

54<sup>th</sup> SPECIAL SESSION AND WORK SESSION – November 18, 2014

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Mayor D. S. Gysberts called this 54<sup>th</sup> Special Session and Work Session to order at 3:06 p.m., Tuesday, November 18, 2014, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, M. E. Brubaker, L. C. Metzner, D. F. Munson, and P. M. Nigh; City Administrator Bruce Zimmerman, and City Clerk D. K. Spickler.

54<sup>th</sup> Special Session – November 18, 2014

On a motion duly made by Councilmember L. C. Metzner and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to meet in Special Session at 3:07 p.m.

**Approval of an Ordinance: Authorizing the Transfer of 19-23 W. Antietam Street**

**Action:** On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote to approve an ordinance authorizing the transfer of property located at 19, 21, and 23 West Antietam Street in Hagerstown in accordance with all terms and conditions outlined in the Purchase Agreement.

Discussion: Councilmember Munson stated this is a good first step in the City's efforts to begin cleaning up Antietam Street.

**Approval of a Resolution: Authorizing an Economic Development Incentive in Reference to the Agreement to Purchase 19-23 West Antietam Street**

**Action:** On a motion duly made by Councilmember L. C. Metzner and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to approve a resolution authorizing an economic incentive paid to Bowman 2000, LLC equal to half the amount of the total demolition costs of 19-23 West Antietam Street or \$ 75,000, whichever is less. This economic incentive is subject to the terms and conditions of the associated resolution and Economic Incentive Agreement. The source of this incentive is the Economic Redevelopment Fund.

Discussion: Councilmember Aleshire does not advocate tearing down buildings; however, it is good to tear down blight and remove it so that the good buildings can be built up.

Councilmember Munson pointed out the demolition costs to the City would have been \$ 150,000 if this agreement with Bowman Development had not been approved.

The Special Session was closed at 3:10 p.m.

Work Session – November 18, 2014

Proclamation – Municipal Government Works Months

Mayor Gysberts read a proclamation naming November, 2014 as Municipal Government Works Month. Eric Deike, Director of Public Works, accepted the proclamation.

Holiday Pop-Up Shop Event

Andrew Sargent, Downtown Manager, Rori Daughtridge, Downtown Movement, and Jackie Beach-Walker, Downtown Movement, discussed the next pop-up event.

The next event will take place downtown on November 21, 22 and 23, 2014, with an encore weekend on November 28 and 29, 2014.

Ms. Beach-Walker stated a number of existing businesses, restaurants and retail, will be having special discounts and sales during the Pop Up event.

Ms. Daughtridge indicated most of the initial pop up vendors will be returning for this event and there will be ten new vendors. Children's activities and musical performances are being planned as well.

The Downtown Movement and Downtown Alliance worked together to decorate windows in vacant buildings for the holidays.

More information is available at [www.downtownmovement.com](http://www.downtownmovement.com).

Preliminary Agenda Review

**Consent Agenda**

A. Department of Community and Economic Development:

1. Western Maryland Blues Fest – 2015 Budget
2. Contract for Snow Abatement – Botanica Enterprises, Inc. (Boonsboro, MD) \$ 65.00/hr. + \$ 10.00

B. Department of Public Works:

1. Vehicle Replacement for Parking System – Unit 36 – McCafferty Ford (Mechanicsburg, PA) \$ 21,606.00

2. Vehicle Replacement for Public Works – Unit 94 – McCafferty Ford (Mechanicsburg, PA) \$ 41,836.00

C. Department of Utilities:

1. Water: Vehicle Replacement – Unit 214 – Hertrich Fleet Services, Inc. (Denton, MD) \$ 25,262.00
2. Water: Fire Hydrants – HD Supply Waterworks, LTD (Martinsburg, WV) \$ 46,382.55
3. Water: Replace Chlorine Regulators at R. C. Willson – Environmental Service and Equipment Company, Inc. (Marcus Hook, PA) \$ 26,420.00
4. Water: Engineering Services for Edgemont Dam Services – Triad Engineering (Hagerstown, MD) \$ 53,400.00

D. Police Department:

1. Community Based Prosecutor and Contractual Overtime Services Washington County Sheriff’s Office - \$ 59,948.00

**Approval of an Ordinance: Accepting an Offer of Conveyance of a Park to the City of Hagerstown (Collegiate Acres)**

Rodney Tissue, City Engineer, reported Beazer Homes has requested that the City accept the park at Collegiate Acres into the City’s system. Staff is prepared to recommend that the park be accepted, contingent upon completion of the relatively minor items on a punch list. Beazer provided a one year warranty on all landscaping and turf in the park, and committed to addressing the punch list.

