

City of Hagerstown, Maryland Status & Information Report No. 45 for 2016

November 10, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

NOVEMBER 2016

* For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <http://www.hagerstownmd.org/calendar.aspx>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 4:30pm Work Session 5:30pm Executive Session	2	3	4	5
6	7	8 NO MEETING GENERAL ELECTION	9 4pm Planning Commission Meeting	10 4:30pm Historic District Commission Meeting	11 HOLIDAY CITY OFFICES CLOSED	12
13	14	15 4pm Work Session	16 7pm Board of Zoning Appeals	17	18 5:30pm Public Square Tree Lighting	19
20 3pm Hollyfest @ MD Theatre	21	22 7pm Regular Session	23	24 HOLIDAY CITY OFFICES CLOSED	25 HOLIDAY CITY OFFICES CLOSED	26
27	28 Oath to New Administration	29 4pm Work Session	30			

COMMUNITY & ECONOMIC DEVELOPMENT

1. **November Events:** Staff has been preparing for numerous upcoming events:
 - Main Street's Second Saturday event on November 12
 - Hub City Business Competition on November 17
 - Downtown Movement's Pop-up Shop events on November 18, 19 and 26 (a post card for the pop-up shops is attached)
 - Small Business Saturday on November 26.

2. **Community Events Update:** Staff coordinate the following events recently:
 - Grand Opening – A Class Hair Studio at 109 North Potomac Street
 - 90th Anniversary Celebration – Potomac Playmakers (31 South Prospect Street)
 - 60th Annual Gridiron Championship Game – South Hagerstown High school won this year
 - Hollyfest rehearsal was held this week

3. **Engine Room Art Space Update:** Engine Room has just changed exhibits from the Altered Book Contest organized with Washington County Free Library to The Studios on NoPo which features current works by all four residents of the artist lofts. A reception for The Studios on NoPo exhibit will be held Friday, November 11 from 5-8 p.m.

The deadline for the call for art for 'Television Show' is November 19th. More information about this exhibition can be found on Engine Room's website at <http://www.engineeroomartspace.com/>

FIRE DEPARTMENT

1. **Building Fire – Brother's Pizza, Dual Highway:** Firefighters arrived at 1732 Dual Highway to find smoke and fire visible. A fire was discovered inside the building that houses Brother's Pizza. Firefighters were able to quickly bring the blaze under control. No injuries were report but the fire left the business with significant damage.
2. **Townhouse Fire – Knightsbridge Drive:** Firefighters were called to 610 Knightsbridge Drive, Sunday, November 6th for a house fire. The Fire Department arrived at 10:46 p.m. to find a mainly exterior fire. Firefighters had the fire under control in about 15 minutes. There was moderate damage to the home. On Saturday, November 12, HFD firefighters will be going door-to-door in the neighborhood of the fire to advise residents of the importance of fire safety, working smoke alarms. They will also install free, 10-year lithium battery smoke alarms for any residents which need them.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

- Parks Staff Closes Facilities for Cold Weather Season
- Mayor & Council Participating in Veterans Day Observances
- E-casts:
 - o Small Business Saturday Promo Materials Pickup
 - o Golf Newsletter November 2016

Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o November Events Preview
 - o City Park Lighting Commercial
 - o Public Square Tree Lighting Commercial
 - o Pop-Up Holiday Shops Promo
 - o Small Business Saturday Promo

Websites:

- *City Website:*
 - o About 10,100 users visited www.hagerstownmd.org for the week of October 31 – November 6, 2016
 - o Top entrances (first page users accessed on the website):
 - ▶ Home page 3,400 users
 - ▶ Question A page 836 users
 - ▶ Calendar 586 users
 - ▶ Utility Billing page 574 users
 - o Top Searches:
 - ▶ "trick or treat"
 - ▶ "solicitations"
 - ▶ "jobs"
 - ▶ "pay bill"
 - ▶ "bids"
 - ▶ "bulk pickup"

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
 - 900 Dual Highway – Econo Lodge – motel (change of name).
 - 920 Dual Highway – Quality Inn & Suites – motel (change of name).
 - 285 Frederick Street – Statewide Drive Auto, Inc. – used car sales facility.

2. **Planning Commission:** The commission considered these items on November 9:
 - 901 Pope Avenue – Jeffrey Crampton – recommended approval of the Conversion District amendment to Mayor and City Council.
 - 365 East Franklin Street – Coinop Warehouse – approved the ESD Concept Plan.
 - 1034 West Washington Street – consultation for alternate compliance for a car sales facility.
 - 200 South Edgewood Drive – Twigg Cycles – approved a redline revision to previously approved site plan.

