

City of Hagerstown, Maryland Status & Information Report No. 3 for 2017

January 20, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

JANUARY 2017						
* 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	2 HOLIDAY CITY OFFICES CLOSED	3 No Meeting	4	5	6	7
8	9	10 4pm Work Session	11 4pm Hagerstown Planning Commission Meeting	12 4:30pm Hagerstown Historic District Commission Meeting	13	14
15	16 HOLIDAY CITY OFFICES CLOSED	17 3pm Executive Session 4pm Work Session	18 7pm Board of Zoning Appeals Meeting	19	20	21
22	23	24 3pm Executive Session 4pm Special Session & Work Session	25 7pm Hagerstown Planning Commission Meeting	26 4:30 pm Hagerstown Historic District Commission Meeting	27	28
29	30	31 6pm Work Session 7pm Regular Session				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

City Center: Recent activity includes:

- Staff led the monthly Main Street Hagerstown leadership meeting with the co-chairs of the workgroups to begin planning for next fiscal year projects.
- Staff attended the Business Relations work group monthly meeting where Kathy Maher updated the group on improvements to communication and development and property management process that PCAD has made available and is currently in development.
- Staff helped to organize and host the first monthly downtown business owners' forum which is a new project of the Business Relations Work Group. Chief Brito spoke to the group which had 30 downtown business owners in attendance. The next forum will be held February 16th in DCED's conference room.

- o Top Searches:
 - "true"
 - "jobs"
 - "power outage"
 - "christmas tree pickup"
 - "hub city 100 miler"
 - "trash"

- Communications staff is working with the Parks & Recreation Division to complete a re-design of The Greens at Hamilton Run golf course website. The changes make the site mobile responsive, easier to navigate, and more visually appealing. The site is expected to launch in the coming weeks.

PARKS & ENGINEERING

PARKS DIVISION

1. **Strategic Planning.** Parks & Recreation staff has started the work with Betsy Thompson, a longtime Director of Parks & Recreation in Rockville, to develop a strategic plan. We hope to come away with direction on the Hager House, 202 Train Exhibit, and targeted marketing plan for all our programs and events.

2. **Hub City 100 Miler.** As of the morning of January 19th, nearly 1,400 people have registered for the 4th Annual Hub City 100 Miler! Registration officially closes on January 26. Here is how the program has grown in participants since its first year in 2014: 600 in 2014, 800 in 2015, and 945 in 2016!

3. **Municipal Stadium.** We started making the off season repairs and maintenance that was approved by the Mayor & Council.

4. **Fit Room Classes.** Upcoming classes include:
 - Friday, January 20th, Candlelit Restorative Yoga – 5pm
 - Saturday, January 21st, PiYo – Noon (tentative; rescheduled from last Saturday)
 - Monday, January 23rd, Tai Chai for Balance and Movement – 9am

ENGINEERING DIVISION

1. **Public Meetings.** Staff conducted three public meetings in the past week to allow the public to have input and time for questions on the following:
 - o Golf Course Stormwater project
 - o City Park Lake Dredging
 - o Cultural Trail Call for Artists public information meeting

2. **Certified Playground Safety Inspector.** Roger Reed attended training in Largo, MD to become the City's Certified Playground Safety Inspector. Through this certification Roger will be able to ensure that all the City's playgrounds are compliant with ASTM and CSPC requirements. This will decrease the City's liability at Parks & Recreation facilities.

3. **Board of Traffic & Parking.** The board discussed trucks and speeding on Nottingham Road. Police will do speed enforcement and residents will talk to trucking companies that are outside of City.

4. **Engineering**

TRAFFIC ISSUES		
Description	Week of 1/13/17	2017 TOTALS
Traffic complaints received	9	10
Work Orders completed	6	11
Traffic counts completed	0	0
CONSTRUCTION PROJECTS		
Description	Week of 1/13/17	2017 TOTALS
Projects advertised for bids	0	0
Projects under construction	8	
Projects completed	0	0