Staff will furnish four “park patrons only” signs in the adjacent lot and install a sign restricting the use of the field per the March 2013 resolution.

In addition, the Mayor and Council should take action to name the park. Several ideas were suggested by the developer and the best were Terrapin Park, Collegiate Park, or Mountain View Park.

It was the general consensus to accept the park and name it Terrapin Park.

**Approval of Resolutions: User Agreements with American Little League, PAL, YMCA and HAYSL**

Rodney Tissue, City Engineer, reported staff met with representatives of both the American Little League and the Hagerstown Area Police Athletic League (HAPAL) concerning the athletic field at the north end of Fairgrounds Park. The American Little League has a user agreement for the field, but for the past two summers there has been a general decline in use and subsequent maintenance of the field. Staff feels it is in the City’s best interest to allow the HAPAL to have non-exclusive use of the baseball field. It is anticipated that the HAPAL will allow the American Little League to have some use of the field. More importantly, staff feel this field could also be rented by the City and

used for recreational activities. The amendment with HAPAL allows the City to use this facility.

Council will need to amend the user agreement with the American Little League to terminate their use of the field. The second action would be an amendment to the HAPAL agreement to allow them to use and maintain the same field.

The user agreements with the YMCA and HAYSL are essentially the same as in the past. Both groups have been made aware that the City will likely use the fields more often for City recreational events throughout the year.

It was the general consensus to approve the recommendations for the user agreements.

### **Approval of General Fund Agency Contribution Policy**

The updated General Fund Agency Contribution policy was provided to the Mayor and City Council for further review.

The Mayor and Council previously established a list of recipients identified as core agencies, with an established funding level of \$ 190,000.00. The agencies are: Washington County Free Library, Washington County Museum of Fine Arts, Maryland Theatre, Maryland Symphony Orchestra, Hagerstown Municipal Band, Community Rescue Service, and Hagerstown Neighborhood Development Partnership (HNDP).

Councilmember Aleshire thought the Hagerstown Neighborhood Development Partnership (Homestore) was not going to be included in the list of core agencies. Councilmember Metzner thought funding for the Homestore would be from a different source. Bruce Zimmerman, City Administrator, noted that if the Homestore is removed from the list, there is no separate funding source.

It was the general consensus of the Mayor and City Council to include the stated agencies as core agencies. Other agencies requesting funding may be funded from the remaining budgeted amount for agency funding.

### **Approval of Purchase: Bulk Gasoline Purchase and Bulk Diesel Fuel**

Eric Deike, Director of Public Works, stated the Washington County Government competitively bids out the gasoline and diesel purchases for themselves, the Board of Education and the City of Hagerstown to obtain a better bulk rate. The price is based on a bidder's Plus/Minus Factor added to the current Oil Price Information Service (OPIS) price given on a particular date. The estimated annual cost of gasoline is \$ 362,239 based on an estimated annual use of 125,000 gallons. The estimated annual cost of diesel fuel is \$ 272,287 based on an estimated annual use of 90,000 gallons.

### **Right of Way Agreement – CenturyLink Fiber Optic Cable**

This item will be added to the agenda for consideration. CenturyLink Communications requested permission to install an underground fiber optic cable in the right-of-way of Wilson Boulevard, Frederick Street, and Bowman Avenue

This agreement is similar to ones that were previously executed by the City for AT&T and Level 3 Communications. The agreement allows the licensee to install their facilities within the public right-of-way; however it explicitly states that the licensee will relocate their facilities as required (and at their cost) if they obstruct work that the City needs to perform in that area in the future. If the licensee's facilities obstruct a third party's work, it will be up to that third party to work out an arrangement to have the licensee relocate their facilities.

