

City of Hagerstown, Maryland Status & Information Report No. 10 for 2016

March 11, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

MARCH 2016						
* 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						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 7am State of the City @ Hager Hall 3:30pm Executive Session 4pm Special Session & Work Session 6:30pm State of the City @ Library	2	3	4	5
6	7	8 3:30pm Executive Session 4pm Work Session	9 4pm Planning Commission Meeting	10 4:30pm Historic District Commission Meeting	11	12 8am St. Patrick's Day Run Fest (Downtown Hagerstown)
13	14	15 4pm Work Session	16 7pm Board of Zoning Appeals Meeting	17	18	19
20	21	22 7pm Regular Session	23	24 4:30pm Historic District Commission Meeting	25 HOLIDAY CITY OFFICES CLOSED	26
27	28	29 No Meeting	30 7pm Planning Commission Meeting	31		

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

- Saint Patrick's Day RunFest:** Saturday, March 12 – City Center - 8:00 a.m. race day registration; 9:45 a.m. opening remarks; 12:00 p.m. - after party. There are now over 700 pre-registered for the St. Patrick's Day Run Fest. The City of Hagerstown, Washington County Government and the Community Free Clinic are hosting the event. Staff coordinated a meeting this week to finalize logistics. For more information visit: <http://hagerstownmd.org/index.aspx?NID=950>

INFORMATION TECHNOLOGY

1. **Camera Surveillance System Process:** IT Staff continue to work with HPD staff in finalizing the orders to procure cameras and equipment to implement additional camera coverage in the Jonathan/North Prospect Street areas.
2. **Gigabit City Broadband Initiative:** Staff met with Antietam Cable TV executives to receive an update as to the progress of fiber optic implementation in City Center as the backbone to the high-speed Internet offering scheduled to pilot in early Summer, 2016. An update will be provided to Mayor and Council on March 15.
3. **Time And Attendance - Dynamic Scheduling:** IT, Finance, and HFD command staff are ironing out the final issues related to moving forward with Dynamic Scheduling of fire department staff. A meeting will be held in the next couple of weeks to wrap up the issues list and plan for initial testing of the process in HFD. HPD will be on the clock in April for issues identification through their pilot use of the system and will follow the same implementation strategy.
4. **Mobile Computing In HFD:** IT, HPD and HFD staff are working together to procure some older ruggedized mobile units for use some of the HFD command vehicles. Staff will refurbish these units and test their use in a couple of vehicles before looking to deploy additional older units. The hope is that these units will hold the force over until budget money becomes available to purchase new units.

SUPPORT SERVICES

1. **Utilities Service Interruptions Commencing:** The warmer weather is allowing Support Services to begin service interruptions on delinquent water and electric accounts. Service interruptions for delinquent water accounts began this week, with the affidavit process for delinquent electric accounts per PSC guidelines also starting during the week. The regular electric service interruption process begins in earnest on April 4.
2. **Agency Discussion On Utility Arrearages:** Support Services and Community Development staff will be meeting with key local service agencies next week to provide a status of utility arrearages accumulated over the Summer and receive input from these agencies on benefits efforts and resources available to customers needing arrearage assistance.
3. **Staff Preparation For Upcoming Utility Cutoff Season:** Support Services staff have been preparing this month for the upcoming cutoff season. Staff have participated in a day-long team building exercise arranged by Human Resources. Staff will take a "Dealing with Difficult Customers" seminar next week, as well as be trained on changes to our departmental processes due to the increased volume of customer inquiries expected during this season.

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Trash.** Staff rode along on the trash truck and recycle truck this morning to see issues the collectors face and discuss ways to improve the program.
2. **Senior Center.** Staff toured the new Senior Center on Willard Street. This is a beautiful re-use of the property and nice addition to the City. We have connected the facility to the Golf Course via a walking path.
3. **Safe Routes to School at Bester.** We received good news that the State will pay an additional \$7,470.94 for cost overruns due to unexpected bad soils below the multi-path.

4. **Engineering**

Traffic issues		
Description	Week of 3/4/16	Year to date
Traffic complaints received	3	27
Work Orders completed	1	13
Traffic counts completed	1	4
Construction Projects		
Description	Week of 3/4/16	Year to date
Projects advertised for bids	0	4
Projects under construction	4	
Projects completed	0	2