3. **Pinnacle Project:** PCAD staff, the Director of DCED, and the City Fire Marshal continue regular progress meetings with Pinnacle staff and Whiting Turner staff to ensure open communication on construction phases and inspection needs for the adaptive re-use of the old Good Humor/Breyers plant for Pinnacle. Mid-January is the target date to begin food production in a portion of the building. Construction will continue in other sections of the building to prepare those spaces for future phases of the project.

4. **Weekly Activity Report:** October 31 – November 4, 2016:

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	4	Residential -	4	Commercial -	0	Other -	0	8
Electric	26	Residential -	16	Commercial -	10	Other -	0	26
Plumbing	18	Residential -	12	Commercial -	5	Other -	1	18
Mechanical	2	Residential -	1	Commercial -	1	Other -	0	2
Engineering Dept.	6							6
TOTAL	56		33		16		1	60

<u>Est. Value of Issued Building Permit Projects:</u>	<u>Fiscal Year Totals:</u>
Residential	\$ 195,955.00
Commercial	\$ 1,907,000.00
Apartment	\$ 0.00
Sign	\$ 1,600.00
TOTAL	\$ 2,104,555.00

- Projects of Interest**
- Tenant fit-out for Jerry's Subs and Pizza at 20 Public Square - \$350,000
 - Phase 2 renovations on the 1st floor for Pinnacle Foods at 1200 Frederick Street - \$1,520,000
 - Construct single family home at 12511 Olivine Court - \$156,000

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017		
	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of Oct 31 – Nov 4	17	26
New applications issued week of Oct 31 – Nov 4	7	9
Total 2016-2017 registered (includes changes since 5/1/16)	3,348	8,810
Total still outstanding from May 1 renewal mailing	31	49

Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were mailed on May 2, 2016. A Notice of Violation was sent on October 21 to the owners of 40 properties we've identified as occupied rentals, but whose license is not yet renewed for the 2016-2017 program year. Failure to register by November 21 will result in a citation of at least \$500 per violation.

PAYMENT

Weekly payment received	\$ 2,650
Weekly adjustment/credits	\$ 775

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	54
Electrical	67
Plumbing	31
Mechanical	19
Safety	61
Neighborhood Vitality	58
Quality of Life	7
Preventive Maintenance	18
Planning & Zoning	4

INSPECTIONS KEY:

Categories of Conditions

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

POLICE DEPARTMENT

STATS:

Calls for Service:	1,458	Field Interviews:	30
Arrests/Warrants Served:	13	Moving Violations:	17
Domestic Violence Calls:	22	Parking Violations:	108
DUI Arrests:	3	Safety Repair Orders:	1
Reports Filed:	181	Warnings:	31

REPORTS:

11/03/16: Officer Hill responded to Reynolds Avenue for a report of a theft. The victim stated when she went to leave her residence that morning she noticed one of her red rocking chairs was missing from the front porch. She walked the neighborhood to see if she could locate the chair but was not successful. The neighbors stated they did not see anything suspicious. There are no suspects.

11/04/16: Officer Cline was dispatched to the alley at East West Side Avenue for an assault in progress. The victim stated that he was driving in the alley when a group of 8-10 juveniles accused him of running over their friend's foot. He was sure he did not run over anyone's foot and parked his vehicle behind 809 Salem Avenue. The juveniles followed him and began throwing rocks at him. He confronted the juveniles and at that point they began to physically assault him. Two unknown males, who were passing by, intervened to help the victim. There were witnesses who stated that one of the juveniles displayed a knife, and held the knife in a position as to stab someone. No one was injured. The juveniles have not been located.

11/05/16: Officer Vanderwall responded to West Washington Street for a report of a male carrying a gun in his back pocket. The male was located and the officer found a flare gun in the male's back pocket. When the male was questioned as to why he was carrying the gun, he responded that he did not know why. Due to the mental state that the male was in and the level of intoxication, the flare gun was confiscated and placed into an HPD property locker for safe keeping. The flare gun was not stolen.

11/06/16: Officer Bartles was dispatched to King Street for a report of a theft of a scooter. The owner advised that his 2013 Honda Scooter had been stolen from his residence. The scooter is described as being pearl white in color with a brown seat and has small scratches on the left side. A general broadcast was given over the radio regarding this theft and the scooter was placed into NCIC as stolen. There are no suspects.

PRESS RELEASES:

On 11/06/16 at 3:38 a.m. officers responded to the area of Woodland Way and Oak Hill Avenue for several reports of shots fired. At 4:01 a.m., dispatch received a 911 call from a victim stating he had been shot at while in his vehicle. Upon making contact with the victim he advised just prior to being shot at, he had a physical altercation with several subjects at Byer's Stop- N-Go located in the 100 block of North Burhan's Boulevard. The victim stated one of the subjects followed him to the 1100 block of Woodland Way where the suspect shot into the victim's vehicle several times. The victim was able to identify the suspect as 26 year old Brandon Lamar Wills. At that time an arrest warrant was issued on Wills.