PLANNING & CODE ADMINISTRATION

1. **New Development Cases:**
 - 1201 Maryland Avenue – Great Southern Wood – minor site plan for two lumber storage buildings.
2. **Planning Commission:** The Planning Commission will consider the following items on January 25:
 - 503 Dual Highway – workshop for potential pad site development.
 - 2009 Salem Avenue North, LLC – review of appropriateness of zoning for new annexation.
 - Comprehensive Plan Update – continue discussion of the draft Introduction and Implementation Elements.
3. **Historic District Commission:** The HDC will review the following case on January 26:
 - Delta Building – Ash Azadi – workshop.
4. **Presentation on Communication & Customer Service Initiatives.** The director presented to the Business Relations Work Group of Main Street on January 18th the list of initiatives that our department has taken or has in the works to improve communications and to ease the development and property management process. A number of the initiatives were spawned from discussions with members of this work group in the past. Additional input was received and will be discussed with staff. The Work Group strongly recommended that we promote these initiatives to the general public, stakeholders, and potential investors, and offered to help with that promotion. They applauded our plan to have a customer feedback survey made available to all our customers at the conclusion of their interactions with us, as a means of tracking our progress with the new initiatives.
5. **Weekly Activity Report:** January 9–13, 2017

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
		Residential -		Commercial -		Other -		
Building	4	3	Commercial -	1	Other -	0	7	
Electric	14	10	Commercial -	2	Other -	2	15	
Plumbing	12	7	Commercial -	2	Other -	3	12	
Mechanical	8	5	Commercial -	3	Other -	0	8	
Engineering Dept.	14						15	
TOTAL	52	25		8		5	57	

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	\$ 157,946.00	\$ 4,110,128.00
Commercial	\$ 2,790,500.00	\$ 13,349,563.00
Apartment	\$ 35,880.00	\$ 733,205.00
Sign	\$ 0.00	\$ 263,025.00
TOTAL	\$ 2,984,326.00	\$ 18,455,921.00

Projects of Interest

- Construct single story addition for Animal Hospital at 1125 Professional Court - \$750,000
- Phase 1B of Pinnacle Foods tenant fit-out at 1200 Frederick Street - \$2,000,000
- Remodel structure due to fire at 610 Knightsbridge Drive - \$104,493

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017

	PROPERTIES	UNITS
Registrations received week of Jan 3 – Jan 6	6	6
New applications issued week of Jan 3 – Jan 6	7	7
Total 2016-2017 registered (includes changes since 5/1/16)	3,413	8,984
Total still outstanding from May 1 renewal mailing	8	9

Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were mailed on May 2, 2016. \$500 citations have been issued against five property owners who have failed to renew their license for this program year and continue to operate an occupied rental property.

PAYMENT

Weekly payment received	\$ 550
Weekly adjustment/credits	\$ 0

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	15
Electrical	31
Plumbing	26
Mechanical	11
Safety	52
Neighborhood Vitality	55
Quality of Life	17
Preventive Maintenance	29
Planning & Zoning	1

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:	1,460	Field Interviews:	39
Arrests/Warrants Served:	19	Moving Violations:	44
Domestic Violence Calls:	12	Parking Violations:	142
DUI Arrests:	1	Safety Repair Orders:	2
Reports Filed:	149	Warnings:	68

REPORTS:

01/12/17: Officer Vogel was dispatched to Hamilton Boulevard for a report of a theft from a motor vehicle. The victim stated that his grey station wagon had been broken into and his barber equipment had been taken. He did not hear or see anything suspicious during the night. There was no damage to the vehicle. The total value of the stolen items is approximately \$700. There are no suspects at this time.

01/13/17: Officer Keefer responded to Hoffman Chrysler Parts and Service on Edgewood Drive. The Service Director stated that someone broke into the Center during the night. The glass window to the door had been shattered. A check of the interior was conducted and nothing of value appeared to be missing from the building. At this time there are no suspects.

01/14/17: Officer Weaver was dispatched to Franklin Street for a report of a malicious destruction of property. A witness stated he was walking west bound of Franklin Street when he observed a subject walk from the opposite side of the street toward his house. The witness further stated the subject walked between his vehicle and his neighbor's vehicle. At that time he heard a pop and he later discovered that noise was a shattered window to his neighbor's vehicle. He contacted the neighbor and told what he had witnessed. No further information is available.

01/15/17: Officer Goggin was dispatched to Potomac Street for a report of a possible sexual assault. The mother was accusing her husband of sexually abusing their juvenile daughter. The officer contacted the Child Protective Services and proceeded to set up a Safe Plan. This case has been forwarded to the Criminal Investigative Division with Detective Fleegal handling the case. The investigation is on-going.

