

Mayor and Council Work Session and Executive Session November 4, 2014 Agenda

*"A diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods."
"Providing the most efficient and highest-quality services as the municipal location of choice for all customers."*

4:00 PM WORK SESSION

- 4:00 PM** 1. Proclamation: Commemoration of the 150th Anniversary of Emancipation
- 4:10 PM** 2. Hagerstown Housing Authority's McCleary Hill Project - Mayor and City Council Discussion
- 4:30 PM** 3. Catalyst Project #1 – RFQ for Developer/Partner for Office Development and Recruitment Project
- 4:50 PM** 4. City Center Dollars 2.0
- 5:00 PM** 5. Snow Operations Procedures
- 5:10 PM** 6. Public Works Operations Review
- 5:30 PM** 7. Street and Alley Lighting Updates
- 5:40 PM** 8. Utilities Department Update

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Proclamation: Commemoration of the 150th Anniversary of Emancipation

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Hagerstown Housing Authority's McCleary Hill Project - Mayor and City Council Discussion

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name		Description
	Hagerstown Housing Authority s McCleary Hill Project.pdf	McCleary Hill memo



CITY OF HAGERSTOWN, MARYLAND

Donna K. Spickler
City Clerk

TO: Mayor and City Council Members
Bruce Zimmerman, City Administrator

FROM: Donna Spickler, City Clerk 

SUBJECT: Hagerstown Housing Authority's McCleary Hill Project

DATE: November 4, 2014

The Hagerstown Housing Authority's McCleary Hill Project is included on the agenda for the November 4, 2014 Work Session.

This will be an opportunity for the Mayor and City Council to discuss the information provided by representatives of the Housing Authority regarding the project during the October 14, 2014 and October 21, 2014 Work Sessions.

Please let me know if you have any questions, or need additional information.

Thank you.

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

Catalyst Project #1 – RFQ for Developer/Partner for Office Development and Recruitment Project

Mayor and City Council Action Required:

Staff will be present at the Mayor and City Council meeting on November 4th to begin review of the details of the draft Request for Qualifications (RFQ) for a developer/partner for Catalyst Project #1 – Office Development and Recruitment. We anticipate reviewing the RFQ may require a second work session meeting with the Mayor and City Council on 11/18/14.

Discussion:

Why an RFQ?

As briefed on October 21st, staff have worked with Urban Partners on the attached RFQ to assist the City in selecting a developer/partner for Catalyst Project #1. The reason Urban Partners recommended an RFQ rather than a Request for Proposals (RFP) for this project is that we generally know what we want to have happen with Catalyst Project #1, but what we need is a process to identify a partner with sufficient qualifications to undertake the project to our satisfaction. Once the City is satisfied regarding the qualifications of a potential developer/partner, we would then negotiate on the proposed path forward on how the project will be undertaken with the highest ranked candidate.

A summary of the details of the draft RFQ are attached to facilitate the discussion on November 4th.

Selection Process

The proposed selection process anticipates an interview of a short list of developers with the Mayor and City Council. Once authorized to proceed, staff would negotiate terms with the highest ranked candidate. If terms cannot be reached, the City would proceed to enter negotiations with an alternative candidate. As described in the RFQ, it is anticipated that if the selected developer does not perform to certain expectations within the initial five (5) year period of the partnership that the City has the option to terminate the arrangement.

Distribution of RFQ

Provided we gain authorization to proceed with the RFQ in November, staff plan to immediately forward the RFQ to interested developers and post the RFQ to various web sites and appropriate media outlets likely to attract the attention of qualified developers for the project. To provide sufficient time around the holidays, we propose a deadline for submittal of responses of March 1, 2015. This should allow for selection of the developer/partner in the 2nd quarter of CY 2015.

Financial Impact:

Recommendation:

Motion:

Action Dates:

November 4th - Discussion
November 18th - 2nd Discussion?

ATTACHMENTS:

	File Name	Description
	Catalyst Project #1 - RFQ for Developer-Partner for Office Development and Recruitment Project.pdf	Catalyst Project #1 RFQ Memo



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

MEMORANDUM

TO: Bruce Zimmerman, City Administrator

FROM: Jill Frick, Economic Development Manager
Kathleen A. Maher, Planning Director

DATE: October 30, 2014

SUBJECT: Catalyst Project #1 – RFQ for Developer/Partner for Office Development and Recruitment Project

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Attachments

c: John Lestitian, Director, DCED
DCED Leadership Team
Department Managers
Planning staff
Jim Hartling, Urban Partners
Dave Cotton, Maryland Department of Planning
Kevin Baynes, Maryland Department of Housing & Community Development

RFQ for Office Developer Fact Sheet

1. ***Quantity of Development Anticipated*** – up to 154,000 sf across in portions of the Central Parking Lot and on the M&T Bank parcel:
 - a. Site A1 – City-owned parking lot on N. Potomac Street
 - b. Site A2 – M&T Bank property at 32 N. Potomac Street
 - c. Site A1 & A2 – potential 118,000 sf, (four story) building in one or two phases
 - d. Site B – City-owned parking lot on E. Washington Street – potential 36,000 sf, (four story) building
2. ***Land Use Types Anticipated***
 - a. Storefronts – active pedestrian-traffic-generating uses, such as restaurants, retail, bars, art galleries, performing or visual art studios, fitness centers, banks, etc. Drive-throughs must be off alley.
 - b. 2nd and 3rd Floors, and any rear 1st floor space – offices (no social service agencies or ambulatory health care entities)
 - c. 4th Floor and Higher – non-office uses will be considered (no low-income housing).
3. ***Acquisition Cost for Land***
 - a. City-owned Site A1 and Site B available free of cost as City contribution to project
 - b. M&T Bank-owned Site A2 availability is subject to negotiations between selected developer and M&T Bank. (M&T is conceptually supportive of project and open to negotiations.)
 - c. Any subsequent land transfers of City-owned property within the Central Parking Lot will be considered through the City's Competitive Negotiated Sales Process of City-owned Property.
4. ***When Land Transferred*** – as needed to capture specific office development opportunities
5. ***Parking Provision*** – City will make available 280 off-street parking spaces at prevailing prices (not at A&E deck).
6. ***Incentives Available to Developer***
 - a. Transfer of City-owned land free of cost
 - b. Recommend reserving at a minimum \$250,000 in First Third Grant funding for first building. Reservations for additional building(s) would be desirable. Utilization of the First Third Grant funding may be a total of \$250,000 x 2 or x 3 depending if Site A is built as one or two buildings. Funding source to be determined.
 - c. PEP incentives per Building
 - i. Real Estate Tax Grant-back for 5 years
 - ii. Waived permit and plan review fees
 - iii. Free and discounted parking for 5 years (five spaces for commercial building; one space per unit for residential units)
 - iv. Upper Floor Rent Relief grants for first tenants
 - v. Two free EDU's of water and wastewater (valued at \$13,800)
 - d. Enterprise Zone property tax credits
 - e. Washington County New Job Tax Credit – property tax credit
 - f. Enterprise Zone income tax credits

7. ***Term of Developer Designation***
 - a. Designate developer partner for a minimum period of five (5) years, subject to on-going developer documentation of aggressive efforts to recruit office users;
 - b. City reserves right to terminate partnership if agreed upon recruitment and/or other performance measures are not met during the five (5) year period;
 - c. Extension of period may be extended for an additional timeframe, provided:
 - i. developer efforts result in a minimum of 40,000 sf of new office development built or constructed during the initial period, and
 - ii. City remains satisfied with developer's performance in recruitment.
8. ***Selection Process***
 - a. Staff will review submissions and select a short list of candidates to interview.
 - b. Interviewed candidates will be ranked by staff.
 - c. Recommended candidate will present to M&CC.
 - d. M&CC will authorize staff to enter into contract negotiations with the selected candidate.
 - e. Negotiations will include specific marketing efforts to be undertaken by developer, required communication between City and developer, responsibilities of City in timing of plan review and provision of parking and transfer of land, and developer's responsibility to document financial capability to complete the development.
 - f. If an agreement cannot be achieved, staff will proceed with negotiations with an alternate candidate subject to approval of M&CC.
9. ***Selection Criteria***
 - a. Experience in office development and recruitment of office users;
 - b. Knowledge of office markets similar to Hagerstown;
 - c. Quality of proposed marketing/recruitment approach;
 - d. Capacity of staff assigned to this project; and
 - e. Financial capability to complete development of this type and scale.
10. ***Submission Requirements***
 - a. Name and legal description of entity and resumes of all principals.
 - b. Description of experience in development of office buildings and campuses.
 - c. Description of experience in office development in Greater Hagerstown area and the Maryland/DC/Virginia regional market.
 - d. Identification of individuals responsible for marketing and development of this site; resumes.
 - e. Discussion of financial capacity to undertake project and evidence of undertaking a minimum of \$10 million development elsewhere; description of how financing structured; lender references.
 - f. Description of approach to office tenant recruitment and how applied to this site; examples of marketing materials; indication of resources to be invested in marketing; description of types of office users they feel best recruitment targets initially.
 - g. Statement indicating issues of concern in marketing this location and/or completing development.

Introduction

The City of Hagerstown is aggressively pursuing the revitalization of its City Center based on the City's 2012 Sustainable Community Plan (SCP), which envisions City Center as the commercial, institutional, and cultural center of the region. During 2014, the City retained a consultant-- Urban Partners-- to undertake an economic analysis of the Downtown and to identify eight catalyst initiatives to generate momentum and investment. These eight catalyst projects and programs constitute the **Community's City Center Plan**, the implementation of which has been strongly endorsed by the Hagerstown Mayor and Council.

The Community's City Center Plan is the result of broad community input with the City and Urban Partners spending more than 130 hours collecting feedback from the community. This feedback was received in the form of individual interviews with stakeholders, focus group meetings, and a public input meeting. In June, about 100 people participated in a presentation to learn more about the plan and steps already taken towards implementation. In October, more than 50 people participated in a walking tour and charette with the City's consultants, Mahan Rykiel Associates, to formulate design ideas for the linking trail recommended in the plan. We are continuing our community engagement throughout the implementation of the plan as we recognize community understanding and involvement is key to our success.

The Community's City Center Plan provides a 10-year roadmap for eight catalyst projects along with detailed annual steps for making these concepts a reality. The projects would spur \$125 million in new investment downtown; it is projected private developers would invest 75% of the cost while the remaining investment would come from all levels of government. Furthermore, our community would gain 875 new permanent jobs through the execution of the plan. Based on the economic analysis report conducted by our partner firm, Urban Partners, all eight projects are feasible.

New Development Initiatives

1. Strategy for Office Development & Recruitment
2. Maryland Theatre Expansion Project
3. USMH Expansion Support Strategy
4. Hotel/Conference Center & Heritage Center/Commemorative Park
5. Linking City Park/WCMFA and A&E District with Trail and New Housing

Expansion of Projects Currently Underway

6. Expanded Downtown Arts/Events Programming Strategy
7. Expanded Operations of the City Farmers Market
8. Expanded & Targeted Home Ownership Support Strategies

A summary of the Community's City Center Plan and an Action Report of Implementation Steps completed to date are included as Attachment 1. The full plan can be reviewed on the City web site at www.hagerstownmd.org.

Catalyst Project #1 targets office development in City Center and the recruitment of new office users. This project positions the Downtown to use portions of the City-owned 3.1 acre Central Parking Lot, as

well as the site of the current M & T Bank branch at 32 N. Potomac, as sites for new Class A office development.

To implement this initiative, the City intends on forming a partnership with an experienced developer selected through this competitive process. The City will provide a substantial incentive package for the project and facilitate securement of other State and County incentive programs. The selected developer will market potential office sites on the Central Parking Lot, recruit tenants, and be ready to commence construction immediately upon receiving a commitment from a prospective office user. The project anticipates construction of 154,000 sf of office or mixed-use space.

Through this Request for Qualifications, the City of Hagerstown is soliciting the interest of experienced office developers to become that developer/partner.

About City Center Hagerstown

Hagerstown is a city of 39,662 founded in 1762, located at the heart of a suburban metro area with a total approximate population of 90,000. Hagerstown's City Center developed during a booming economic era in the late 19th and early 20th century and still contains today the civic, mixed-use and commercial architecture of this era in a pedestrian-friendly atmosphere. Of the 525 buildings in the City Center,

- 43% are commercial or mixed-use,
- 50% are residential (currently, approximately 1,400 occupy-able dwelling units),
- 6% are public or private institutions, and
- less than 2% are industrial.

Because Hagerstown is the county seat, the City Center maintains a sizeable share of government offices and government-related services. In 2012, there were 3,293 employees working in the City Center with 35% of them in public administration and 21% in professional services.

The City Center area contains the most significant concentration of arts, culture, education, and entertainment facilities in the region, being home to:

- the Maryland Theatre,
- Maryland Symphony Orchestra,
- Washington County Museum of Fine Arts,
- University System of Maryland Center at Hagerstown,
- Barbara Ingram School for the Arts,
- Washington County Arts Council, and
- the Fletcher Branch of the Washington County Free Library.

Additionally, the downtown hosts many popular special events, including the Western Maryland Blues Fest and Augustoberfest (our German heritage festival). Attachment 2 highlights other assets in the City Center.

The City, our downtown partners, and private sector investors have been engaged in much positive activity over the past ten years to make the downtown more vital.

This investment activity in the City Center over the past 10 years resulted in \$71.8 million of public and private investment in capital projects completed and \$7.57 million under construction by the end of 2013.

Significant projects include the following:

- University System of Maryland Hagerstown City Center Campus in 2002 to 2005 - \$13.5 million
- Barbara Ingram School of Fine Arts in 2007 to 2009 - \$10.6 million
- Private Building Renovations through the Partners in Economic Progress (PEP) Program - \$9.3 million in completed projects and \$11 million in projects underway. (data through 2014)
- Washington County Library - \$22 million

As illustrated on Attachment 3, in the past ten years,

- 16 buildings have been renovated,
- six storefront spaces upgraded,
- two hospital buildings demolished for future redevelopment, and
- two blighted properties acquired for future rehabilitation (which included demolition of an old derelict motel).

The renovations created upgraded spaces for:

- seven restaurants,
- two retail shops,
- 27 offices,
- one museum,
- one theater,
- one Church expansion,
- 29 dwelling units.

In addition, several public infrastructure improvements were made including:

- a new parking deck,
- a new parking lot,
- a new public park,
- six streetscape enhancements,
- two alley enhancements, and
- a transit center.

78% of the development activity investment in the City Center was by the public sector in this time period. As a result of the City's more recent financial incentive programs, 96% of the under-construction investments involve public-private partnerships. It is a City goal to see a greater percentage of activity by the private sector in downtown development activity in the future. As a means of facilitating this goal and removing barriers to private sector investment, the City created a rich portfolio of Invest Hagerstown incentive programs and has been increasing activity in acquisitions and building upgrades on blighted properties. The City-owned commercial properties and surface parking lots in the City Center are viewed by the City as temporary holdings for future acquisition and/or development by the private sector. Our activities in this area are intended to facilitate investment by the private sector. Consistent with this vision and the Community's City Center Plan, this current project anticipates utilizing portions of City-owned surface parking lots as pad sites for new office development.

Description of the Opportunity

The City of Hagerstown intends on designating the selected developer/partner as the sole re-developer of identified pad sites in the Central Parking Lot subject to the use and development conditions detailed below. This developer designation will continue so long as the developer/partner continues to achieve the performance standards also detailed below. Sites will be transferred as needed to capture specific office development opportunities. It is anticipated that each site transfer will provide sufficient land for the proposed building footprint as well as any needed pedestrian circulation, landscaping, service access, and documented special parking.

Description of the Site and Land Control

The sites are defined as Sites A1, A2 and B on Figure 1 below. The sites are portions of the City-owned 3.1 acre Central Parking Lot and the property privately owned by M&T Bank at 32 N. Potomac Street, and land ownership is identified in Figure 1.

The City of Hagerstown will make available the City-owned Site A1 and Site B free of cost as the City's contribution to the project. Any subsequent land transfers of City-owned property within the Central Parking Lot will be considered through the City's Competitive Negotiated Sales Process of City-owned property.

The availability of the privately-owned, M&T Bank property is subject to direct, acquisition negotiations between the selected developer and M&T Bank. M&T Bank is conceptually supportive of the project and is open to direct negotiations.

