

City of Hagerstown, Maryland Status & Information Report No. 25 for 2014

June 27, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JULY 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 No M&C Meeting	2	3	4 HOLIDAY CITY OFFICES CLOSED 6pm Fireworks @ Fairgrounds Park	5
6	7	8 4pm Work Session	9	10 8am-2pm Market Faire in the Square	11	12
13	14	15 4pm Work Session	16	17	18	19
20	21	22 7pm Regular Session	23	24	25	26
27	28	29 No M&C Meeting	30	31		

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Events**

- The next Market Faire On-The-Square will be held on July 10 from 8:00 AM to 2:00 PM. Get a taste of fresh, local produce, fruits, flowers and much more the outdoor Market Faire!
- Miss Maryland and Miss Maryland's Outstanding Teen Pageants will be held in Hagerstown at The Maryland Theatre in June. Preliminaries will be held Wednesday–Friday, June 25–27, at 7:30 PM. Saturday, June 28, 2014 will be the final night at 7:00 PM. Come watch Maryland's best as they vie for the title of Miss Maryland and Miss Maryland's Outstanding Teen. The Miss Maryland/Miss Maryland Outstanding Teen Pageants are official preliminaries to Miss America and Miss America's Outstanding Teen competitions, the world's largest scholarship organization for woman. The Mayor's Luncheon will be held on Friday, June 27 at noon at Bulls and Bears Restaurant.
- The Maryland Entertainment Group is presenting Shakespeare's *A Midsummer Night's Dream*. The Maryland Entertainment Group, in collaboration with Chambersburg Community Theatre at the University of Maryland Plaza in downtown Hagerstown, MD. Performances will be given: Friday June 27th at 8:00PM and Saturday June 28th at 8:00PM. Performances are free to the public.

- Staff are working on the Fireworks at Fairgrounds Park Event slated for July 4, 2014. Opening Ceremonies will be at 6:00 PM and entertainment at 6:30 PM. The fireworks display will be held at 9:30 PM. We have some special displays at the event which coincide with the 150th Anniversary of the Ransom of Hagerstown.

2. **This Week's Headlines and Media Releases**

- Actors Bring Shakespearean Comedy to University Plaza
- Submarines and Saddles Come to Hagerstown's July 4th Celebration
- Advisory: June 25 Planning Commission Meeting Cancelled
- Advisory: Trash, Recycling, Yard Waste Collection Delay for July 4th Holiday

3. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:

- Greens at Hamilton Run Promotion
- Hub City Bike Loop Group Ride Promotion
- Bicycle Safety Tips
- Hager House informational video
- Bandshell informational video
- Special Broadcasts:
 - Reno Post and Lyon Post Dedication Ceremony - Fri, Sat, Sun at Noon
 - Divided Valor - Daily at 5:00 p.m.
- In production:
 - Birdwatching in our Parks

4. **Websites**

- City Website:
 - About 6,800 users visited www.hagerstownmd.org for the week of June 16, 2014 - June 22, 2014.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,290 users
 - ▶ Jobs page 411 users
 - ▶ Utility billing page 204 users
 - Top Searches:
 - ▶ "pool"
 - ▶ "city park"
 - ▶ "false alarm"
 - ▶ "urban partners"
 - ▶ "fireworks"
- engageHagerstown:
 - Total Participants: 205
 - Unique Visitors: 2,686
 - Page Views: 21,005

- Current topics:
 - ▶ What are your dreams for downtown Hagerstown?
 - ▶ Capture a photo of your favorite piece or element of architecture in our city. Tell us why you chose it!
 - ▶ What can we do to empower youth and create an environment that fosters educational and economic opportunity?
 - ▶ Where would you like to see more street trees in the City?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Planning Commission:** The Planning Commission meeting on June 25 was canceled due to failure to achieve a quorum.
2. **Weekly Activity Report:** June 16–20, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	4	Commercial -	2	Other -	0	10
Electrical	21	Residential -	13	Commercial -	8	Other -	0	21
Plumbing	11	Residential -	10	Commercial -	1	Other -	0	10
Mechanical	3	Residential -	2	Commercial -	1	Other -	0	3
Engineering Dept.	5							5
TOTAL	46		29		12		0	49
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 181,940.00				\$ 9,029,152.00			
Commercial	\$ 38,000.00				\$ 14,324,622.00			
Apartment	\$ 7,400.00				\$ 6,450,140.00			
Sign	\$ 24,700.00				\$ 368,386.00			
TOTAL	\$ 252,040.00				\$ 30,172,300.00			
Projects of interest:								
Roof mounted solar panels on single family home at 12526 Capstone Drive - \$114,540								
Interior renovations to existing single family dwelling at 112 South Cannon Avenue - \$40,000								
<u>NUMBER</u>			<u>FACILITIES</u>			<u>UNITS</u>		
Registrations received			407			992		
New applications issued			11			19		
Total 2014-2015 registered (includes changes since 5/1/14)			1714			4,396		
% of total invoiced that are registered			51.8 %			49.1 %		
Notes: The 2014-2015 rental license renewals for 8,958 units in 3,312 facilities were printed and mailed on May 2, 2014.								
PAYMENT								
Total Payments Received		\$ 49,600						
Adjustments		\$ 1,200						

INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	47
Electrical	41
Plumbing	14
Mechanical	17
Safety	48
Neighborhood Vitality	66
Quality of Life	2
Preventive Maintenance	82
Planning & Zoning	4
INSPECTIONS KEY:	
Categories of Conditions	
Safety	Conditions which are or reasonably present a hazard to occupant or public. <u>Example:</u> No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property <u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. <u>Example:</u> Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. <u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. <u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

FY15 TAX BILLS PROCESSED AND DISTRIBUTED FOR DELIVERY JULY 1: Information Technology processed 13,751 tax parcels for Fiscal Year 2015. The breakdown of the revenue / exemptions is below:

Total parcels processed:	13,751
Total taxable parcels after exemptions:	13,138 (613 State exemptions or 4.5%)
Total assessed value:	\$2,481,781,756.00
Total gross taxable revenue (including State exemptions):	\$22,286,400.59 (FY14 - \$20,567,304.39)
Enterprise Zone Credits:	\$141,234.00 (FY14 - \$173,952.31)
Full/Partial Annexation Exemptions:	\$241,178.72 (FY14 - \$330,968.81)
Municipal Homestead Credits:	\$9,181.34 (FY14 - \$38,078.95)
Total Real Property Tax Receivable:	\$21,880,326.96 (FY14 - \$20,002,325.28)
Gain in RE Tax Receivable:	\$1,878,001.68

UTILITY COLLECTIONS: As of June 20, Utility Collections staff in Support Services have managed the 61-120 delinquency rate for electric receivables down to **3.2%** of a \$1.2 million total. This is the lowest this aging category has been in the past several years. This decrease is due to several factors, including better negotiating of payment arrangements, late fee service charges, and continued enforcement of strict service interruption deadlines. We also attribute a low rate of **2.8%** for 61-120 day delinquency in the water receivable to the same work by Support Services staff. Overall, **88.1%** of the water total receivable (\$2.45 million) is current to 30 days past. This is 2% better than the best results of last year. Staff is also working with our collection attorney in the skip trace tracking of receivables that have been turned over to long-term collectable status. We have increased our collections of these formerly uncollectable funds due to being MIA by three times that of past efforts.

ELECTRONIC PAYMENT OF ONLINE BANK PAYMENTS: We are now processing our second electronic payments file from iPay Services. The file includes online payments mainly from Susquehanna Bank and M&T Bank. This is in addition to a file being process that includes payments made through Hagerstown Trust (Columbia Bank) and Washington County Teachers Credit Union. We continue to attempt to work with someone at PNC Bank, as this is the largest bank remaining that we continue to process manual paper checks.

TIME AND ATTENDANCE PROJECT: Three biometric time clocks have been installed (one at City Hall and two at Light) for the first phase of parallel testing of the Time & Attendance System. The remaining clocks will be installed over the next two-three weeks. Training for the first phase of staff reporting time through the new system will occur July 9–11, with the actual entering of time beginning shortly thereafter. We would like to thank the staff at the Washington County Free Public Library for providing us space in their computer lab to conduct supervisor training on July 11.

TAX PAYMENTS LOCKBOX: The 2015 tax year will be the first year for the lockbox processing of tax payments through Fulton Financial. This will increase the efficiency of getting these payments through the system in a timely manner during the discount period of July in which experience the predominance of tax transactions.

MUNIS VERSION 10.4 UPGRADE IN TEST ENVIRONMENT: The new 10.4 environment for MUNIS has been installed and is available for access. If interested in taking a look at the system, open your browser and enter <http://SPANKYVM:55000>. IT is continuing to work through the system to develop some quick hint guides and new feature information to aide in the transition to a browser-based environment. We look to go LIVE with 10.4 in the Fall, after implementation of Time & Attendance.