On 11/07/16 Detectives from the Hagerstown City Police Department along with Allegany County Sheriff's Office and the Cumberland Police Department SWAT Team took Brandon Lamar Wills into custody without incident at his residence located at 216 Hammond Street in Westernport, Maryland. Officers also recovered two handguns inside the residence. Brandon Lamar Wills is charged with 1st Degree Attempted Murder, 2nd Degree Attempted Murder, 1st Degree Assault, 2nd Degree Assault and Felon in Possession of a Handgun.

OTHER NEWS/INFORMATION:

The Hagerstown Police Department has been preparing for the agency's reaccreditation. The Commission on Accreditation for Law Enforcement Agencies had their on-site assessment last week at HPD. Chief Brito sent this email to all HPD employees:

"Good afternoon HPD,

As you are aware the Commission on Accreditation for Law Enforcement Agencies (CALEA) was at HPD for our advanced review for the majority of last week. The on-site assessors, Chief of Police Scott Cunningham and Chief of Police Wanda Dunham were selected by CALEA to conduct our assessment to be reaccredited. To add some context of the importance of the CALEA accreditation process, out of more than 18,000 law enforcement agencies in our great nation, only 1,200 are accredited. I'm proud to tell you that the assessment team will recommend to CALEA that HPD be reaccredited. Moreover, the team spoke glowingly of Hagerstown Police Department's operational ability, the members they interviewed and our wonderful community partners which we have forged strong and lasting relationships with. Lastly, I'm honored to be a part of this great department and work beside each one of you!"

A special thank you to Mr. Jeffrey Morgan who is the support staff person that handles all HPD's CALEA standards and documentations and to the many others that helped prepare the agency for this reaccreditation.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	193	185
	University District Deck	462	462
Number of Patrons Using Decks	A & E Deck	1609	1951
	University District Deck	1922	2247
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	140	161
Number of Late Payment Notifications		36	64
Peak Occupancy (%)	A & E Deck	72% Wed @ 2 PM	71% Sat @ 10 PM
	University District Deck	61% Tue @ Noon	61% Thu @ 2 PM

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	2
Fire	1	1
Human Resources	0	1
Light	1	4
Parks & Engineering	5	2
Police	17	8
Public Works	5	5
Wastewater	1	3
Water	0	6
Weekly Totals	30	32

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Thur. 11/3 - 830 Washington Avenue- total outage; customer's main breaker was bad. Lineman advised customer to contact electrician for needed repairs. Time Out: 16.3-17.3
- Sun. 11/6 - 1100 Frederick Street- disconnects service for contractor to complete yearly maintenance on facilities. Time Out: 7.0-8.0
- 246 Summit Avenue- total outage; squirrel caused line fuse to operate. (1) 30T fuse replaced to correct problem and restore power. Time Out: 10.4-11.3
- 1100 Frederick Street- reconnect service for contractor after maintenance was complete. Time Out: 12.0-12.7
- 932 Mount Aetna Road- total outage; replaced (1) 15T fuse to restore power. Time Out: 12.7-13.5
- 614 Knightsbridge Drive- lineman removed meter and disconnected service due to house fire. Time Out: 23.2-23.9

Distribution

- Metering Staff received no high bill complaints this week.
- Crews continue feeder inspections for Zayre's substation.
- Line Department has resumed our project to replaced outdated underground facilities that have since reached the expected life span.
- HLD Lineman completed the roadside tree care expert class, passing the exam and are now certified with the State of Maryland Forest Service.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
59	25	3	0

Engineering

Staff worked on the following projects:

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer created documents related to rights-of-way for the installation of overhead electric facilities for HLD's distribution system.
- The Staff Engineer and Distribution Superintendent met with a local manufacturing company to discuss additional electric service to meet their demands for expansion.
- Engineering staff completed many updates to the electric GIS model.
- Engineering staff released bids for the supply of FR clothing for HLD electrical workers.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
11/03/16	11.03		11.03
11/04/16	10.91		10.91
11/05/16	10.84		10.84
11/06/16	10.61		10.61
11/07/16	11.03		11.03
11/08/16	10.93		10.93
11/09/16	10.92		10.92
<i>Average:</i>			<i>10.90</i>

Water Production at R. C. Willson

The Orchard Hills Tank will be placed back in service the week of November 14th. The Henson Tank remains off-line and has been drained and cleaned. The cathodic protection contractor was on-site and made repairs – the tank will be disinfected and placed back in service next week.

Operations:

- Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.

Maintenance

- Staff worked on routine plant maintenance and preventative maintenance on equipment.
- The installation of the ice removal system on the sedimentation basins has been completed.
- Repairs are still in progress on the Sulfuric Acid pump.
- Repairs were made to the west traveling screen.