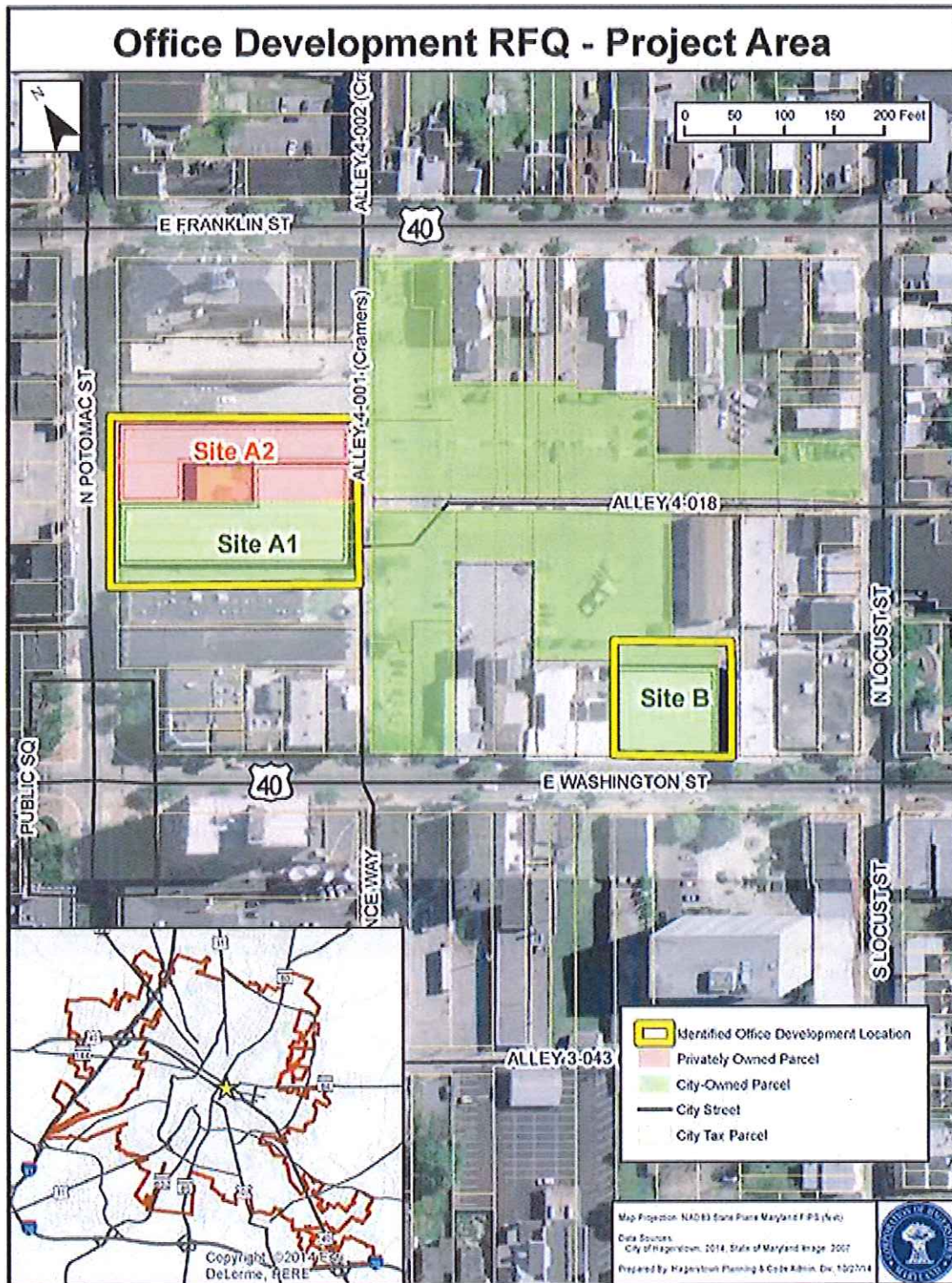


Figure 1

Building Scale & Conceptual Renderings

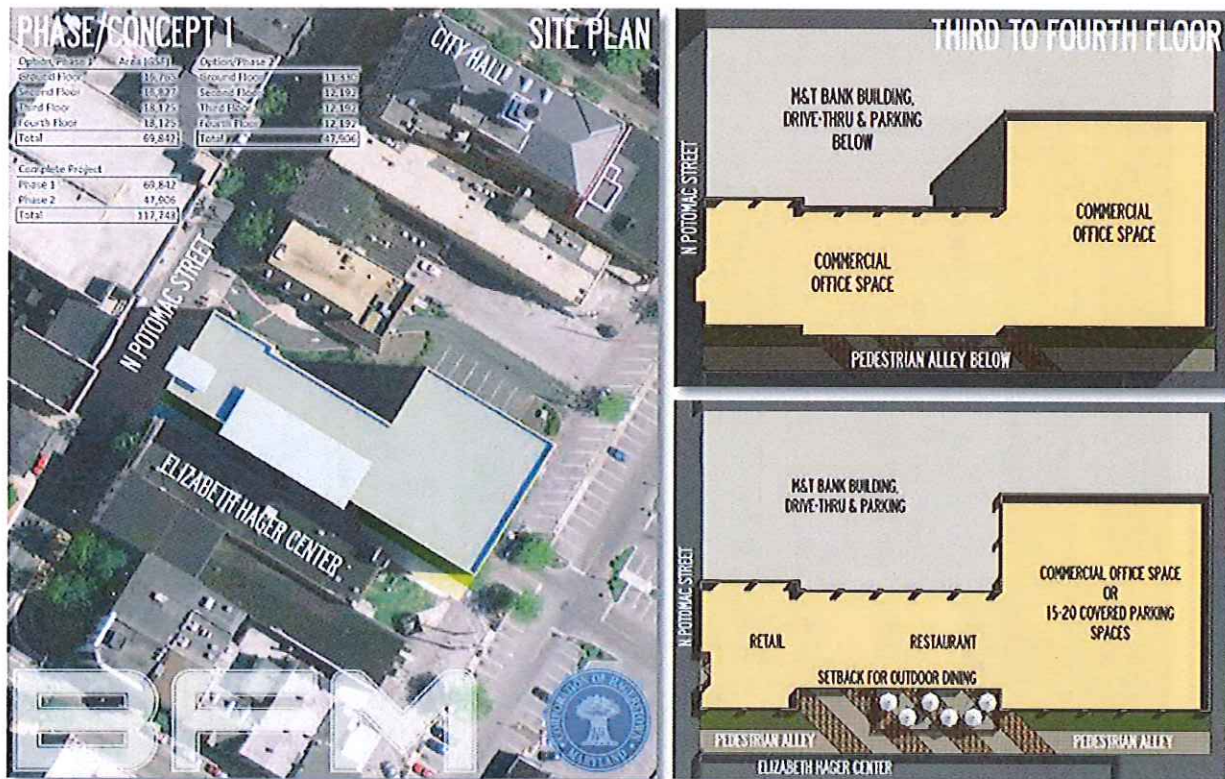
Sites A1 & A2 – Site A1 is comprised of City-owned property and Site A2 is comprised of property privately-owned by M&T Bank. Conceptual renderings for Sites A1 & A2 show one building that may be built in two phases:

- Phase 1 concept could allow for a 4-story, approximate 70,000 sf building.

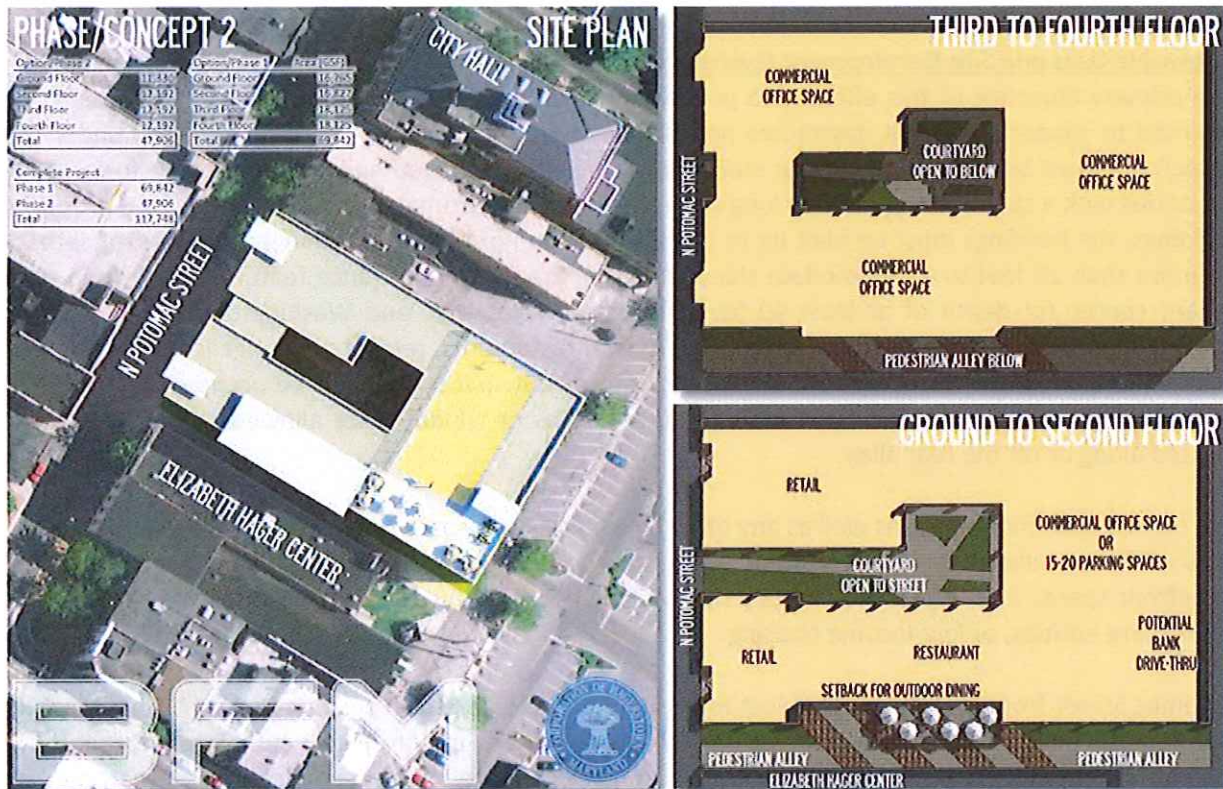
- Phase 2 concept could allow an additional 4-story, approximate 48,000 sf building.
- Total Phase 1 & 2 concept could allow for a 4 story, approximate 118,000 total sf building.

The full package of concept renderings is included as Attachment 4.

Site B – Site B is all City-owned property. The site could allow for a 4-story, approximate 36,000 sf building. There are no concept renderings for Site B.



Site A1 & A2 - Phase 1 Concept



Site A1 & A2 - Phase 2 Concept



Site A1 & A2 - Street Level Concept Rendering

Allowable Uses and Site Development Guidelines

The primary objective of this effort is to provide modern competitive Class A office space, scaled and oriented to support a vibrant downtown pedestrian environment. All buildings constructed under this agreement must be a minimum of four stories high; maximum allowed building height is 7 stories, or 8-12 stories with a special exception. So long as there is sufficient frontage to accommodate the proposed buildings, the buildings must be built up to the sidewalk on Potomac or Washington Streets, or setback no more than 15 feet to accommodate sidewalk dining areas or an entrance feature. The ground floor tenant spaces (of depth of at least 40 feet) fronting on Potomac and Washington Streets must be occupied by active pedestrian traffic-generating uses of restaurants, retail, bars, art galleries, performing or visual arts studios, fitness centers, banks, etc. Storefront spaces shall not be occupied by offices or other low-intensity uses. First floor drive-through booths or windows are allowed provided they are located along or off the rear alley.

The second and third floors, as well as any other (rear) first floor space, must be in office use. Non-office uses will be considered for floors four and above with specific approval of the City of Hagerstown. Non-storefront spaces and upper floor spaces shall not be occupied by social service agencies, ambulatory health care entities, or low-income housing.

Potomac Street frontage design is subject to review by the Hagerstown Historic District Commission. In addition, the City of Hagerstown reserves the right to review and modify Washington Street façades. It is the intent of the City to accelerate such reviews and, at the discretion of the developer/partner, the City is prepared to undertake such reviews for pre-approval/concurrence while the developer/partner is marketing the site.

Utilities

Water and wastewater utility lines are located within the public rights-of-way of the streets and/or alleys adjacent to the identified pad sites for this project. Sites A1 & A2 have 15 Equivalent Dwelling Units (EDU's) of water service allocation already (7 allocated to the parking lot and 8 allocated to M&T Bank). Site B has no water or wastewater service presently allocated.

Electric service is provided by the City of Hagerstown and the lines are located within the alleys of this block.

The sites have the potential of fiber connectivity with speeds in excess of one gigabit. There is privately-provided fiber located within 490 feet of Site A1 and A2 and within 150 feet of Site B. The City is willing to work with the developer in researching the best way to gain access to the fiber.

Parking

The City of Hagerstown will make available 280 off-street parking spaces to support the initial office development(s) under this arrangement at prevailing prices. These spaces will be located in the Central Parking Lot, in the University District Parking Deck, and in other off-street parking facilities within two blocks of the proposed office building sites. Current pricing for the University District Parking Deck is \$62 per month less a 25% discount for bulk purchase of 25 or more spaces (effectively, \$46.50 per month per space). Current pricing at the City's surface parking lots is \$48 per month with the same discount bulk purchasing package possible for this project.

Once the capacity of existing off-street facilities is exhausted, it is the intention of the City to construct additional off-street parking facilities within walking distance of these proposed office sites.

Available Office Development Incentives

Available economic incentives can provide significant benefit to the developer and to tenants in these new office developments. Key incentives likely to be applicable to these office buildings include:

- The City of Hagerstown First Third Grant Program, which provides a \$250,000 grant for building development. Funding has been reserved by the Mayor and City Council for this project.
- The City of Hagerstown Partners in Economic Progress Program real estate tax grant-back applicable to Years 1 through 5. This grant-back would supplement the Enterprise Zone Tax Abatement by rebating City taxes each year based on the full base assessment and 20% of the change in assessment resulting from the project.
- City of Hagerstown and Washington County Enterprise Zone Real Estate Tax Abatements of 80% on the change in assessed value in Years 1 through 5; 70% in Year 6; 60% in Year 7; 50% in Year 8; 40% in Year 9; and 30% in Year 10.
- Washington County New Job Tax Credit would abate the remaining 20% of County real estate taxes in Years 1 through 5 and 26% of those taxes in Year 6.
- Maryland Enterprise Zone Income Tax Credit of \$1,000 per employee for the first year.

Collectively, these incentives would effectively reduce office rental rates by \$6.60 in Year 1; \$2.60 in Years 2 through 5; and between \$1.04 and \$2.07 in Years 6 through 10. *(A page showing the calculations will be inserted)*

Additionally, the City of Hagerstown Partners in Economic Progress Program provides other incentives to projects approved for the program, including:

- Waived permit and plan review fees and fast tracking of plan approval;
- Benefit charges waived for two Equivalent Dwelling Units (EDU's) of water and wastewater per project (at a value of \$13,800) and ability to finance any additional EDU's needed for the project;
- free and discounted parking for the first five years for a certain number of spaces depending upon the project type; and
- Upper Floor Rent Relief grant program for first non-storefront, commercial tenants in the building in the amount of half the rent for two years at a maximum City contribution of \$12,000 per year.

Additionally, the value of the City-owned land

- Transfer of City-owned land free of cost – Incentive Valued at \$ TBD

In addition, certain businesses may qualify for additional tax credit or tax incentive supports from the State of Maryland.

Term of Developer Designation

It is the intent of the City of Hagerstown to designate the developer/partner for a minimum period of five (5) years, subject to on-going developer documentation of aggressive efforts to recruit office users. The City of Hagerstown will reserve the right to terminate the developer partnership if agreed upon recruitment and/or other performance measures are not met during the five (5) year period. The City expects office recruitment efforts to focus on businesses not currently located in the downtown and preferably new to our county. (Extension of this period of developer designation) The developer

designation period may be extended for an additional agreed upon timeframe, provided the developer's efforts result in a minimum of 40,000 SF of new office development built or under construction during the initial period and the City remains satisfied with the developer's performance in recruitment.

Process for Selection/Developer Designation and Criteria for Developer Selection

Selection/Designation Process

After receipt of developer submissions, the City of Hagerstown will review these submissions and select a short list of developer/partner candidates to interview. Interviewed candidates will be ranked and recommended candidate will be reviewed with the Mayor and Council, who will then authorize contract negotiations with the selected candidate. The recommended candidate should anticipate a public presentation to the Mayor and City Council.

The City of Hagerstown and the selected candidate will then enter into a period of negotiation for a detailed contract for developer designation. Among other items, this contract will describe:

- the specific efforts to be undertaken by the developer in marketing the site,
- the required level of communication between the City and the developer,
- the responsibilities of the City in the timing of development plan reviews, the provision of parking, and transfer of land, and
- the developer's responsibility to document financial capability to complete the development.

Should the selected developer candidate and the City be unable to achieve agreement on the terms of this contract, the City will proceed to enter into negotiations with an alternate candidate subject to approval by the Mayor and Council.

Selection Criteria

Criteria for ranking and selection of the developer/partner will include:

- experience in office development and recruitment of office users;
- knowledge of office markets similar to Hagerstown;
- quality of the proposed marketing/recruitment approach;
- capacity of staff assigned to this project; and
- financial capability to complete development of this type and scale.