This agreement provides protection to the City in that there will be no cost to relocate the licensee's facilities in order to complete a future City project. Staff recommends approval the agreement.

It was the general consensus to include approval of the agreement on the November 25, 2014 agenda.

This completed the preliminary agenda review.

### **Annual Benefit Plan Review with CBIZ**

Karen Paulson, Director of Human Resources, Susan Delauter, Human Resources Administrator, and Becky Royal, Senior Employee Benefits Consultant with CBIZ, were present to provide a review of the City of Hagerstown's benefit plan.

The City's health insurance plans are self-insured, meaning the City pays claims as they are incurred. The very nature of a self-insured program means there can be significant year to year fluctuations in expenses. CBIZ works with City staff to develop expense projections for the current and upcoming year. Factors considered are claims history, national trends, and legislative impact such as the Affordable Care Act (ACA). The budgeted health plan costs for the year are placed in the Healthcare Fund. Claim expenses are paid from the Healthcare Fund weekly. The City has Specific Stop Loss coverage that limits the health plan expenses to \$ 225,000 per person per year. The City previously discontinued the Aggregate Stop Loss.

Healthcare coverage both during an employee's active working years and in retirement is a major component of an individual's overall compensation package. The total healthcare claims costs for last fiscal year is \$ 5,581,215. This amount is less than the previous year. Ms. Royal attributed the savings to increased wellness programs and no catastrophic events. Staff will be working with CBIZ to develop projections to be discussed during the budget preparation in the next few months. There are several budgetary items to consider in the upcoming months and years.

The City transitioned health insurance providers to United Health Care on July 1, 2014. The transition has gone relatively smoothly with no major disruptions. As a result of the transition, the plan is performing well to-date and staff is hopeful this trend will continue. The City maintained employee/retiree contribution rates as of July 1, 2014.

The City's health plan premium rates and design (coverage levels, co-pay levels, deductibles, etc.) are currently determined by existing union contracts. The City has absorbed premium increases over the last several years. The ACA will impact the City with several upcoming provisions. There are several fees that employers are subject to. The City's level active employee plan offers a benefit that exceeds the coverage of the Federal Platinum plan. This could cause the City to be subject to an excise, or Cadillac tax, beginning in 2018. The retiree plans could be subject to this tax as well. The estimated tax on the City's active health plan is \$ 20,000. Employees who work an average of 30 hours a week or more may elect to enroll in the healthcare plan. Currently the City's health insurance is offered only to full time employees.

The Healthcare Committee reviews the plan performance and discusses matters that could have an impact to the plan or the healthcare fund. Due to union contract language, the committee has the authority to vote to recommend any changes to the plans to Mayor and Council.

The ACA requires funding from all health plans to support the cost of the exchange plans. The expected cost to the City is \$ 60,000 for 2014 and \$ 42,000 in 2015. The amount for 2016 has not been determined. The ACA requires a patient centered outcomes research fee. This amount is approximately \$ 2,300 in 2015, with incremental increases until 2019. Reporting to the IRS and employees is required to satisfy employer and individual mandate requirements.

The annual national trend for health plan costs is increases of 6-8%. There have been no changes to employee contribution rates since 2010. Staff is working with CBIZ to look for opportunities for savings and/or enhancements from ancillary coverages (life, long-term disability, and vision).

Councilmember Aleshire noted that taxpayers will be paying for the increases, in multiple ways. Ms. Royal stated many employers are considering lowering benefits or pushing the tax on to the employees in the plans.

Councilmember Brubaker clarified that a change in employee contributions would require negotiation of the labor contracts. For budget purposes, an assumption could be made for how to deal with increasing costs.

Councilmember Munson understands this issue will be a topic in the Congressional session.

No action is required of the Mayor and City Council at this time. Discussions will continue as more information is available.

Presentation from the Fine Arts Museum Board

John Schnebly, Museum Board of Trustees President, Rebecca Massie Lane, Museum Director, Emily Conrad, City of Hagerstown Parks and Recreation Office Assistant, and Susan Smith, Washington County Historical Society, were present.

