

City of Hagerstown, Maryland Status & Information Report No. 5 for 2016

February 5, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

FEBRUARY 2016						
<i>* For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at http://www.hagerstownmd.org/calendar.aspx</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 No M&C Meeting	3 4pm Planning Commission Meeting	4	5	6
7	8	9 3pm Executive Session 4:30pm Work Session	10	11 4:30pm Historic District Commission Meeting	12	13
14	15 HOLIDAY CITY OFFICES CLOSED	16 4pm Work Session	17 7pm Board of Zoning Appeals Meeting	18	19	20
21	22	23 7pm Regular Session	24 7pm Planning Commission Meeting	25 4:30pm Historic District Commission Meeting	26	27
28	29					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Grand Openings:** The City of Hagerstown welcomes Pizza & Pretzel Creations to City Center. Pizza & Pretzel Creations will be celebrating their grand opening at 20 West Washington Street on Tuesday, February 16. Please join Mayor David Gysberts at 2 p.m. for the official ribbon cutting.
2. **Community Art Project:** Staff have coordinated with artist and educator, Mindy Sizemore, to create a community art project and art installation. Mindy has been working for months with various communities - from senior citizens to girl scouts – teaching them the significance of symbolism and an art making technique involving cut paper silhouettes.

On February 20th, beginning at 11 a.m. the community is invited to the Engine Room Art Space to come visit and talk with Mindy as she fills the gallery walls with large dynamic shapes in an exhibit she calls "Shadows." After gleaning inspiration from Mindy, get involved by helping the gallery coordinator trace your own shadow on the wall, and add anything you'd like to express yourself - to create a massive collaborative artwork. On Saturday February 27th between 6:00 – 8:00 p.m. return to see your contributions in the completed collaborative art work, learn about the groups that Mindy worked with, have some refreshments, and take a picture with your shadow! For more information on gallery events please visit: <http://www.engineeroomartspace.com/> or <https://www.facebook.com/engineeroomart>.

HUMAN RESOURCES

1. **City Service Awards.** On February 2, 2016, the City of Hagerstown hosted a luncheon and awards ceremony to recognize the milestone anniversaries of various City employees. The 2015 Service Award Recipients included:

- 40 Years of Service: Dr. Tom Alexander (Police); Tom Brown (Human Resources); Vernon Plotner (Public Works)
- 35 Years of Service: Charles Henson (Utilities/Water); Jack Moulton (Police); Mary Reichert (Code Administration); Paul Schetrompf (Utilities/Electric); Tim Young (Engineering)
- 30 Years of Service: Cathy Beach (Parks); Jeff Decker (Utilities/Wastewater); David Poffinberger (Fire); John Renner (Utilities/Water); John Thomas (Fire)
- 25 Years of Service: Shane Blankenship (Police); Rick Conrad (Fire); Dani Frye (Administration); Brenda Hawbaker (Department of Community & Economic Development); Brad Helman (Police); Jeannie Jefferies (Engineering); Erik Kline (Public Works); Jeff Morgan (Police); Barb Pickett (Police)
- 20 Years of Service: Tina Hose (Billing & Customer Service/Tax); Tom Kelley (Police); Kathy Maher (Planning & Code Administration); Donald Miller, Jr. (Utilities/Water); James Robison (Police)
- 15 Years of Service: Jason Ackerman (Police); Heather Aleshire (Police); Rebecca Fetchu (Police); Suzanne Hess (Utilities/Electric); George Kearns, Jr. (Public Works); Pam Keefauver (Police); John Lehman, Jr. (Police); Eric Webber (Public Works)
- 10 Years of Service: Gary Anderson (Police); Anthony Carlin (Utilities/Wastewater); Timothy Culp (Police); Warren Faughander (Utilities/Wastewater); Nathan Fridinger (Utilities/Electric); Robert Goble (Public Works); Mary Grubbs (Utilities/Wastewater); Scott Jacobs (Utilities/Water); Travis Keefer (Police); Scott Kiser (Public Works); Daniel Myers (Fire); Matthew O'Connell (Fire); Alan Yost (Utilities/Water)
- 5 Years of Service: David Bailey, Jr. (Utilities/Water); Richard Bolinsky (Fire); Russell Gutshall IV (Fire); Jason Miller (Finance); Karen Paulson (Human Resources)

