

City of Hagerstown, Maryland Status & Information Report No. 7 for 2016

February 19, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

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

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Main Street Grant:** The Department of Housing & Community Development informed DCED of the award of Main Street funds for FY2016 Operating Assistance Grant for Second Saturday Event Series. Staff will seek approval from Mayor & Council at a future session to accept the \$10,000 award.
2. **Volunteer Meetings:** Two Main Street Hagerstown Work Group held meetings this week - Business Relations Work Group and Design Work Group. Staff provided advance support and attendance.
3. **Fundraising:** The Western Maryland Blues Fest is just beginning its fundraising campaign and a number of sponsors have committed.
4. **Upcoming Events:** Events in City Center include:
 - **Grand Opening Rescheduled:** Due to the recent ice storm, the grand opening for Pizza & Pretzel Creations scheduled on Tuesday, February 16th was postponed. The official ribbon cutting and grand opening will be Tuesday, March 1st at 2 p.m. Pizza & Pretzel Creations is located 20 West Washington Street.

- Community Art Project: Staff have coordinated with artist and educator, Mindy Sizemore, to create a community art project and art installation. Mindy has been working for months with various communities - from senior citizens to girl scouts – teaching them the significance of symbolism and an art making technique involving cut paper silhouettes. On February 20th, beginning at 11 a.m. the community is invited to the Engine Room Art Space to come visit and talk with Mindy as she fills the gallery walls with large dynamic shapes in an exhibit she calls “Shadows.” After gleaning inspiration from Mindy, get involved by helping the gallery coordinator trace your own shadow on the wall, and add anything you’d like to express yourself - to create a massive collaborative artwork. On Saturday February 27th between 6–8 p.m. return to see your contributions in the completed collaborative art work, learn about the groups that Mindy worked with, have some refreshments, and take a picture with your shadow! For more information on gallery events please visit: <http://www.engine roomartspace.com/> or <https://www.facebook.com/engine roomart>
- Cabin Fever Blues Bash: Friday, March 4th – 7 p.m. at the Maryland Theatre featuring Hamilton Loomis.
- Saint Patrick’s Day RunFest: Saturday, March 12th – City Center - 8 a.m. race day registration; 9:45 a.m. opening remarks; 12 p.m. - after party. For more information visit: <http://hagerstownmd.org/index.aspx?NID=950>

FIRE DEPARTMENT

1. **526 East Franklin Street Fire:** The Hagerstown Fire Department responded to a building fire at 526 East Franklin Street on Wednesday, February 17th at approximately 6:45 p.m. A dry cleaning business on the first floor and apartments on the second floor were damaged by the fire. The Fire Department was able to extinguish the fire in about 10 minutes. The residents of the apartments escaped without injuries. All of the apartments had working smoking alarms.
2. **After-Fire-Neighborhood Community Risk Reduction Visits:** The Hagerstown Fire Department will be visiting homes in the neighborhood around the location of the fire at 526 East Franklin Street in the coming week. We will be visiting residents to share fire prevention information and install smoke alarms, if needed.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

1. **This Week’s Headlines and Media Releases**
 - Advisory: Trash and Recycling Collection Delayed One Day
 - E-casts:
 - POSTPONED: A Special Grand Opening and Ribbon Cutting for Pretzel and Pizza Creations
 - Hub City 100 Miler Week 7
2. **Channel 25**
 - Watch the City Newsroom at the top of every hour. This week’s news stories include:
 - Month in Review for January 2016
 - Black History Month Tribute
 - Live Hagerstown Promotion
 - In production:
 - State of the City: Report on 2015 Accomplishments
 - Police Body-Worn Cameras Public Information video

- 2016 Black History Month Tribute

3. **Websites**

- City Website

- About 8,400 users visited www.hagerstownmd.org for the week of February 8 - February 14, 2016

- Top entrances (first page users accessed on the website):

- ▶ Home page 3,672 users
- ▶ Utility Billing page 420 users
- ▶ Jobs page 416 users

- Top Searches:

- ▶ "jobs"
- ▶ "bids"
- ▶ "recycling"

- 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?