Mr. Schnebly presented a proclamation thanking the City of Hagerstown for their support of the Washington County Museum of Fine Arts and the partnership with the Hager House.

Mr. Schnebly also presented a proclamation to the Washington County Historical Society for their work at the Miller House.

Draft City Debt Management Policy

Michelle Hepburn, Director of Finance, reported the current debt policy was last approved on October 15, 1987. Much has changed since that time and the policy is being revised to incorporate more current financial measurements and limits. The City's Debt Management Policy is vital to the overall fiscal health and financial management of the City. Staff has prepared an updated Debt Management Policy for the Mayor and City Council's review.

The policy is established to provide direction and guidance for the Mayor and Council and City staff to issue long-term debt in a manner that is affordable to the community. Long-term debt can only be issued with approval by the Mayor and Council through adoption of required legislation in the form of an ordinance and resolution. Additionally, the City works with an independent bond attorney and independent financial advisor before any debt is issued.

Councilmember Brubaker mentioned one of the points in the policy limits bond financing to projects that do not have other funding sources.

The policy allows flexibility for capital projects so that adjustments can be made as necessary.

Ms. Hepburn pointed out the debt policy states that bond financing will not be used for funding day to day operations. She stated OPEB and pensions are considered as long-term debt.

The policy states that the City will maintain an average maturity of total City general obligations bonds at or below 25 years.

Mr. Zimmerman reported the bond issue debt is currently \$ 66 million.

Periodic reviews of all outstanding debt will be undertaken by the City's financial advisor to determine refinancing opportunities. Refinancing will be considered, within Federal regulations, under the following conditions:

1. There is a net economic benefit.
2. It is needed to modernize covenants that are adversely affecting the City's financial position or operations.
3. The City wants to adjust the principal outstanding in order to achieve future debt service savings, and it has available working capital and budget capacity to do so from other sources.

Mr. Zimmerman stated further review could be scheduled for December 2, 2014, with intended approval on December 16, 2014.

Ms. Hepburn informed the Mayor and City Council that the CAFR (Comprehensive Annual Financial Report) and audit is completed. The information will be posted on the City's website by November 21, 2014.

#### Urban Partners Catalyst Project #5 – Trail from City Center to City Park

Rodney Tissue, City Engineer, was present to provide an update on Catalyst Project #5 – Trail from City Center to City Park.

Mahan Rykiel has submitted a conceptual design that includes proposed alignments and physical improvements/design opportunities along the length of the trail, all based on input from the October 1, 2014 public meeting. The packet also includes precedent imagery of possible improvements that could ultimately be made along the trail. The Appendix includes all of the information regarding the public workshop and input that was obtained at the October 1 meeting.

Phase I includes a trail from Park Circle to Antietam Street. Based on input staff received, they plan to use Summit Avenue as the southern alignment to encourage economic development at the adjoining commercial properties. The project stops at Antietam Street for Phase I, and staff anticipate a future phase along the District Court and through 43 West Washington Street aligning with the existing walkway to the City Market. Signage can be installed in Phase I encouraging trail users to go to the end destinations, namely to the Washington County Fine Arts Museum and City Market.

Based on the intense amount of potential amenities and artwork, this project will have to be funded and constructed over numerous phases. Therefore, Phase I is essentially the basic infrastructure of the trail. The cost estimate for the first phase is \$ 1,300,000 and includes \$ 100,000 for basic park development, \$ 25,000 for some artwork, and no funds for any land acquisitions. The estimate includes the construction of the trail from Park Circle to Antietam Street. North of Antietam Street is not included in the cost estimate. Funding will be \$ 365,000 from proceeds from the sale of the Army Reserve building, and the balance would be bond proceeds.

Staff has contacted the three private property owners involved in this project, specifically the Herald Mail, the Hagerstown Housing Authority, and Ellsworth Electric, and all are supportive of the project. To date, no details of land acquisition have been worked out. For some, easements may be the best option, for others, a fee simple conveyance. Staff does not have any final determination from any of the property owners if they will require any financial remuneration from the land. Staff is continuing to anticipate that they will donate the property or easements, providing that the City completes all the legal work for the conveyance. Cooperation will also be needed from Mr. Deming if improvements are made abutting the west side of the “Antietam Paper” building.

