

City of Hagerstown, Maryland Status & Information Report No. 3 for 2016

January 22, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JANUARY 2016						
<i>* 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</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY CITY OFFICES CLOSED	2
3	4	5 3pm Executive Session 4pm Work Session	6	7 4:30pm Hub City 100 Miler Kick-off at Fairgrounds Park	8	9
10	11	12 4pm Executive Session 5pm Work Session	13 4pm Planning Commission Workshop Meeting	14 4:30pm Historic District Commission Meeting	15	16
17	18 HOLIDAY CITY OFFICES CLOSED	19 3:30pm Executive Session 4pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22	23
24	25	26 5pm Budget Work Session 7pm Regular Session	27 7pm Planning Commission Meeting	28 4:30pm Historic District Commission Meeting	29	30
31						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Volunteer Meetings:** This week staff attended the Main Street Promotions Work Group, the Main Street Business Relations Work Group and the Downtown Alliance monthly meeting.
2. **Snow Angel Program:** Staff continues to coordinate the matching of Snow Angels with volunteers. There is a waiting list for citizens requesting the assistance. More Snow Angel volunteers are needed. Anyone interested in becoming a Snow Angel please contact DCED or visit <http://www.hagerstownmd.org/index.aspx?nid=166>
3. **Events:** Staff met this week with the Bluesfest Main Committee, Taste of the Arts committee and the St. Patrick's Day RunFest logistics group. Please save the date for the Cabin Fever Blues Bash to be held at The Maryland Theatre on March 4 at 7:00 p.m.

4. **Grand Openings:**

- A grand opening and ribbon cutting was held on Tuesday, January 19 to welcome the Law Office of Loren R. Villa, LLC to City Center. Loren R. Villa specializes in juvenile law with primary practice areas in criminal and traffic case work. A native of Montgomery County before relocating her family to Hagerstown, Ms. Villa worked as an Assistant Public Defender in Washington County. Her new office is located at 82 West Washington Street, Suite 300.

- The City of Hagerstown is welcoming Pizza & Pretzel Creations! Pizza & Pretzel Creations will be celebrating their grand opening at 20 West Washington Street on Tuesday, January 26th. Please join Mayor David Gysberts at 20 p.m. for the official ribbon cutting.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

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

- Frederick Business Expands with New City Center Restaurant

- City Staff, Resources are Ready for Winter Snow Storm

- E-casts:
 - A Special Invitation for a Grand Opening and Ribbon Cutting at Pretzel & Pizza Creations

 - Hub City 100 Miler Week 3

2. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Clearing the Way With Public Works

 - Live Hagerstown Promotion

- In production:
 - Police Body Cameras Public Information video

3. **Websites**

- **City Website:**
 - About 8,200 users visited www.hagerstownmd.org for the week of January 11, 2015 – January 17, 2016.

 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,230 users

 - ▶ Jobs page 416 users

 - ▶ Utility Billing page 338 users

 - Top Searches:
 - ▶ "police report"

 - ▶ "airport"

 - ▶ "bulk trash"

 - ▶ "Christmas tree"

 - ▶ "garden"

- **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?

PARKS & ENGINEERING

ENGINEERING

1. **I-81 Widening.** At the Metropolitan Planning Organization meeting, the State Highway informed us that Phase 1 of the I-81 widening will be advertised this April and construction will be over the next two years. This Phase is from Williamsport to Falling Waters. There are 3 more phases planned from Williamsport to the Pennsylvania line that will take 10 years to complete.
2. **Safe Routes to School.** Traffic Signal replacement at Indiana Avenue/Salem Avenue and Frederick Street/Mill Street; we submitted the design drawings and contract book with specifications to State Highway for the 95% review, along with copies of the NEPA approvals we have obtained. We want to do this project over the summer, so as soon as we receive comments we will revise and resubmit to State Highway. We hope to advertise this project in March so M&C can approve in April/May.
3. **Alleys 3-36 and 5-11.** Project to rebuild these two alleys has been completed by Huntzberg Brothers, with a few minor items on punchlist.
4. **Adding Parking.** We are working with State Highway to add parking spaces on the 500 block of Washington Avenue for residents.