4. **Hearing Assistance in Council Chamber.** Staff has purchased a hearing assistance system for use in the Council Chamber for meeting attendees who are hearing impaired. Users can choose to listen to the meeting through headphones or wear a receiver around their neck that will interface with telecoil hearing aids. We hope to have the system available at the next Regular Session on February 23rd.

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Board of Traffic & Parking**

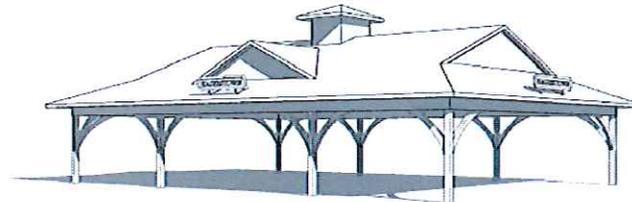
- Mulberry Avenue: Approved of Concept Plan for Traffic Calming at Pangborn Boulevard. Neighborhood's 1st will get signatures on petition.
- Burhans Boulevard Pedestrian Crossing: Recommended that we proceed with following suggestions from traffic study.
 - Adjust signal timing at Salem and Franklin to give pedestrians a few seconds of "all red" before the green comes up to allow pedestrians time to occupy the crosswalks.
 - Widen crosswalks.
 - Install signs to advise turning vehicles to stop for pedestrians.

- Add "No Pedestrian Crossing" stencils to tops of curbs.
 - Inform public with flyers, and distribute through businesses.
2. **Safe Routes to school (Salem & Bester).** Consultant completed revisions to drawings per ADA review and we will resubmit to State Highway this week. We will be working with four property owners to seek an agreement to allow widening the sidewalk outside of public right-of-way to meet ADA standard 5-foot wide sidewalk.
 3. **Neighborhoods 1st.** In response to complaint from Dewey Central Neighborhoods 1st, we worked with property owner on corner of Prospect Avenue and Forest Drive who has agreed to keep shrubs trimmed to 18-inch height to provide sight distance. We are also evaluating possibility of school crosswalk at that same intersection.
 4. **Engineering**

Traffic issues		
Description	Week of 2/14/16	Year to date
Traffic complaints received	2	20
Work Orders completed	1	12
Traffic counts completed	0	2
Construction Projects		
Description	Week of 2/14/16	Year to date
Projects advertised for bids	0	3
Projects under construction	5	
Projects completed	0	1

PARKS & RECREATION DIVISION

1. **Staley Park Pavilion** – Funded by Community Parks & Playgrounds, we excavated and dug footings and are forming up to prepare for the concrete floor.
2. **Train Museum**
 - Staff is making some improvements inside the museum during the winter months including painting, reorganizing office and displays, and planning for a new indoor track layout.
 - We received preliminary plans from the architect for the new pavilion at the Museum. A sketch is below. This pavilion will be built by our staff and used for birthday parties, and train events.



3. **Recreation Programs**
 - We have identified a temporary indoor room to host our recreation programs this spring at the Antietam Fire Company at 790 North Potomac Street. We will begin to plan some new fitness classes at this location beginning in April.
 - T-shirts have arrived for the Hub City 100 Miler. Staff is working on plans to distribute the t-shirts to team sponsors and participants.
 - Staff is developing the 2016 Spring/Summer Parks and Recreation Program Guide that will be distributed in mid to late March.

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued**
 - 934 Sweeney Drive, Suite 8A – Spectrum Specialties LLC – general contracting office.
 - 334 North Potomac Street – Oasis Laundromat.
 - 125 East Baltimore Street – Coinop Warehouse LLC – retail sales of used coin-operated equipment.

