

City of Hagerstown, Maryland Status & Information Report No. 48 for 2015

December 11, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

DECEMBER 2015 <i>For more information on City events, please visit our Calendar of Events on the City's website at http://www.hagerstownmd.org/calendar.aspx</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 4pm Work Session	2	3	4 7pm City Park Tree Lighting	5
6	7	8 3pm Executive Session 4pm Work Session	9 7pm Planning Commission Meeting	10 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting	11	12
13	14	15 1:30 pm Annual Wash. Co. Delegation Meeting 6:15pm Executive Session 7pm Regular Session	16 7pm Board of Zoning Appeals	17	18	19
20	21	22 No M&C Meeting	23	24 HOLIDAY CITY OFFICES CLOSED	25 HOLIDAY CITY OFFICES CLOSED	26
27	27	29 No M&C Meeting	30			

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Farmers' Market Update:** The Request for Proposals for City Farmers' Market Operations was posted this week. A pre-proposal site visit is scheduled at the Market on Wednesday, December 16 at 2 p.m. Submissions are due no later than February 1, 2016 at 2 p.m.
2. **NeighborWorks Training Institute:** Community Development staff attended daily training this week in D.C. Featured courses included: Community & Neighborhood Revitalization; Community Engagement; and Community Economic Development.

3. **Events:**

- Reindeer Run & Walk
Saturday, December 12 – 9:00 a.m.

City staff are assisting with the Reindeer Run & Walk event coordinated and benefitting Hagerstown's Police Athletic League (PAL). Proceeds from registration fees and raffle will help to sustain the activities led by PAL. Registration begins at 7:45 a.m. and the 5k Run/Walk and Elf Trot Kids Run begin at 9:00 a.m. For more information:

<https://www.facebook.com/Hagerstown-Area-Police-Athletic-League-PAL-120835834613715/>

- Pop-Up Shops Holiday Event
Friday, December 11: 4:00 – 8:00 p.m.
Saturday, December 12: 12:00 – 7:00 p.m.

Downtown Movement, with assistance from the City of Hagerstown, will be hosting the Pop-Up Shops & Second Saturday event this weekend! Some of the area's favorite shops and artisans will "Pop-Up" to fill vacant storefronts. Second Saturday special features include free kids' activities, gift wrapping station, horse-drawn carriage rides, holiday music; and the Ugly Christmas Sweater Stroll. For more information visit: Facebook/TheDowntownMovement or www.downtownmovement.org

INFORMATION TECHNOLOGY & SUPPORT SERVICES

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

- Advisory: Yard Waste Collection Ending for Season
- Advisory: Trash & Recycling Collection Christmas Holiday Advisory
- Traffic Advisory: Reindeer Run (December 12)
- E-casts:
 - Requests for Proposals for City Farmers' Market Operations

2. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Month in Review for November 2015
 - 2016 Donut Drop Preview
 - Promotion for Pop-Up Shops/Historic Houses of Worship Tour
- In production:
 - Public Information for Police Body-Worn Cameras

3. **Websites:**

- City Website:
 - About 7,900 users visited www.hagerstownmd.org for the week of November 30, 2015 – December 6, 2015.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,539 users
 - ▶ Utility Billing page 527 users
 - ▶ Jobs page 331 users
 - Top Searches:
 - ▶ "permits"
 - ▶ "farmers market"

- ▶ "towing"
 - ▶ "yard waste"
- engageHagerstown:
- Current topics:
 - ▶ What three factors are most central to Hagerstown's heritage or identity?
 - ▶ What kinds of attributes, skills and experience should a new Chief of Police have?
 - ▶ Why do you get involved online? Why is a digital format beneficial for you?
 - ▶ What are our community's priorities for planning our city's future?
3. **MAPLINK Demonstration:** IT Staff attended a demonstration of the MAPLINK feature of the MUNIS financial system. This feature allows for MUNIS data to be mapped onto GIS maps for better representation of data. This feature will be incorporated into an overall online information strategy for citizens and customers through the City website.

