reserve isn't preserved, there will be no funding to begin the deck.

Councilmember Metzner noted the bulk rate discount will be in place until July 1, 2019. He recommended staff meet and review the rates before that time. He is not assuming that a third deck will be built and that has not been determined to include it as a goal for the Mayor and City Council. For the student rates, he recommended staff and Mr. Halsey meet to discuss possible solutions to the concerns noted.

Mayor Bruchey asked that a plan be in place by December that makes sense for USMH students and the Parking Fund. After that, a coalition of businesses and staff should meet to determine the right path for future parking rates.

Councilmember Keller pointed out that community meetings and other meetings are held and no one shows up. The Mayor and City Council want downtown to thrive. When they ask for participation, there is none. They don't hear from people until they are angry. She supports the vision of everyone working together toward the same goals. She stated the City has capable staff and she trusts their recommendations. She wants to fix the perception that it's the City versus the businesses. The City supports businesses and citizens.

Mr. Goetz stated his question about the Mayor and City Council's vision in not about knowing where they want to go. He is asking what inhibitors are in place to derail that vision. Both sides should discuss a resolution to accomplish the goals.

Councilmember Aleshire pointed out that many of the projects that have recently been completed were just ideas and conversations 3-4 years ago. As an elected official, he stated it is incumbent to be prepared for all parts of a project.

Mr. Goetz wants to be part of the conversation for parking needs. He is committed to the Council and to the Community. He wants to see Hagerstown survive and thrive.

Councilmember Heffernan thanked Mr. Goetz for his financial analysis. He thinks all the Council wants to find a solution for the parking rates. Even though the elected officials rely heavily on staff, they don't always deliver a strong enough message of their goals. More input is needed from the educational institutions, businesses, and developers. The Mayor and City Council held a goal setting session on September 13, 2018 and there were no media or citizens in attendance.

Mayor Bruchey hears from people that he has an agenda. One of the things on his agenda is a third parking deck. Streets shouldn't be redeveloped if there isn't adequate parking. With the expansion of Barbara Ingram School for the Arts (BISFA), the Maryland Theatre, the Schmankerl Stube, and Hager 5, LLC, there will be a need for more parking.

In summary, the Mayor and City Council directed staff to meet with USMH representatives regarding the student parking rates by the end of the year. Direction was also provided to create a coalition to discuss the bulk rate discount and other parking rates before spring.

Preliminary Agenda Review

Consent Agenda

A. Community and Economic Development:

1. Street Closure Request – City Center Tree Lighting Event

B. Police:

1. Safariland Ballistic Vests – Atlantic Tactical (New Cumberland, PA)
\$ 15,039.30
2. Monthly Delinquent Citation Collections – Brekford (Hanover, MD)
\$ 55,000.00

C. Public Works:

1. Signal Controller Components – Econolite (Glen Burnie, MD) \$ 20,507.00

D. Utilities:

1. Light – Linework Services – Everhart & Hoover Power Line Construction (Hustontown, PA) \$ 150,000.00
2. Light – Distribution Transformer Repair and Refurbishment _ Emerald Transformer (Twinsburg, OH) \$ 50,000.00
3. Water – Fluoride Feed System and Scaleton Scale – Environmental Service and Equipment Company (Marcus Hook, PA) \$ 36,534.00
4. Water and Wastewater – Stone and Asphalt – Various Vendors. Water – \$ 48,265.00 and Wastewater \$ 99,436.00
5. Wastewater – Boiler Replacement for Control Building – Beaver Mechanical Contractors (Hagerstown, MD) \$ 85,900.00

Mayor Bruchey pointed out the ballistic vest purchase is under budget. He wants to use excesses such as this for the Invest Hagerstown program.

There were no other questions or comments about any item on the Consent Agenda.

This completed the review. All items are scheduled for approval during the September 25, 2018 Regular Session, unless otherwise noted.

Reprogram CDBG Funds for Needed Repairs at Potterfield Pool

Jonathan Kerns, Community Development Manager, and Rodney Tissue, City Engineer, were present to discuss an amendment to the Community Development Block Grant (CDBG) FY19 Action Plan. The amendment is required for the allocation of unexpended CDBG funding from previous fiscal year projects that were underutilized and/or completed under budget. The proposed amendment will allocate \$ 174,500 of CDBG funding to improvements and rehabilitation activities at the City's Potterfield Pool facility.