PARKS & RECREATION DIVISION

1. **Community Garden.** Gardening has commenced for the second season at the garden on South Potomac Street. All 26 plots are assigned and we two people on the waiting list. We have 10 new gardeners this year! The Operating Committee met Monday night and worked out some details. First meeting of all plot holders is next Saturday March 19th at 11:00AM.
2. **Dog Park.** The Dog Park in Fairgrounds Park is heavily used. Although that's a good thing, it takes a toll on the turf. On a temporary basis, we closed the "large dog" cell and we are letting everyone use the "small dog" cell while we verticut, aerate, overseed, fertilize and mat it. The large park will be ready to use again in approximately 4-6 weeks.
3. **City Park.** We are hauling in stone and grading, preparing for the contractor to blacktop the Railroad Museum, Hager House apartment and Mansion House parking lots.
4. **Golf Course.** We are scheduled to open the golf course Friday, March 11th. New staff has been hired and is trained. New scorecards are available with all advertising space sold. New tee marker sponsorships have been secured with Younger Toyota, YMCA, Shepherd University and the Hagerstown Suns.
5. **Pool.** We are working with Community Pools on developing some new aquatic programs at the pool this summer, including – Mommy and Me, Aqua Camps, Water Aerobics and Junior Guard. We are also selling sponsorships at the pool (signage along the fencing), and adding chairs, ping pong and basketball.
6. **Hager House.** Staff continues plans for the German Easter Tours and Egg Hunt. Fifteen hundred (1,500) plastic eggs are being stuffed by staff in preparation of the event. Staff is also preparing for two groups tours – the Atlantic Region Volksmarchers and the Questers Group who raises funds for historic preservation.

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued**
 - 15 West Washington Street – Cat Daddy's – carryout only restaurant.
 - 621 Linganore Avenue – Haynes & Son, Inc. – electrical contractor's office.
2. **New Development Cases**
 - 400 Jonathan Street – Khadene Wilson and Dexton Brunson, KDB Company – Local Conversion District Overlay rezoning request.
3. **Planning Commission:** The Planning Commission considered these items on March 9:
 - View Street Diner – continued from the February 24 meeting – granted one final request for a 12-month extension of the Local Conversion District Overlay.

- Land Management Code – reviewed the third round of amendments in the proposed amendments for 2016.
- Comprehensive Plan Amendments – reviewed the Community Facilities Element for the second time.

4. **Weekly Activity Report:** February 29 – March 5, 2016

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	0	Commercial -	2	Other -	1	2
Electric	15	Residential -	9	Commercial -	6	Other -	0	15
Plumbing	9	Residential -	8	Commercial -	1	Other -	0	9
Mechanical	3	Residential -	2	Commercial -	1	Other -	0	3
Engineering Dept.	37							39
TOTAL	67		19		10		1	68
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 0.00				\$ 2,953,504.00			
Commercial	\$ 1,610.00				\$ 9,141,975.00			
Apartment	\$ 0.00				\$ 521,550.00			
Sign	\$ 28,000.00				\$ 348,980.00			
TOTAL	\$ 29,610.00				\$ 12,966,009.00			
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of Feb. 29 – Mar. 4					2	2		
New applications issued week of Feb. 29 – Mar. 4					1	1		
Total 2015-2016 registered (includes changes since 5/1/15)					3,389	9,039		
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								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	15							
Electrical	44							
Plumbing	30							
Mechanical	7							
Safety	76							
Neighborhood Vitality	50							
Quality of Life	8							
Preventive Maintenance	72							
Planning & Zoning	20							
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:	1,573	Field Interviews:	55
Arrests/Warrants Served:	16	Moving Violations:	33
Domestic Violence Calls:	28	Parking Violations:	175
DUI Arrests:	1	Safety Repair Orders:	12
Reports Filed:	139	Warnings:	132

2. REPORTS

- **03/03/16:** Officer Wolfe was dispatched to Virginia Avenue for the report of a Malicious Destruction of Property. The owner of Halfway Coin Exchange stated the glass door to his business had been shattered. The officer was unable to locate the object that caused the damage to the door. There are no suspects at this time.
- **03/04/16:** Officer Bobetich responded to the Salvation Army Annex Building at George Street for a burglary report. The maintenance worker advised that someone had ransacked the pantry and damaged numerous doors at the property. Additionally, copper pipes were cut from the basement. There were no signs of forced entry. The maintenance worker stated that a door may have been propped open at some point during the day since over a hundred people a day enter this building. The estimated value of the damage is over \$3,000. There are no suspects at this time.
- **03/05/16:** Officer T. Helman was dispatched to Frederick Street for a reported theft from a motor vehicle. The victim heard her dogs barking and when looked out the front window she saw a tall, slender male wearing a black hooded sweatshirt and gloves exit her vehicle. The inside of the vehicle had been ransacked. Some US currency had been taken. The vehicle was not secured. There is no suspect at this time.
- **03/07/16:** Officer Goggin responded to South Potomac Street for an assault in progress. The victim had visible injuries to his face, arms and hands and the Community Rescue Service was called. It was difficult to gather information from the victim due to his pain level and emotions at the time. The victim was able to communicate that 4-6 males assaulted him and stole multiply items from his person. The investigation is continuing.
- **03/08/16:** Officer Daveler responded to HPD for a report of a credit card theft. The victim stated that she discovered her bank card was missing and contacted her bank immediately. The bank advised that two unauthorized transactions had occurred. There is a person of interest in this case. The officer will be following up with the bank to retrieve photos from the ATM.