PARKS & ENGINEERING

1. **Congress Passes Transportation Bill.** The U.S. Senate recently joined the House to pass a five-year, \$305 billion transportation bill, *representing the first time Congress has passed a long-term national transportation funding bill in more than a decade.* The Fixing America's Surface Transportation Act (FAST) restores certainty to a national surface transportation program that has been strung along by more than 35 stopgap extensions, and includes provisions that provide local decision-makers with greater access to federal transportation dollars. The FAST Act includes a number of programs relevant to city transportation programs, including:
 - The Surface Transportation Block Grant Program will increase funding that is allocated to local decision makers from 50 percent to 55 percent over the life of the bill, and gives local leaders greater flexibility over how those dollars are spent.
 - The Transportation Alternatives Program, which provides funding for walking and bicycling infrastructure directly to local leaders, is now a part of the Surface Transportation Block Grant Program. Its funding has been increased from \$835 million to \$850 million.
 - Additional money for bridges and transit has been increased, with locally-owned bridges now eligible for more than \$22 billion in federal funding under the National Highway Performance Program. The increased funds are directed towards bus facilities and other transit programs.
2. **Sustainable Hagerstown Community Survey.** The City's Green Team, part of our Sustainable Maryland Certified program, is doing a survey of the community about "sustainable" items at this link: <https://www.surveymonkey.com/r/QDHNW3Q>. We hope to launch it next week and it will help establish initiatives in the next few years. A flyer will be placed in the utility bills and an e-cast will be done to make the public aware of the survey.
3. **Golf Course.** The last day open for the season is Sunday, December 13th. Staff will be utilizing the building as much as we can during the closure.
4. **Recreation Items:**
 - German Christmas Tours continue through this weekend, December 11-13, at the Hager House. Enjoy a holiday tour and learn about German Christmas customs and superstitions, and see the Hager House decorated for Christmas.

- Registration for the 2016 Hub City 100 Miler is open! Community partners, sponsors and prizes are being recruited for the 14-week program.
- Drop-in Yoga at the Golf Course Clubhouse takes place on Monday and Wednesday evenings throughout the month of December.

5. **Parks Items:**

- Fairground Grandstand: Installing windows in new recreation room
- Community Garden: Completed brick columns' and caps. Contractor will begin installing the fence next week.
- City Park: Removing and cleaning up ash trees that could not be saved. Approximately 40 will be removed this winter.

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**

- 12810 Shank Farm Way – The Olney Winery at Stone House Square – wine tasting room, wine production, and retail sales of wine.

2. **New Development Cases:**

- 1547 Mt. Aetna Road – Brethren Mutual Insurance Co. – site plan for employee parking lot.

3. **Planning Commission:** The Planning Commission met on December 9 to consider the following matters:

- 501 Frederick Street – Alan Stone – reviewed a proposed plan for landscaping with buffering for a car sales facility. Applicant was given the go ahead to submit a site plan.
- Dr. Ali Medical Building – Howell Road – Site Plan Re-Approval (at the request of the applicant's engineer, this matter will be considered at the next meeting).
- Approved the 2016 Meeting Schedule.
- Comprehensive Plan Update – discussed the Housing & Neighborhood Development Element.
- Discussed the City of Hagerstown Sidewalk Policy.

4. **Weekly Activity Report:** November 30 – December 4, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	3	Commercial -	2	Other -	0	6
Electric	18	Residential -	9	Commercial -	8	Other -	1	18
Plumbing	12	Residential -	5	Commercial -	5	Other -	2	12
Mechanical	7	Residential -	5	Commercial -	2	Other -	0	7
Engineering Dept.	21							21
TOTAL	63		22		17		3	64
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential	\$ 23,650.00				\$ 2,607,866.00			
Commercial	\$ 195,000.00				\$ 6,824,275.00			
Apartment	\$ 0.00				\$ 519,250.00			
Sign	\$ 5,000.00				\$ 252,780.00			
TOTAL	\$ 223,650.00				\$ 10,204,171.00			

Projects of Interest

- Interior alterations with new office partitions and ceilings at 525 Northern Avenue - \$80,000
- Interior alterations on second floor at 19 Public Square - \$40,000
- Add bathrooms, walls, and utility closet in commercial space at 25-27 West Franklin Street - \$75,000

NO FEES

	PROPERTIES	UNITS
Registrations received week of Nov. 30 – Dec. 4	10	27
New applications issued week of Nov. 30 – Dec. 4	4	7
Total 2015-2016 registered (includes changes since 5/1/15)	3,338	8,936
Percentage of total invoiced that have registered	99.3 %	99.3 %

Notes: The 2015-2016 rental license renewals for 9,002 units in 3,360 properties were printed and mailed on May 1, 2015. Notices of Violation were mailed to owners of 38 properties that remain unregistered. Failure to register (or explain why not) by December 1 will result in fines.

PAYMENT

Weekly payment received	\$ 2,525
Weekly adjustment/credits	\$ 1,425

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	33
Electrical	33
Plumbing	12
Mechanical	9
Safety	51
Neighborhood Vitality	64
Quality of Life	8
Preventive Maintenance	54
Planning & Zoning	5

INSPECTIONS KEY:**Categories of Conditions**

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

POLICE DEPARTMENT**1. STATS**

Calls for Service:	1,499	Field Interviews:	21
Arrests/Warrants Served:	22	Moving Violations:	48
Domestic Violence Calls:	19	Parking Violations:	unavailable
DUI Arrests:	5	Safety Repair Orders:	10
Reports Filed:	147	Warnings:	39