Each fiscal year, staff perform periodic reviews of the CDBG budget to determine if funding from older CDBG activities should be reallocated. This often occurs when older CDBG activities have been underutilized and/or are completed under budget. If funds are available from these older activities, CDBG regulations typically require an amendment to reallocate the remaining CDBG funds to new activities.

After a recent review of the CDBG budget, older CDBG activities that have available CDBG funding include administration activities (staff costs), sub-recipient activities (HNDP Down Payment Program), and public facility rehabilitation activities. A total of \$ 174,500 in CDBG funding is available to be reallocated from these activities.

Each year, DCED staff and Parks and Engineering staff work together to carry out CDBG eligible projects in Hagerstown. For the current fiscal year, Parks and Engineering has determined the Potterfield Pool facility will need significant rehabilitation work and recent estimates obtained for this work are much higher than originally anticipated. Since general funds for this planned Capital Improvement Project

are limited, staff proposed allocation of \$ 174,500 from the CDBG program for Potterfield Pool improvements as described below.

Proposed rehabilitation activities and improvements at Potterfield Pool include the following:

1. Complete replacement of the pool's filtration system with new backflow prevention holding tank. Estimated cost \$ 100,000
2. Complete tear off and replacement of the pool building roof system and related roof components. Estimated cost: \$ 15,000
3. Locker room improvements. Estimated cost: \$ 25,000
4. Splash pad enhancements and improvements. Estimated cost: \$ 30,000

Amending the CDBG Action Plan involves routine processes typically handled by staff. The amendment for this current case will also require Mayor and City Council approval since the amount of reallocated funding for anew active is greater than \$ 25,000.

Councilmember Heffernan noted pool operations cost in excess of \$ 145,000 annually. He wondered if the CDBG funds would be better used to assist homeless people. Other funding to help the homeless, (who are some of the most vulnerable citizens) is not available. If the pool and golf course were closed, the subsidies (\$ 145,000 from pool operations and \$ 200,000 from the golf course) could be added to the \$ 174,500 and nearly \$ 600,000 would be available to address the homeless issue.

Councilmember Metzner would support channeling money toward resolving the homeless issue but he doesn't think it would help the situation. If the golf course is shut down, there would still be maintenance costs. The Potterfield Pool does serve vulnerable citizens.

Councilmember Keller stated she thinks closing the pool would be detrimental to the citizens of Hagerstown. The Homeless Coalition and other organizations are working together to find ways to assist the homeless. She thinks the Mayor and City Council should have a discussion with the Homeless Coalition at a Work Session to learn more about their plan and possibly determine ways to assist them.

Councilmember Aleshire noted Hagerstown is a destination that is used to attract vulnerable citizens.

Mr. Kerns noted the pool does serve low and moderate income residents. The CDBG operations through the City of Hagerstown are basically service oriented.

It was the general consensus of the Mayor and City Council to include approval of the amendment to the CDBG Annual Action Plan for the Potterfield Pool rehabilitation on the September 25, 2018 agenda.

Rodney Tissue, City Engineer, Mark Haddock, Parks and Recreation Manager, and Amy Riley, Recreation Coordinator, were present to review several proposals for the Parks and Recreation Division.

The proposals are as follows:

Change to Park Hours – Staff is recommending that the hours of park operations change from the current 6:00 a.m. to 10:00 p.m. to “sunrise to ½ hour after sunset”. Sunrise and sunset are published times that can be readily found on the internet and therefore are enforceable.

Staff is making this suggestion based on three reasons:

1. Consistency with other jurisdictions. No other jurisdiction has uniform standards of staying open until 10:00 p.m. and all close at sunset/dusk. Washington County allows their parks with lit athletic facilities to stay open longer to about 10:00 p.m. Staff would do the same for Fairgrounds Park and all special events in City Park (movies, concerts, ghost tours, etc.).
2. Financial Savings – Staff estimates this change could potentially save the City upwards of \$ 10,000 a year assuming the park attendants work only the open hours and maybe an hour after sunset.
3. Security – While there are hundreds of calls annually for police service in the 22 parks (not necessarily crimes), the majority of the calls occur at night. HPD estimates about 10% of calls for the entire year were between dusk and 10:00 p.m. Having the parks closed in the dark hours will potentially help enforce the prohibited hours.