EMAILING OF UTILITY BILLS: The City will begin offering the ability for our utility customers to receive their bills to their personal email accounts, replacing the mailing of paper bills. We have been testing this function for the past three months and are confident that bills are being delivered timely and correctly. An insert will be place in all bills beginning in July to sign-up for email delivery.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,975	Field Interviews:	unavailable
Arrests/Warrants Served:	46	Moving Violations:	16
Domestic Violence Calls:	23	Parking Violations:	unavailable
DUI Arrests:	1	Safety Repair Orders:	3
Reports Filed:	196	Warnings:	unavailable

2. **REPORTS**

- **06/19/14:** Officer Bobetich responded to Triple Clean Coin Wash on Salem Avenue for a burglary report. The owner stated that someone had broken into the office of the laundromat and stole \$100 worth of quarters. The owner further stated that the suspect was captured on his video surveillance system. Investigation is continuing to identify the suspect from the video. No further information is available at this time.
- **06/21/14:** Officers Cline and Wertz responded to West Washington Street for males yelling in the middle of the street. The individuals were advised to stop yelling and leave the area since several noise complaints had been received. Later, one of the males returned and continued yelling and was placed under arrest. A female bystander began yelling and she too was placed under arrest. Both were transported to Central Booking and charged with Failing to Obey a Lawful Order.
- **06/22/14:** Hagerstown Police Department responded to the alley beside Central Avenue for a report of an assault. The victim stated that one black male and one white male stated that he was staring at them so they began beating him and attempted to remove items from his pocket. The suspects kept telling him they were "The Crips". One of the suspects displayed a knife with a bandana wrapped around it. A concerned citizen called WC911. No further information is available at this time.

- 06/23/14: Officer McNew responded to Hamilton Boulevard in reference to a burglary to a garage. The owner stated that an unknown suspect broke into her garage and took a purple huffy bicycle valued at \$40. There are no suspects at this time.

3. PRESS RELEASES

- 06/20/14: Officers responded to Summit Avenue for a report of a stabbing. Upon arrival officers located a victim who had a stab wound to the chest area. The victim was transported to Meritus Medical Center for treatment of the injury. This is being investigated as a domestic situation and there is no danger to the public.
- 06/23/14: Officers of the Hagerstown Police Department conducted a traffic assignment in the downtown area of Hagerstown, targeting drivers using cellular phones and not wearing seatbelts. This assignment took place in an effort to curb distracted driving in the downtown area and prevent accidents. More of these assignments will take place in the near future.

4. OTHER NEWS/INFORMATION

- **Congratulations Graduates!** Congratulations to Amber Blackmire, Sean Graffagnini, Ryan Nelson, Alec Routhier, Scott St. Clair, Ronald Schulz, Sean Vanderwall, Dustin Vogel and Michael Young who recently graduated from the Hagerstown Community College Police Academy. These graduates were sworn in as officers on Friday, June 20, 2014, at the Kepler Theater. The new officers received their platoon assignments and started their Field Training Program on Monday, June 23, at the Hagerstown Police Department. We wish them well as they begin their police career at HPD.
- **New Recruits for the Police Academy.** Best of luck to Keith Fuqua, Scott Bauknecht, Jamison Walck, Brian Goggin, Jonathan Moczydlowsky, Zachary McKoy and Kyle Walters who will be entering the Hagerstown Community College Police Academy on Monday, June 30. The recruits will be under the command of Sgt. John Murray.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	194	192
	University District Deck	284	283
	Downtown Parking Lots	378	377
Number of Patrons Using Decks	A & E Deck	1,871	2,115
	University District Deck	1,757	1,512
Sales of Discount Coupons		42	50
Number of Citations Issued	(Includes Warnings)	239	232
Number of Late Payment Notifications		71	81
Number of Cars Booted		0	2

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	3	3
Human Resources	0	0
Light	0	1
Parks & Engineering	3	0
Police	9	6
Public Works	6	8
Wastewater	0	2
Water	3	1
Weekly Totals	25	21

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 6/19 - 233 Potomac Heights- total outage; tree limb fell on primary service;
Time Out: 18.8-20.5
- Sat. 6/21 - 429 West Antietam Street- total outage; bird caused transformer fuse to operate;
Time Out: 7.9-8.9
- Wed. 6/25 - Various locations- total outages, lines down, tree on lines, etc., due to storm
with heavy rain and wind. All needed repairs were completed and services
restored. Time Out: 20.0-22.7
- Thur. 6/26 - 313 East Wilson Blvd- partial outage; Time Out: 0.1-0.6
- 409 West First Street- total outage; tree limb fell on lines causing two line fuses to
operate. Time Out: 1.8-2.7

Distribution: Recent activity included:

- Metering Staff received two high bill complaints this week; upon testing, meters were found to have met all Public Service Commission requirements.
- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
2	0	0	0

Engineering Staff worked on the following projects:

- Staff completed multiple permit reviews and service upgrade requests.
- The Staff Engineer reviewed HLD overhead and underground electric facilities in each of the four downtown core blocks to evaluate improvements that can be made to our infrastructure in that area.
- The Staff Engineer continued design work on the rebuild of overhead electric facilities in the area of the new Washington County Senior Activities Center.

