

City of Hagerstown, Maryland Status & Information Report No. 49 for 2015

December 18, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

DECEMBER 2015						
For more information on City events, please visit our Calendar of Events on the City's website at http://www.hagerstownmd.org/calendar.aspx						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 4pm Work Session	2	3	4 7pm City Park Tree Lighting	5
6	7	8 3pm Executive Session 4pm Work Session	9 7pm Planning Commission Meeting	10 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting	11	12
13	14	15 1:30 pm Annual Wash. Co. Delegation Meeting 6:15pm Executive Session 7pm Regular Session	16 7pm Board of Zoning Appeals	17	18	19
20	21	22 No M&C Meeting	23	24 HOLIDAY CITY OFFICES CLOSED	25 HOLIDAY CITY OFFICES CLOSED	26
27	27	29 No M&C Meeting	30			

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

- Community Needs Hearing:** Staff coordinated the CDBG Needs Hearing for FY 2017 held on December 17, 2015 at 6:00 p.m. at the Community Rooms 1 & 2, Alice Virginia and David W. Fletcher Branch. The purpose of this hearing is to obtain the views and comments of individuals and organizations concerning the City's housing and community development needs, including project recommendations for FY 2016/2017 CDBG funds. Agencies or parties planning to submit applications for CDBG funds were strongly encouraged to attend this hearing. Written comments, including project recommendations, can be sent to DCED or e-mailed to snelson@hagerstownmd.org so that they are received by January 15, 2016. The application deadline for FY 2017 CDBG funds will be January 15, 2016 at 4:00 p.m. The application packet and more information is available at this link: <http://hagerstownmd.org/CivicAlerts.aspx?AID=455>.

2. **Manufacturing Roundtable:** On December 17 staff attended the kickoff meeting of the Manufacturers Roundtable organized by Maryland Department of Commerce in partnership Washington County Department of Business Development. The first meeting was hosted by John Snyder and Stu Mullendore, at HBP located in the City. The goals of the group are regular meetings throughout the year for networking, sharing of information and influencing policy and legislation.
3. **Downtown Alliance:** Staff attended the Downtown Alliance meeting on December 17. The group has been visiting different business locations and this month's meeting was hosted by Wertman Photography located at 245 North Potomac Street.
4. **Farmers' Market Update:** The Request for Proposals for City Farmers' Market Operations was posted last week and staff assisted with a pre-proposal site visit at the Market on Wednesday, December 16. Individuals representing four different potential proposers attended. Submissions are due no later than February 1, 2016 at 2:00 p.m.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

1. **This Week's Headlines and Media Releases:**
 - E-casts:
 - Support Hagerstown's Sustainable Maryland Initiatives - Take This Survey
 - Save the Dates for Western Maryland Blues Fest
2. **Channel 25:**
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Month in Review for November 2015
 - 2016 Donut Drop Preview
 - Historic Houses of Worship Tour Preview
 - In production:
 - Public Information for Police Body-Worn Cameras
3. **Websites:**
 - City Website:
 - About 6,800 users visited www.hagerstownmd.org for the week of December 7, 2015 – December 13, 2015.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,831 users
 - ▶ Utility Billing page 390 users
 - ▶ Jobs page 298 users
 - Top Searches:
 - ▶ "code compliance"
 - ▶ "permits"
 - ▶ "main street"
 - ▶ "shopping"
 - engageHagerstown:
 - Current topics:
 - ▶ What three factors are most central to Hagerstown's heritage or identity?

- ▶ What kinds of attributes, skills and experience should a new Chief of Police have?
- ▶ Why do you get involved online? Why is a digital format beneficial for you?
- ▶ What are our community's priorities for planning our City's future?

PARKS & ENGINEERING

1. **AE Trail:** Project will be advertised for bids on Tuesday December 22
2. **Golf Season Closing:** The season closed on Sunday December 13. We pulled the POS report for the season and here is a summary:
 - # of rounds started (either 9 hole or 18 hole): 12,360 (assuming we were open around 220 days, that is about 56 rounds a day on average)
 - # of 9-hole rounds started (9 hole is one, 18 holes counts as two): 17,438
 - Most popular golf product: weekend 9 holes (1361 played)
 - Most popular concession item: sports drink (1589 sold)
 - Total course revenue for season: \$217,921

All of these numbers appear to be positive from the last few years but it is hard to tell since this was the first full year we had the point of sale report from Active.