TRAFFIC ISSUES		
Description	Week of 1/17/16	Year to date
Traffic complaints received	2	3
Work Orders completed	1	2
Traffic counts completed	1	1
CONSTRUCTION PROJECTS		
Description	Week of 1/17/16	Year to date
Projects advertised for bids	1	1
Projects under construction	5	1
Projects completed	1	1

PARKS & RECREATION

1. **Winter Recreation Programs**
 - In an effort to reach 1,000 participants, we are extending registration for the Hub City 100 Miler to Noon on Friday, January 22nd. Help us reach our goal - we currently have 918 registered for the program!! Our highest enrollment yet!
 - Yoga for Weight Loss continues at the Golf Course Clubhouse on Monday and Wednesday evenings with a sold-out class. Three specialized programs are coming-up as follows:
 - Candlelit Yin Yoga, January 21 at 5:45 p.m.
 - Black Light Yoga, January 28 at 6 p.m.

- Partner Yoga, February 11 at 5:45 p.m.
 - More information can be found here: www.hagerstownmd.org/yoga
 - Registration is open for new recreation classes at the golf course club house - CPR & First Aid, CPR Pro, and Child and Babysitter Safety. More details can be found here: https://apm.activecommunities.com/hagerstownparksandrec/Activity_Search
2. **Hager House**
 - Inventorying of historical items continues inside the museum. Hundreds of items inside the displays and cabinets will be archived into the Past Perfect Software.
 3. **Fairgrounds Park Pavilion**
 - We recently received approval from the State for Program Open Space funds for a new pavilion at Fairgrounds Park. The permit was received; construction began with digging footers and preparing for concrete.
 3. **Recreation Room**
 - Being constructed in the upper level of the Grandstands at Fairgrounds Park, construction of the interior walls continues.
 4. **The Greens Golf Course**
 - Advertisers are being recruited for the golf score cards and tee markers. We are also preparing to add more sand traps to the course to offer a tougher challenge to our golfers. (With the purchase of a new sand trap multi-purpose piece of equipment, adding more sand traps also alleviates some difficult maintenance issues.)

PLANNING & CODE ADMINISTRATION

1. **New Development Cases**
 - 17996 Garland Groh Boulevard (Lot 6, Centre at Hagerstown) – Aschenback Hagerstown II, LLC – final plat.
 - 11 West Baltimore Street – Hagerstown Housing Authority – minor site plan for parking lot upgrades.
2. **Historic District Commission**
 - The following cases were reviewed on January 14:
 - 30 East North Avenue – Andrew Escalet – applicant withdrew his application to remove the front porch.
 - 102 Broadway – Allegany Wrecking/Joel Merrbaugh for Barbara Bristow – approved an application to demolish a garage that was damaged by a vehicle.
 - 40 South Potomac Street – TMG Studios/Tracy Carr for Don Bowman – approved a projecting sign.
 - One West Franklin Street – WLR Property Management – approved an application for a metal gate.
 - Residential Design Guidelines – completed review.
 - The January 28 HDC meeting has been canceled since no cases were filed for review.
3. **Board of Zoning Appeals:** The Board heard one case and considered several administrative issues on January 20:
 - 920 West Washington Street – Tenable Group, LLC – approved a variance to reduce the front setback for a fence to zero feet and a variance to increase the maximum permitted height of a fence along an intersection to eight feet.