3. **PRESS RELEASES**

- On Thursday March 3, 2016 at 10:12 am an officer from the Hagerstown City Police Department responded to Winter Street Elementary School for a report of an assault. Upon arrival, the officer learned one juvenile had been injured by another student with a knife. The injuries were non-life threatening and the incident was isolated. The investigation has been completed, resulting in the suspect juvenile being charged and those charges have been forwarded to the Department of Juvenile Services.
- On Saturday, March 5, 2016 officers from the Hagerstown City Police Department were dispatched to the 200 block of North Cannon Avenue for a report of an accident involving a pedestrian. Upon arrival, officers learned that a six year old female had ran from the west side of the street out into the path of a vehicle traveling southbound in the 200 block of North Cannon Avenue. The six year old female struck the vehicle on the passenger's side front panel. She was flown to Children's Hospital in Washington DC for non-life threatening injuries.

4. **OTHER NEWS/INFORMATION**

- **Project Lifesaver.** The Hagerstown Police Department participates in the Project Lifesaver Program. Those serving in this program are Sergeants Douglas Hay and Scott Leeney along with Officers Timothy Culp, Will Decker, Christopher Mikash and Agent Ronald Isaacs. The primary mission of Project Lifesaver is to provide timely response to save lives and reduce potential injury for adults and children who wander due to Alzheimer's, autism, and other related conditions or disorders. Participants in Project Lifesaver wear a wristband that emits a tracking signal and when caregivers notify the Hagerstown Police Department that the participant is missing, the team of specially-trained officers quickly responds and begins searching using special tracking equipment. Searches that could last for hours or days could potentially be concluded successfully within an hour. Thank you to this group of officers for their dedication to this worthy program.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	292	292
	University District Deck	462	462
	Downtown Parking Lots	524	516
Number of Patrons Using Decks	A & E Deck	1,717	1,675
	University District Deck	2,095	2,098
Sales of Discount Coupons		100	0
Number of Citations Issued	(Includes Warnings)	106	141
Number of Late Payment Notifications		5	41
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	66% Tue @ 2 PM	65% Thu @ noon
	University District Deck	69% Tue @ Noon	67% Wed @ 4 PM

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	1
Fire	4	0
Human Resources	0	0
Light	3	4
Parks & Engineering	2	0
Police	10	13
Public Works	4	5
Wastewater	3	1
Water	6	1
Weekly Totals	33	25

FY16 SNOW OPERATIONS COSTS				
Storm No.	Date	Labor	Overtime	Totals
1	1/12/16	\$2,576	\$3,331	\$5,907
2	1/22/16	\$52,963	\$120,232	\$173,196
3	2/8/16	\$10,947	\$5,537	\$16,484
4	2/12/16	\$1,921	\$6,694	\$8,615
5	2/15/16	\$3,047	\$20,904	\$23,978
6	3/4/16	\$0	\$5,883	\$5,883
Totals		\$71,480	\$162,582	\$234,062
Vehicle & Equipment Repairs				\$50,527
Miscellaneous Operating Supplies (shovels, sidewalk salt)				\$3,317
Other Major Purchases (snow blower, parts)				\$3,585
Salt				*\$87,736
Total Expenses				\$379,495
FY16 Snow Operations Budget				\$401,868
Budget Balance				\$22,373

*NOTE: Cost is actual cost for salt received. Of the 1,300 tons ordered, the actual amount received was 1,209 tons reducing the salt expense by \$6,725 and leaving a larger budget balance.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Distribution: Recent activity included:

- Metering staff received four high bill complaints this week; upon testing, meters were found to have met all Public Service Commission requirements.
- Feeder inspections for Zayre's substation continues.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
8	0	3	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.
- Engineering and Administration staff discussed details of HLD's plans to begin replacement of substation distribution circuit breakers.
- The Staff Engineer reviewed stock material bids for replenishment of HLD materials used in the construction and maintenance of our electric system.
- Engineering staff attended an annual certification course with MDE for the application of herbicides to control vegetation over, under, along, beside, and across HLD facilities.