2. REPORTS

- 12/03/15: Officer Hostetter responded to the Goodwill store on North Burhans Boulevard for a report of a theft. The victim advised she left her purse hang on a rack while shopping at the store. When she realized she forgot her purse she returned to the business. She found her purse still there; however her money and medication were missing from the purse. The officer will be requesting to review footage from the surveillance camera.
- 12/04/15: Office Decker was dispatched to Cascade Tissue Company on Eastern Boulevard for a reported burglary. The property supervisor stated that someone had entered the business and stole copper wire. A business trash can was located near the cut fence and was $\frac{3}{4}$ full of stainless steel fittings. The loss is estimated at over \$1,000. There is no suspect information at this time.
- 12/07/15: Officer Young was dispatched to Spruce Street for a report of an assault in progress. The victim stated that he had been jumped by two black males. He advised he did not know their names. The victim believes that perhaps the assault was due to the fact he owes money to another individual. The victim had a small cut over his eye and a cut over his ear. CRS arrived on scene and transported the victim to Meritus for treatment. The victim became uncooperative and provided limited information regarding the incident. No further information available.

3. PRESS RELEASES

- On December 6, 2015 at 3:52 a.m. HPD responded to the 400 block of Park Place for a report of a shooting. Upon arrival officers located an adult male victim with injuries deemed to be non-life threatening. The victim was transported to Meritus Medical Center.

Through investigation, officers discovered the male victim approached a dark colored passenger style vehicle in the 400 block of Park Place. Upon the victim making contact with the occupants inside the vehicle, the victim was shot. The shooting was not random as it was later learned that the suspects are known to the victim.

The Hagerstown City Police Department Criminal Investigation Department is seeking the public's help in locating the suspects in this incident. If you have any information regarding this incident, please call 301-790-3700 x234 or e-mail: crimetip@hagerstownpd.org.

4. OTHER NEWS/INFORMATION:

- Officer of the Month for November 2015: Officer Duane White has been selected as Officer of the Month for November 2015. Officer White has been employed by the City of Hagerstown for 12 years and is currently assigned to the Patrol Division.

On November 24, 2015, Officer White was dispatched to a medical emergency regarding an unresponsive 13 year old male not breathing. When Officer White arrived, Deputy Broussard from the Washington County Sheriff's Department was already on scene administering CPR to the juvenile. Officer White learned from the family that the juvenile had suffered an asthma attack and became unresponsive while they were driving him to the hospital. Officer White then assisted Deputy Broussard in performing CPR. The juvenile eventually regained a pulse and began gasping for air. Ambulance personnel arrived and transported the juvenile to the hospital for further treatment.

Based on his efforts in reviving the juvenile, Officer White has been selected as the Hagerstown Police Department Officer of the Month for November 2015. The Hagerstown Police Department is proud to have dedicated officers such as Officer White as one of its own and congratulates him for a job well done.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	261	261
	University District Deck	471	470
	Downtown Parking Lots	482	475
Number of Patrons Using Decks	A & E Deck	2,126	1,107
	University District Deck	2,205	1,084
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	138	93
Number of Late Payment Notifications		34	68
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	97% *(Sun at 4 PM)	42% (Tue @ 4 PM)
	University District Deck	65% (Wed @ noon)	59% (Mon @ Noon)

*MD Theater - Nutcracker

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	2	2
Human Resources	0	0
Light	3	1
Parks & Engineering	1	0
Police	6	5
Public Works	7	8
Wastewater	0	0
Water	9	5
Weekly Totals	28	22

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Sat. 12/5 - 1118 Green Lane- fire; service disconnected and meter removed.
Time Out: 6.0-6.5
- 136-138 East Franklin Street- total outage; bird caused line fuse to operate.
Time Out: 9.0-10.3
- Sun. 12/6 - 323 South Cannon Avenue- fire; service disconnected and meter removed.
Service will be reinstalled once inspected by Electrical Inspector.
Time Out: 20.5-21.0
- Mon. 12/7 - 711 West Church Street- total outage; customer's main breaker failed. Customer informed to contact electrician for needed repairs. Time Out: 18.0-18.5

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- Line crews began phase one of the fiber optic installation project from Wesel substation to Plant substation.
- Work to replace old underground primaries in various locations of the City of Hagerstown is on-going.
- All feeder inspections for 2015 have been completed with the next phase of feeder inspection beginning after the first of the new year.
- Line crews have completed several service upgrades and new meter installations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
22	0	2	0

Engineering Staff worked on the following projects:

- Several permits, service upgrades, and underground located have been reviewed/completed.