- The board reelected Travis Poole as chair.
 - Members and staff reviewed the board's Rules of Procedure (which were last updated in 2001) and considered a number of modifications to update the document to current standards and practices. Staff will provide a draft based on the members' comments for consideration and possible adoption at the next meeting.
4. **Planning Commission:** The Planning Commission agenda includes the following for the January 27 meeting.
- 205-207 and 219 South Potomac Street – Hagerstown Housing Authority - minor subdivision plat.
 - Preliminary Consultation: 808-810 Mulberry Avenue – proposed minor subdivision.
 - 2016 Land Management Code Text Amendment Package – begin discussion.
5. **Weekly Activity Report:** January 11–15, 2016

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	9	Residential -	4	Commercial -	3	Other -	2	6
Electric	22	Residential -	12	Commercial -	9	Other -	1	21
Plumbing	18	Residential -	14	Commercial -	4	Other -	0	17
Mechanical	3	Residential -	2	Commercial -	1	Other -	0	2
Engineering Dept.	4							4
TOTAL	56		32		17		3	50

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	\$ 10,209.00	\$ 2,828,375.00
Commercial	\$ 131,000.00	\$ 7,593,905.00
Apartment	\$ 0.00	\$ 519,750.00
Sign	\$ 0.00	\$ 268,780.00
TOTAL	\$ 141,209.00	\$ 11,210,810.00

PROJECTS OF INTEREST

- Conversion of former Starbucks at Stonehouse Square into retail shop & tasting room for Onley Winery, 12810 Shank Farm Way - \$50,000

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016		
	PROPERTIES	UNITS
Registrations received week of Jan. 11 – Jan. 15	3	9
New applications issued week of Jan. 11 – Jan. 15	6	8
Total 2015-2016 registered (includes changes since 5/1/15)	3,362	9,010
Percentage of total invoiced that have registered	99.9 %	99.9 %

Notes: The 2015-2016 rental license renewals for 9,002 units in 3,360 properties were printed and mailed on May 1, 2015

PAYMENT	
Weekly payment received	\$ 675
Weekly adjustment/credits	\$ 0

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	31
Electrical	32
Plumbing	25
Mechanical	14
Safety	66
Neighborhood Vitality	70
Quality of Life	9

Preventive Maintenance	103
Planning & Zoning	18
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:	1,538	Field Interviews:	38
Arrests/Warrants Served:	18	Moving Violations:	30
Domestic Violence Calls:	15	Parking Violations:	143
DUI Arrests:	3	Safety Repair Orders:	8
Reports Filed:	155	Warnings:	76

2. REPORTS

- 01/14/16: Officer StClair was dispatched to North Potomac Street in reference to a burglary. The victim advised she left her residence at 7:45 a.m. and when she returned to her residence at 3:30 p.m. she discovered that someone had broken into her side door. She informed the police that her Vizio television was missing from the living room. Another family member was suspicious that this incident may be gang related. No further information is available at this time.
- 01/18/16: Officer StClair responded to East Franklin Street in reference to an assault in progress. The victim stated he was arguing with a friend, to whom owes him money, when the argument turned physical. The victim was taken to Meritus Medical Center to be evaluated for his injuries. The victim was provided with information to file charges against the assaulting individual.
- 01/21/16: Officer Lucas responded to Dale Street for a report of a male robbed at gunpoint. The victim stated he was on Dale Street because he had made arrangements to buy some marijuana. The contact person arrived and the victim got into the passenger side of the vehicle. He was immediately accosted from behind by a black male demanding he empty his pockets. The victim gave the black male the contents of his pockets and exited the vehicle. The contact person was located and placed under arrest. The investigation is on-going through the Criminal Investigation Division.

3. **PRESS RELEASES**

- On Friday, January 15, 2016 at 9:32 a.m. an officer from the Hagerstown City Police Department responded to the Sprint Store located at 1580 Wesel Boulevard for a report of a fraud/theft incident. Upon arrival, officers were advised a female had made a purchase of eight cell phones under two separate accounts that did not belong to her. The female produced identification with the name she was using and her picture on the identification. These identifications turned out to be fraudulent upon investigation. A reward is being offered for information leading to the identification of the female. If you have any information related to this incident please contact Detective Coy at 301.790.3700 x237.

- On Sunday, January 17, 2016 at 5:42 a.m. officers from the Hagerstown Police Department responded to Sheetz at 301 East Washington Street for a report of an armed robbery. The suspect, described as a white male, 5'8", medium build wearing a grey t-shirt with a black and white jacket, had fled the area on foot heading southbound on South Cannon Avenue. The officers were advised that the male suspect had displayed a handgun located in his waistband and demanded money from the clerk. The male was given an undisclosed amount of money prior to leaving the store.