Material to be Submitted by Interested Developers

Developer submissions are due by March 1, 2015.

Entities interested in being selected as the designated developer/partner should submit the following information:

1. The name and legal description of the entity proposing to be designated developer. A detailed description of the ownership structure of that entity, identifying all individuals or other legal entities holding 5% or more ownership interest in the proposing entity ("principals"). Resumes for all principals with 5% or greater ownership.

2. A description of the experience of the entity and/or its principals in the development of office buildings and campuses.
3. A description of the experience of the entity and/or its principals in office development in (1) the Greater Hagerstown area and (2) the Maryland/DC/Virginia regional market.
4. Identification of the individuals that will be responsible for marketing and development of this site. Resumes for those individuals.
5. Discussion of the financial capacity of the entity and/or principals to undertake the project and evidence of undertaking a minimum \$10 million development as developer/owner elsewhere. Description of how financing would be structured—anticipated mix of debt and equity; expected sources of equity. Lender references.
6. A description of the submitter's approach to office tenant recruitment and how that approach would be applied to marketing this site. Examples of marketing materials used for other developments should be submitted. The submitter should indicate what resources (staff, financial) it plans on investing to market the site. Describe what types of office users the submitter feels would be the best initial recruitment targets.
7. A statement indicating any issues of concern for the submitter in marketing this location and/or completing development (for instance, insufficiency of parking arrangements; speed of development process and reviews).

This material should be submitted to the City Clerk's Office, 1 E. Franklin Street, Hagerstown, Maryland 21740. For questions and clarification of any details of this opportunity, please submit them in writing to Erica Bonilla in the Finance Department, 1 E. Franklin Street, Hagerstown, Maryland 21740, email: ebonilla@hagerstownmd.org. Written responses will be prepared as an addendum to the RFQ and distributed to all applicants in advance of the submittal deadline.

A pre-proposal tour of the downtown and the site will be available. Please submit a request for a tour in writing to Erica Bonilla in the Finance Department, 1 E. Franklin Street, Hagerstown, Maryland 21740, email: ebonilla@hagerstownmd.org. Jill Frick, Economic Development Manager, will coordinate and arrange each pre-proposal tour.

Attachments – Table of Contents

- Attachment 1 Summary of Community's City Center Plan & Action Report
- Attachment 2 Downtown Hagerstown Asset Map
- Attachment 3 City Center Development Activity, 2003-2013, map
- Attachment 4 Site A1 & A2 Concept Renderings Package

The Community's City Center Plan

Take a look at the future of our downtown... This is a 10-year roadmap for eight catalyst projects that will spur development in our City Center. The Community's City Center Plan includes detailed annual steps for making these concepts a reality. It creates at least 875 new permanent jobs, bringing \$125 million in new investment downtown.

This is a public-private partnership, where private developers invest 75% of the cost while funding from all levels of government will cover the rest. The City's consultants, Urban Partners, conclude that all of these projects are feasible based on their economic analysis.

This roadmap is the result of broad community input, with the consultants spending over 130 hours collecting feedback from the community. We appreciate your participation in this project to help move our downtown forward!

HAGERSTOWN



CITYCENTER

1. Office Development and Recruitment:



- Position downtown to compete for new office development using portions of Central Parking Lot
- City partners with a selected, experienced developer through a competitive process
- Estimated 154,000 square-foot new office development across three buildings
- Current parking accommodates first 70,000 square feet; additional office will require new parking deck

2. Maryland Theatre Expansion Project:



- Expand draw of downtown's largest attraction
- Grow from 150 to 225 performance days per year, increasing the audience by 60,000 annually
- Continue necessary improvements to seating and "back of house"
- Create new entrance, offices and performance space

3. USMH Expansion Support:



- Support USMH growth from 500 to 750 students
- Add facilities for culinary arts, tourism and hospitality programs
- Capture student housing opportunities downtown:
- Three upper-floor renovation projects
- 12 units to house 24 students

FOR MORE INFORMATION, VISIT US ONLINE AT HAGERSTOWNMD.ORG





The Community's City Center Plan

4. Hotel/Conference Center and Heritage Center/Commemorative Park:



- Construct 200-room "Upper Upscale" hotel (i.e. Sheraton, Wyndham, Hilton)
- Programmed with adjacent 20,000 square-foot conference center
- Establish Civil War Heritage Center and Commemorative Park

5. Linking City Park/WCMFA and A&E District with Trail & New Housing:



- Construct multi-use trail linking City Park with Public Square
- Add 31 new townhomes along trail in first 10 years (more later)
- Rehabilitate Dagmar Hotel and three other W. Antietam buildings as 85 loft apartments

6. Expanded Downtown Arts/Events Programming:



- Build upon positive atmosphere created by events in downtown Hagerstown
- Coordinate with Maryland Theatre programming
- Utilize Main Street and other new funding sources to expand events
- Establish consolidated events calendar

7. Expanded Operations of the City Farmers Market:



- Expand from 7 to 35 hours per week operation
- Implement private management approach
- Coordinate with existing tenants; recruit needed additional tenants
- Make necessary capital improvements
- Re-brand & promote to capture portion of estimated \$13 million in unmet demand for specialty foods

8. Expanded and Targeted Home Ownership Support:



- Aggressively market downpayment assistance
- Target Neighborhoods 1st support programs
- Target Neighborhoods 1st infrastructure and amenity improvements
- Continue acquisition, rehab and resale program
- Establish annual rental licensing inspections
- Continue excessive nuisance enforcement programs





ACTION REPORT – October 2014

Thanks to support and input from our partners, neighbors, businesses and organizations, the Community's City Center Plan is making positive progress. We want to update you on what has been done with the respective projects to date. Regular Action Reports such as this one track our efforts, progress and success!

Here is how the community is moving forward:

Catalyst Project #1 - Office Development and Recruitment

GOALS: To position downtown to compete for new office development using portions of Central Parking Lot to build 154,000 sf across three buildings.

ACTIONS COMPLETED:

1. Developed concept renderings. (Bushey Feight Morin Architects (BFM))
2. Received concept support from M&T Bank. (M&T)
3. Authorized staff to prepare Request for Qualifications (RFQ) to identify potential developers. (City Council)
4. Urban Partners developed a draft RFQ which staff is currently reviewing, and which will be brought to the Mayor and City Council in November. (City)

Catalyst Project #2 - Maryland Theatre Expansion Project

GOALS: Expand and improve the facility, and grow from 150 to 225 performance days per year, increasing the audience by 60,000 annually

ACTIONS COMPLETED:

1. Approved \$100,000 in matching funds for new seating. (City Council)
2. Fundraising underway for new seating. Achieved \$390,000+ toward \$500,000 fundraising goal – 78+% of goal reached, and extended fundraising campaign through December 31, 2014. (Maryland Theatre)
3. HVAC replacement project is about 60% complete and should be finished in November. (Maryland Theatre)
4. A letter of intent has been sent to a seating company and a contract approved for floor refinishing and recarpeting. (Maryland Theatre)
5. Back-of-house facility improvements completed or underway include: basement dressing rooms remodeled; stage lighting updated; artist entry; on stage dressing rooms; stage curtains & fire curtain. (Maryland Theatre)

6. Theater is applying to the State of Maryland Arts Council for funding support for future programming and operational needs. (Maryland Theatre)

(*Actions Completed by the Maryland Theatre – Maryland Theatre staff supplied information for the actions completed for this report).

Catalyst Project #3 - USMH Expansion Support

GOALS: Support USMH growth from 500 to 750 students through the addition of new program offerings, and capture student housing opportunities with three (3) upper-floor renovation projects. The three (3) upper-floor renovation projects are planned to be implemented separately, in sequence to each other and throughout the 10 year plan.

ACTIONS COMPLETED:

1. Received concept support from USMH. (USMH)
2. Submitted Community Legacy Grant Application requesting funding. *State awards should be announced in the next several weeks.* (City Council)
3. Authorized staff to begin a process for identifying a private-sector partner for an upper-floor renovation project. (City Council)
4. Staff review of sites which may meet the model criteria to be complete by October 30, 2014, and solicitation from the private sector to be initiated in November. (City)
5. Reserved \$250,000 from the City's First-Third Grant Program. (City Council)

Catalyst Project #5 - Linking City Park/The Washington County Museum of Fine Arts and A&E District with Trail and New Housing

GOALS: Construct multi-use trail linking City Park/WCMFA with the Arts & Entertainment District, and add 31 new townhomes along trail and rehab buildings to create 85 loft apartments (in 10 years).

ACTIONS COMPLETED:

1. Developed a project timeline with planned completion by **August 2015.** (City)
2. Received concept support from property owners. (City)
3. Authorized staff to seek proposals for the design of the trail amenities. (City Council)
4. Approved the funding plan. (City Council)
5. Authorized staff to negotiate the acquisition/transfer of needed properties. (City Council)
6. Trail area surveyed and base map completed. (City)
7. Selected Mahan Rykiel Associates as the trail designer, and design is underway.
8. Walking tour and public meeting held on October 1 to receive community input for the design of the trail. (City)
9. Layout finalized for trail alignment. (City)
10. Upcoming meeting scheduled with Utilities and Hagerstown Police Department to collect their design ideas. (City)
11. Presentation of design recommendations to Mayor and City Council is scheduled for November 18th.

Catalyst Project #6 – Expanded Downtown Arts/Events Programming

GOALS: Leverage resources to produce more frequent events and build upon atmosphere created by popular downtown events.

ACTIONS COMPLETED:

1. A successful Pop-Up Shop Event took place August 22-24 in conjunction with Augustoberfest weekend. (Downtown Movement & City)
2. The second Holiday Pop-Up Shop Event weekend is scheduled for November 21-23 in conjunction with the Annual City Tree Lighting Event. (Downtown Movement & City)

3. Launched the Fall Edition of the Sounds of the Square Program providing entertainment in Public Square every Friday night for eight (8) weeks, and it will return for the Spring/Summer edition. (A&E Management Board/Washington County Arts Council/City)
4. Main Street Hagerstown awaiting designation decision/announcement. (City)
5. Scheduled 2015 Fall Fest at City Park for September 19, 2015 to coincide with the opening of the Trail. (City)
6. Revamped Wind Down Downtown Hagerstown events to larger events with added features including a kid's area, themed street activities, souvenir beverage cup, and wrist band system that allows event goers to stroll throughout the entire event area. (Maryland Theatre/City/+ Many Partners)

Catalyst Project #7 – Expanded Operations of the City Farmers Market

GOALS: Expand operations from 7 to 35 hours per week. Implement private management approach. Make necessary capital improvements. Re-brand. Recruit additional tenants.

ACTIONS COMPLETED:

1. Vendors were briefed on the Community's City Center Plan. Scheduling public input session November or December. (City)
2. Initial adjustments being made to the space and vendor locations to allow for inclusion of new vendors. (City)
3. Draft Request for Proposals for private management approach is under development and will be brought to Mayor and City Council for review in December or January. (City)

Catalyst Project #8 - Expanded and Targeted Home Ownership Support

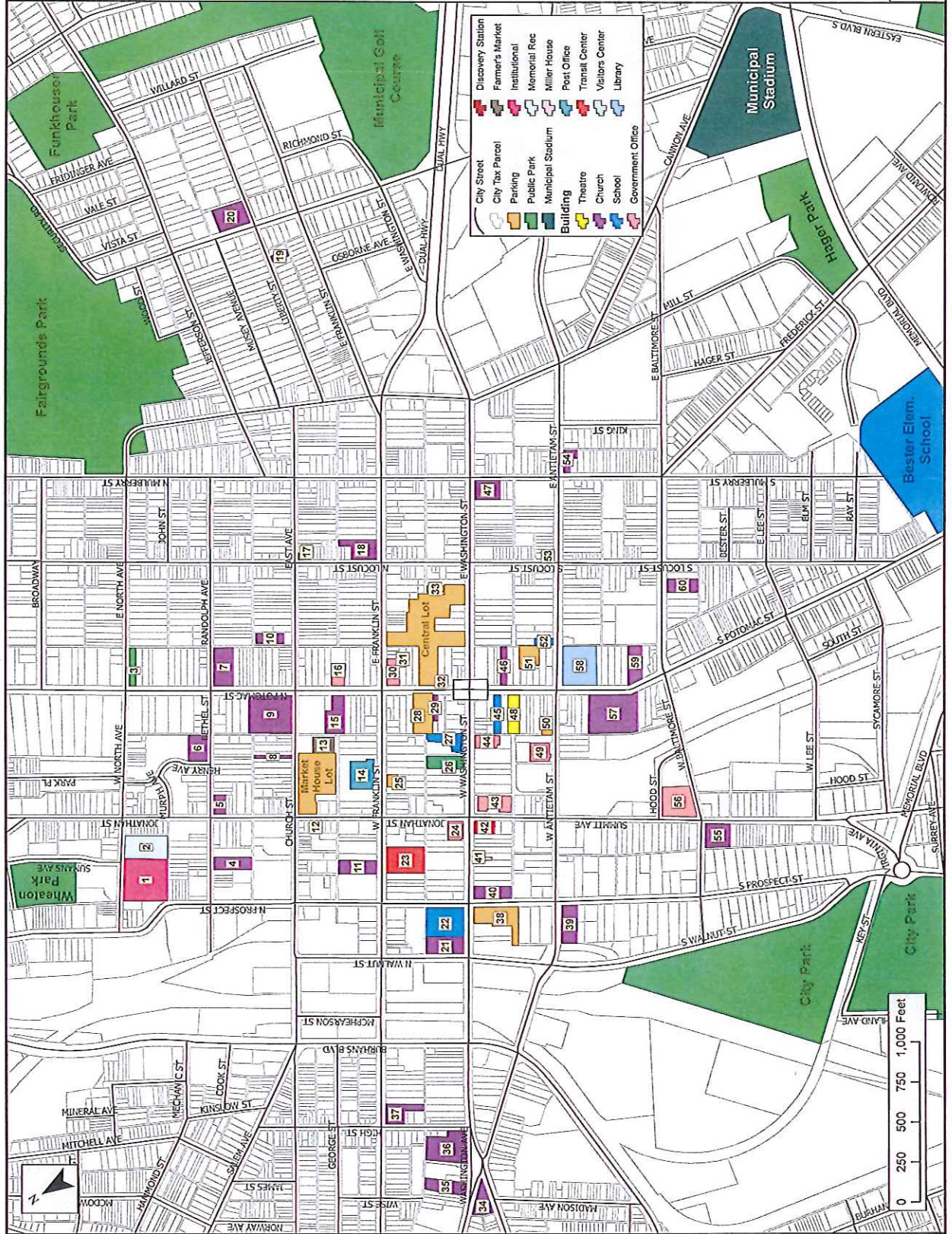
GOALS: Market home ownership incentives and support Neighborhood 1st programs. Establish annual rental licensing inspections, and continue excessive nuisance enforcement programs.