3. **City Park Playground Equipment** – Partially funded by Shentel/Sprint, replacement playground equipment is being installed in the south end of City Park.
4. **New Rec Center** – Being constructed in the upper level of the Grandstands at Fairgrounds Park, replacement windows have been installed for the new indoor recreation center. Also, construction of the interior walls is now in progress.
5. **Community Garden** – Partially funded by Community Parks & Playgrounds, the contractor is presently installing a fence around the perimeter of the community garden, located at 513 South Potomac Street.
6. **Recreation**
 - Working with High Rock to develop branding and tag line for fitness programs
 - Staff is finalizing the 2016 Recreation Events and Programs calendar. With the addition of some new events, we are meeting with members of MiHi to plan the 2016 Fishin Frenzy slated for June 11, 2016. We are also expanding our Adult Sports Leagues and adding some one-day tournaments and sports camps.
 - Weekly and Grand Prizes have been secured for the Hub City 100 Miler. Plans for the January 7, 4:15pm Kick-Off at Fairgrounds are underway
 - Drop-in Yoga at the Golf Course Clubhouse continues on Monday and Wednesday evenings throughout the month of December.
 - NEW classes coming in January in February include: CPR Pro, CPR/AED and First Aid, and Child and Babysitter Safety. These classes will be held at the Golf Course Clubhouse with more info to follow.
 - 2016 Scorecard and Tee Marker Sponsorships are being recruited for the golf course.

PLANNING & CODE ADMINISTRATION

1. **Historic District Commission:** The following cases were considered on December 10:
 - 59 West Washington – Ken Padgett for BB&T – approved replacement signage for the new BB&T Bank.
 - 827 Oak Hill Avenue – Alan Fogle for Ralph Wyand – approved front porch alterations.
 - 30 East North Avenue – Andrew Escalet – remove front porch (applicant was not present; case was tabled until the next meeting.
 - Approved the 2016 Meeting Schedule.
 - Election of Officers. Mr. Gehr and Ms. Davis were re-elected chair and vice chair respectively.
 - Design Guidelines Review – Completed initial review of the Residential Design Guidelines.

2. **Board of Zoning Appeals:** The Board of Zoning Appeals administrative meeting was postponed until January 2016.

3. **Weekly Activity Report:** December 7–11, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	4	Commercial -	3	Other -	0	8
Electric	16	Residential -	6	Commercial -	8	Other -	2	15
Plumbing	13	Residential -	9	Commercial -	4	Other -	0	13
Mechanical	3	Residential -	2	Commercial -	1	Other -	0	3
Engineering Dept.	2							3
TOTAL	41		21		16		2	42
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 51,200.00				\$ 2,659,066.00			
Commercial	\$ 194,500.00				\$ 7,018,775.00			
Apartment	\$ 0.00				\$ 519,250.00			
Sign	\$ 0.00				\$ 252,780.00			
TOTAL	\$ 245,700.00				\$ 10,449,871.00			
PROJECTS OF INTEREST								
- Change of use from single family home to office space at 17 East Avenue - \$100,000								
- Replace existing roofing and relocate existing rooftop equipment at 108 East Franklin Street – \$86,000								
NO FEES								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of Nov. 30 – Dec. 4					4	38		
New applications issued week of Nov. 30 – Dec. 4					1	1		
Total 2015-2016 registered (includes changes since 5/1/15)					3,342	8,974		
Percentage of total invoiced that have registered					99.5 %	99.6 %		
Notes: The 2015-2016 rental license renewals for 9,002 units in 3,360 properties were printed and mailed on May 1, 2015.								
PAYMENT								
Weekly payment received	\$ 3,050							
Weekly adjustment/credits	\$ 0							

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	42
Electrical	47
Plumbing	28
Mechanical	19
Safety	51
Neighborhood Vitality	60
Quality of Life	9
Preventive Maintenance	58
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.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,528	Field Interviews:	24
Arrests/Warrants Served:	22	Moving Violations:	38
Domestic Violence Calls:	14	Parking Violations:	208
DUI Arrests:	2	Safety Repair Orders:	1
Reports Filed:	152	Warnings:	55

2. REPORTS

- **12/10/15:** Officer Vanderwall was dispatched to Hamilton Boulevard for a burglary in progress. A witness advised he saw the suspects standing on the rear porch and heard the sound of breaking glass. The homeowner responded to the residence and confirmed a window had been broken out and the rear door had pry marks on the frame. Through video surveillance, the suspects were identified and apprehended and then transported to the Hagerstown Police Department for questioning. No further information is available at this time.
- **12/11/15:** Officer Bobetich responded to 442 Mechanic Street for an armed robbery report. The victim advised that he was robbed at gunpoint. He further advised that a black male about 6'0, weighing 180 lbs and wearing a black hoodie, told him to get on the ground. The suspect took a brown wallet with US currency, credit cards, a cell phone, car keys, jewelry, his boots and belt. There were no witnesses and no further details are available at this time.