01/16/17: Officer Reese responded to Kasinoff Avenue in reference to a theft from a motor vehicle. The victim advised that someone had tampered with his vehicle and he was missing his wallet and coins from the console. A video camera captured the incident and it appears that five young males were involved. The officer requested extra patrol checks during the overnight hours thinking that perhaps the group would attempt to break into other vehicles in the area. No further information is available.

01/18/17: Officer Goggin responded to Frederick Street for a reported robbery in progress. The victim stated she was leaving her friend's house when another female approached her and began to attack her. A male was also present but did not assist the female with the attack. The suspect took the victim's purse and ran towards Pope Avenue. A friend of the victim ran after the suspect and was able to retrieve the purse. The suspect and her male companion jumped into a silver Durango and fled the area. No further information is available.

PRESS RELEASES:

On 01/13/17 it was reported that shots were fired in the area of North Cannon Avenue. Officers located a male victim suffering from multiple gunshot wounds. The victim, identified as 20 year old Cameron Thomas Tibbs, was transported to Mertius Medical Center and later pronounced dead. In the course of the investigation, a suspect was identified as 18 year old Daiquan Yahdir Preston of Philadelphia, PA. It was learned that Preston was in the company of 39 year old James Cornell Evans Sr. when the victim was shot. Evans was taken into custody without incident.

UPDATE

On 01/13/17 at 2 p.m. officers from the Hagerstown City Police Department with the assistance of the Washington County Sheriff's Officer, Maryland State Police Apprehension Unit and the Boonsboro Police Department located and took into custody Daiquan Yahdir Preston. Preston is charged with 1st and 2nd Degree Murder, 1st and 2nd Degree Assault and other related handgun violations. Preston and Evans are both being held at the Washington County Detention Center without bond.

PUBLIC WORKS

The following three charts are to provide clarification regarding the Parking System specifically the use and occupancy of the parking decks. The peak occupancy reported in Chart No. 1 conveys maximum occupancy at a given point in time during the week. However, it does not convey a clear or overall picture of the use of the parking decks throughout the week.

The A&E Parking Deck (Chart No. 2) has 185 available parking spaces. Throughout the week, the deck leveled off at around 105 spaces being used. A little more than one-third of the spaces were used throughout the weekend during peak demand.

The University District Parking Deck (Chart No. 3) indicates consistent use throughout the work week and a sharp decline on the weekend. In fact, less than 40 vehicles occupied the deck on Saturday or Sunday or less than 10% of the available parking. These are mostly Maryland State vehicles that are housed in the deck.

What is deceiving from Chart No. 1 is the number of permit holders as compared to the number of available spaces. For example, there are currently 207 permit holders for only 185 available spaces at the A&E Parking Deck. This does not include any transient drivers. This is possible due to the number of permit holders from Award Beauty School. The school holds a majority of the permits but only use them sporadically throughout the week for short periods of time. Knowing the customer and how the permit is used allows staff to oversell the parking deck which goes against industry standards (selling more permits than spaces).

The same holds true for the University District Parking Deck. A large portion of the permits are used by the students at the University System of Maryland Hagerstown (USMH). Many of the college students only occupy the deck for short periods of time, nights and weekends. Again, this allows staff to oversell the deck with permits while still providing space for other permit holders and transient drivers.

The use at both decks will ebb and flow with the college school year. Use of both parking decks will fall during the summer months due to breaks in the school year (including BISFA) and summer vacations by full time employees working in the downtown.

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	207	204
	University District Deck	468	466
	Parking Lots	297	297
Number of Patrons Using Decks	A & E Deck	1537	1402
	University District Deck	1548	1187
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	123	70
Number of Late Payment Notifications		56	70
Peak Occupancy (%)	A & E Deck	57% Wed @ 2 PM	64% Thu @ 2 PM
	University District Deck	53% Thu @ Noon	48% Thu @ Noon