2. **Planning Commission:** On February 24 the Planning Commission will consider the following items:
 - View Street Diner – request for extension of Local Conversion District Overlay.
 - CortPark – design of Eastern Boulevard entrance.
 - Hagerstown Cultural Trail – easements update.
 - Update to the Community Facilities Element of Comprehensive Plan.
 - Continuation of discussion on the 2016 package of amendments to the Land Management Code.

3. **Weekly Activity Report:** February 8–12, 2016

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	3	Commercial -	0	Other -	2	8
Electric	16	Residential -	8	Commercial -	7	Other -	1	16
Plumbing	10	Residential -	5	Commercial -	2	Other -	3	10
Mechanical	6	Residential -	2	Commercial -	4	Other -	0	6
Engineering Dept.	0							0
TOTAL	37		18		13		6	40
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 6,100.00				\$ 2,950,504.00			
Commercial	\$ 108,350.00				\$ 8,606,755.00			
Apartment	\$ 0.00				\$ 521,550.00			
Sign	\$ 3,500.00				\$ 320,980.00			
TOTAL	\$ 117,950.00				\$ 12,399,789.00			
Projects of Interest								
- Tenant fit out for Pet Valu, which is going in at 61-63 Eastern Boulevard - \$65,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of Feb. 8–12					8	10		
New applications issued week of Feb. 8–12					1	1		
Total 2015-2016 registered (includes changes since 5/1/15)					3,368	9,016		
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		\$ 750						
Weekly adjustment/credits		\$ 0						

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	18
Electrical	29
Plumbing	10
Mechanical	7
Safety	37
Neighborhood Vitality	25
Quality of Life	11
Preventive Maintenance	47
Planning & Zoning	3
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:	1,320	Field Interviews:	34
Arrests/Warrants Served:	12	Moving Violations:	37
Domestic Violence Calls:	23	Parking Violations:	93
DUI Arrests:	4	Safety Repair Orders:	7
Reports Filed:	131	Warnings:	69

2. REPORTS

- **02/12/16:** Officer Vanderwall was dispatched to Haven Road for a burglary report. The victim advised that someone had taken her TV from her residence. She stated she went to visit a neighbor and when she returned her TV and remote were gone. There are no suspects at this time.
- **02/16/16:** Officers McNew and St.Clair responded to Walmart on Garland Groh Boulevard in reference to an assault in progress. There was a white male and a black male outside the store in a physical altercation. The yelling of the black male attracted the attention of the shoppers at Walmart and the officer warned him to lower his voice. He continued to disturb the peace and was then placed under arrest and charged with Disturbing the Peace.

- 02/15/16: Officer Salahov was dispatched to Hayes Avenue for a reported Malicious Destruction of Property. The victim advised that a known male broke her rear window to her residence. She saw this individual run from the rear of the house. Since the suspect is known to her, the officer advised she could file charges at District Court for this incident.
- 02/11/16: Officer Routhier responded to West Baltimore Street for a robbery in progress. The victim advised that he was robbed by three men in a red Camaro or Firebird. One of the three men wanted to buy the victim's hat. When the victim stated his hat was not for sale, one of the three males assaulted him in the face and took his hat. The three males sped off in the red vehicle. No further information is available at this time.

3. **OTHER NEWS/INFORMATION**

- Welcome: Three new hires at the Hagerstown Police Department are attending classes at the Hagerstown Community College Police Academy. Michael Clingan, Christian Koontz and Zachary Rowe began their classes on February 1, 2016. We wish them well with their endeavors.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	290	280
	University District Deck	445	446
	Downtown Parking Lots	514	512
Number of Patrons Using Decks	A & E Deck	2,040	1,911
	University District Deck	2,261	2,492
Sales of Discount Coupons		14	0
Number of Citations Issued	(Includes Warnings)	121	7
Number of Late Payment Notifications		57	48
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	*76% Sun @ 4 PM	76% Fri @ 2 PM
	University District Deck	78% Tue @ noon	78% Tue @ 4 PM

*MSO concert

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	1	0
Human Resources	0	0
Light	3	3
Parks & Engineering	0	1
Police	8	8
Public Works	3	9
Wastewater	2	1
Water	5	3
Weekly Totals	23	25

*Due to snow storm, work focused on snow equipment and emergency repairs. No work orders were completed.