Instrumentation

- RC Willson – Repairs are still in progress on the third floor lighting.
- RC Willson – Staff continues to make repairs on the south stream current monitor.
- RC Willson – Replaced the fluoride machine hopper gasket.
- Pump Stations – Repairs to the transducer suction and discharge taps are still in progress.
- Pump Station #3 – Replaced the four-way function valve on the automatic valve.

Water Production at Breichner/Edgemont Reservoir

- The Reservoir is currently at 0.4 feet (dry level) and the floor is fully vegetated to reduce erosion and sediment transport potential. Staff is working with MDE to secure permits to continue with the ongoing site evaluation.
- Staff met on-site with the Project Engineers to discuss on-going work. Additional monitoring required by MDE will be initiated the week of November 14th.

Water Distribution

Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements, restores and routine meter testing. Meter tiles and roadway boxes are being adjusted and replaced throughout the system. Repairs were made to the water main on Wilcox Drive. Work continues on the Frederick Street water main replacement project.

Laboratory

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Collected distribution system samples for monitoring for nitrification.
- Collected fourth quarter DBP samples.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	3
Preliminary Plats	-	1
Final Plats	-	1
Building Permits	7	-

- Staff attended a development review meeting at the County Planning Office.
- Staff met with Water Division staff regarding the water service for a proposed commercial business.
- Staff met with residential subdivision owner, contractors and Distribution Supervisor regarding water services installations.
- Staff attended a Dam Safety, Maintenance and Operation workshop at the Maryland Department of the Environment.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, November 2, 2016	5.08	0.00
Thursday, November 3 2016	5.08	0.00
Friday, November 4, 2016	4.94	0.00
Saturday, November 5, 2016	4.91	0.00
Sunday, November 6, 2016	5.21	0.00
Monday, November 7, 2016	5.02	0.00
Tuesday, November 8, 2016	5.06	0.00
Weekly – Avg. Flow / Total Rainfall	5.04	0.00
Nov - Avg. Flow/Total Rainfall	5.05	0.00

Miscellaneous

- Disassembled 6" DI piping on sludge transfer pumps and located/removed blockage.
- Cleaned UV bulbs on channels 1 and 3.
- Winterized plant and equipment.
- Replaced faulty wiring on outside site lights.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	15	668'	24	338'
Flushing	11	12,889'		

Collection System Maintenance Task

- Grinder Pump call at 11018 Plumwood Circle, no issues found, used Jetter to simulate cycles.
- Grinder Pump call at 11105 Mahogany Drive, broken canister, will repair and charge owner.
- Grinder Pump call at 1531 Kensington Drive, light on but pump would not run, repaired.
- Grinder Pump call at 1533 Kensington Drive, call was for light on; when we arrived light was off, no issue found, vacuumed out tank.
- Odor complaint at 704 Interval Road, found no issues.
- Pump Station 11, installed new receptacle for block heater.
- Pump Station 21, replaced block heater on generator.
- Pump Station 22, installed block heater on generator.
- Pump Station 28, replaced block heater on generator.
- Scada System, continued to work on new software installations.
- Backup at Noland Village, opened line for HHA.
- Backup at 553 Pangborn Boulevard, flushed cleanout to clear debris.
- Backup at 121 Calvert Terrace, problem on the private side.
- Exercised valves on Pump Station 23 force main, replaced a 20 foot section of 10" ductile pipe with C900 due to corrosion. Also removed Air Release Valve on Garland Groh Boulevard, it was installed at a low point and never opened, will repair and reuse elsewhere in the system.
- 355 Woodpoint Avenue, excavated patch, concreted and blacktopped around newly installed manhole for Station #2.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	4	4	0	0	0	3	11
YTD 2016	47	75	16	1	2	107	248

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

Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff met with the Collections Superintendent to discuss the Hamilton Run Watershed Study and relevance of the old interceptor.

Wastewater Laboratory

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

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

Valerie A. Means
City Administrator

A dark blue poster with a festive border of green pine branches, red berries, and orange starburst ornaments. The text is centered and reads:

Holiday Pop-up
at
THE CITY MARKET

Nov. 19th & 26th
Time: 8am - 3pm

25 W Church St., Hagerstown, MD

Inspire your holiday! Shop local artist, farmers and entrepreneurs at our historic "City Farmers Market".
for more info visit -
downtownmovement.org



The Downtown Movement
Holiday
POP-UP SHOP EVENT

Friday, Nov 18th (on the square) - 4pm - 8pm
Saturday, Nov 19th (on the square) - 11am - 6pm
Saturday, Nov 26th (on the square) - 11am - 6pm

We fill vacant storefronts with our areas favorite shops!
See reverse side for info on the "City Farmers Market" Pop-up.

Love Local, Shop Local!

On the Square
Potomac St x Washington St
Hagerstown, MD



facebook/thedowntownmovement - downtownmovement.org