In Section 173-29 (Parks and Playgrounds) of the Code it states that it is prohibited to be in a park or playground property other than during the posted hours of operation. The ordinance gives staff flexibility to amend the hours without amending the ordinance. Staff is suggesting a resolution to accomplish this change. All of the welcome signs would need to be replaced with clearly visible signage concerning the hours of operation.

Tobacco in Parks - In 2013 a prohibition of smoking in the parks of the City with the exceptions of the golf course and portions of the stadium was passed. Staff now propose to amend Chapter 173 of the City Code to prohibit all tobacco products, vaping, electronic cigarettes, and/or the ingestion of vaporized or inhaled aerosol products. All of the no smoking signs would need to be replaced with clearly visible signage concerning this additional prohibition and park attendants would be asked to distribute educational materials.

A violation of this section is treated as a municipal infraction and subjects the person violating the same to a fine of \$ 40 each for the first and second violation and \$ 200 for each subsequent violation.

Hager House Strategic Plan - Staff presented a strategic plan for the Hager House. The plan calls for specific physical and programming upgrades to enhance the visitor's experience in the House and also the museum building.

Most of the artifacts at the Hager House are on loan to the City from the Washington County Historical Society. To staff's knowledge, there is not a written agreement regarding this loan and staff suggest that one be established. Staff will work with the Historical Society and the City Attorney to develop agreements for the Mayor and City Council to approve.

Finally, the Mt. Aetna Foundry cannon, dating to the Revolutionary War, is currently on loan to the Yorktown battlefield where they restored it and will be returning it in the spring. Staff suggests working with the Historical Society to find a more visible and suitable location to display the cannon. The initial suggestion is to the right of the House but visible from Key Street.

Prohibition of Sale of Merchandise/Services in Park - Staff suggest forbidding sales and services in the parks unless they are part of a City-approved special event or City-sponsored event. It is suggested that Chapters 173 (Peace and Good Order) and Chapter 176 (Vendors, Peddlers and Transient Dealers) be amended to reflect this. As it stands, a Chapter 176 Vendor's license permits an individual to sell goods, etc. on private or public property, or on the streets, sidewalks, rights-of-way or public lands of the City. As it also stands, Section 173-26 prohibits aggressive soliciting, but permits soliciting except in specific locations (which do not include City parks). This is not consistent with Park Rules.

Change to Dog Park Rules - In consultation with the Humane Society of Washington County, staff suggest a few updates to the posted rules in the Fairgrounds Park Dog Park as follows:

1. All dogs must be spayed or neutered.
2. While dog bites have not been an issue, to be clear it needs to be posted that dog bites to humans must be reported to the Hagerstown Police Department while dog bites to other dogs must be reported to the Humane Society.
3. Staff plan to update the dog policies and place QR Codes in the Dog Park and other areas for ease of accessibility by the public.

The Humane Society currently does not get involved in animal enforcement specific to City rules or laws, but stick only to the Animal Control Ordinance as it applies across the County and within the City limits.

Councilmember Aleshire is not in favor of a requirement that all dogs must be spayed or neutered. Councilmember Metzner thinks this would be difficult to enforce.

Mr. Tissue noted the recreation program did not exist five years ago. Through Ms. Riley's and Mr. Haddock's efforts the program has been successful and continues to increase.

The 2018/2019 Fall/Winter Parks and Recreation Guide is being distributed throughout the area. This amount is double the distribution from last year. Highlights of the new Guide include: What's New in Our Parks, FIT Room indoor rec programs, rentals, special events, recreation facility highlights, and more. A new, promotional video was shown to the group.

It was the general consensus of the Mayor and City Council to include the actions required to implement these changes on the agenda for September 25, 2018.

Fairgrounds Park Entrance Building and Gatekeeper's House

Rodney Tissue, City Engineer, was present to discuss the Fairgrounds Park Entrance Building and Gatekeepers House. Last October, Council directed staff to apply for a Maryland Historic Trust (MHT) "Capital Historic Preservation Grant" to address the numerous issues with this unused structure. Staff followed through on this but unfortunately the grant was denied. This leaves the City in a situation where they have significant stabilization costs but not enough City funds to complete it all.