Administration:

- Sudden issues with the meter reader handheld units have been resolved between staff and the vendor. The accuracy audit warning was not operating properly, which notifies meter readers to check their reads to avoid high/low customer bills for quality assurance.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
12/03/15	12.24		12.24
12/04/15	12.16		12.16
12/05/15	11.91		11.91
12/06/15	12.39		12.39
12/07/15	12.30		12.30
12/08/15	12.44		12.44
12/09/15	12.23		12.23
<i>Average</i>			12.23

Water Production at R C Willson

- The Phase IV work is nearing completion – Staff continues to work with the general contractor and the SCADA contractor to complete the SCADA upgrade. Staff has submitted the final Change Order to MDE for review and approval. Staff is also reviewing the release of lien documentation from the General Contractor.
- Operations
 - Operations were routine this week with operators continuing to assist with the SCADA system upgrades. Staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
 - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed. Staff cleaned the Del-Pac tanks.
- Instrumentation
 - Instrumentation staff continues work with ABB on the new SCADA system. Staff is also working on the external sumps for the ammonia and caustic systems.

Water Production at Breichner

- The Edgemont Reservoir pool elevation is -3.6 feet below crest and the bypass valve and the hydrant are closed to allow for natural fluctuation of the reservoir. Staff continues to work with Triad Engineering regarding the ongoing Study and seepage evaluation. Triad submitted the final draft Study – staff provided comments to Triad and will meet with Triad on December 14th to finalize the report. Site evaluation is on-going to track and document seepage associated with recent precipitation and natural fluctuation of the reservoir.

Water Distribution

- Crews repaired several leaks this week – locations included 970 Mt. Aetna Road, 350 Radcliff Avenue, and Brookline Avenue at Park Road. Crews also performed routine customer service throughout the Water Distribution System. Meter exchanges are ongoing and work continues on the water main replacement project on Diane Drive.

Engineering

Reviews:	City	County
Site Plans	-	1
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	14	4

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a tour of the Cascades Facility (formerly the First Urban Fiber plant).
- Staff met with the Utilities Department Director and representatives of the Washington County Health Department regarding possible water service for a property on Salem Avenue.
- Staff met with a consultant on finalizing a site plan for a commercial project.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Dec 2, 2015	7.59	1.04
Thursday, Dec 3, 2015	7.23	0.01
Friday, Dec 4, 2015	6.61	0.00
Saturday, Dec 5, 2015	6.21	0.00
Sunday, Dec 6, 2015	6.23	0.00
Monday, Dec 7, 2015	6.37	0.00
Tuesday, Dec 8, 2015	6.19	0.00
Weekly – Avg. Flow / Total Rainfall	6.20	1.05
Dec - Avg. Flow/Total Rainfall	6.73	1.48

Miscellaneous

- Installed new Milltronics level sensor on UV channel #1.
- Worked with JCC to remove/replace 6” pneumatic 3-way valve and piping in Digester building.
- Replaced faulty safety lighting throughout the plant.
- Continued work on new sump pump wiring and controls in Effluent Pump Room.
- Started up and repaired leaks on boiler and heat piping in Control Building.

- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	7,11,36	1,007'	358'	20
Flushing	26,27	10,887'		

Collection System Maintenance Task

- Cleaned Pumps at Pump Station #1.
- Repaired wiring at 472 Fair Meadows Boulevard.
- Met with Steve from AR&E at Pump Station #26 to check issue with transfer switch not seeing line power for automatic transfer.
- Checked MH at 225 Stanford for manhole cover not seating, cleaned and reset cover.
- Worked on Ultrasonic Sensor at Pump Station #2, will ship back to factory this week.
- Met with County Personnel to shut down Pump Station #28 while they performed drawdowns at their Maugansville, and Maugans Meadows lift stations.
- Backup call at 232 Mount Claire Court; not on us.
- CCTV'd our side of the service for the VFW at their request; no issues found.
- Backup call at 46 Randolph Avenue, no cleanout, problem not on us.
- Backup call at 1512 Howell Road; issue is in property owners portion of the service lateral.
- Cleaned floats in wet well at Pump Station #15.
- Checked force main at Pump Station #11.
- Downloaded flowmeter information at Manhole 15122 in Marshal Street.
- Replaced Check arm on #2 pump at Pump Station #10.
- Grinder Pump bench work at shop.
- Took measurements for as-builts on new laterals at Jefferson and Catawba.
- Manhole 10048, installed 1.5"x 25.88 riser.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	1	1	0	1	4	8
YTD 2015	47	93	21	7	11	68	247

** 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 tour of the Cascades Facility (formerly the First Urban Fiber plant).
- Staff met with representatives of the City Accounting Department and the Wastewater Operations Manager to discuss the I & I Rehabilitation Project funding, administrative and bidding details.
- Staff met with a consultant to discuss a proposed commercial expansion's impact on an existing sewer main easement.
- Staff met with a consultant regarding modifying the original design of a commercial sewer connection on Yale Drive.

Respectfully submitted,



Valerie Means
City Administrator