CHART NO. 2 – A&E PARKING DECK WEEKLY OCCUPANCY

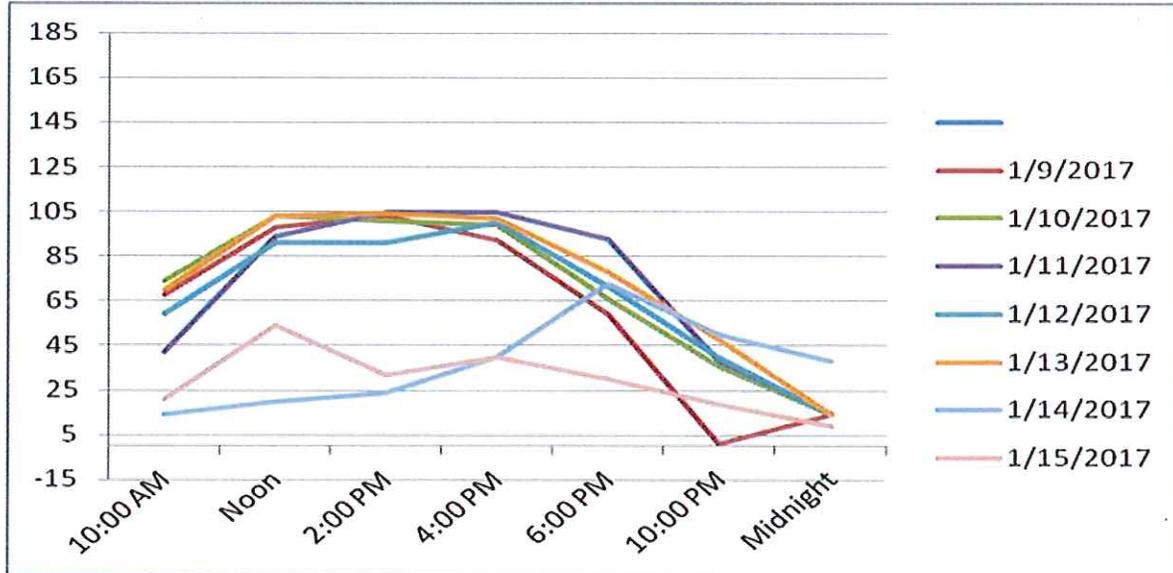
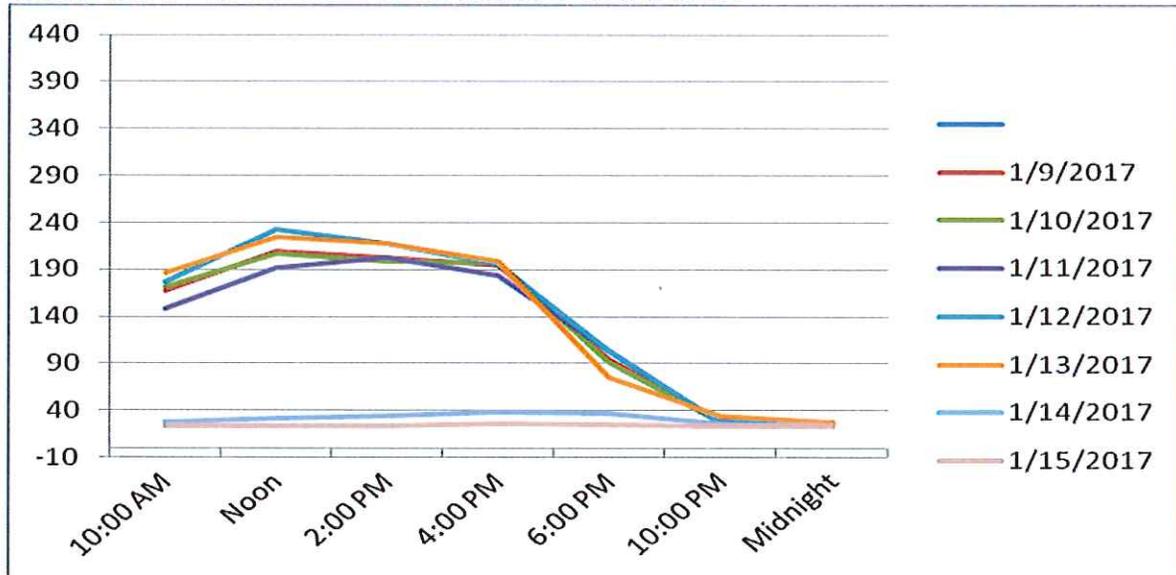


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	4	3
Human Resources	1	0
Light	1	4
Parks & Engineering	3	1
Police	11	10
Public Works	11	9
Wastewater	2	1
Water	5	5
Weekly Totals	38	33

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Sat. 1/14 - 32-34 North Locust Street- partial outage; issues were found with the underground service. Time Out: 17.1-18.9

- Mon. 1/16 - 214 Summit Avenue- pole damaged; vehicle struck street light pole in accident. Time Out: 0.0-1.0

- Tues. 1/17 - 747 Morningside Drive- pole damaged; vehicle struck street light pole in accident. Time Out: 20.0-21-2

- 325 Linganore Avenue- Miss Utility locate for Columbia Gas Company to make repairs to a gas main break. Time Out: 22.5-23.5

Distribution

- Metering Staff received no high bill complaints this week.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
11	2	3	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.