ACTIONS COMPLETED:

1. Adopted amendments to require annual exterior inspections of rental properties to provide additional support to protect neighborhoods. (City Council)
2. Adopted amendments to Vacant Structures Program to provide additional support to protect neighborhoods. (City Council)
3. Authorized the addition of five (5) full-time Code Administration staff (three inspectors for neighborhood services, one coordinator/inspector for the vacant structures program, and one admin support for the programs) to help improve the quality of life in our neighborhoods. (City Council)
4. Analysis underway of conditions and acquisition opportunities within three target neighborhoods. (City)

Downtown Community Assets

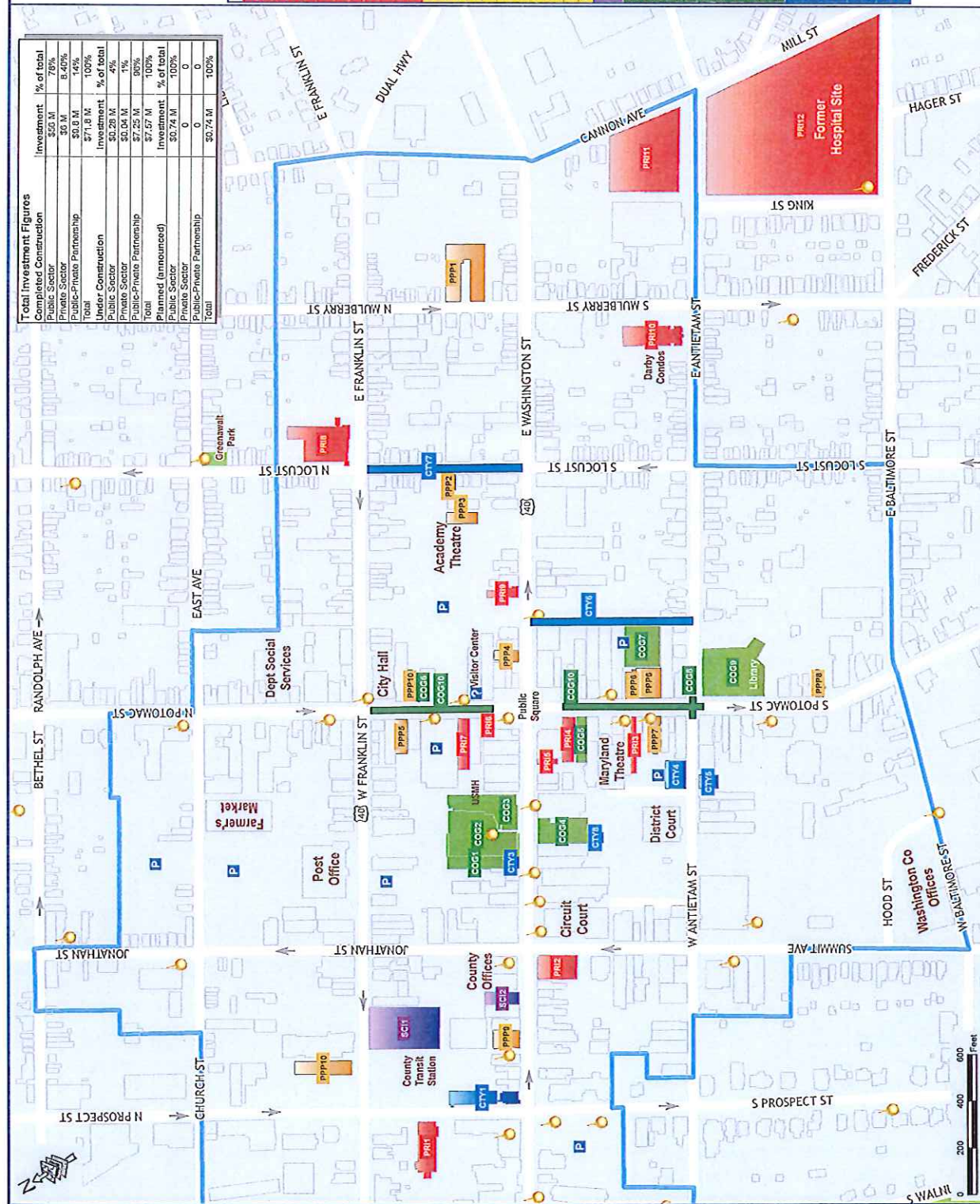
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|----|-------------------------------------|----|------------------------------------|
| 1 | Head Start of Washington County | 31 | Potomac Playhouse |
| 2 | Memorial Recreation | 32 | Visitors Center |
| 3 | Bloom Park | 33 | Academy Theatre |
| 4 | King's Apostle Holy Church | 34 | St Mark's Lutheran Church |
| 5 | Zion Baptist Church | 35 | Washington Square U.M. Church |
| 6 | Ebenezer A.M.E. Church | 36 | First Baptist Church |
| 7 | Trinity Evangelical Lutheran Church | 37 | Recheater Lot |
| 8 | New Light Metro Community Church | 38 | St. Nicholas U.M. Church |
| 9 | Zion Reformed U.M. Church | 39 | St. John's Episcopal Church |
| 10 | New Life Victory Center | 40 | Hagerstown Presbyterian Church |
| 11 | Christ Reformed Church | 41 | Miller House |
| 12 | Asbury U.M. Church | 42 | Discovery Station |
| 13 | Farmer's Market | 43 | Washington County Courthouse |
| 14 | Post Office | 44 | County Administration Building |
| 15 | John Wesley U.M. Church | 45 | Barbara Ingram School for the Arts |
| 16 | Dept of Social Services | 46 | Bridge of Life Church |
| 17 | Greenswath Park | 47 | Hagerstown Church of the Brethren |
| 18 | Otobain U.M. Church | 48 | Maryland Theatre |
| 19 | St. Catherine Orthodox Church | 49 | District Court |
| 20 | Christ Lutheran Church | 50 | Antietam Street Lot |
| 21 | St. Mary's Catholic Church | 51 | Arts & Entertainment Parking Deck |
| 22 | St. Mary's Catholic School | 52 | Award Beauty School |
| 23 | Transit Center | 53 | Trinity Bible Church |
| 24 | County Administration Building | 54 | First Church of God |
| 25 | Bryan Centre Lot | 55 | Hagerstown Bible Church |
| 26 | University Plaza | 56 | Washington Co. Offices |
| 27 | University System of MD Hagerstown | 57 | St. John's Lutheran Church |
| 28 | North Potomac Street Parking Deck | 58 | Washington Co. Free Library |
| 29 | Glory Fire Ministries | 59 | Fundamental Baptist Church |
| 30 | City Hall | 60 | Congregation B'nai Abraham |



Total Investment Figures		
Completed Construction	Investment	% of total
Public Sector	\$5.0 M	78%
Private Sector	\$1.4 M	22%
Public-Private Partnership	\$0.3 M	4%
Total	\$7.18 M	100%
Under Construction	Investment	% of total
Public Sector	\$0.28 M	45%
Private Sector	\$0.04 M	6%
Public-Private Partnership	\$7.25 M	90%
Total	\$7.57 M	100%
Planned (announced)	Investment	% of total
Public Sector	\$0.74 M	100%
Private Sector	0	0
Public-Private Partnership	0	0
Total	\$0.74 M	100%

	Visitor Center	Investment Type		Interpretive Plaque Site
	Public Parking		Private	
	Park		Public Private Partnership	
	City Center		State or County	
			City and Other Government	
			City	
			Building	

Key	Description	Use
P001	1414 Murtry Community Health Center, 24 N. Walnut Street	Office
P002	Deerly Condominiums, 138 E. Ardshire Street	Residential
P003	City of Former Washington County Health, 250 E. Ardshire Street	Demolition
P004	Site of Former Washington County Hospital, 201 E. Ardshire Street	Demolition
P005	Cherokee Glades, 104 W. Washington Street	Cultural
P006	1313 Hovey Fire Company, 33 S. Hovey Street (Maximum & Scapple enhancement)	Mixed Use
P007	Professional Arts Building, 5 Public Square (Scapple enhancement)	Offices
P008	Ball City Café space, 15 W. Washington Street	Restaurant
P009	1804 S. Snow, 3404 S. 1st N. Washington Street	Retail
P010	Griffin Church, 11-15 N. Polkman Street	Faith-Based
P011	Onion Under Menard Church, 108 E. Franklin Street	Faith-Based
P012	414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Restaurant
P013	1414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Mixed Use
P014	Downman Development on S. Polkman Street (Belle & Deane, WOC)	Mixed Use
P015	1414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Mixed Use
P016	1414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Mixed Use
P017	1414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Restaurant
P018	1414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Offices (Under Construction)
P019	1414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Restaurant
P020	1414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Infrastructure
P021	1414 N. Polkman Street (The Ouseout Coal, dwelling unit)	Offices
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THE ARTOPIA BUILDING

A CONCEPTUAL DESIGN
PREPARED FOR

THE CITY OF HAGERSTOWN



Community
& Economic
Development
www.hagerstownmd.org

Advancing the Economy, Image and Quality of Life

BY

BFM

BUSHEY FEIGHT MORIN ARCHITECTS INC.
473 NORTH POTOMAC STREET
HAGERSTOWN, MD 21740
301.733.5600

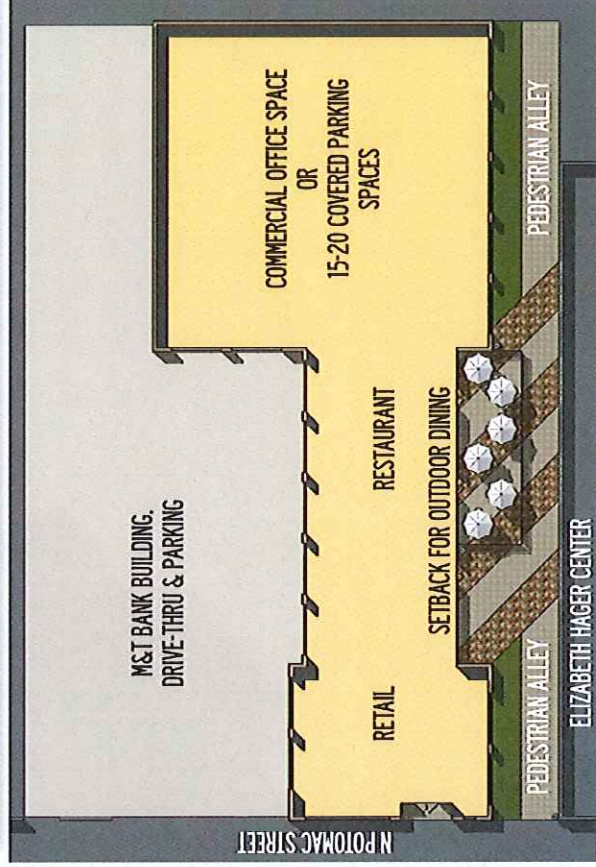
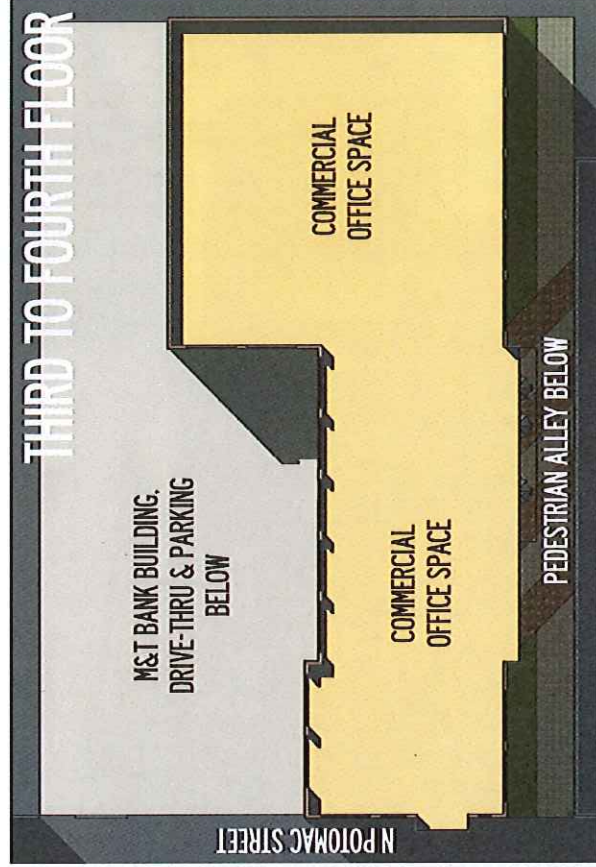
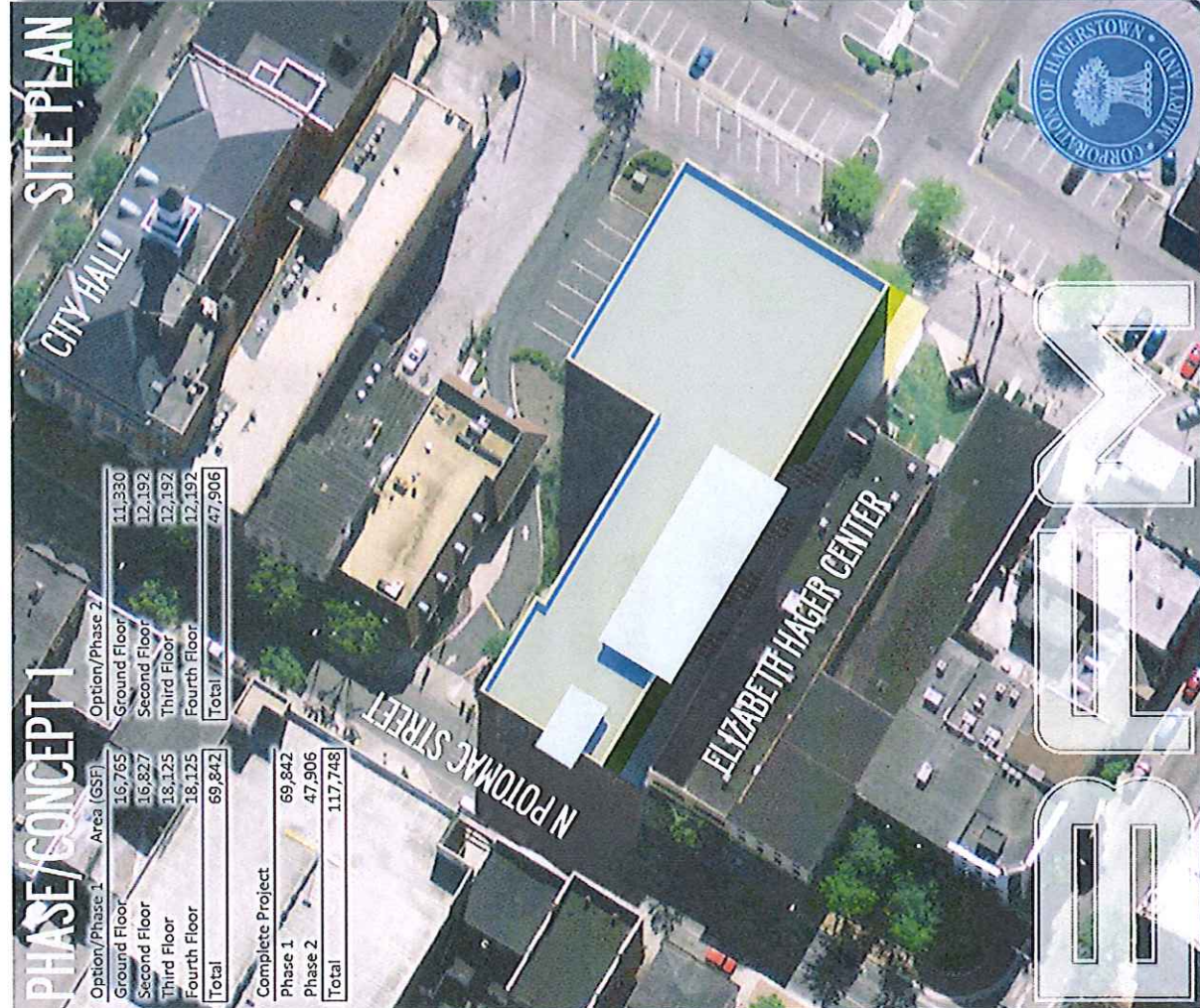


SITE PLAN

PHASE/CONCEPT 1

Option/Phase 1	Area (GSF)	Option/Phase 2	Area (GSF)
Ground Floor	16,765	Ground Floor	11,330
Second Floor	16,827	Second Floor	12,192
Third Floor	18,125	Third Floor	12,192
Fourth Floor	18,125	Fourth Floor	12,192
Total	69,842	Total	47,906