Immediately following the armed robbery a K-9 track was conducted. That track led officers to the area of Jefferson Street and North Mulberry Street where they located a male matching the description of the suspect. When they encountered the male, officers observed him to have a gunshot wound to his abdomen. The male, later identified as 25 year old Woodrow Allen Carmack III of Hagerstown, was transported to Meritus Medical Center for non-life threatening injuries. As the investigation continued, information developed making Carmack the suspect in the armed robbery. Carmack was subsequently identified as the suspect in the armed robbery and charged with Armed Robbery, Assault with a Deadly Weapon and other related charges.

- On Wednesday, January 20, 2016 at 5:07 a.m. officers from the Hagerstown City Police Department responded to the 7-11 Store located at 802 Salem Avenue for a report of an armed robbery. Upon officers' arrival, the victim stated a male entered the store with a rifle and demanded money. The suspect was carrying a rifle with a scope which had a black barrel with wooden stock and grip. The suspect is described as a white male, wearing a black coat, denim jeans. He is approximately 5'8" to 5'10", medium build, and approximately 175-200 pounds. Officers searched the surrounding area and were unable to locate the suspect. No one was injured during the incident. The police are seeking the public's assistance in identifying the suspect. If you have any information about the incident please contact Detective Dietz at 301.790.3700 x253.

4. **OTHER NEWS/INFORMATION**

- **Reassignments Effective Monday, January 18, 2016:**
 - Officer Curtis Kelley will transfer from Alpha Platoon to Baker Platoon under the command of Sgt. Justin Wert.
 - Officer Richard Dean will transfer from Baker Platoon to Alpha Platoon under the command of Sgt. Casey Constable.
 - Officer Will Spigler will transfer from Baker Platoon to Delta Platoon under the command of Sgt. Mark Renner.

We wish these officers well with their new platoon assignments.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	256	254
	University District Deck	361	463
	Downtown Parking Lots	500	499
Number of Patrons Using Decks	A & E Deck	1,576	1,675
	University District Deck	1,555	1,573
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	159	220
Number of Late Payment Notifications		71	42
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	57% (Tue @ 2 PM)	94% (Fri @ 10 PM)
	University District Deck	56% (Thu @ 2 PM)	54% (Thur @ noon)

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	3
Human Resources	0	0
Light	0	4
Parks & Engineering	3	1
Police	4	8
Public Works	13	3
Wastewater	2	3
Water	7	3
Weekly Totals	31	25

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. 1/16
- On Security Road at Fairground entrance- line down; line was found to belong to Verizon. Time Out: 11.1-11.5
 - 804 Spruce Street- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to water main break. Time Out: 18.3-18.7
 - 1017 Pennsylvania Avenue- pole damaged; lineworkers replaced a broken utility pole with a new 35 ft pine pole. Time Out: 23.4-6.0
- Mon. 1/18
- 307 Garlinger Avenue- Miss Utility locate; emergency locate for Larry and Sons to make repairs to a water service. Time Out: 8.5-9.5
 - 116 Wayside Avenue- Miss Utility locate; emergency locate for Columbia Gas to make repairs to a gas main break. Time Out: 18.0-19.0

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- 2016 Feeder inspection for Zayre's substation continues.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
15	0	1	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.

Administration

- Staff met with a wholesale energy provider this week to have some insight on our price models moving forward beyond our current contract.
- The Annual Cost Adjustment (ACA) was calculated and delivered to the Public Service Commission for review and approval.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 13, 2016	7.65	0.00
Thursday, January 14, 2016	7.51	0.00
Friday, January 15, 2016	7.16	0.28
Saturday, January 16, 2016	7.54	0.09
Sunday, January 17, 2016	6.98	0.01
Monday, January 18, 2016	6.88	0.00
Tuesday, January 19, 2016	6.91	0.00
Weekly – Avg. Flow / Total Rainfall	7.23	0.38
Jan - Avg. Flow/Total Rainfall	7.10	1.74