- The Staff Engineer reviewed multiple attachment agreements with various communications companies for attachment to HLD facilities.

- Engineering and Distribution staff coordinated the preliminary work for the installation of Alevo's Battery Storage System at Frederick Street Substation.

- The Staff Engineer prepared an order for distribution transformers.

- Engineering Staff worked alongside Avista Realtime Systems with HLD's SCADA upgrade process. We are 90% complete with the new system and anticipate its activation in a few weeks.

Administration

- The 2MW battery storage unit was placed at the Frederick Street substation site this week. The final connections will be made and testing will begin next week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
01/12/17	12.36		12.36
01/13/17	11.95		11.95
01/14/17	11.42		11.42
01/15/17	11.35		11.35
01/16/17	11.75		11.75
01/17/17	11.61		11.61
01/18/17	11.84		11.84
<i>Average:</i>			11.75

Water Production at R. C. Willson

- 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.
 - Repairs were made to the overhead garage door faulty limits.
 - Completed the yearly service and inspection on the chlorine system.
- Instrumentation
 - RC Willson – Completed the yearly service and inspection on the SCADA UPS.
 - Pump Stations – Repairs to the transducer suction and discharge taps are still in progress.
 - Pump Station #3 – A leak was repaired on flange pump #1.

Water Production at Breichner/Edgemont Reservoir. The Reservoir pool elevation is currently 1.4 feet (dry level). The change in elevation is a result of rain received recently in the area. Site evaluation continues per the contract with Hazen and Triad. Distribution staff inspected the screen retrieval device and plates and will relocate these items to the intake structure/tower. The next project progress meeting is scheduled for February 1, 2017.

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. Repairs were made to a water main on Pennsylvania Avenue.

Laboratory

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Completed the LT2ESWTR report for January.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	2
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	7	-

- Staff attended a development review meeting at the County Planning office.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with a fire protection company representative to discuss service upgrade details for an institutional expansion.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 11, 2017	6.53	0.30
Thursday, January 12, 2017	6.60	0.06
Friday, January 13, 2017	6.42	0.01
Saturday, January 14, 2017	5.10	0.10
Sunday, January 15, 2017	6.05	0.00
Monday, January 16, 2017	6.15	0.03
Tuesday, January 17, 2017	6.52	0.13
Weekly – Avg. Flow / Total Rainfall	6.20	0.18
Jan - Avg. Flow/Total Rainfall	6.25	0.88

Miscellaneous

- Replaced air chamber on 6M sludge transfer pump.
- Replaced shaft bearings and fan on OAB vent fan.
- Disassembled #2 & #3 scum pumps and removed debris/obstruction from clack valves and suction discs.
- Cleaned and calibrated ChemScan and UVT meter in ENR building.
- Pulled Parkson airlifts and replaced diversion screens.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

CCTV Inspections	1	321'	253'	8
Flushing	1,13,14	7,521'		

Collection System Maintenance Task

- Sewer Back up at 1001 St. Claire Street, roots at curb, excavated and installed clean out at curb.
- Sewer Back up at 1928 Abby Lane, clog in lateral, opened with flusher.
- Sewer Back up at 847 Woodland Way, clog in clean out, removed bath towel.
- Grinder Pump call at 11205 Eastwood Drive; pump failed, replaced, alarm system not working, informed homeowner they have to repair. Also hauled one load of brush off-site in order to get to the grinder pump.
- Pump Station 3, staked manholes for upcoming project.
- Pump Station 19, replaced ATS control module in transfer switch.
- Dropped enzyme bags at various lift stations and trouble spots in the system to control FOG.
- General pump shop repair work.
- General maintenance on Unit 594.

Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	0	0	0	0	2	5
YTD 2017	5	2	0	0	0	7	14

** 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 attended a Plan Review Committee meeting at City Planning.
- Staff attended a Pre-Construction Conference for the Sewer I/I Rehabilitation Phase 1A contract.

Laboratory

- Collected Whole Effluent Toxicity testing samples for bio-monitoring and toxic chemicals.
- 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". The signature is fluid and cursive.

Valerie A. Means
City Administrator