Complete Project	
Phase 1	69,842
Phase 2	47,906
Total	117,748



OPEN



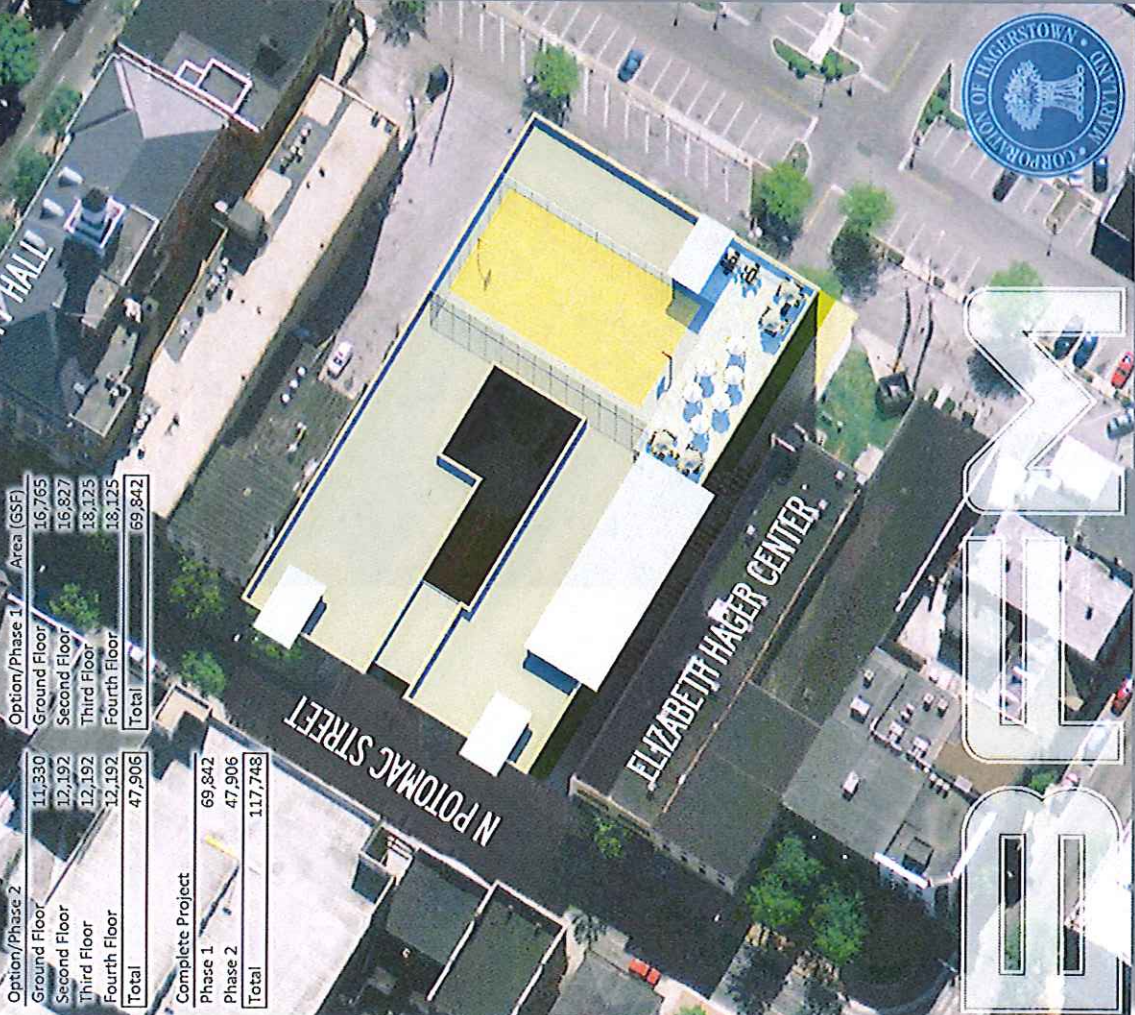


M&T Bank

Walk-Up ATM

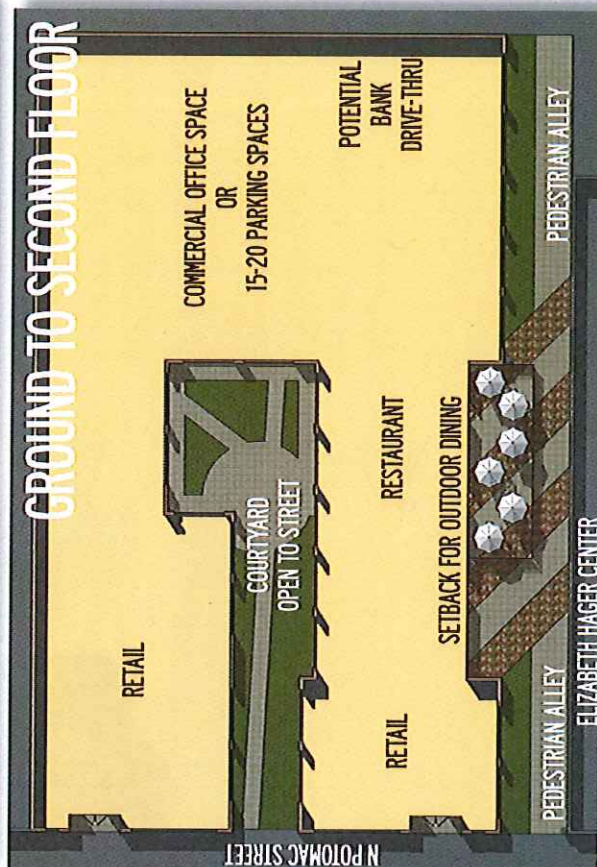
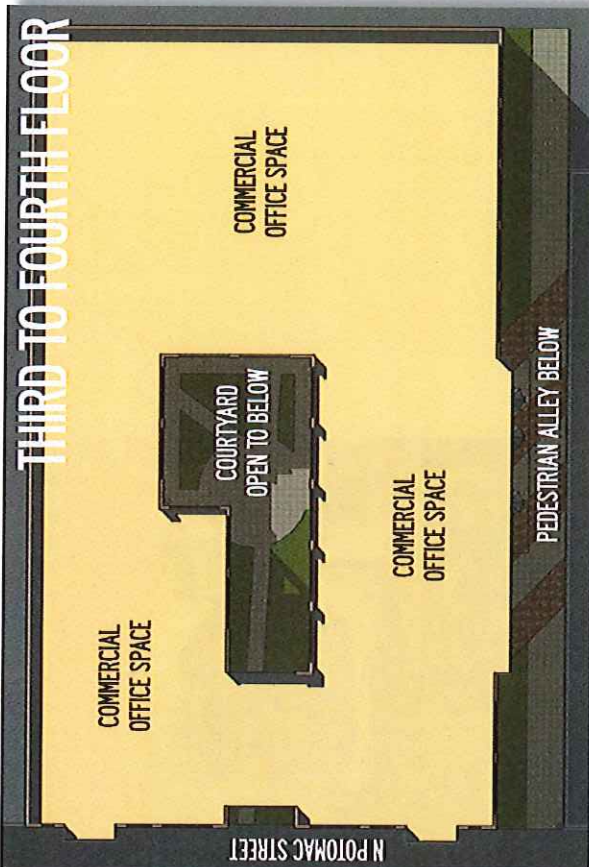


PHASE/CONCEPT 2 SITE PLAN



Option/Phase 2	Option/Phase 1	Area (GSF)
Ground Floor	Ground Floor	16,765
Second Floor	Second Floor	16,827
Third Floor	Third Floor	18,125
Fourth Floor	Fourth Floor	18,125
Total	Total	69,842

Complete Project	
Phase 1	69,842
Phase 2	47,906
Total	117,748









MBE







REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

City Center Dollars 2.0

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name		Description
	City Center Dollars 2.0.pdf	City Center Dollars 2.0



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Bruce Zimmerman

FROM: Andrew H. Sargent 

DATE: October 30, 2014

RE: City Center Dollars 2.0

The goal of the City Center Dollar program is to encourage private money to be spent with the various merchants of downtown Hagerstown. Staff seek an opportunity to update the Mayor and City Council on the status of the existing City Center Dollars program and plans for the future of the program.

When the City Center Dollars program was started in time for the holiday season of 2012, \$4,175 was spent to purchase the certificates. In 2013, \$30,075 was spent through the program. Amazingly, in 2014 we are on track to sell more than \$60,000 in City Center Dollars- all money that has been and will be spent with downtown merchants. The DCED's holiday incentive promotion of this program helps the effort. During the months of November and December, for every \$20 spent on City Center Dollars, the City subsidizes and additional \$5. This program helped to drive the sale of the City Center Dollars for two reasons: it was a very good deal for the customers and the merchants helped to promote this fact to their own customers.

All this success has come at a cost. With the increase in number of certificates sold, a significant increase in both staff time and merchant time is spent processing those certificates. Since the merchants are seeing more certificates come through their doors, they are stockpiling a greater amount of money for reimbursement. And that reimbursement happens on a monthly basis. On the staff-end of the process, there is a far greater number of certificates to count, justify and verify before reimbursement is sent to the merchant. In short, the program has become a success beyond what our processes can efficiently handle.

Staff would like to introduce City Center Dollars 2.0. After extensive research of various programs, we have found a system that accomplishes the goals City Center Dollars while accommodating efficient expansion of the program. Through a vendor called GiftLocal Association (a subsidiary of GiftCards.com), a closed merchant loop will be created using the Discover network. The Discover network is the only credit card that allows their cards to be used at designated merchants and not others. After designating those participating merchants, the GiftLocal Association offers the following attributes:

- City Center Dollars 2.0 is a gift-card product that is customized and branded as "City Center Dollars."
- The cards are run through the merchant's credit card processing machine on the Discover card network.

- The merchant gets paid back as quickly as they do with every other credit card reimbursement- usually within 24 hours, depending on their agreement with their credit card processor.
- The gift cards are ordered online, can be personalized with the name of the recipient and are quickly shipped to the customer from PA. They do come with a shipping/handling charge depending on the amount of the card, starting at \$2.95.
- The City Center Dollar Cards will come in amounts starting at \$20.
- The GiftLocal Association allows the City to incentivize the program by covering the cost of the shipping/handling, adding money to the cards at a certain price-points or both, which replicates the existing incentivizing opportunities.
- On the GiftCards.com website, the landing page for City Center Dollars will be customized to be branded like the cards with all the participating merchants advertised as well.
- An annual fee of \$495 is charged for the program, which will be paid out of the Economic Development budget.

Staff believe this is an appropriate next step to the City Center Dollars program. This upgrade to the program was introduced to the Downtown Alliance and there few questions and no concerns. We look to roll out this program by the middle of November and in time for the holiday shopping season.

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

Snow Operations Procedures

Mayor and City Council Action Required:

The Department of Public Works will present to the Mayor and Council a review the current procedures of the city's snow plowing and snow removal operations. Staff request that any changes or recommendations be discussed now so said changes can be incorporated into the snow operation procedures.

Discussion:

INTRODUCTION

The clearing of snow from our streets and sidewalks is an important service provided by the City of Hagerstown. Streets need to be made passable first for emergency vehicles and second for the day-to-day business of our citizens. Sidewalks also need to be cleared for the safety and welfare of our citizens. The following is the city's snow removal policy overseen by the Department of Public Works. Of course, each storm is different and the operations will be modified as necessary to accommodate the changing weather conditions.

MANPOWER, EQUIPMENT AND MATERIAL

Public Works currently requires every employee within the department to work during snow events. If the forecast predicts the snow will last less than 12 hours or drop less than 4 inches of snow, the department will handle the event during one shift. However, a forecast that shows the storm lasting more than 12 hours or that more than 4 inches of snow will fall, the department will go into 12 hour shifts to ensure enough manpower is available to handle the event. Personnel from other departments will assist during the bigger snow events.

Equipment within Public Works includes eight single axle dump trucks equipped with road salt spreaders and snow blades; three smaller 1-ton stake body dump trucks equipped with road salt spreaders and snow blades; and several pickup trucks and stake body trucks equipped with snow blades. The fleet also includes two backhoes and two small, garden tractors. A backhoe is utilized to load the trucks. A loader can also be borrowed from another department or rented from an outside source as necessary. The garden tractors are equipped with snow blades or blowers to clear sidewalks. Manual tools such as shovels, ice scrapers and walk-behind snow blowers are also used.

The city uses a variety of chemicals to battle snow and ice. The road salt used is sodium chloride and is typically purchased through a state contract.

A potassium based product is used to melt snow on concrete sidewalks while a calcium chloride product is used on the brick sidewalks. The calcium chloride product is less harsh on the brick and does not leave as much of a residue to be tracked by foot traffic. While the chemicals used to melt snow on the sidewalks claim to work to temperatures of minus 25° Fahrenheit, the melting process

is hindered by lower temperatures. The road salt typically becomes much less effective below temperatures of 20° - 22° Fahrenheit.

Should storms become extreme, outside contractors can be contacted to assist with clean-up and snow removal. This has not been necessary for many years including during the blizzard of 2009/2010.

SNOW FIGHTING GUIDELINES

Each of the larger dump trucks has been assigned to a pre-determined route. Smaller trucks are assigned to assist with the routes depending upon the weather conditions. See attached maps.

Two of the 1-ton trucks are also assigned to pre-determined routes which include streets that are too narrow for the larger trucks. These units also assist in clearing the city owned parking lots.

The snow fighting procedure to be followed in combating any storm will depend upon the humidity, temperature, time of day or night, the condition of the pavement, the nature of the precipitation and the forecast at the start of the storm. The following are five (5) typical storm scenarios:

Condition #1

- Temperature - Near 30° F
Precipitation - Snow, sleet, freezing rain
Road surface - Wet

If snow or sleet, apply salt at 500 pounds per mile. If snow or sleet continues and accumulates, plow and salt simultaneously. If freezing rain, apply salt at 200 pounds per mile. If rain continues to freeze, apply salt until roadway surface is clear.

Condition #2

Temperature - Below 30° F
Precipitation - Snow, sleet, freezing rain
Road surface - Wet or sticky

Apply salt at 500 pounds per mile. As snowfall continues and accumulates, plow and repeat salt application. If freezing rain, continually apply salt until road surface is clear.

Condition #3

Temperature - Below 20° F and falling
Precipitation - Dry Snow
Road Surface - Dry

Plow as soon as possible. Salt treatment of entire road surface is not applied. Continue to plow and patrol to check for wet, packed or icy spots. Treat these spots with heavy salt

applications.

Condition #4

Temperature - Below 20° F

Precipitation - Snow

Road Surface - Wet

Plow as soon as possible. Salt is not to be applied until temperatures rise above 20 degrees. Continue clearing streets under safe pavement is obtained.

Condition #5

Temperature - Below 10° F

Precipitation - Snow

Road Surface - Accumulations of packed snow or ice

Plow as required. Treat packed or icy spots with heavy applications of salt.

PRIORITIES

The city's streets are divided into two main categories: primary streets and secondary streets. Examples of primary streets are Washington, Franklin, Potomac, Prospect, Wesel, Burhans, Eastern and Wilson whereas they carry the main flow of traffic; typically have higher vehicle speed limits posted; and connect the main areas of the city.

Secondary streets are the smaller, lower speed limit streets that serve many of the residential areas. Examples would be Spruce, Guilford, Devonshire, Alexander, Country Club Road and Vale Streets.

The primary streets are given priority and plowed first. The secondary streets are then addressed. If snow continues to accumulate, the focus is on clearing the primary streets until the storm subsides and trucks can be diverted to the secondary streets.

Priority is also given to the state highway routes (Washington and Franklin) and the downtown business district. The city is responsible for maintaining these streets per an agreement with the State of Maryland from 1954.

Sidewalks are usually not handled until after the storm subsides. This, too, is dependent upon the nature of the storm. As in the winter of 2003/04, ice was a recurring issue. Sidewalks were addressed quickly for the sake of safety.

The city owned buildings downtown including City Hall, the Roslyn Building, the Elizabeth Hager Center, 60 W. Washington, 53 W. Washington, 170 W. Washington, 38 – 40 N. Potomac and the Market House are overseen by the custodial crews. The other city owned sidewalks are handled by the street crew. The street crew begins the sidewalk detail downtown in the square. Since the square is quite large, paths are created for the pedestrians to use. As time allows, the crew will return at a later date to further open up the area. The sidewalk crews then works its way outward

from the downtown ensuring sidewalks in the business district area are completed first. The crew then makes their way to school crossings and sidewalks. The remainder of the city owned sidewalks are then cleared.

A four foot wide walking path is initially cleared in each quadrant of the square. Staff will then return after the storm to clear the square of the remaining snow.

The clearing of sidewalks for businesses and residents is an issue for Code Compliance. The rules for snow removal can be found in the Chapter 64, Attachment 3, Section 302, Exterior Property Areas.

ALLEYS & DRIVEWAYS

The question of clearing alleys is asked every year. For years, the policy has been that alleys are not plowed within the city. In most cases, there is no place to push the snow due to the close proximity of the buildings. If the snow is pushed to the street, there typically is no place for the additional snow. The other option is to remove the snow from the alley which is a labor intensive process.

What we can do is heavily salt the alleys to aid in the melting of the snow. This works well most of the time. Salt is not recommended in the gravel alleys that are not paved with asphalt or concrete. In the gravel alleys, the melting snow softens the soil of the alley. The vehicular traffic then creates ruts and destroys the surface area.

There are exceptions to the alley policy. There are a handful of residents whose homes face an alley and not a street. These are plowed as if they are a street. The alleys to the parking decks will also be kept open.

The city did purchase a "V-blade" snow plow to assist in the cleaning of these alleys. The blade is mounted on a pick-up truck so as to maneuver within the alleys.

Unfortunately, the plowing of streets creates a problem for alleys and driveways. Plowing leaves a windrow of snow along each side of street. Property owners are responsible for clearing the snow left in front of their driveways. Our goal is to open the public rights-of-way and the clearing all the private driveways by our workforce is simply impractical.

PRIVATE STREETS

From time to time, the city is asked to plow privately maintained streets. The current policy is that private streets are not plowed with city resources. Most private streets have not been constructed per the city's construction standards and are planned that way from the initial design phase. These streets are maintained by the developer or by a homeowners association with the full knowledge that maintenance is their responsibility. These developments can also have multiple parking lots and parking spaces that would require many hours of labor to clear.

GENERAL ISSUES

There are several general issues that may or may not ever be resolved. Plowing involves the process of pushing the snow out of the main flow of traffic. It is not a snow removal process whereas the snow is hauled to another location. Plowed snow is typically pushed to the sides of a street into parking spaces, onto sidewalks and across the openings of alleys. In the mist of a storm, the clear priority is to open the streets for vehicular traffic.

The issue becomes what to do with the snow pushed into the parking spaces, alleys and sidewalks. Residents and businesses, especially downtown, sometimes push the snow back into the street. What ensues is a never ending battle about where to place the snow.