Staff continues to work towards a schedule of completing the design documents by the end of March, going out to bid in April, 2015, a contract award in May, 2015, and substantial completion by mid-September, 2015. This is an extremely aggressive schedule.

The trail will only be successful if there are amenities along the trail that make this a destination. Staff feels the City needs to actively search for funding for the many amenities in the park and artwork of all kinds. Staff will continue to seek grants as opportunities arise.

The trail will include park areas and art areas. It is possible that the trail will come through a building onto Washington Street. This would be facing the University Plaza and the Market Walk. Councilmember Munson mentioned people liked this idea.

The main component might be a park between the County Office Building and the car wash on Baltimore Street.

Mr. Zimmerman indicated the walking trail could be completed with this plan, with the artwork and amenities being added as funding and grants become available.

Many names have been proposed for the trail. Mayor Gysberts likes the name “The Link” because it links two arts and entertainment areas. Councilmember Brubaker suggested holding a contest to determine a name for the trail.

Councilmember Brubaker stated the trail needs to be right from the beginning. If people don’t like the trail, they won’t use it. It needs to be inviting and secure.

Mayor Gysberts noted the trail will be the site of future housing development also. Mr. Tissue stated it is important to plan for utilities at this early stage.

Councilmember Brubaker stated this project is eligible for long term financing. It should also connect to the Farmer’s Market.

Councilmember Aleshire walks part of the proposed route several times per week and sees the potential impact of the trail. The trail has to work and be accepted. He views

this project as fixing a broken window, which will inspire others to fix their broken windows. He feels the trail has to pass through the building on Washington Street. Another important aspect is the area near the Antietam Paper building. The area has to be inviting to draw people to the Summit Avenue area.

Mayor Gysberts noted staff was looking at ways to improve the Summit Avenue area before the trail was discussed.

Councilmember Aleshire's vision is that the City acquire property in the Summit Avenue/Lee Street area and create an outdoor gathering place that could be used by patrons of the two existing restaurants. He suggested using Program Open Space acquisition funding, if it is available.

Councilmember Munson stated cameras along the trail are a good idea so that people using the trail are safe. He believes police presence will be a key component.

Mr. Tissue has discussed the safety aspect with the police department.

Councilmember Munson agreed with Councilmember Aleshire's idea for the outdoor common area. He believes the two restaurants will be good stops along the trail. The area around the existing trailer park has to be cleaned up. The building pass through has to be included. He enjoys the entertainment that occurs around the Inner Harbor in Baltimore, Maryland, and he believes an area to accommodate small groups should be included.

Councilmember Brubaker pointed it may be challenging to increase lighting in the Lee Street area.

Councilmember Munson wondered if there are grant opportunities for lighting. Mr. Tissue stated staff is looking at all opportunities.

Councilmember Aleshire thinks an interesting art theme would be for kids to create art of what has been manufactured in Hagerstown, i. e. one of the cars.

Mr. Tissue stated the input provided by the Mayor and City Council will be incorporated into the plan. Detailed engineering plans will be developed and presented for further review.

The Mayor and City Council agreed to move forward with the design of the trail.

A break was then taken.

#### Parks & Recreation Initiatives/HEAL Cities & Towns for the mid-Atlantic Campaign

Amy Riley, Recreation Coordinator, and Rodney Tissue, City Engineer, were present to discuss Parks and Recreation Initiatives in Hagerstown.

The Parks and Recreation Division is taking integral steps in the development of a more active, physically fit, and healthier community. The Parks and Recreation Division is now operating under new Parks and Recreation management software through the Active Network. The goal of the software is to make pavilion, facility rentals, and activity registration easier for customers and staff. The software includes scheduling and payment features as well as access to data from operations in one place. This makes it easier to follow trends, improve marketing and make better decisions through reporting.