FY16 SNOW OPERATIONS COSTS				
Storm No.	Date	Labor	Overtime	Totals
1	1/12/16	\$2,576	\$3,331	\$5,907
2	1/22/16	\$49,460	\$106,149	\$155,610
3	2/8/16	\$10,947	\$5,537	\$16,484
4	2/12/16	\$1,921	\$6,694	\$8,615
5	2/15/16	N/A	N/A	\$0
Totals		\$64,903	\$121,712	\$186,615
Vehicle & Equipment Repairs				\$38,222
Miscellaneous Operating Supplies (shovels, sidewalk salt)				\$2,642
Other Major Purchases (snow blower, parts)				\$3,585
Salt (1,300 tons to date)				\$96,070
Total Expenses				\$327,135
FY16 Snow Operations Budget				\$401,868
Budget Balance				\$74,733

NOTES

- The 1,300 tons of salt is what has been ordered. Some has been received and another more is expected to be delivered over the next week or so.
- Storm No. 2 was the blizzard. Almost 60 employees worked the first 48 hours of the storm which was mostly overtime labor.
- FEMA reimbursement will hopefully be over \$110,000 which will help with expenses.
- Storm No. 5 occurred on President's Day. The expenses will be high as mostly overtime labor was utilized.

¹AFTER-HOURS CALL OUT DATA

	Issues for January 2016	January	December
Street Issue	Flood gate swung open in hi winds	1	
Parking System			1
Traffic Signal	On flash, malfunctions	3	
Traffic Signs			1
Building Maintenance	Trouble alarm, broken water line	2	
Fleet Maintenance			1
Weather Related	Icy bridges	1	
Property Issues			
Misc.			
Total		7	3

¹After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

STREET SWEEPING DATA

Month 2015	Number of Miles of Streets Swept
January	531

Public Works typically operates two street sweepers everyday from Monday through Friday. Sweepers do not run on city designated holidays, heavy rain days, severe inclement weather (heavy rain, snow, etc.) or when temperatures are much below 32° F. Many streets in the core of the downtown are permanently posted for weekly cleaning. Streets outside of these areas are manually posted by staff on a regular basis.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 2/11 - 353-355 West Side Avenue - total outage; repairs made to triplex service to correct problems. Time Out: 15.7-17.0
- 541 North Mulberry Street - partial outage; the connectors were replaced at the pole. Time Out: 19.8-21.4
- Fri. 2/12 - Area of Garland Groh Boulevard - pole damaged; street light damaged in vehicle accident. Removed street light temporarily until replacement was completed the following business day. Time Out: 18.7-20.6
- Sat. 2/13 - Rear of 26 East Lee Street - pole damage; vehicle struck utility pole during an accident. No damages were found to our facilities. Time Out: 0.3-1.3
- Wed. 2/17 - 63 East Antietam Street - partial outage; the customer's meter socket was in need of repair by a licensed electrician. Time Out: 0.4-1.2

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Feeder inspections for Zayre's substation continues.
- The Bulldog substation breaker No. 1 has been removed due to damages caused by a contractor on January 24th following winter storm Jonas.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
8	0	0	0

Engineering: Staff worked on the following projects:

- Substation staff is setting up the VWE recloser to replace the Bulldog no. 1 feeder breaker.
- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer specified new LED wallpack fixtures for the lighting on underpasses in the City. These will replace the Metal Halide fixtures which are no longer available in the current configuration.
- Staff prepared for and held the monthly safety meeting. This month's topic covered HLD's hazardous spill response plan.