In 2002, the City spent about \$ 144,000 to "mothball" and stabilize the Entrance Building and the Gatekeepers House and the work was funded in large part by a Preservation Maryland Grant for \$ 30,000 and a Maryland Historic Trust (MGT) Grant for \$ 43,122. A condition of the grants was that the City convey a perpetual historic preservation easement on the property to MHT. This requirement in the law is meant to protect the State's investment in historic preservation projects.

The Entrance Building has structural deficiencies that are rooted in the quality of construction when it was first built in the early 20th century. The Entrance Building is in poor condition and is structurally deficient. The back wall can literally be pushed outward on the second floor. The Entrance Building was built against the Gatekeeper's residence which has created significant water penetration issues where they join. The Gatekeeper's residence is basically a late 19th century farmhouse but is structurally more sound. Both buildings are currently vacant and uninhabitable.

Parks staff routinely monitors the structure and repairs most exterior vandalism issues; however, the structures are in need of significant maintenance, again beyond what staff can allocate resources to. MHT provided an inspection letter in May, 2017 that included the following issues: roof integrity; roof failure between buildings; windows shifting, rotting, and vandalism; cornice water damage, front columns rusting, siding holes and inappropriate siding used in past; paint entire structure; hole in wall caused by draining; chimneys need rebuilt; crumbling concrete; and general interior vandalism. Addressing these issues would not make the buildings habitable.

It is conceivable that a portion of the entrance building could collapse with winter under heavy snow loads if nothing is done. The gatekeeper's house is relatively structurally sound.

Staff believes the City has the following options:

1. Restore Structures and Make Habitable: This option is truly "pie in the sky" and would require a major reconstruction, structural improvements and all systems installed. The estimated cost for this is well over \$ 500,000 and then a tenant would have to be found.
2. Repair with City funds: This option would attempt to meet the City's obligation to keep the structure, maintain an acceptable appearance and address the MHT easement inspection concerns. However, CIP 626 has only \$ 75,000 in City funds available for this structure. Staff would need to prepare plans and bid the work out but limited funds would mean only a few items would be addressed.

The structure would remain uninhabitable. Items that could not be addressed with these limited funds include: replacing rotted/broken windows, repairing rotted cornice, replace siding that doesn't match rest of structure, repairing crumbling concrete, etc.

3. Continue to Seek Grants: MHT said the City's application to maintain the structure and continue to mothball it scored in the top ten of applicants and would likely be funded next year, if an application is submitted.

In addition, they suggested applying for a grant through the Heritage Area (Heart of the Civil War) program. The problem is that while non-Civil War theme items (such as this project) have been funded, they tend not to score well. The goal of the program is to increase tourism so a plan would be needed for the use of the building that would draw more heritage-based tourism.

4. Petition to Remove the Entire Structure: The City could make the case that the cost to renovate the structure is beyond the City's ability to fund. It is rather pointless to perpetually mothball this structure. However, the MHT has no authority to rescind the easement in exchange for repayment of past grant funds. The MHT indicated that if the City were to demolish the building without receiving prior approval from MHT, then the City would be in breach of easement.

Easement remedies that the MHT may take in event of breach of easement are possibly suing to stop the breach, demand prompt

restoration to required condition, cure breach and sue for costs; or sue for reimbursement of enforcement costs.

Staff estimates the cost of demolition of both structures to be \$ 75,000 or less.

5. Other Ideas: Maybe as a compromise the City could petition to save the house and remove the Entrance Building, but staff doubt that would be successful.

Staff also discussed the possibility of saving the façade and removing the buildings or relocating the structure and are attempting to arrange a meeting with MHT to discuss these options. This area was included in the RFQ for the indoor sports complex.

Councilmember Heffernan doesn't understand the historical significance of the structure and thinks it should be removed.

Councilmember Metzner noted that for people who grew up in Hagerstown and Washington County, it has a lot of historical significance as it was the main entrance to the Hagerstown Fair.

After additional review, it was the general consensus to apply for grants one more time and if that is not successful, demolish the building.