Registration for the 2<sup>nd</sup> Annual Hub City 100 Miler kicks-off on Friday, November 28 and continues through January 7, 2015. 650 participants registered in 2014 with the goal to reach 100 miles (or more) in 100 days. With the help of the new Active Net software, and the support of the community sponsors/partners (FedEx, HEAL of Washington County, Washington County Health Department, and Mercury Endurance), it is hoped participation will increase and make a true impact on the lives and health of City residents.

The golf course clubhouse will serve as an indoor recreation location during the January and February months when the course is closed for winter. Currently, there are 3 new yoga programs scheduled, including an 8-week Yoga for Weight Loss series, and two, special one-day programs – Partners Yoga and Glow Flow Yoga. Staff is working on plans to develop an indoor recreation space in the former grandstand building in Fairgrounds Park that will allow four-season programs.

Recreation will be a recipient of a \$ 10,000 grant from the Washington County Health Department to be used in the promotion of healthy lifestyles. Grant monies will be used to promote programs like the Hub City 100 Miler that increase physical activity over the next nine months.

In a follow-up to the Maryland Municipal League Convention held in June, 2014, the Recreation Division has been working with the Mid-Atlantic HEAL (Healthy Eating Active Living) organization to recognize the municipality's commitment to putting a healthy lifestyle within reach of the residents. All of the work outlined above contributes to the City's commitment of a healthier Hagerstown, along with the recognition of all the work staff is currently doing with the help of other departments and initiatives in the City. A draft resolution stating the City's commitment to obesity prevention was presented for review.

It was the general consensus to include approval of the resolution on the November 25, 2014 agenda.

Councilmember Munson mentioned a Healthy Living story on the local news today highlighted the City's recreations programs several times.

#### Program Open Space (POS) Annual Program

Rodney Tissue, City Engineer, and Junior Mason, Parks Superintendent, were present to discuss the annual Program Open Space (POS) request for funds. A 5-year proposed plan was submitted for review.

The FY 2016 draft request includes the following:

1. A & E Walking Trail: Park Development Phase II, Total project cost \$ 50,000, with \$ 45,000 POS Funding
2. Fairgrounds Park – Soccer Field Lights, Total project cost \$ 200,000, with \$ 36,000 POS Funding
3. Skate Park, Total project cost \$ 250,000, with \$ 27,000 POS Funding
4. City Park Play Equipment, Total project cost \$35,000, with \$ 31,500 POS Funding
5. Dog Park II, Total project cost \$ 60,000, with \$ 54,000 POS Funding
6. Fairgrounds Park – Pavilion, Total project cost \$ 30,000 POS Funding, with \$ 27,000

A second dog park is needed because of the popularity of the first park.

Councilmember Munson would like the City Park lake project (listed as a future project) dredging moved to an earlier year. Councilmember Aleshire wants to make sure the dredging process is environmentally sound. Councilmember Brubaker stated the dredging is a good project but he doesn't think the City will be awarded the large funding requests. He stated the City does not receive its fair share of the POS funding.

The City Park Play Equipment project will also be submitted to the Community Parks and Playgrounds grant program.

After discussing the projects, the Mayor and City Council reached a consensus on the priority order as follows:

- # 1 A & E Walking Trail
- # 2 Fairgrounds Park - Soccer Field Lights
- # 3 Dog Park II
- # 4 Fairgrounds Park Pavilion
- # 5 Skate Park
- # 6 City Park Play Equipment

Councilmember Nigh asked that the entrance building be painted in order to preserve it.

It was also the general consensus to include a request for funding for acquisition of the triangle of property near the intersection of Summit Avenue and Lee Street, which would be included in the A & E Trail plan.

Mayor & Council Goals & Priorities for 2015 through 2016

Mayor Gysberts has been working with Staff to develop goals and priorities to provide guidance for collective efforts for the community through the end of this administration's term in 2016. These priorities are listed under seven "pillar" goals derived from the Mayor and Council Mission and Vision statement approved by the elected body in 2012, including:

1. Economic Development
2. Public Facilities and Infrastructure
3. Citizen-Based Government
4. Neighborhoods
5. Active/Healthy Living
6. Public Safety
7. Innovative/Progressive Government

Each pillar includes projects and plans to support the priority.