- **12/12/15:** Officer R. Dean responded to East Washington Street for an overdose. The individual was not breathing and it was reported by other individuals in the residence that he had taken a couple pills and heroin. The officer administered Narcan and the individual regained consciousness. He was transported to Meritus Medical Center for treatment. This case will be investigated by the Washington County Narcotics Task Force.
- **12/14/15:** Officer Lucas responded to West Bethel Street for a report of an armed robbery. The victim was crossing West Church Street on to Suter Avenue when two black males began following him. One of the males pointed a small metal semi-automatic style handgun at him. The male demanded everything in the victim's pockets. The suspects took his wallet and then fled eastbound on to Randolph Avenue. No additional information is available at this time.

3. OTHER NEWS/INFORMATION

- Officer Tammy Jurado was transferred to the Washington County Narcotics Task Force effective Monday, December 14, 2015.

She has been employed by the City of Hagerstown for 26 years. Officer Jurado had been assigned to the Criminal Investigation Division and also served in other divisions of the Hagerstown Police Department.

We wish her well with her new assignment.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	270	261
	University District Deck	470	471
	Downtown Parking Lots	483	482
Number of Patrons Using Decks	A & E Deck	2,296	2,126
	University District Deck	2,742	2,205
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	193	138
Number of Late Payment Notifications		37	34
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	100% (Sun @ 4 PM)	97% *(Sun at 4 PM)
	University District Deck	68% (Mon @ 4 PM)	65% (Wed @ noon)

*MD Theater - MSO

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	1	2
Human Resources	0	0
Light	1	3
Parks & Engineering	1	1
Police	5	6
Public Works	7	7
Wastewater	1	0
Water	9	9
Weekly Totals	26	28

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. 12/10 - 602 Brighton Place- total outage; squirrel caused transformers lead to burn up. Time Out: 17.8-18.7
- Sat. 12/12 - 243 North Locust Street- total outage; customer's main breaker was found to have been tripped. Time Out: 11.7-12.0
- Sun. 12/13 - Salem Avenue and Norway Avenue- pole damaged; vehicle struck utility pole in accident. Time Out: 3.6-4.7

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- Line crews have begun phase one of the fiber optic installation project from Wesel substation to Plant substation.
- Work to replace old underground primaries in various locations of the City of Hagerstown is currently still on-going.
- All feeder inspections for 2015 have been completed with the next phase of feeder inspection beginning after the first of the New Year.
- Line crews have completed several service upgrades and new meter installations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
21	0	2	0

Engineering Staff worked on the following projects:

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer and Substation Technician repaired data issues within HLD's SCADA system.

Administration:

- The proposed FY17 Capital and O&M budget has been prepared and entered into MUNIS.
- The roof project has been completed. Staff is awaiting final inspection by Firestone for the 30 year warranty.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
12/10/15	12.30		12.30
12/11/15	12.26		12.26
12/12/15	11.96		11.96
12/13/15	12.17		12.17
12/14/15	12.24		12.24
12/15/15	12.22		12.22
12/16/15	12.14		12.14
Average			12.18

Water Production at R C Willson

- The Phase IV work is nearing completion – Staff continues to work with the general contractor and the SCADA contractor to complete the SCADA upgrade. Staff has submitted the final Change Order to MDE for review and approval. Staff is also reviewing the release of lien documentation from the General Contractor.

- **Operations**
 - Operations were routine this week with operators continuing to assist with the SCADA system upgrades. Staff worked on facility maintenance and routine preventative maintenance.

- **Maintenance**
 - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed. Staff also worked on the intercom system.

- **Instrumentation**
 - Instrumentation staff continues work with ABB on the new SCADA system. Staff is also replaced the Turbidimeter on Filter 4.

Water Production at Breichner

- The Edgemont Reservoir pool elevation is -3.1feet below crest and the bypass valve and the hydrant are closed to allow for natural fluctuation of the reservoir. Staff continues to work with Triad Engineering regarding the ongoing Study and seepage evaluation. Triad submitted the final draft study – staff met with Triad on 14th to finalize the report. Site evaluation is on-going to track and document seepage associated with recent precipitation and natural fluctuation of the reservoir.