Conversion of Two Part-Time Positions to Two Full-Time Positions

Chief Paul Kifer was present to discuss two part-time positions at the Hagerstown Police Department. The effective operation of HPD requires support services and the responsibilities currently assigned to Tamra Gossard and Sharon Hutzell are crucial to HPD. On a daily basis, they handle a variety of tasks including warrant data entries, answering report requests from the public, property requests, assisting with background checks, etc. The volume with each of these responsibilities has continued to expand over the past several years and recent legislation such as Maryland House Bill 1302 (Public Safety – Extreme Risk Protective Orders) mandate the timely input of critical data.

Both employees currently work 30 hours per week and are currently provided medical and retirement benefits as well as 40 hours annually under the Maryland working Families Act. The estimated total cost to convert both employees to full-time positions is under \$ 20,000 annually. The calculations have been reviewed with the Finance Director and staff feels this action can be done within the current HP budget with salary savings from vacant positions.

Chief Kifer stated he recognized the financial impact associated with the request, but he believes that this step is necessary in order to maintain the level of administrative support necessary at HPD.

The Mayor and City Council agreed to move forward with converting these two positions to full-time status.

Re-establishment of Hagerstown Police Department Cadet Program

Chief Paul Kifer was present to discuss the Hagerstown Police Department (HPD) Cadet Program. In 1996, the HPD began to phase out the long established Police Cadet Program. During the long tenure of the program, cadets served in various capacities, to include parking enforcement, dispatchers, front desk personnel, evidence room assistants, and special event traffic control. Recruitment of potential police applicants as well as retention of those applicants was extremely successful. Of the known 37 cadets who were part of the nearly four decade program, 64% either retired from the police department after 25+ years of service or are still actively employed with HPD. Conversely, from 2012 through 2017, the HPD hired 58 police officer applicants. Currently, 10 of those officers (17%) remain with HPD.

The shortage of law enforcement and dispatch personnel extends beyond the City of Hagerstown, Washington County, and the State of Maryland, and the issues the City is facing are also being experienced by law enforcement across the nation. Because of this, police departments are finding themselves in a battle for talent, and the search to identify and secure the next generation of law enforcement officers is a must.

Chief Kifer proposes to re-establish the HPD Cadet Program in partnership with Washington County Emergency Services for persons 18-21 years of age. Locally, the Washington County Technical High School Criminal Justice Program provides local high school students a criminal justice career foundation. Through the use of a cadet program, HPD would be able to provide these local students an additional opportunity following their high school graduation. A cadet program also provides HPD an opportunity to identify and hopefully secure the next generation of law enforcement officers years before their 21st birthday.

Cadets would be full time HPD employees and their duties would entail on the job training along with tasks associated with traffic control, front desk responsibilities, evidence assistance, and miscellaneous tasks that would expose them to the realities of police work.

Funding a cadet program would be through salary savings from current police officer vacancies and would remain within HPD's current budget margins. HPD would limit the total number of cadets to no more than 6 at any given time, and at no time would the total number of department personnel exceed the approved ceiling level for HPD. The compensation for cadets will require additional conversation, but as a matter of reference, the Maryland State police currently pay cadets in their program an annual salary of \$ 25,502.00.

The turnaround time to have an officer on the street is 360 to 500 days, depending on their prior training and service. Chief Kifer wants to get as close to the approved 112

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sworn personnel as possible. He indicated staff is looking at incentives to attract officers. Not all incentives will be monetary.

Chief Kifer stated the AFSCME 3373 is part of the committee reviewing the cadet program. The program has their support and the support of the department.

It was the general consensus to move forward with re-instating the cadet program.

CITY ADMINISTRATOR'S COMMENTS

Valerie Means, City Administrator, thanked the Mayor and City Council for taking the time to hold the goal setting work session on Thursday, September 13, 2018. A document is being prepared listing their common goals for their review. A Work Session to review the goals will be scheduled in October.

MAYOR AND COUNCIL COMMENTS

Councilmember L. C. Metzner had no additional comments.

Councilmember S. McIntire had no additional comments.

Councilmember A. Heffernan had no additional comments.

Councilmember K.B. Aleshire had no additional comments.

Councilmember E. Keller had no additional comments.

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 5:04 p.m.

Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler
City Clerk

Approved: October 23, 2018