Economic development priorities include high-speed broadband, Main Street Maryland Program, implementation of the Community's City Center Plan, e-Collider creative work space, Professional Court across Antietam Creek, Massey property and the proposed Education Hub.

Public Facilities and Infrastructure includes Municipal Stadium, Grandstand area at Fairgrounds Park, The Greens at Hamilton Run, future use of Winter Street Elementary School, Edgemont water facilities, customer-oriented parking experience, the MELP property and pocket park development.

Citizen-based government can be enhanced through technology, future structure and delivery of City services, understanding of the City's finances, Hagerstown Strong Program, active and engaged residents, the "engageHagertown" initiative, awareness of x311 system and improved access to the City website.

Neighborhoods includes a housing and neighborhood plan, "Complete Streets" policy, Character Counts!, adopt-a-block programs, defining neighborhood boundaries and identities, Rental Facilities and Vacant Structures program, Problem-Solving Policing, and a progressive Land Management Code.

Active/Healthy Living initiatives include multi-use walking trails, public art, increased programming for multi-cultural events, age-friendly community, visitor attractions at Potterfield Pool, expanded programs through the Parks & Recreation Division, HEAL Cities & Town campaign, community garden, Bicycle Friendly Community, wireless parks initiative, interactive opportunities for visitors, and Sustainable Maryland Certified Program.

Public Safety will be ensured through a model of data/community driven public safety, addressing gangs, violence, drug activity and juvenile crimes, replacement ladder

truck, strengthen the volunteer program, Hagerstown Fire Department Strategic Plan, Emergency Preparedness Program, GPS and calls for police service, violent crime and gang activity, and management of juvenile offenders.

An Innovative/Progressive Government includes using data to guide decision-making, continuous improvement strategies throughout all City operations, Electronic Time and Attendance Reporting, Self-Funded Worker's Compensation Program, and alternate employee and retiree health plan options.

Councilmember Munson stated he does not want the golf course sold. It should be discussed as a separate item and not included in the Goals and Priorities document. He likes the green space provided by the golf course.

Mayor Gysberts wondered if keeping the golf course in the list without the reference to the value of the property would be acceptable.

Councilmember Aleshire noted the amount of play has to be increased to approximately 11,000 rounds per year in order to break even. In reality, the golf course is an amenity that will never break even. He sees it having a vital role in the East End redevelopment. He would like to discuss his vision of the sustainable value of the east end corridor. An indoor recreation facility will happen somewhere in Washington County. This is the perfect opportunity for the City to have such a facility located within the City limits.

Councilmember Munson pointed out the citizens of Hagerstown need some amenities and the golf course is one of them.

Mayor Gysberts suggested incorporating the golf course amenity into an overall recreation corridor.

Councilmember Metzner expressed concern about what would be at the golf course location if the golf course wasn't there.

Councilmember Brubaker thinks working with/coordinating with Meritus in determining redevelopment of Meritus owned properties should be included in the document. He does not want the Board of Education to think the City will fund any redevelopment of Winter Street Elementary school with its inclusion in this document.

Mayor Gysberts noted there is a joint meeting with the Board of Education tentatively scheduled for December 16, 2014.

Councilmember Metzner stated there should not be an assumption that the City is planning to fund a number of projects because they are identified in this document.

Mayor Gysberts stated the enhanced broadband service will be attractive across all sectors of the business community. Citizen engagement is very important.

The changes discussed will be incorporated into the document and will be reviewed at the Work Session on December 2, 2014.

Councilmember Aleshire thinks people would agree that the City's urban areas are overwhelmed in terms of the need for increased public safety. He sees the public safety point as being an overall discussion of the impact on the community for social services.

Councilmember Nigh left the meeting.

#### Speed Camera Program FY 14 and Speed Camera Program Contract

Michelle Hepburn, Director of Finance, and Chief Mark Holtzman, Hagerstown Police Department (HPD), were present to discuss the City's Speed Camera Program.

A new contract that will meet the State's changes to the current law governing Automated Speed Enforcement (ASE) programs for the speed camera program was presented to the Mayor and City Council for their review. The contract will include a flat fee schedule rather than a fee-per-ticket structure among other items in order to comply with Maryland law.