The snow plowed from the street and the snow shoveled from the sidewalks can end up along the curb line. This creates a pedestrian obstacle in the downtown business district and along metered parking. Patrons to the downtown have to navigate over the piles to feed the meters or enter/exit their vehicles. Total snow removal is usually the only answer to this problem.

SNOW REMOVAL

The majority of this memorandum has dealt with the snow plowing operations. The following involves snow removal. Unlike snow plowing, this procedure involves the collection and removal of the snow from one area to the disposal of the material to another.

This procedure is usually only taken under extreme circumstances due to its costs and inconvenience. Streets have to be closed and vehicles moved for this operation to be efficient and effective. Any vehicular traffic slows the process down. Parked vehicles obviously block the ability of the crew to effectively remove the snow. Both scenarios also raise our risk of damaging vehicles.

The best time for snow removal operations is at night. Most businesses are closed and vehicular traffic is almost non-existent. Operations can commence with little disruption to the normal, daily routine of the city.

A press release is usually forwarded to the Public Relations office to inform the public as to the time snow removal operations will commence. The street is then posted for "No Parking" giving everyone time to find parking elsewhere. Support crews in vehicles then block the street where the operation will take place. Backhoes and loaders are then used to collect the snow and load it into dump trucks. The snow is then hauled to the city owned lot at South Potomac Street, the Fairgrounds parking lot, vacant property next to the Church St. lot or the Municipal Stadium parking lot

A discussion with the Mayor and Council in 2004 revealed that staff was to focus more attention to snow removal in the downtown area. This is due to a healthier business dist

Staff made some adjustments in the winter of 2004/05 to keep parking spaces open but to keep costs in check. The clearing of these spaces was accomplished by pushing the snow to the furthest parking space within a group of spaces or piled in the Central Parking Lot.

Removal of snow begins in the downtown area to keep restaurants, businesses and government offices operational. The snow removal operations continue to radiate out from the downtown focusing on streets with limited street parking and off-street parking.

Financial Impact:

COSTS

As you may already know, snow plowing and snow removal are very costly operations. These procedures involve numerous employees, equipment and materials. On many occasions, overtime is involved.

The current fiscal year budget for snow operations is \$358,900. However, the costs can widely vary depending on when a storm occurs such as holidays and weekends which inflate labor costs. Attached is a screen shot from the financial system of the budgets and actual costs for the previous four years.

It is due to these high costs that snow removal operations are always carefully considered. If the forecasts call for a warming trend, the removal of snow is typically put on hold. Removal of snow becomes more likely if the snow is significant and temperatures are forecasted to be cold and stay cold. If it is early in the snow season and it appears overall costs will be high, snow removal may occur. Should it be later in the season and there is a good handle on the budget costs, there is more likely a possibility that snow removal will occur.

Whatever the situation, the options are discussed between the Director of Public Works and the City Administrator. As many factors as possible are considered before a decision is made.

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

	File Name	Description
	Snow Operation Procedures 2014.pdf	Snow Operaton Procedures



CITY OF HAGERSTOWN, MARYLAND

Public Works Department
(301)739-8577 ext 178
October 30, 2014

To: Bruce A. Zimmerman, City Administrator

From: Eric B. Deike, Director of Public Works

RE: Snow Operation Procedures

SUMMARY

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Equipment within Public Works includes eight single axle dump trucks equipped with road salt spreaders and snow blades; three smaller 1-ton stake body dump trucks equipped with road salt spreaders and snow blades; and several pickup trucks and stake body trucks equipped with snow blades. The fleet also includes two backhoes and two small, garden tractors. A backhoe is utilized to load the trucks. A loader can also be borrowed from another department or rented from an outside source as necessary. The garden tractors are equipped with snow blades or blowers to clear sidewalks. Manual tools such as shovels, ice scrapers and walk-behind snow blowers are also used.

The city uses a variety of chemicals to battle snow and ice. The road salt used is sodium chloride and is typically purchased through a state contract.

A potassium based product is used to melt snow on concrete sidewalks while a calcium chloride product is used on the brick sidewalks. The calcium chloride product is less harsh on the brick and does not leave as much of a residue to be tracked by foot traffic. While the chemicals used to melt snow on the sidewalks claim to work to temperatures of minus 25° Fahrenheit, the melting

process is hindered by lower temperatures. The road salt typically becomes much less effective below temperatures of 20° - 22° Fahrenheit.

Should storms become extreme, outside contractors can be contacted to assist with clean-up and snow removal. This has not been necessary for many years including during the blizzard of 2009/2010.

SNOW FIGHTING GUIDELINES

Each of the larger dump trucks has been assigned to a pre-determined route. Smaller trucks are assigned to assist with the routes depending upon the weather conditions. See attached maps.

Two of the 1-ton trucks are also assigned to pre-determined routes which include streets that are too narrow for the larger trucks. These units also assist in clearing the city owned parking lots.

The snow fighting procedure to be followed in combating any storm will depend upon the humidity, temperature, time of day or night, the condition of the pavement, the nature of the precipitation and the forecast at the start of the storm. The following are five (5) typical storm scenarios:

Condition #1

Temperature	-	Near 30° F
Precipitation	-	Snow, sleet, freezing rain
Road surface	-	Wet

If snow or sleet, apply salt at 500 pounds per mile. If snow or sleet continues and accumulates, plow and salt simultaneously. If freezing rain, apply salt at 200 pounds per mile. If rain continues to freeze, apply salt until roadway surface is clear.

Condition #2

Temperature	-	Below 30° F
Precipitation	-	Snow, sleet, freezing rain
Road surface	-	Wet or sticky

Apply salt at 500 pounds per mile. As snowfall continues and accumulates, plow and repeat salt application. If freezing rain, continually apply salt until road surface is clear.

Condition #3

Temperature	-	Below 20° F and falling
Precipitation	-	Dry Snow
Road Surface	-	Dry

Plow as soon as possible. Salt treatment of entire road surface is not applied. Continue to plow and patrol to check for wet, packed or icy spots. Treat these spots with heavy salt applications.

Condition #4

Temperature	-	Below 20° F
Precipitation	-	Snow
Road Surface	-	Wet

Plow as soon as possible. Salt is not to be applied until temperatures rise above 20 degrees. Continue clearing streets under safe pavement is obtained.

Condition #5

Temperature	-	Below 10° F
Precipitation	-	Snow
Road Surface	-	Accumulations of packed snow or ice

Plow as required. Treat packed or icy spots with heavy applications of salt.

PRIORITIES

The city's streets are divided into two main categories: primary streets and secondary streets. Examples of primary streets are Washington, Franklin, Potomac, Prospect, Wesel, Burhans, Eastern and Wilson whereas they carry the main flow of traffic; typically have higher vehicle speed limits posted; and connect the main areas of the city.

Secondary streets are the smaller, lower speed limit streets that serve many of the residential areas. Examples would be Spruce, Guilford, Devonshire, Alexander, Country Club Road and Vale Streets.

The primary streets are given priority and plowed first. The secondary streets are then addressed. If snow continues to accumulate, the focus is on clearing the primary streets until the storm subsides and trucks can be diverted to the secondary streets.

Priority is also given to the state highway routes (Washington and Franklin) and the downtown business district. The city is responsible for maintaining these streets per an agreement with the State of Maryland from 1954.

Sidewalks are usually not handled until after the storm subsides. This, too, is dependent upon the nature of the storm. As in the winter of 2003/04, ice was a recurring issue. Sidewalks were addressed quickly for the sake of safety.

The city owned buildings downtown including City Hall, the Roslyn Building, the Elizabeth Hager Center, 60 W. Washington, 53 W. Washington, 170 W. Washington, 38 – 40 N. Potomac and the Market House are overseen by the custodial crews. The other city owned sidewalks are handled by the street crew. The street crew begins the sidewalk detail downtown in the square. Since the square is quite large, paths are created for the pedestrians to use. As time allows, the crew will return at a later date to further open up the area. The sidewalk crews then works its way outward from the downtown ensuring sidewalks in the business district area are completed first. The crew then makes their way to school crossings and sidewalks. The remainder of the city owned sidewalks are then cleared.

A four foot wide walking path is initially cleared in each quadrant of the square. Staff will then return after the storm to clear the square of the remaining snow.

The clearing of sidewalks for businesses and residents is an issue for Code Compliance. The rules for snow removal can be found in the Chapter 64, Attachment 3, Section 302, Exterior Property Areas.

ALLEYS & DRIVEWAYS

The question of clearing alleys is asked every year. For years, the policy has been that alleys are not plowed within the city. In most cases, there is no place to push the snow due to the close proximity of the buildings. If the snow is pushed to the street, there typically is no place for the additional snow. The other option is to remove the snow from the alley which is a labor intensive process.

What we can do is heavily salt the alleys to aid in the melting of the snow. This works well most of the time. Salt is not recommended in the gravel alleys that are not paved with asphalt or concrete. In the gravel alleys, the melting snow softens the soil of the alley. The vehicular traffic then creates ruts and destroys the surface area.

There are exceptions to the alley policy. There are a handful of residents whose homes face an alley and not a street. These are plowed as if they are a street. The alleys to the parking decks will also be kept open.

The city did purchase a “V-blade” snow plow to assist in the cleaning of these alleys. The blade is mounted on a pick-up truck so as to maneuver within the alleys.

Unfortunately, the plowing of streets creates a problem for alleys and driveways. Plowing leaves a windrow of snow along each side of street. Property owners are responsible for clearing the snow left in front of their driveways. Our goal is to open the public rights-of-way and the clearing all the private driveways by our workforce is simply impractical.

PRIVATE STREETS

From time to time, the city is asked to plow privately maintained streets. The current policy is that private streets are not plowed with city resources. Most private streets have not been constructed per the city’s construction standards and are planned that way from the initial design phase. These streets are maintained by the developer or by a homeowners association with the full knowledge that maintenance is their responsibility. These developments can also have multiple parking lots and parking spaces that would require many hours of labor to clear.

GENERAL ISSUES

There are several general issues that may or may not ever be resolved. Plowing involves the process of pushing the snow out of the main flow of traffic. It is not a snow removal process whereas the snow is hauled to another location. Plowed snow is typically pushed to the sides of a street into parking spaces, onto sidewalks and across the openings of alleys. In the mist of a storm, the clear priority is to open the streets for vehicular traffic.

The issue becomes what to do with the snow pushed into the parking spaces, alleys and sidewalks. Residents and businesses, especially downtown, sometimes push the snow back into the street. What ensues is a never ending battle about where to place the snow.

The snow plowed from the street and the snow shoveled from the sidewalks can end up along the curb line. This creates a pedestrian obstacle in the downtown business district and along metered parking. Patrons to the downtown have to navigate over the piles to feed the meters or enter/exit their vehicles. Total snow removal is usually the only answer to this problem.

SNOW REMOVAL

The majority of this memorandum has dealt with the snow plowing operations. The following involves snow removal. Unlike snow plowing, this procedure involves the collection and removal of the snow from one area to the disposal of the material to another.

This procedure is usually only taken under extreme circumstances due to its costs and inconvenience. Streets have to be closed and vehicles moved for this operation to be efficient and effective. Any vehicular traffic slows the process down. Parked vehicles obviously block the ability of the crew to effectively remove the snow. Both scenarios also raise our risk of damaging vehicles.

The best time for snow removal operations is at night. Most businesses are closed and vehicular traffic is almost non-existent. Operations can commence with little disruption to the normal, daily routine of the city.

A press release is usually forwarded to the Public Relations office to inform the public as to the time snow removal operations will commence. The street is then posted for "No Parking" giving everyone time to find parking elsewhere. Support crews in vehicles then block the street where the operation will take place. Backhoes and loaders are then used to collect the snow and load it into dump trucks. The snow is then hauled to the city owned lot at South Potomac Street, the Fairgrounds parking lot, vacant property next to the Church St. lot or the Municipal Stadium parking lot

A discussion with the Mayor and Council in 2004 revealed that staff was to focus more attention to snow removal in the downtown area. This is due to a healthier business district with raised expectations for a clean, accessible downtown.

Staff made some adjustments in the winter of 2004/05 to keep parking spaces open but to keep costs in check. The clearing of these spaces was accomplished by pushing the snow to the furthest parking space within a group of spaces or piled in the Central Parking Lot.

Removal of snow begins in the downtown area to keep restaurants, businesses and government offices operational. The snow removal operations continue to radiate out from the downtown focusing on streets with limited street parking and off-street parking.

COSTS

As you may already know, snow plowing and snow removal are very costly operations. These procedures involve numerous employees, equipment and materials. On many occasions, overtime is involved.

The current fiscal year budget for snow operations is \$358,900. However, the costs can widely vary depending on when a storm occurs such as holidays and weekends which inflate labor costs.

Attached is a screen shot from the financial system of the budgets and actual costs for the previous four years.

It is due to these high costs that snow removal operations are always carefully considered. If the forecasts call for a warming trend, the removal of snow is typically put on hold. Removal of snow becomes more likely if the snow is significant and temperatures are forecasted to be cold and stay cold. If it is early in the snow season and it appears overall costs will be high, snow removal may occur. Should it be later in the season and there is a good handle on the budget costs, there is more likely a possibility that snow removal will occur.

Whatever the situation, the options are discussed between the Director of Public Works and the City Administrator. As many factors as possible are considered before a decision is made.

CONCLUSION

Staff looks forward to discussing these procedures with the Mayor and Council at a work session.

Att: Code Chapter 64, Section 302.3.1
MUNIS financial
Snow map

BUILDING CONSTRUCTION

Chapter 3 GENERAL REQUIREMENTS

SECTION 301 GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.

301.2 Responsibility. The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.

301.3 Vacant structures and land. All vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

SECTION 302 EXTERIOR PROPERTY AREAS

302.1 Sanitation. All exterior property and premises shall be maintained in a clean, safe and sanitary condition free from any accumulation of debris, rubbish, garbage, or implement and/or equipment or personal property of any kind whatsoever which is no longer usable for the purpose it was manufactured. Exterior storage of appliances is prohibited. Exterior storage of unused construction materials is prohibited. If any person allows such conditions to exist, he shall be guilty of a municipal infraction and a citation can be issued without prior notice of violation. Rubbish and garbage in approved containers placed at curbside for removal during established hours shall be exempt from the provisions of this code.

302.2 Grading and drainage. All premises shall be graded and maintained to prevent the erosion of soil, to prevent the accumulation of stagnant water thereon, to prevent unsafe holes in the soil, or within any structure located thereon.

Exception: Approved retention areas and reservoirs.

302.3 Sidewalks and driveways. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

302.3.1 Nuisance ice and snow conditions. All public sidewalks shall be maintained free from accumulations of ice and snow. It shall be the responsibility of the abutting property owner to maintain a clear and unobstructed sidewalk for the width of the sidewalk or 48 inches, whichever is less. Within the City's business district, the pedestrian areas must be maintained as

HAGERSTOWN CODE

above within four hours after the storms subside; however, if the storm subsides between the hours of 9:00 p.m. and 5:00 a.m., the deadline for compliance shall be extended to 9:00 a.m. following this time period. In all other areas of the City, the pedestrian areas shall be maintained as above within 10 hours after the storm subsides. Ice and snow conditions that remain unabated in excess of the above time restrictions are declared a nuisance and are subject to abatement by the City or its contractors. All costs associated with the abatement of said nuisances shall be the responsibility of the property owner and be billed and collected as per the City Code. If any person allows such conditions to exist, he shall be guilty of a municipal infraction and a citation may be issued without prior warning.

For the purpose of this code section, the "business district" shall be defined as those properties located within the area bounded by Church Street and East Avenue to the north, Mulberry Street to the east, Baltimore Street to the south and Prospect Street to the west. All properties adjacent to streets comprising the boundaries shall be considered within the business district.