Administration

- Staff completed Office of People's Counsel's Data Request No. 2 for Maryland Public Service Commission Case 9505(j) to determine if the rate factors and billing procedures of the Hagerstown Light Department are just and reasonable.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 2, 2016	10.21	0.00
Thursday, March 3, 2016	9.68	0.00
Friday, March 4, 2016	9.03	0.10
Saturday, March 5, 2016	8.66	0.00
Sunday, March 6, 2016	8.60	0.07
Monday, March 7, 2016	8.39	0.01
Tuesday, March 8, 2016	8.31	0.00
Weekly – Avg. Flow / Total Rainfall	8.98	0.18
Mar - Avg. Flow/Total Rainfall	9.20	0.18

- Installed conduit and communication wiring for new 4-20mA ferric pumps.
- Started up Velodyne polymer system and put in service.
- Replaced airlift pumps in Cell 6, Modules 1-3 on Parkson sand filters.
- JCC is onsite to start pressurization pump installation for DAF.
- OCC is onsite installing new servers and workstations.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	31	396'	1'	1
Flushing	11,31	3,342'		

Collection System Maintenance Task

- Pump Station #23; adjusted pump floats.
- Pump Station #28; in response to a failure at the station last week; added a "real high level" float, a generator running input, and a control power fault input.
- 1618 Dual Highway; blockage found to be a brick in the mainline.
- Unit #518; had to repair lateral launcher.
- Trained County personnel in the field on Unit #563 for possible purchase.
- 11012 Shalom Lane; broken clean out, property owner responsibility.
- Grinder Pump bench work at the shop.
- Station #11; ran thru calibration on ATS.
- Exercised emergency generators.
- Collected Newgate flow data.

- 603 Fair Meadows Boulevard; adjusted smart switch.
- Cleaned wet well for AR&E.
- Unit #527; reinstalled repaired hose guide.
- Cleaned under drain by Stadium for public works.
- Installed SCADA batteries at pump stations 3,4,5,6,7,9,10,11,15,17,22,23,24,27,& 28.
- Dropped Bio-bags at various sites to control FOG.
- Confirmed lateral connections at 245/256 South Potomac Street, will dig/repair 256 next week.
- 801 Virginia Avenue; repaired lateral.
- 814 Forest Drive; repaired lateral.
- Cleaned out area in Old Garage to make room for two skids of lime.
- Hauled in two loads of B10's for stock pile.
- Inspected manholes for conversion in District #7.
- 1025 Florida Avenue; added more cold patch at dig site to level the road.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	0	0	0	4	7
YTD 2016	12	17	2	0	1	22	54

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

Engineering

- Staff completed the Performance Reviews and meetings with the Inspectors and Engineering Technician.
- Staff met with the Inspector to discuss details of a low pressure sewer service for a proposed commercial project.

Wastewater Laboratory

- Completed annual performance evaluations.
- Analyzed water distribution samples for NH3, NO3/NO2, and OP.
- Analyzed TSS sample from Lagoon discharge.
- Exchanged carbon tanks for DI water system.
- 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>
03/03/16	11.47		11.47
03/04/16	11.65		11.65
03/05/16	11.74		11.74
03/06/16	11.61		11.61
03/07/16	11.95		11.95
03/08/16	12.02		12.02
03/09/16	12.56		12.56

Water Production at R C Willson

- Staff is working with MDE on the new funding package for the replacement of the Traveling Screens at the R.C. Willson Plant and for the installation of active mixing system in four finished water storage tanks.

- Operations
 - Operations were routine this week. 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 upgrades to the caustic feed and carbon feed systems.

- Instrumentation
 - The Rock Willow tank was taken off line for the annual tightness test. Staff continues to work on miscellaneous upgrades to Pump Station 2 on Northern Avenue. Staff also completed the annual generator preventative maintenance inspections.

Water Production at Breichner/Edgemont Reservoir

- The Edgemont Reservoir is currently -3.8 feet below full pool elevation. The 24" sluice gate is open 45 turns per guidance provided by MDE and Engineering staff. The hydrant is also open. Site evaluation is on-going to track and document seepage. Staff submitted a revised funding package to MDE for repairs to the Edgemont Reservoir. Staff continues to work with MDE to refine the day to day operations of the Reservoir.

Water Distribution

- Distribution crews are working throughout the system performing customer service work as needed. Crews have been installing new meters, testing residential meters and reading fire line meters throughout our system. Crews also completed the repair of the 10 inch water main under Norfolk Southern train rails West Oak Ridge Drive.

Laboratory

- Completed annual performance evaluations.

- Collected annual Nitrate and Fluoride samples from Willson and Breichner.

- Discussed the impact of taking the Edgemont Reservoir Supply off-line with MDE.

- Discussed the requirements of "Bin 2" classification as it pertains to LT2 with MDE.

- Collected composite sample from Lagoon discharge.

- Collected monthly THMs.

- Collected distribution samples.

- Submitted monthly bacteriological report.

- Submitted 1st quarter TOC removal to Water Plant Superintendent.
- 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	1
Preliminary Plats	-	-
Final Plats	1	-
Building Permits	12	2

- Staff completed the Performance Reviews and meetings for the Inspector and Engineering Technician.
- Staff continues to monitor the conditions and parameters at the Edgemont Reservoir.



Respectfully submitted,

Valerie A. Means

Valerie Means
City Administrator