We congratulate the recipients on their special milestone anniversaries and thank them for their years of service to the City of Hagerstown and its citizens.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

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

- Update on Snow Operations: A Message from Public Works
- E-casts:
 - Hub City 100 Miler Week 5

2. **Channel 25**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Clearing the Way for Public Works
 - Live Hagerstown Promotion
- In production:
 - Month in Review for January 2016
 - Police Body Cameras Public Information video

3. **Websites**

- City Website

- About 10,700 users visited www.hagerstownmd.org for the week of January 25 - January 31, 2016
- Top entrances (first page users accessed on the website):
 - ▶ Home page 4,549 users
 - ▶ Jobs page 446 users
 - ▶ Utility Billing page 373 users
 - ▶ Storm update page 352 users
- Top Searches:
 - ▶ "trash"
 - ▶ "snow removal"
 - ▶ "bill pay"

- 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

ENGINEERING DIVISION

1. **Hagerstown Cultural Trail.** Some updates:
 - Presentation for February 16th to Mayor & Council.
 - Reviewed outstanding Art Master Plan with our public art committee and made final additions/revisions.
 - Obtained quotes for crosswalks, signs, pavers and granite insets. All prices came in lower than anticipated.
 - Bids for trail construction are due Tuesday, February 9th.
 - Receiving letters of support.
 - Finalized recommendation on name and final draft of logo.
2. **Board of Traffic & Parking.** The Board will discuss the following at their February 11, 2016 meeting:
 - Traffic calming on Mulberry Avenue
 - Pedestrian Study for Burhans Boulevard at George Street

3. **Recycling.** The rebate check from Waste Management for December 2015 was \$1,538.80. Second highest rebate ever.

4. **Engineering**

Traffic issues		
Description	Week of 1/31/16	Year to date
Traffic Complaints Received	4	10
Work Orders Completed	4	9
Traffic Counts Completed	1	2
Construction Projects		
Description	Week of 1/31/16	Year to date
Projects Advertised for Bids	0	3
Projects Under Construction	5	
Projects Completed	0	1

PARKS & RECREATION DIVISION

1. **Construction**

- *New Recreation Room:* Being constructed in the upper level of the Grandstands at Fairgrounds Park, construction of the interior walls continues. This week, we began installing insulation and drywall.
- *Fairgrounds Park New Pavilion:* For this POS funded project, we are finishing the footings. Next week, if weather permits, we will pour the concrete slab.

2. **Attendance.** The table below summarizes 2015 attendance figures for the Hager House and Train Museum:

2015 VISITOR COUNTS		
Month	Hager House	Railroad Museum
March	149 (65 Egg Hunt) (22 German Easter)	n/a
April	99	114
May	53	1,303 (1,197 RR Heritage Days)
June	314 (229 Doll House Tours)	199
July	103	362 (150 Christmas in July)
August	100 (42 Ghost Tour Preview)	135
September	600 (500 Fall Fest)	697 (500 Fall Fest)
October	252 (232 Ghost Tours)	79
November	n/a	n/a
December	1,072 (508 City Park Lighting) (416 Houses of Worship) (116 German Christmas)	n/a
TOTAL	2,742	2,889

3. **Brand.** Staff met with graphic artists to discuss our brand and adding a tagline to the brand. We want to have this complete by the March edition of our Recreation Program Guide.

4. **Hub City 100-Miler.** We received outstanding participation from our Community Partners on the 100 Miler!! We want to continue to build partnerships in 2017 with other businesses in the community who would want to adopt the 100 Miler as their winter wellness initiative.