- Replaced faulty valve and piping to O2 water bath.
- Disconnected and removed #2 Nitrified Recycle Pump for rebuild at AR&E.
- Took water samples (ground water) from sump pit in effluent pump room and several other places where water is infiltrating the control building to have the Lab run testing to see if it's potable water.
- Removed Pressurization Pump #1 for the DAF and took it to AR&E for repair.
- Troubleshooting main server failure 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	21,25,28	361'	271'	9
Flushing	2,5,14,30	7,170'		

Collection System Maintenance Task

- 11210 Parkwood Drive, grinder pump power issue.
- 11125 Parkwood Drive, no issues found.
- 20002 Mt.Aetna Road, replaced grinder pump.
- 11116 Eastwood Drive, replaced grinder pump.
- 256 South Potomac Street, blockage, opened line from manhole to curb.
- 513 Stratford Avenue, CCTV'd and dye tested for Ed Norman to determine connection point; Station 0+80' from manhole 14082.
- 457 Links View Drive; property owner completed repair as requested, inspected.
- Court 5, Noland Village, blockage at drop in MH18005.
- Chlorinated at Pump Stations #18 & 26.
- Dropped enzyme bags at various lift stations to control FOG.
- Grinder Pump bench work at shop.
- Station #8, installed new wet well hatch, and began painting the station.
- 1114 Oakhill Avenue, back up call, cleaned line and CCTV'd, City line is clear.
- Downloaded and changed batteries in flowmeter at MH15122.
- 801 Virginia Avenue, inspected and found line broken 8' off main, line open, will schedule to make permanent repair.
- Drilled holes in manhole covers in District 11.
- Organized and inventoried loft area and Pole barn.
- Installed compressed air hose reel in shop.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	1	0	0	1	4
YTD 2016	3	6	2	0	1	5	17

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

Engineering

- Staff met with a consultant to discuss final approval of a commercial expansion site plan.

Wastewater Laboratory

- Completed Biochemical Oxygen Demand MDLs.
- Collected samples for Toxic Chemical Analysis and two of the three required effluent samples for 2016 Whole Effluent Toxicity Testing. Final sample will be collected on Friday.

- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
01/14/16	12.86		12.86
01/15/16	12.70		12.70
01/16/16	12.46		12.46
01/17/16	12.78		12.78
01/18/16	12.58		12.58
01/19/16	12.72		12.72
01/20/16	12.86		12.86
<i>Average</i>			12.70

Water Production at R C Willson

- The Phase IV work has reached final and staff is reviewing project close-out documentation. Staff submitted the final Change Order to MDE for review and approval and will submit this Change Order to Mayor and Council in February.
- Operations
 - Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance. Staff also prepared for the forecasted snow storm.
- Maintenance
 - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed.
- Instrumentation
 - Instrumentation staff continues work with ABB on the new SCADA system. Staff also continued the work on Pump Station 2 upgrades.

Water Production at Breichner

- The Edgemont Reservoir pool elevation is -6.5 feet below crest and the bypass valve and hydrant are open as a result of the recent wet weather and storm in the forecast. Staff has received the final report from Triad Engineering for the seepage evaluation. Site evaluation is on-going to track and document seepage associated with recent precipitation and natural fluctuation of the reservoir.

Water Distribution

- Water Distribution crews worked throughout the service area responding to customer service requests, exchanging meters, and completing service upgrades. Crews assisted with upgrades at Pump Station 2 (Northern Avenue). Additionally, crews readied equipment and water facilities in anticipation of the predicted snow storm.

Laboratory

- Collected a TSS and aluminum composite sample from Lagoon discharge.
- Ordered Pure Water System for Water Lab.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Process and regulatory testing was routine for the week.

Engineering

- Staff met with Distribution personnel regarding a vault replacement for an industrial customer.
- Staff met with a utility contractor regarding the proposed new water service for the Motor Vehicle Administration.
- Staff met with a consultant to discuss final approval of a commercial expansion site plan.



Respectfully submitted,

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

Valerie Means
City Administrator