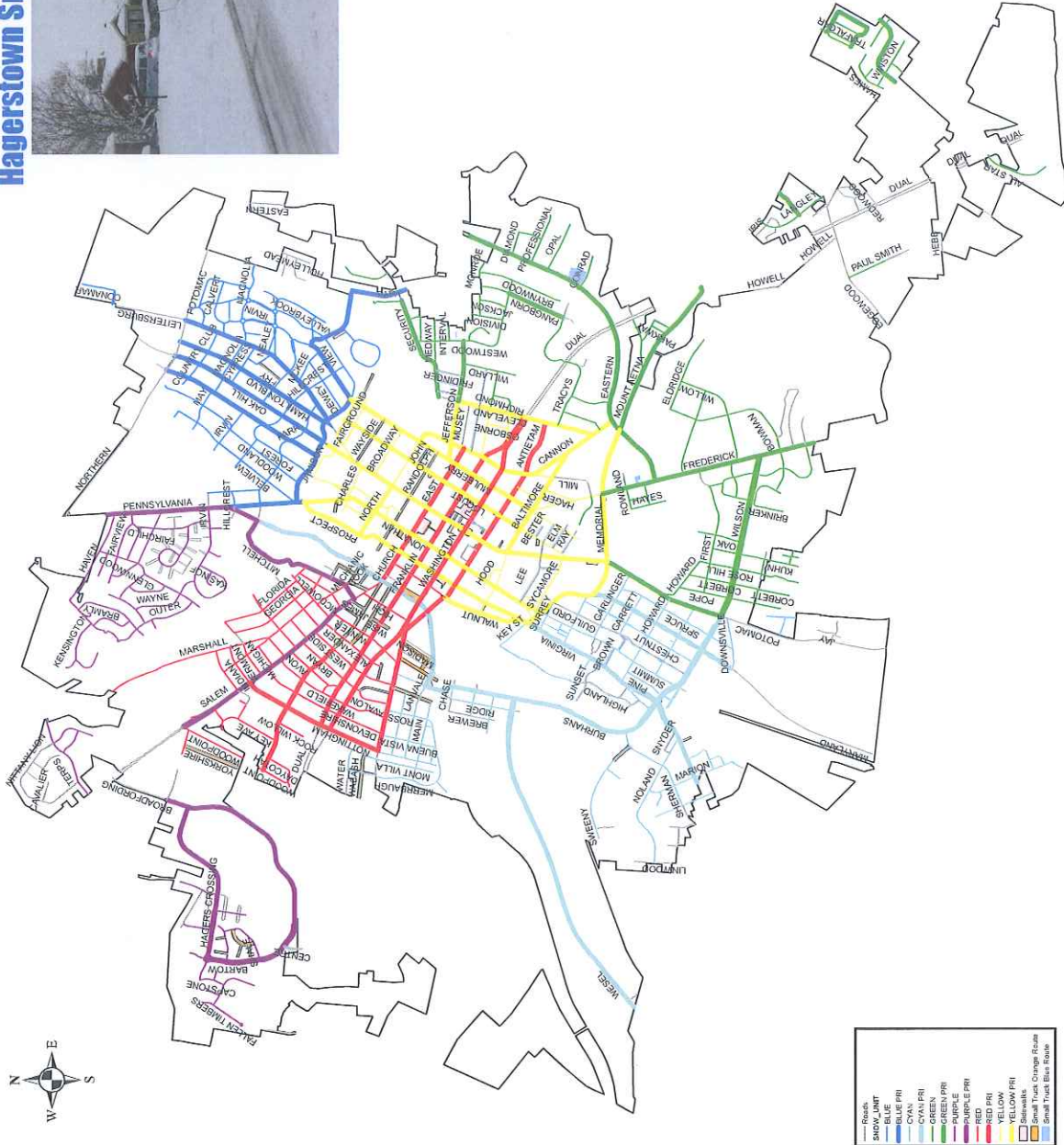
302.4 Weeds. All lots shall be maintained free from weeds in excess of 10 inches throughout the growing season. Weeds shall be defined as all grasses, annual plants and vegetation other than trees, shrubs or cultivated flowers and gardens. All noxious weeds shall be prohibited. "Noxious weed" shall be defined as any plant that is physically harmful to humans.

Exception: Where there is a nonresidential parcel of land in excess of one acre in size, this section shall apply only to areas within 10 feet of any property line or public right-of-way.

302.4.1 Weeds – specified areas. It shall be the responsibility and the obligation of the property owner and/or tenant to maintain any and all vegetation, including shrubs and weeds as noted hereinafter.

1. The abutting property owner shall maintain all vegetation and weeds located within the public right-of-way and extending from at least two feet back of the inside walk line of the sidewalk to the curb or pavement edge on improved streets, avenues, highways, alleys, etc. The height limit of vegetation and weeds in this area shall be maintained at less than six inches.
2. The abutting property owner shall maintain all vegetation, including trees and weeds, to the center line of any and all watercourses or the edge of the water on streams which are normally flowing. Height limit on weeds and grasses shall be maintained at a height less than 10 inches.
3. On unimproved streets, alleys, or other rights-of-way (paper streets and alleys), the abutting property owner shall maintain all vegetation, grass cutting and weeds to the center line of such rights-of-way. Height limits for weeds and grasses shall be 10 inches.
4. Where there is a large tract of undeveloped land adjoining the opposite side of said unimproved right-of-way, the abutting property owner is then only responsible for maintaining six feet of the right-of-way from their common property line or right-of-way line.

Hagerstown Snow Plowing Routes





Account

Fund

Acct

Org

Acct name

Object

Type

Status

Project

5 Year Comparison	Current Year				
Yr/Per 2015/04	Fiscal Year 2015	Fiscal Year 2014	Fiscal Year 2013	Fiscal Year 2012	Fiscal Year 2016
Original Budget	358,900.00	399,900.00	472,700.00	422,700.00	.00
Transfers In	.00	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00	.00
Revised Budget	358,900.00	399,900.00	472,700.00	422,700.00	.00
Actual (Memo)	29,913.39	551,656.86	276,103.41	117,717.74	.00
Encumbrances	.00	.00	.00	.00	.00
Requisitions	.00				.00
Available	328,986.61	-151,756.86	196,596.59	304,982.26	.00
Percent used	8.33	137.95	58.41	27.85	.00

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Topic:

Public Works Operations Review

Mayor and City Council Action Required:

Action Requested

No action on the part of the Mayor and Council is requested at this time. The following is simply an update of projects and operations in the near future for Public Works. Overall, Public Works leans heavily towards maintenance operations and not too much into new construction or projects.

Public Works can be divided into five areas of responsibility. These include Streets, Building Maintenance, Traffic Control, Fleet Maintenance and Parking. The department operates with a full time staff of 24 field personnel, 2 support staff and 5 command staff. An additional dozen or so part-time and seasonal staff also supports the operations. Operating costs, less the Parking System, is approximately \$3.2 million dollars.

Public Works currently has five vacant positions with the longest vacancy being six years. The department does not have an assistant director of operations. That position was vacated in the year 2000.

Discussion:

Street Trees

Engineering has entered into a contract to plant an additional 500 trees throughout the city. Of those, approximately 200 will be planted in the public right-of-way in sidewalks. This will bring the total number of street trees to over 2,400 trees. Staff oversees the trimming and pruning of many of these trees and works with the engineering staff to repair sidewalks damaged by street trees.

The emerald ash borer has invaded the area and affected many of these trees. A plan of action will need to be determined for the few street trees that are ash. The hope is to save many of the ash trees through insecticide treatment. A review of the trees and their health will have to be conducted in the spring before treatment begins.

Storm Drains

There are currently over 4,000 storm drains throughout the city. Many are older structures that require reconstruction of a portion of the drain. Typically, work is completed on those drains that impact the street overlay program.

Street Sweeping

The street sweeping operations is an important function for the city. The intent is to run two street

sweepers on a continual basis Monday through Friday. A large portion of the downtown is swept weekly through a program of permanently posted streets. Sweeping streets is important to not only rid the streets of obvious trash and litter but to also clear the streets of grit and debris not easily visible. The operations help with the appearance of the city and keep debris from entering the waterways.

In the autumn, the street sweeper's primary function is to clear leaves from the streets. City code does not allow residents to place leaves in the street but plenty still fall and blow onto the roadways

Property Management/Building Maintenance

Public Works oversees the maintenance of several structures in the downtown. Those properties include City Hall, 36 – 40 North Potomac St., 14 North Potomac St., 53 West Washington St., 60 West Washington St., 170 West Washington St., Roslyn Building, Market House and the Central Equipment Building.

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- Potomac Bead
- University System of Maryland in Hagerstown
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Work on most of the properties is a matter of maintaining the facilities. Staff is working closely with DCED to modify the Market House to relocate several tenants and to remodel the back room portion of the facility. Additional work will be needed as future plans for the building come online.

Offices will be remodeled later this year or early next year on the fourth floor of City Hall. The work is mostly painting and new floor coverings. The work is to expand offices for the additional code enforcement officers that will be hired in the near future.

The plan for fiscal year 2016 is to paint the clock tower at City Hall and install a separate air

conditioning system for the council chambers. The clock tower portion has not been painted for over 15 years and is in need of a facelift. The air conditioning for the council chambers is a shared system with the first floor of the building. A budget of \$100,000 has been set for these two projects.

Traffic Control

No major projects are currently in the works for traffic control. Work continues on maintaining the system of thousands of signs and 131 signalized intersections. This staff will focus on installing the lights and decorations for Christmas much of which will occur in November.

Staff works closely with Engineering on the timing of the traffic signals. Changing the timing of an intersection typically involves more than just one intersection. Many intersections affect and are affected by the intersection in which they intersect. For example, Washington St. and Franklin St. work from a Master Control that works to sync many of the signals along these streets. In turn, the streets that intersect Washington and Franklin have to be carefully manipulated to effectively coincide with these two main thoroughfares.

Fleet Maintenance

A staff of 4 mechanics oversees the maintenance of the city's fleet of over 300 vehicles and pieces of equipment. The Central Maintenance Garage is space that is rented from the City Light Department at 425 E. Baltimore St.

Work has been progressing for several months on the installation of a new fuel management system. The current system, manufactured by Gasboy, is being upgraded and replaced with a new Gasboy system known as Islander Plus. The system upgrades the hardware and software for the system bringing the system into the 21st century.

This system is also being modified so that Washington County Government can utilize our facility. Early next year, the fuel pumps at the Washington County Highway Department located on Northern Blvd. will be replacing their fuel island. The site is too small to set up a temporary fueling station. The city was asked to assist with supplying fuel.

Washington County uses a different fuel access system that utilizes key fobs. The Islander Plus system will be able to accommodate the needs of the county. Staff will track fuel costs and the city will be reimbursed for fuel used by Washington County.

The next project will be the replacement of the emergency generator designed to temporarily power the fuel pumps. The existing generator is thirty plus years old and needs to be replaced to provide a reliable backup source of power.

The budget is currently programmed to replace a large dump truck (unit #20), a smaller dump truck (unit #25), a pickup truck (unit #94) and several smaller items such as trailers. The estimated cost is \$301,000 which is mostly bond financing. FY16 is programmed for an additional \$260,000 in vehicle replacements and \$210,000 is the estimated vehicle replacement cost for FY17.

Parking System

Two full time and eight part time staff manage the parking system. Parking consists of 2 parking decks, 11 parking lots and on-street parking. Some of the parking lots are residential lots that serve specific neighborhood needs and are neither metered nor permitted. Parking enforcement falls under the responsibility of the Hagerstown Police Department.

The parking system is an enterprise fund that operates from the monies received from the users of the system. Funding is not from direct tax dollars. There is some indirect tax dollars paid into the system through departmental charges for parking.

Operating revenues are in the range of \$900,000 and are projected to be around \$950,000 in FY15. Expenses run in the \$750,000 to \$800,000 range.

There is a planned focus on the repair and maintenance of the system over the next five years. An amount of \$60,000 is scheduled for FY16 to make improvements to the Central Lot that would include pavement preservation, new lighting and sidewalk improvements. After that, \$30,000 a year through FY 18 is budgeted for the Market House Lot and Rochester Lot for similar improvements.

The parking decks will also continue to receive refurbishments and improvements as needed. Funds in the amount of \$30,000 per year have been budgeted through FY19 to cover issues in both parking decks.

There will continue to be a focus on the possibility of constructing a third parking deck. Data continues to be collected on occupancy rates for the current decks. Currently, peak hours in the decks range from 60% to 70% but only for short periods of time. The average occupancy of both decks through a normal work week is in the 55% to 60% range overall. Weekends for the University District Parking Deck drop to 10% occupancy overall while the Arts & Entertainment District Deck peak to 80% to 100% on weekend evenings.

The construction of new office space could also expedite the construction of other parking facilities as described in the Urban Planners report of 2014. Staff will work in conjunction with other city departments to determine when the timing is right to move forward on such a project.

Financial Impact:

None. Presentation for informational purposes only.

Recommendation:

None.

Motion:

None.

Action Dates:

None.

ATTACHMENTS:

File Name	Description
 Operations Summary 2014.pdf	Public Works Operations Review



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

(301)739-8577 ext. 178

October 31, 2014

To: Bruce Zimmerman, City Administrator

From: Eric B. Deike, Director of Public Works

Re: Operations Review

Action Requested

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There is a planned focus on the repair and maintenance of the system over the next five years. An amount of \$60,000 is scheduled for FY16 to make improvements to the Central Lot that would include pavement preservation, new lighting and sidewalk improvements. After that, \$30,000 a year through FY 18 is budgeted for the Market House Lot and Rochester Lot for similar improvements.

The parking decks will also continue to receive refurbishments and improvements as needed. Funds in the amount of \$30,000 per year have been budgeted through FY19 to cover issues in both parking decks.

There will continue to be a focus on the possibility of constructing a third parking deck. Data continues to be collected on occupancy rates for the current decks. Currently, peak hours in the decks range from 60% to 70% but only for short periods of time. The average occupancy of both decks through a normal work week is in the 55% to 60% range overall. Weekends for the University District Parking Deck drop to 10% occupancy overall while the Arts & Entertainment District Deck peak to 80% to 100% on weekend evenings.

The construction of new office space could also expedite the construction of other parking facilities as described in the Urban Planners report of 2014. Staff will work in conjunction with other city departments to determine when the timing is right to move forward on such a project.

Staff will be available at the November 4th council meeting to review this information.

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Street and Alley Lighting Updates

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

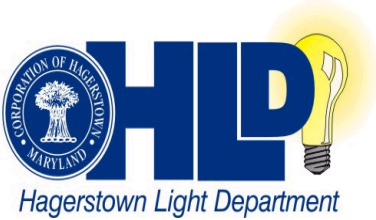
File Name

▯ [Memo for HLD Street Lighting Requests 2014.pdf](#)

Description

Street and Alley
Lighting Updates Memo

City of Hagerstown



Department of Utilities

425 East Baltimore Street
Hagerstown, MD 21740-6105

1 Clean Water Circle
Hagerstown, MD 21740-6848

51 West Memorial Blvd
Hagerstown, MD 21740-6848

October 24, 2014

TO: Bruce Zimmerman, City Administrator

FROM: Michael S. Spiker, Director of Utilities

M. S. Spiker

Nathan Fridinger, Electric Operations Manager

Nathan Fridinger

SUBJECT: Alley Lighting Request

ACTION: Discussion follow up to October 7 meeting

HLD Staff has prepared the following points regarding the October 7 Mayor and Council discussion regarding alley lighting:

- Motion Detection
 - The light fixtures used by the HLD are of the HID (high intensity discharge) type. These fixtures do not provide an instant-on solution. Moving forward with a motion detection lighting system would require a new fixture type, such as LED, halogen, or incandescent.
 - Lighting manufacturers do not offer motion detection devices for a “streetlight” application.
 - There are devices called “occupancy sensors” that are most commonly used in indoor applications to save energy when buildings or parking decks are unoccupied by dimming the fixture down to a user specific level.
- One manufacturer provides for a an “occupancy sensor”-like device that is made to be applied in pedestrian zones and parks that will provide a dimming level down to 20% of the fixture’s rated output. This device is designed to be installed between 12 and 16 feet from ground level.
- Design
 - To achieve a standard average horizontal lumen rating of 0.2 and an average-to-minimum ratio of 8:1 assuming a 25’ mounting height, the spacing of HLD’s stock 100 Watt HPS (high pressure sodium) fixtures is approximately 240 feet, which is achieved in most cases.
 - In most residential alleyways, HLD relies on the existing wood pole distribution system for lighting.
 - The mounting height of streetlight installation relies on the NESC (National Electrical Safety Code) to consider clearance distances over driveways and street crossings (taking into consideration the type of vehicular traffic) and communication conductors. Depending on pole space available in alleyways, lights are typically mounted between 20 to 30 feet.