To sum up the totals, here is the employee participation from each entity:

- Meritus – 197
- WCPS – 171
- City of Hagerstown – 162
- Volvo – 89
- County – 55

A total of 925 have registered for the 2016 Hub City 100 Miler! (775 in 2015; 650 in 2014)

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued**
 - 25 East Antietam Street – HotShot 2 StarPower LLC – recording studio (by appointment only).
 - 761 East Wilson Boulevard, Suite U – Noralli's Pizza LLC – pizza restaurant (eat in, carry out, delivery).
2. **Planning Commission:** The Planning Commission considered the following at its February 3 Workshop Meeting:
 - Approved a revised sketch plan for Aschenbach Hagerstown (Lot 6, Centre at Hagerstown).
 - Continued review of proposed 2016 Land Management Code Revisions.
3. **Board of Zoning Appeals:** No appeals were filed by the deadline so the February BZA hearing was canceled.
4. **Historic District Commission:** The HDC will review the following on February 11:
 - Workshop: 831 Oak Hill Avenue – Ernie Aragon – Solar Panels.
 - Design Guidelines Review – Residential.
5. **Weekly Activity Report:** January 25–29, 2016

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	1	Residential -	0	Commercial -	1	Other -	0	1
Electric	5	Residential -	2	Commercial -	3	Other -	0	6
Plumbing	4	Residential -	2	Commercial -	1	Other -	1	4
Mechanical	2	Residential -	2	Commercial -	0	Other -	0	2
Engineering Dept.	27							26
TOTAL	39		6		5		1	39
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential				\$ 11,779.00				\$ 2,938,654.00
Commercial				\$ 3,500.00				\$ 7,607,405.00
Apartment				\$ 0.00				\$ 519,750.00
Sign				\$ 0.00				\$ 314,880.00
TOTAL				\$ 15,279.00				\$ 11,380,689.00

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016		
	PROPERTIES	UNITS
Registrations received week of Jan. 25 – Jan. 29	2	2
New applications issued week of Jan. 25 – Jan. 29	5	5
Total 2015-2016 registered (includes changes since 5/1/15)	3,364	9,012
Percentage of total invoiced that have registered	99.9 %	99.9 %
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	\$ 150	
Weekly adjustment/credits	\$ 0	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	9	
Electrical	36	
Plumbing	6	
Mechanical	4	
Safety	232	
Neighborhood Vitality	11	
Quality of Life	2	
Preventive Maintenance	12	
Planning & Zoning	7	
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:	1,474	Field Interviews:	41
Arrests/Warrants Served:	20	Moving Violations:	22
Domestic Violence Calls:	21	Parking Violations:	7
DUI Arrests:	0	Safety Repair Orders:	9
Reports Filed:	136	Warnings:	38

2. **REPORTS**

- 01/28/16: Officer Hill was dispatched to 1 Clean Water Circle, Enviro Gro for a report of a theft. The victim stated when he arrived at work he noticed that the grapple root bucket from the skid loader was stolen. The officer noticed the snow in the area the bucket was suppose to be was undisturbed indicating the bucket was stolen prior to Saturday, January 23, 2016. The missing bucket was valued at \$2,500. No further information is available.

- 01/31/16: Detective Fleegal conducted a follow-up investigation in reference to an assault report originally filed by Officer Goggin. The victim claimed that he was assaulted by a family member when he refused to leave their residence. Through interviews and investigation Detective Fleegal learned the scratches the victim sustained was due to family members trying to get him into the vehicle that was there to transport him home. The scratches were not intentional. The case has been closed.

- 02/03/16: Officer Morris responded to Meritus Medical Center for a report of attempted robbery. The victim was at Meritus receiving treatment for injuries sustained from the incident. The victim stated he was walking from West Washington Street heading to his home on Charles Street. There were three males following him asking him for his shoes. The victim stopped somewhere in the neighborhood of Dominoes and was going to put on his headphones when he was struck from behind with a hard object. When he regained consciousness the suspects were gone and it appeared nothing had been taken. A friend transported the victim to the hospital. No further details are available.