Chief Holtzman stated the Brekford company will still handle the payment and notices on violations. HPD will still operate the cameras. It is a requirement that an ombudsman is assigned to the program. Currently, the day to day operations are performed by Officer Tim Rossiter.

Gross income for the first year of the program was \$ 480,000. If all 11 cameras are kept operational, revenue is anticipated to be \$ 460,000. There was \$ 790,000 outstanding in unpaid violations at the end of 2014. A series of letters is sent to the violators in an attempt to receive the payment.

Chief Holtzman stated the changes (requiring the department to administer the program) places the risk with the department and not the contractor.

Councilmember Brubaker asked why the contract charges are projected to be high. Ms. Hepburn stated the program is a hybrid and as more information is obtained, amendments will be made.

Chief Holtzman reported that HPD encourages people to drive safely all year long. The cameras are in operation Monday through Friday, from 6:00 a.m. to 8:00 p.m.

Councilmember Metzner stated the fact is that the program works. Traffic on Northern Avenue is significantly slower.

Approval of the new contract will be included on the November 25, 2014 agenda.

#### Video Production Studio

Erin Wolfe, Communications Manager, was present to provide information regarding releasing an RFP for construction of a space to be utilized as a video production studio. The studio would be constructed in a designated area of the Department of Community and Economic Development's offices located in the Elizabeth Hager Center.

Staff have worked diligently to enhance the marketing efforts and expand the outreach through various communication tools. Video productions have proven to be a successful means for promoting opportunities, amenities and successes within the community. Adding a studio will increase efficiency by providing staff with resources to produce a greater variety of presentations in less time. The quality of productions will also improve, ultimately engaging the community more effectively and enhancing the image of Hagerstown.

Currently, conference rooms and informal spaces are utilized for filming and editing. This process requires additional time for staff to repeatedly set up, arrange and tear down lighting and backdrops while tying up one of the main conference room spaces in the office. Staff have worked with a design professional to draft construction plans of a studio space which will provide the appropriate lighting and space while minimizing sound disturbances to produce high-quality video presentations.

The project will be funded by Public Education and Government (PEG) fees received as part of the City's Cable Television Franchise Agreement with Antietam Cable. These PEG funds are restricted to initiatives that promote public information and education of citizens and are eligible for this type of project. Based upon review of the PEG fund balance, staff believe that sufficient funds are available to construct a studio space.

It was the general consensus to release an RFP for the construction of a studio.

Ms. Wolfe reported that new equipment will be installed in the Council Chamber within the next few weeks.

#### **CITY ADMINISTRATOR'S COMMENTS**

*Bruce Zimmerman, City Administrator*, reminded residents the last yard waste pick up will be December 22, 2014. Thursday and Friday trash collections will be delayed by one day next week.

#### **MAYOR AND COUNCIL COMMENTS**

*Councilmember L. C. Metzner* urged people to shop downtown this Christmas. There will be two Pop-Up Shop events during the next two weekends. The League of American Cyclists has named the City of Hagerstown as a bicycle friendly city. He thanked staff for their continued efforts to have Hagerstown recognized as bicycle friendly.

*Councilmember M. E. Brubaker* attended the 20<sup>th</sup> Anniversary of DiVinci. This is a great firm with a great operation. They have many clients out of the area. The owners indicated working with the City of Hagerstown has been good.

*Councilmember K. B. Aleshire* is very interested in Hagerstown being the hub in the tri-state area for an indoor recreation facility. He does not want Hagerstown to miss this opportunity. He supports the installation of bike lines but doesn't want vehicles and bicyclists competing for space on the road. He attended the Gridiron Classic earlier this month.

*Councilmember D. F. Munson* had no additional comments.

*Mayor D. S. Gysberts* congratulated staff and the Bicycle Advisory Committee for their efforts in making Hagerstown bicycle friendly. The tree lighting in the square is scheduled for November 21, 2014, followed by Holly Fest. The Pop-Up Shops will be open during the next two weekends.

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 7:29 p.m.

Respectfully submitted,

*Original signed by D. K. Spickler*

Donna K. Spickler  
City Clerk

Approved: January 27, 2015