Administration:

- Staff submitted additional information to the Public Service Commission regarding Case 9340.
- Staff tallied HLD inventory to provide for the fiscal year requirements.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Jun 18, 2014	7.39	0.00
Thursday, Jun 19, 2014	7.89	0.26
Friday, Jun 20, 2014	7.52	0.00
Saturday, Jun 21, 2014	6.82	0.00
Sunday, Jun 22, 2014	6.78	0.00
Monday, Jun 23, 2014	6.81	0.00
Tuesday, Jun 24, 2014	6.60	0.00
Weekly - Avg. Flow / Total Rainfall	7.11	0.26
Jun – Avg. Flow /Total Rainfall	7.51	3.67

Miscellaneous

- Troubleshoot control wiring and Milltronics on #1 and #2 bars screens. Both Milltronics level controls were damaged by lightning.
- Determine the cause of the new VFD shutting down on effluent pump #1. Verified that the pump/equipment isn't the cause of the fault.
- Remove and replace defective Flygt mixer at the BNR.
- Started working on inventory.
- Routine maintenance and Corrective Work Orders

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	4, 6	350	35	2
Flushing	2	16,203		

Collection System Maintenance Task

- Downloaded Newgate flow data.
- Exercised all emergency generators.
- Inspected 51 E. North St, main dropped about 4" and will need repaired soon.
- Weed whipped at station 28 and weed control at stations 2, 4, 5, 19.
- Station 25 rehab project; finished pulling and terminating wires and completed writing program, Set #1 motor/pump, installed seal tight, pulled motor leads, mounted new scada box.
- Inspected 1001 Valley Brook and 625 Westwood and found no issue at either.
- Installed Bio-bags throughout infrastructure to control FOG.
- Craig Paving found C/O for 15120 Salem Avenue while milling; will need replaced.
- Cleaned trouble spots.
- Work completed thus far on the PS 12 Interceptor Project at First Data: excavated and installed 650 ft of 12 inch SDR 35 PVC Pipe and set two Manholes. Graded swale with topsoil, seeded and put down straw. Rough graded ditch line in main parking area for asphalt. Removed remaining damaged curb and graded curb line for contractor. Top soiled and seeded Storm Water Management Pond. Removed temporary entrance at curb line and graded for new curb.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	0	3	4
YTD	34	49	7	1	0	36	127

* Other - consist of calls that may be directed to other City Departments or the County Department of Water Quality

Engineering

- Staff attended an interview for the Project Engineer position.
- Staff met with County Engineering staff regarding incomplete improvements at Rosewood Village.

Wastewater Laboratory

- The lab is checking calibration on the plant ChemScan unit which may have received a lightning surge.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	<u>Willson</u>	<u>Breichner</u>	Total
6/19/14	11.75		11.75
6/20/14	12.04		12.04
6/21/14	11.23		11.23
6/22/14	11.46		11.46
6/23/14	11.90		11.90
6/24/14	11.70		11.70
6/25/14	11.68		11.68
Average			11.68

Water Production at RC Willson

- *Operations*

- Routine cleaning
- Routine PMs
- Confined Space Training

- *Maintenance*

- R C Willson – Routine PMs
- R C Willson – Working on the del-pac feed system
- R C Willson – Confined Space Training

- *Instrumentation*

- R C Willson – Worked on a valve actuator on filter #6
- R C Willson – Confined Space Training
- Pump Stations – Repaired the auto valve on pump #2 at pump station #4
- Park Ave – Worked on the workshop at Park Avenue.

Water Production at Breichner

- The Edgemont Reservoir is currently at -3.87'; the bypass is open and the hydrant is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We are working on the City overlay and are installing new meters throughout. We are also replacing broken or worn meter tiles.

Laboratory

- All 30 of 30 USEPA Lead and Copper regulation sample kits have been distributed to residences. Twenty-five (25) have been returned.
- Lead and Copper regulation biweekly parameters were compiled and forms completed.
- USEPA SOC results were compiled and forms filled out for both plants. As soon as the resampled VOC results come in from the contract lab we will complete all forms and submit the results to MDE.
- A new line installed off Robinwood Drive was tested and was found ok for service.

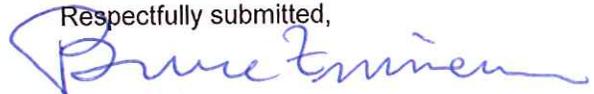
- Monthly THM samples were collected. The quarterly MDE distribution disinfection residual form was completed.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	1	
Final Plat	1	
Building Permit	19	11

- Staff attended an interview for the Project Engineer position.
- Staff met with County Engineering staff regarding incomplete improvements at Rosewood Village.
- Staff met with a consultant on final approval of a commercial site plan.

Respectfully submitted,



Bruce J. Zimmerman
City Administrator