Administration

- The bid opening for engineering and consulting services for wholesale power procurement was opened and staff is in the review process for selection.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 10, 2016	10.26	0.00
Thursday, February 11, 2016	9.46	0.00
Friday, February 12, 2016	9.04	0.00
Saturday, February 13, 2016	8.57	0.00
Sunday, February 14, 2016	8.21	0.00
Monday, February 15, 2016	8.16	0.00
Tuesday, February 16, 2016	13.20	1.21
Weekly – Avg. Flow / Total Rainfall	9.56	1.21
Feb - Avg. Flow/Total Rainfall	10.69	2.83

- Replaced faulty valves #4B (10"), #10A (8") and actuators on PSA Oxygen Skid.
- Assisted Velodyne with starting up new Liquid Polymer Feed system.
- Made repairs to damaged panels, piping and valves on #1 bar screen that was subjected to freezing temperatures.
- Replaced/rewired new pump failure multi sensor on underflow pump to DAF.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	9,31	4,260'		

Collection System Maintenance Task

- Cleaned lines going to Pump Station #3.
- Inspected lines in District #36 for infiltration, none found, issue with high pump run times being recorded at Collegiate Acres Pump Station likely caused by non-stop Washington County flows in shared forcemain.
- Cleaned wet well for AR&E.
- Grinder Pump at 11002 Eastwood Drive, no issue found; reset tube.
- Downloaded flow meter data and replaced batteries at MH 15122.
- Downloaded Newgate flow data.
- Installed meter and confirmed data at MH 25019, to monitor Pump Station #21 flow.
- Dropped bio-bags at various sites to control FOG; reintroduced at MH 09090 and MH 09119.
- Exercised all emergency generators; replaced battery at Pump Station #21.
- Painting Pump Station #3, prepared floors for painting at Pump Station #5 and #8.

- Removed junk from loft over shop, organized parts bin with PVC, Ferncos, etc.
- Assisted plant personnel removing wooden boxes, and PVC tubing from drying beds, hauled one load to the landfill.
- Repaired loader windshield washer system, remainder of parts on order.
- Removed power washer hose reel for leak, repaired and reinstalled.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	0	2	3
YTD 2016	5	12	2	0	1	11	31

* 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 a consultant for final approval of a commercial site plan.

Wastewater Laboratory

- Collected samples for Whole Effluent Toxicity Testing.
- Analyzed TSS sample for Water Plant Lagoon discharge.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
02/11/16	12.94		12.94
02/12/16	12.98		12.98
02/13/16	13.06		13.06
02/14/16	12.94		12.94
02/15/16	13.01		13.01
02/16/16	13.15		13.15
02/17/16	13.23		13.23
Average			13.04

Water Production at R C Willson

- The Phase IV work has reached final completion and staff continues working through project close-out documentation. Staff submitted the final Change Order to MDE for review and approval and has submitted this Change Order to Mayor and Council for review and approval in February.
- Operations
 - Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance. Water demand continues to be high for this time of year.
- Maintenance
 - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed. Staff also made repairs to the cationic polymer system.

- Instrumentation
 - Instrumentation staff continues work with ABB on the SCADA system. Work is ongoing for the lighting and heating system in the Chlorine rooms. Staff began work on replacing the Chlorine scales – the existing scales are in poor condition and will be replaced. Work also continues at Pump Station 2 – pump replacement.

Water Production at Breichner

- The Edgemont Reservoir is currently 0.1 feet below crest and the bypass valve and the hydrant are open. Site evaluation is on-going to track and document seepage associated with recent precipitation and natural fluctuation of the reservoir.

Water Distribution

- Distribution crews are working throughout the system performing customer service work as needed. Crews have been installing new meters, testing meters, and reading fire line meters throughout the water distribution system. Crews continue to provide assistance to Public Works with snow operations.

Laboratory

- Collected TSS and Aluminum sample from Lagoon discharge.
- Collected Chloride and Sulfate sample from Raw and Finished.
- 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

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	-
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	5	8

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant for final approval of a commercial site plan.
- Staff continues to monitor conditions/parameters at the Edgemont Reservoir.



Respectfully submitted,

Valerie A. Means

Valerie Means
City Administrator