3. **PRESS RELEASES**

- On 2/3/16, the Hagerstown City Police Department requested the public's assistance in locating a missing 22 year old female -- Hasanatu Alexis Tenneh Conteh. Ms. Conteh was last seen on 2/2/16 at 5 p.m. Ms. Conteh suffers from medical conditions that may cause her to be disoriented and unaware of her surroundings. Thankfully, she was located safe on 2/4/16.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	258	258
	University District Deck	395	376
	Downtown Parking Lots	505	503
Number of Patrons Using Decks	A & E Deck	1,649	1,016
	University District Deck	2,223	1,341
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	6	119
Number of Late Payment Notifications		31	36
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	62%	62%
		Wed @ 2 PM	Thu @ Noon
	University District Deck	85%	62%
		Thu @ Noon	Wed @ Noon

Due to the severe snow storm, the decks were opened to allow for free parking. This was to provide residents, businesses and employees a place to park while they dug out. Free parking will be provided through February 7th.

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	0	2
Human Resources	0	0
Light	0	2
Parks & Engineering	0	1
Police	0	3
Public Works	0	3
Wastewater	0	1
Water	0	0
Weekly Totals	*0	12

Due to snow storm, work focused on snow equipment and emergency repairs. No work orders were completed.

1. SNOW STORM JONAS BY THE NUMBERS

- **24.4** – The total number of inches of snow from the storm of January 22nd and 23rd, 2016. Reports of snow from around the area varied from 20" to 30" according to Greg Keefer's website. Snow began around 8 PM Friday and ended approximately 24 hours later.
- **5** – Fifth biggest storm on record for the Hagerstown area. Largest snow event was 34.9" in 1996.
- **\$152,320** - Total cost of storm from 12 a.m. on Friday, January 22nd through 12 a.m. on Sunday January 24th. FEMA only allows storm reimbursement for a 48 hour window. This time frame was selected due to the high expenses of overtime involved, trucks on the street and a crew working to clear sidewalks during that time frame.
- **\$114,240** - The amount we are seeking from FEMA/MEMA as reimbursement for the storm costs. The calculation is approximately 75% of our total costs over a 48 hour period as allowed by FEMA/MEMA.
- **56** – The number of employees (51 field and 5 management) that worked the first 48 hours battling to open streets and sidewalks downtown. This does not include HPD, HFD or utilities that worked over the weekend to address other emergency issues.
- Crews worked practically 24/7 from Friday, January 22nd at 7 PM through Thursday, January 28th with operations breaking around 3 PM on Friday, January 29th. Work included removal of snow from many areas in the downtown business district and a number of residential streets. Cleanup work continued through the week of February 1–5, 2016.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 1/28 - 1049 Kasinoff Avenue- blinking lights; street light fuse faulted.
Time Out: 20.5-21.7
- Sat. 1/30 - 1005 Corbett Street- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 12.3-13.5
- Sun. 1/31 - 208 Avon Road- total outage; squirrel caused a line fuse and a transformer fuse to operate. Time Out: 9.3-10.0
- 549 Maryland Avenue- total outage; squirrel caused line fuse to operate.
Time Out: 11.8-13.7

Wed. 2/3 - 1109 Pennsylvania Avenue (rear)- total outage; large tree branch tore secondary wires down. Time Out: 0.2-4.5

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.
- Work to replace old underground primaries in various locations of the City of Hagerstown is currently still on-going.
- Inspections for feeders 2 and 4 at Zayre's substation have been completed.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
12	0	1	1

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.
- Repairs to the Bulldog SS #1 Feeder Breaker were unsuccessful. HLD will be replacing it with a vacuum recloser. The Substation Technician, Electric Operations Manager, and Staff Engineer worked to prepare the recloser for installation in the near future.
- The Staff Engineer reviewed new hand tools for line worker use. Purchase of these tools would assist line workers with daily activities on the HLD system.