- Usage/Billing
 - The General Fund is billed monthly for cumulative electric usage of streetlights on the HLD system based on annual averages. Light fixtures that are partially on or dimmed during certain times of the night will make it difficult to predict usage for appropriate monthly billing.
 - Achieving an accurate billing system requires the installation of a dedicated and metered streetlight circuit in each alley or determining an agreed upon percentage of the current billing practice.
 - A dedicated circuit requires the installation of a new, isolated overhead cable from the first light to the last considering distance and voltage drop. Also required is the installation of a weather-head and meter in the alley (most meters are read from the alley, so the read schedule should not be disturbed).
- LED Lights
 - Depending on the manufacturer's claim, an LED fixture has a rating of 50,000 hours, which equates to over 11 years of operation, including a 5 year warranty.
 - With the rapid evolution of LED streetlight fixtures, to include optics, color temperature, efficiency, and drivers, there is a high possibility that appearance, light distribution, and color will not match with replacement fixtures.
- Recommendation
 - New equipment increases the Electric Fund's asset account; however, a decrease in usage from the streetlight account (HLD's #1 in FY2014) depletes the revenue stream.
 - Considering the Streetlight Account in the General Fund, citizens may not find it just and reasonable to provide upgraded light fixtures and components in alleyways for specific parts of the City and not others. A complete City-wide upgrade requires funding, staffing levels, priority, and time.
 - HLD's responsibility to the City is to maintain appropriate average light levels over streets and alleyways. Security Lighting should be considered Public Safety. City residents are free to install and maintain lights on their own property for security purposes. Motion sensing lighting can focus on particular areas of concern to minimize electric usage on a customer's account. To put cost into perspective:
 - a 240 Watt Halogen flood light costs in the ballpark of \$25. If a similar fixture is on one fourth of the night (about 3 hours), on average, the monthly energy cost will be approximately \$1.70/month.
 - a 22 Watt Led Flood costs in the ballpark of \$100. Using the same circumstances as above, the monthly energy cost will be approximately \$0.15/month.
 - Utilizing a program budgeted through the General Fund, the Neighborhoods First groups can effectively address concerns on an individual basis by providing private security lighting on a case-by-case basis.
 - HLD staff would suggest the utilization of HPD installed mobile, battery operated camera/security lighting in alleyways designated as areas of concerns. These cameras/security lights are installed approximately 10-12 feet above the road way and are capable of instantaneous lighting/camera shots that are downloaded to retrieve the movement within the alley. The lighting function (in certain models) of the battery operated security lighting can be set to remain on for a specified amount of time.

REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND

Topic:

Utilities Department Update

Mayor and City Council Action Required:

Information update

Discussion:

The administrative staff of the Utilities Department has listed for discussion, updates on FY15 projects and major priorities for FY16 projects. The lists are not all inclusive and detail the highlights of the Water, Wastewater and Electric Divisions CIP.

Water

1. R.C. Willson Phase IV Plant Improvements – The primary focus of this project is a major chemical upgrade to achieve compliance with the Stage 2 Disinfectant By-Product Rule. Also included in this project is the completion of the SCADA upgrade. The current SCADA system hardware and software was obsolete and no longer supported by the manufacturer. The project budget submitted for funding approval is \$13,664,964.
2. Water Distribution System Meter Replacement Program – This project will result in the replacement and/or upgrade to a radio read meter system. There are approximately 28,400 meters in the water system and to date 25,200 meters have been replaced or upgraded. There are approximately 3,200 meters still requiring replacement – the meters and radio transceivers for this project have been purchased and the work is currently underway. Once this work is completed, all unmetered fire lines will be evaluated – in the event of unauthorized usage of the fire line, a meter will be installed. All work is done in-house by Water Distribution personnel. Annual cost is approximately \$0.5 million.
3. Water Distribution System Main Replacement Program – This project replaces approximately 0.25 miles of water distribution mains annually. The project currently underway is in the Burford/Ewell area adjacent to Virginia Avenue between Hagerstown and Williamsport. Also included in this program is the rehabilitation or replacement of fire hydrants. Annually, approximately 20 hydrants are replaced. All work is done in-house by Water Distribution personnel. Annual cost is approximately \$1.5 million.

4. Edgemont Reservoir – Beginning in 2007, Maryland Department of the Environment Dam Safety Division (MDE) has required continuous monitoring of the reservoir embankment toe and spillway for seepage. Also required was monitoring wells, a geotechnical evaluation, vegetation removal, toe drain replacement and extension, and seepage monitoring. To date, the repair work has proven to be unsuccessful. The historical seepage continues to pose a problem and new seepage locations have developed. MDE has initiated conversation regarding the issuance of a Consent Agreement to either make significant capital improvements to the reservoir and consideration for the identification of an alternate source. Triad Engineering has been and continues to be the Engineer of Record for the ongoing work at Edgemont. Once a determination is made on the viability of reliable source water, the Breichner Plant will have to be upgraded for compliance with the Stage 2 regulations referenced in number 1 above.
5. Major Water Division projects for Fiscal Year 2015/2016 include major update to the Risk Management Plan and OSHA PSM for Highly Hazardous Chemicals. Additionally, the Water Master Plan is now nine years old and will need to be updated for future long term planning.

Wastewater

1. Wastewater Treatment Plant Improvements – The plant will purchase and install new liquid polymer mixing system for sludge thickening process. The competitive bids have been solicited as of 10/17/14 and staff will be evaluating the bids for completeness and will determine lowest qualified bidder. Additionally on this project, Wastewater maintenance staff will review the installation requirements and determine how much of the installation can be done with our own workforce before soliciting final pricing from outside Contractors.
2. Synagro Upgrades Phase I – Sludge Storage and Thickening Improvements – This is a design/build project being managed by Synagro staff, per our current contract. The project

scope is to complete modifications to an existing tank currently not in service which will then serve as a second thickened sludge holding tank. Synagro completed the cleaning of thickened sludge storage tank #1. The completely plugged air header was repaired and cleaned out by plant maintenance staff with assistance from Collections personnel, utilizing the Jet/Vac truck. The 60% design review meeting is scheduled for 10/29/14 with Synagro, GHD and Johnston Construction. GHD will be submitting a report on sludge thickening options utilizing the existing fermenter tank.

3. Collections Systems – Pump Station 12 at First Data was taken off line and the building was demolished.

The Collections crews completed installation of approximately 600 feet of 12" gravity sewer needed to eliminate the pump station. The crews also completed a project for the Engineering Department at City Park involving the removal of roots and debris from the 24" storm drain parallel to Virginia Avenue. Additionally, we also cleaned scum overflow lines for the lake and all of the storm drain lines were then televised to document their condition.

4. Major Wastewater Division project for Fiscal Year 2015/2016 include Synagro Phase 2 upgrades to major components of the Pelletizing facility, the creation of a permanent storage and pumping facility for magnesium

oxide (this will replace the temporary tank/pumps adjacent to the primary clarifiers), Pump Station 8 pump replacements, Pump Station 6 replacement, and the elimination of Pump Station 15.

Electric

1. Vehicle Replacement – Staff is anticipating the approval of a new 40' bucket truck to be constructed and delivered by the end of FY15. Unit #135 is overdue for replacement due to aging and obsolescence. The replacement of unit #121 is scheduled in FY16. This one of our 50' material handling bucket trucks due for replacement because of similar issues as Unit #135.

2. Telemetry Equipment – HLD Planning has begun the process required to install fiber optic

cable between the Plant Substation and Wesel Substation for the purposes of SCADA and security. The planned completion date is at the end of FY15. The goal by end of FY16 is to complete fiber optic installation between Fairgrounds Substation and Mitchell Substation.

3. Building and Site Improvements – The installation of a staged roof replacement at the HLD office has been delayed in FY15 so that the full installation of all three sections can be completed in FY16. Bond funding will be requested for the FY16 improvement.
4. Substation Spare Regulators – The last of the GE units at the Frederick Street Substation are scheduled to be refurbished in FY15. Refurbishing the regulator units at Mitchell Substation are planned to begin in FY16 and end in FY17. Additionally, wildlife protection within the substation will continue. This improvement has been a great asset to our equipment maintenance program and in the reduction of substation related outages which affect large blocks of customers.
5. Distribution Feeder Coordination/ System Improvement – FY15 and FY16 goals are to review and improve fuse coordination to prevent unnecessary outages on the system. With the high fault currents experienced on the distribution system, this project will likely require the installation of non-typical HLD system equipment. The HLD FY15 goal is to complete the installation of the 34.5kV future sub/transmission crossing and distribution feeders located at the CSX rail yard on Burhans Boulevard.
6. Attached for discussion is the alleyway lighting update.

Engineering

1. Wastewater CIP/Operating Projects – The Engineering Division in house projects include: the Wastewater Treatment Plant polymer blending and delivery systems, the sludge holding tank design, the stormwater permit process and the associated 5 year best management program for the treatment plant. For the Collections group, projects will include the Pump Station 15 gravity interceptor, the Pump Station 6 replacement, the spoil disposal site recertification, wastewater cleanout violation certifications, and future Inflow/Infiltration contract administration and investigations.
2. Water CIP/Operating Projects – The Engineering Division in house projects include: the Doub Meadow as-built plan review, the Edgemont Reservoir monitoring project, the Smithsburg water tank mixing/aeration system, the Mack Truck/Orchard Hills water tank rehabilitation projects, the Breichner Plant treatment process upgrade and the future transmission system 36 inch main replacement project.

3. Administrative Projects – Staff continues to work on the Standards and Specification Manual updates, the Water Conservation Plan update, and our internal Consolidated Policy documentation.

Staff will be available at the November 4 Work Session to discuss the information listed above.

HLD Staff has prepared the following points regarding the October 7 Mayor and Council discussion regarding alley lighting:

- Motion Detection
 - The light fixtures used by the HLD are of the HID (high intensity discharge) type. These fixtures do not provide an instant-on solution. Moving forward with a motion detection lighting system would require a new fixture type, such as LED, halogen, or incandescent.
 - Lighting manufacturers do not offer motion detection devices for a “streetlight” application.
 - There are devices called “occupancy sensors” that are most commonly used in indoor applications to save energy when buildings or parking decks are unoccupied by dimming the fixture down to a user specific level.
- One manufacturer provides for a an “occupancy sensor”-like device that is made to be applied in pedestrian zones and parks that will provide a dimming level down to 20% of the fixture’s rated output. This device is designed to be installed between 12 and 16 feet from ground level.
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Page 1

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metered streetlight circuit in each alley or determining an agreed upon percentage of the current billing practice.

- A dedicated circuit requires the installation of a new, isolated overhead cable from the first light to the last considering distance and voltage drop. Also required is the installation of a weather-head and meter in the alley (most meters are read from the alley, so the read schedule should not be disturbed).
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 - Depending on the manufacturer's claim, an LED fixture has a rating of 50,000 hours, which equates to over 11 years of operation, including a 5 year warranty.
 - With the rapid evolution of LED streetlight fixtures, to include optics, color temperature, efficiency, and drivers, there is a high possibility that appearance, light distribution, and color will not match with replacement fixtures.
- Recommendation
 - New equipment increases the Electric Fund's asset account; however, a decrease in usage from the streetlight account (HLD's #1 in FY2014) depletes the revenue stream.
 - Considering the Streetlight Account in the General Fund, citizens may not find it just and reasonable to provide upgraded light fixtures and components in alleyways for specific parts of the City and not others. A complete City-wide upgrade requires funding, staffing levels, priority, and time.
 - HLD's responsibility to the City is to maintain appropriate average light levels over streets and alleyways. Privately owned motion sensing lighting can focus on particular areas of concern to minimize electric usage on a customer's account. To put cost into perspective:
 - a 240 Watt Halogen flood light costs in the ballpark of \$25. If a similar fixture is on one fourth of the night (about 3 hours), on average, the monthly energy cost will be approximately \$1.70/month.
 - a 22 Watt Led Flood costs in the ballpark of \$100. Using the same circumstances as above, the monthly energy cost will be approximately \$0.15/month.
 - In order to address alleyway concerns, HLD staff would suggest the utilization of third party installed mobile, battery operated camera/security lighting in alleyways designated as areas of concerns under the direction of the HPD. These cameras/security lights are installed approximately 10-12 feet above the road way and are capable of instantaneous lighting/camera shots that are downloaded to retrieve the movement within the alley. The lighting function (in certain models) of the battery operated security lighting can be set to remain on for a specified amount of time.

Financial Impact:

Approved in FY 15

Recommendation:

Information update

Motion:

Action Dates:

November 4, 2014 Work Session

ATTACHMENTS:

File Name**Description**

❏	Memo_for Utilities_Update_110414.doc	Memo for Utilities Update 110414
❏	Memo_for Utilities_Update_110414.doc	Memo for HLD Street Lighting Requests 2014

City of Hagerstown



Department of Utilities

425 East Baltimore Street
Hagerstown, MD 21740-6105

1 Clean Water Circle
Hagerstown, MD 21740-6848

November 4, 2014

TO: Bruce Zimmerman, City Administrator

FROM: Michael S. Spiker, Director of Utilities *MSSpiker*

SUBJECT: Utilities Department Update

ACTION: Information

The administrative staff of the Utilities Department has listed for discussion, updates on FY15 projects and major priorities for FY16 projects. The lists are not all inclusive and detail the highlights of the Water, Wastewater and Electric Divisions CIP.

Water

1. R.C. Willson Phase IV Plant Improvements – The primary focus of this project is a major chemical upgrade to achieve compliance with the Stage 2 Disinfectant By-Product Rule. Also included in this project is the completion of the SCADA upgrade. The current SCADA system hardware and software was obsolete and no longer supported by the manufacturer. The project budget submitted for funding approval is \$13,664,964.
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3. Water Distribution System Main Replacement Program – This project replaces approximately 0.25 miles of water distribution mains annually. The project currently underway is in the Burford/Ewell area adjacent to Virginia Avenue between Hagerstown and Williamsport. Also included in this program is the rehabilitation or replacement of fire hydrants. Annually, approximately 20 hydrants are replaced. All work is done in-house by Water Distribution personnel. Annual cost is approximately \$1.5 million.

4. Edgemont Reservoir – Beginning in 2007, Maryland Department of the Environment Dam Safety Division (MDE) has required continuous monitoring of the reservoir embankment toe and spillway for seepage. Also required was monitoring wells, a geotechnical evaluation, vegetation removal, toe drain replacement and extension, and seepage monitoring. To date, the repair work has proven to be unsuccessful. The historical seepage continues to pose a problem and new seepage locations have developed. MDE has initiated conversation regarding the issuance of a Consent Agreement to either make significant capital improvements to the reservoir and consideration for the identification of an alternate source. Triad Engineering has been and continues to be the Engineer of Record for the ongoing work at Edgemont. Once a determination is made on the viability of reliable source water, the Breichner Plant will have to be upgraded for compliance with the Stage 2 regulations referenced in number 1 above.
5. Major Water Division projects for Fiscal Year 2015/2016 include major update to the Risk Management Plan and OSHA PSM for Highly Hazardous Chemicals. Additionally, the Water Master Plan is now nine years old and will need to be updated for future long term planning.

Wastewater

1. Wastewater Treatment Plant Improvements – The plant will purchase and install new liquid polymer mixing system for sludge thickening process. The competitive bids have been solicited as of 10/17/14 and staff will be evaluating the bids for completeness and will determine lowest qualified bidder. Additionally on this project, Wastewater maintenance staff will review the installation requirements and determine how much of the installation can be done with our own workforce before soliciting final pricing from outside Contractors.
2. Synagro Upgrades Phase I – Sludge Storage and Thickening Improvements – This is a design/build project being managed by Synagro staff, per our current contract. The project scope is to complete modifications to an existing tank currently not in service which will then serve as a second thickened sludge holding tank. Synagro completed the cleaning of thickened sludge storage tank #1. The completely plugged air header was repaired and cleaned out by plant maintenance staff with assistance from Collections personnel, utilizing the Jet/Vac truck. The 60% design review meeting is scheduled for 10/29/14 with Synagro, GHD and Johnston Construction. GHD will be submitting a report on sludge thickening options utilizing the existing fermenter tank.
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2. Telemetry Equipment – HLD Planning has begun the process required to install fiber optic cable between the Plant Substation and Wesel Substation for the purposes of SCADA and security. The planned completion date is at the end of FY15. The goal by end of FY16 is to complete fiber optic installation between Fairgrounds Substation and Mitchell Substation.
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5. Distribution Feeder Coordination/ System Improvement – FY15 and FY16 goals are to review and improve fuse coordination to prevent unnecessary outages on the system. With the high fault currents experienced on the distribution system, this project will likely require the installation of non-typical HLD system equipment. The HLD FY15 goal is to complete the installation of the 34.5kV future sub/transmission crossing and distribution feeders located at the CSX rail yard on Burhans Boulevard.
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City of Hagerstown



Department of Utilities

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Hagerstown, MD 21740-6105

1 Clean Water Circle
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6. Attached for discussion is the alleyway lighting update.

Engineering

1. Wastewater CIP/Operating Projects – The Engineering Division in house projects include: the Wastewater Treatment Plant polymer blending and delivery systems, the sludge holding tank design, the stormwater permit process and the associated 5 year best management program for the treatment plant. For the Collections group, projects will include the Pump Station 15 gravity interceptor, the Pump Station 6 replacement, the spoil disposal site recertification, wastewater cleanout violation certifications, and future Inflow/Infiltration contract administration and investigations.
2. Water CIP/Operating Projects – The Engineering Division in house projects include: the Doub Meadow as-built plan review, the Edgemont Reservoir monitoring project, the Smithsburg water tank mixing/aeration system, the Mack Truck/Orchard Hills water tank rehabilitation projects, the Breichner Plant treatment process upgrade and the future transmission system 36 inch main replacement project.
3. Administrative Projects – Staff continues to work on the Standards and Specification Manual updates, the Water Conservation Plan update, and our internal Consolidated Policy documentation.

Staff will be available at the November 4 Work Session to discuss the information listed above.