Water Distribution

- Distribution crews are working on customer service, meter exchanges and meter testing throughout the system. Crews have completed the new main installation and service change overs on Diane Drive. Leaks were repaired on Mealey Parkway, Salem Avenue, Brookline Avenue, and Memorial Boulevard.

Laboratory

- Collected monthly THMs.

- Collected distribution system samples.

- Completed PTs for *E.coli* enumeration.

- Distributed and collected Lead and Copper samples.

- Completed monthly bacteriological report.

- Completed quarterly TOC removal report.

- Completed 4th quarter DBP report.

- Completed all required changes identified in our triennial lab inspection report. Submitted report to MDE, LCP.
- Submitted soil sample to A&L Eastern Laboratories.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	1
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	11	1

- Water infrastructure construction on Yale Drive Extended is 99 % complete.
- Staff attended a demonstration of pipeline locating and ground penetrating radar equipment.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Dec 9, 2015	6.45	0.06
Thursday, Dec 10, 2015	6.47	0.01
Friday, Dec 11, 2015	6.10	0.00
Saturday, Dec 12, 2015	5.70	0.00
Sunday, Dec 13, 2015	5.91	0.00
Monday, Dec 14, 2015	5.92	0.04
Tuesday, Dec 15, 2015	5.95	0.00
Weekly – Avg. Flow / Total Rainfall	6.07	0.11
Dec - Avg. Flow/Total Rainfall	6.42	1.59

Miscellaneous

- Troubleshoot effluent pump VFD and controls.
- Disconnect 6" DI piping in Digester building for camera access.
- Replace faulty safety lighting throughout the plant.
- Continue work on new sump pump wiring and controls in effluent pump room.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	36	236	113	6
Flushing	27,29,32,34,35,37,38	18,054'		

Collection System Maintenance Task

- Backup at 1913 Winston Drive, property owner issue.
- 1543 Kensington; replaced broken grinder pump discharge assembly.
- Worked on control issues at Pump Station #7, reprogrammed new controller.
- Pump Station #2; pulled and sent APU Ultrasonic unit back to factory for evaluation, station back to running off floats.
- Followed up with contractor at 1039 Florida Ave, lot abandoned and clean out stubbed.
- Repaired Honda generator from unit #525.
- Dropped enzymes bags to control FOG at various stations.
- CCTV'd line 22065-22066 to locate missing manhole in the street, found line full of roots and cleaned.
- Washed down and parged manholes 22051, 22052, 22053 and 22045.
- Washed down manholes 20002, 20003, 22018 and 22019 for parging next week.
- Cleaned wet well at Pump Station #22.
- Cleaned wet well for AR&E, and invoiced.
- Constructed and installed new wet well lid for Pump Station #7.
- Dropped off Unit #518 to Rausch for repair of locator unit.
- Fabricated new 35" wet well lid for Pump Station #4.
- Pump Station #1; pulled and cleaned both pumps.
- Grinder pump bench work, continued prepping new Homas for service.
- Called to 457 Links View Drive, rocks in standpipe, not on the City, have made the homeowner aware he has to fix it, Matt to follow with letter to owner.
- Downloaded flow meter data at Marshall Street MH #15122.
- Grinder Pump call at 472 Fair Meadows Boulevard, replaced pig tails.
- Began fabrication of new wet well lid for Pump Station #8.
- Odor call at 1013 Salem Avenue, contacted Washington County to increase their Ferrous Chloride feed rate at their Pump Station.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	1	0	0	2	4
YTD 2015	48	93	22	7	11	70	251

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

Engineering

- Staff met with the Collections Superintendent regarding redesign of the sewer connection for a proposed commercial development.
- Staff attended a demonstration of pipeline locating and inspection equipment at the treatment plant.
- Staff and the Wastewater Operations Manager met with the Collections Superintendent and a representative of County Engineering at Pump Station # 8 regarding completion of site restoration relative to work on the Robinwood Corridor II expansion project.
- Staff met with a residential property owner regarding a deed of easement for an existing sewer line.

Wastewater Laboratory

- Contacted Microbac regarding our upcoming WET Testing. Sampling will begin on January 18th, 2016.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



**THIS IS THE LAST WEEKLY STATUS & INFORMATION REPORT FOR 2015.
WISHING YOU AND YOUR FAMILY AN ENJOYABLE HOLIDAY SEASON!**

Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means".

Valerie Means
City Administrator