Administration

- HLD and Finance Staff held a conference call with prospective candidates that have shown interest in the wholesale power supply consulting RFP.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 27, 2016	7.32	0.00
Thursday, January 28, 2016	7.27	0.00
Friday, January 29, 2016	6.91	0.00
Saturday, January 30, 2016	6.87	0.00
Sunday, January 31, 2016	7.53	0.00
Monday, February 1, 2016	8.71	0.18
Tuesday, February 2, 2016	8.82	0.01
Weekly – Avg. Flow / Total Rainfall	7.63	0.19
Jan - Avg. Flow/Total Rainfall	7.00	2.00
Feb - Avg. Flow/Total Rainfall	8.77	0.19

- Troubleshoot ChemScan unit and replaced peristaltic pump.
- Pulled UV bulbs in channels 1-3 and cleaned.
- Replaced VFD on #3 Nitrified Recycle Pump.
- Installed #2 Nitrified Recycle Pump after AR&E rebuilt.

- Troubleshoot and replaced faulty controls on In-plant Pumps.
- Replaced thermal overload relay/contactors in MCC for new sump pump.
- Snow removal.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	N/A			

Collection System Maintenance Task

- Snow removal with Public Works, cleared all lift stations, Waste Water Plant, and concentrated on the Kenly Avenue, Frederick Street and Memorial Boulevard areas.
- Backup at 22-24 Lehigh; will inspect when weather improves.
- Grinder Pump call at 1529 Kensington, reset pressure tube.
- Exercised emergency generators.
- Collected Newgate Flow Meter Data.
- Grinder Pump bench work at shop.
- Pump Station # 5; began painting interior.
- Washed and waxed units # 527, 528 & 518.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	2	4
YTD 2016	4	8	2	0	1	7	22

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

Engineering

- Staff met with Collections supervisors regarding the current status of the spoil disposal site and coordination of the proposed tower construction access and excavation.
- Staff attended a Plan Review Committee meeting at City Planning including unscheduled discussions.

Wastewater Laboratory

- Updated lab worksheets.
- Repaired sampler tubing on Primary sampler.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
01/28/16	13.10		13.10
01/29/16	13.08		13.08
01/30/16	13.06		13.06
01/31/16	13.07		13.07
02/01/16	13.19		13.19
02/02/16	13.33		13.33
02/03/16	13.35		13.35
<i>Average</i>			<i>13.16</i>

Water Production at R C Willson

- The Phase IV work has reached final completion and staff continues reviewing project close-out documentation. Staff submitted the final Change Order to MDE for review and approval and will submit this Change Order to Mayor and Council in February.

- **Operations**
 - Operations were routine this week. Staff worked on facility maintenance and routine preventative maintenance. Staff continued to work on snow removal. Water demand is very high for this time of year – this is likely due to leaks and customers leaving their water run to prevent pipes from freezing.

- **Maintenance**
 - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed. Staff repaired the cationic polymer system and traveling screen spray system.

- **Instrumentation**
 - Instrumentation staff continues work with ABB on the new SCADA system. Staff is working on the lighting and heating system in the Chlorine rooms.

Water Production at Breichner

- The Edgemont Reservoir is currently overflowing and the bypass valve and the hydrant are open. Site evaluation is on-going to track and document seepage associated with recent precipitation and natural fluctuation of the reservoir. Level I of the Emergency Action Plan was activated per MDE.

Water Distribution

- Distribution crews are working with the Street Division clearing, plowing, shoveling and hauling snow. Crews repaired leaks on Corbett Street, Roxbury Road, and Lee Street. Crews are also responding to customer service requests throughout the water service area.

Laboratory

- Collected TSS and Aluminum sample from Lagoon discharge.

- Collected Chloride and Sulfate sample from Raw and Finished.

- Collected Manganese sample on Raw and Finished.

- 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	1	1
Final Plats	-	1
Building Permits	6	-

- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with a property owner to discuss the status of water lines serving a rental dwelling.
- Staff met with Water Division supervisors regarding modification of existing services to a commercial site.



Respectfully submitted,

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

Valerie Means
City Administrator