

City of Hagerstown, Maryland Status & Information Report No. 36 for 2016

September 9, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

SEPTEMBER 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	3
4	5 HOLIDAY CITY OFFICES CLOSED	6 No M&C Meeting	7	8 4:30 pm Historic District Commission Meeting	9	10
11 3pm Fit Fido	12	13 4pm Work Session	14 4pm Planning Commission Meeting	15	16	17 10am-4pm City Park Fall Fest
18	19	20 3pm Executive Session 4pm Work Session	21 7pm Board of Zoning Appeals	22 4:30pm Historic District Commission Meeting	23	24
25	26	27 7pm Regular Session	28 7pm Planning Commission Meeting	29 6-7:30pm Garden To Table @ Hagerstown Community Garden	30 7am-4pm Par Fore Pink @ The Greens at Hamilton Run Golf Course	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Main Street Update:**
 - Main Street Hagerstown held their monthly leadership meeting on Tuesday.
 - The monthly workgroup meeting for Main Street Hagerstown was also held at 28 South on Wednesday.
 - Second Saturday event is this Saturday on Public Square.

2. **Small Business Seminar:** DCED staff attended a seminar aimed at helping retail and restaurant owners stay relevant in today's economy. The forum, sponsored by the local office of the Small Business Development Center, focused on customer service, consumer preferences and decision making during a time when the market is changing so quickly, primarily due to advances in technology.

3. **Events:** Staff coordinated a logistics meeting today to discuss Thunder in the Square, MSO Classics and Crabs, First Hose Fire Company Parade, and 9/11 Honor Ride.

4. **Grand Openings:** Upcoming grand openings include the following:
 - Tuesday, September 20 at 9 a.m.: Dermatology Associates and Surgery Center located at 1110 Professional Court, Suite 201
 - Tuesday, September 27 at 4 p.m.: Monica's Cuisine and Bar located at 40 East Washington Street
5. **Wind Down Fridays:** Upcoming Wind Down Fridays include:
 - September 30th – Thunder in the Square featuring Staff Infection
 - October 21st – Freaky Friday featuring Slackwater 4

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Traffic Advisory: Downtown Summer Slide and Porchfest
 - Traffic Advisory: ColorSplash 5K
2. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:
 - City of Hagerstown September events
 - Hagerstown Cultural Trail video update
 - Thunder in the Square Promotion
 - City Park Fall Fest/Harvest Hoedown Promotion
3. **Websites:**
 - *City Website:*
 - About 9,300 users visited www.hagerstownmd.org for the week of August 29 - September 4, 2016
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,698 users
 - ▶ Utility Billing page 504 users
 - ▶ Jobs page 343 users
 - Top Searches:
 - ▶ "hotels"
 - ▶ "inspections"
 - ▶ "parks"
 - ▶ "pay bill"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Cultural Trail Railroad Crossing.** We met with State Highway regarding reconstruction of the CSX Railroad crossing at Virginia Avenue to accommodate the new trail. The good news is the State will cover all the cost of the work in the railroad right-of-way to improve the crossing, drainage and lights. The bad news is it won't be done until late 2017. The trail crossing will look like this until the State work is completed.



2. **TAC Signs.** The State's Tourist Sign Program is gearing up for implementation next year. We are requesting the Hagerstown Cultural Trail be evaluated by the TAC Eligibility Committee.
3. **2016 Alley Reconstruction Program.** We held the pre-construction meeting and found that the contractor would like to begin construction on Monday September 12th. If we receive final SCS approval, insurance, bonds, signed contracts and shop drawings by tomorrow that schedule may be possible, but likely will be later in the week. We received a request to convert the alley by the old Action Products to a pedestrian-only walkway, and are working with the adjacent property owners. We will attend a meeting on Friday evening to discuss.
4. **Board of Traffic & Parking** The Board met this week to decide on making Do-Nut Alley one-way southbound and address the parking concern on Surrey Avenue at ADAC.
5. **Speeding.** We have had a number of complaints about speeding or trucks on various streets (Terps Boulevard, Belview Avenue, Nottingham Road, Downsville Road, Linwood Road, and Mulberry Avenue). We are taking speed counts and will work with the neighborhood groups, Police, and Board of Traffic & Parking to try to resolve the legitimate concerns.
6. **Engineering**

Traffic issues		
Description	Week of 9/2/16	Year to date
Traffic complaints received	4	133
Work Orders completed	3	86
Traffic counts completed	3	39
Construction Projects		
Description	Week of 9/2/16	Year to date
Projects advertised for bids	1	17
Projects under construction	7	7
Projects completed	0	7

PARKS & RECREATION DIVISION

1. **Railroad Museum.** This week we installed a NEW decal on the caboose along Highland Way at the Railroad Museum and Engine 202 at City Park! This new decal sign will hopefully draw more visitors to the museum and promote our birthday parties rentals and Tommy 202 rides!



2. **Fall Events.** Staff has been busy preparing and promoting several upcoming fall events including:
 - ColorSplash 5K on September 10 at Fairgrounds Park
 - City Park Fall Fest on September 17
 - Pokemon Go Lure Park at City Park Fall Fest
 - Par Fore Pink on September 30 at The Greens at Hamilton Run
3. **911 Activities.** On September 11th, the New Horizons Band of Hagerstown will be performing a concert of patriotic music in the City Park Band Shell, 5–6 p.m. The annual “Remembrance in the Park” is scheduled in the City Park Tribute Garden on September 13th at 6:30 p.m. To spruce up the area, employees from Lowe’s assisted us as follows: the gazebo was repainted, shrubs were trimmed and shaped, trees were planted and mulched, and flowers were planted.
4. **Fit Fido.** Sundays, September 11 thru October 30; 3–4 p.m. Hagerstown Parks & Recreation and Atta Pup! Dog and Puppy Training is an eight-week course for you and your dog to get active together. Fit Fido meets once a week in different Hagerstown City Parks for fun dog-and-human-friendly fitness circuits! Weekly one-hour dates to play, stimulate, and explore an obstacle course designed special just for dogs and their on-leash human partners to enjoy. Fit Fido gets everyone moving while strengthening your bond with your canine companion! One-day drop in: \$20; Four-week trial course: \$60; Eight-week program: \$125.
www.hagerstownmd.org/fitfido

PLANNING & CODE ADMINISTRATION

1. **New Zoning Certificates Issued:**
 - 901 Pope Avenue, Suite 15 – Summit Architectural Metals – fabrication and assembly for aluminum storefront windows; glass/glazing installation.
 - 65 East Franklin Street – 1015 Multimedia & Marketing – multimedia services, including video production, web design, graphics, and printing.
2. **Historic District Commission:** The September 8 Historic District Commission meeting was canceled since no applications were received for review.

3. **Board of Zoning Appeals:** No appeals were received so the September 21 hearing was canceled.
4. **Planning Commission:** The commission will be considering the following at its September 14 meeting:
 - Burhans Village Rezoning – recommendation to Mayor and City Council.
 - Comprehensive Plan Update: begin review of the Economic Development Element.
5. **Weekly Activity Report:**

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>						<u>NUMBER ISSUED</u>	
Building	10	Residential -	6	Commercial -	2	Other -	2	18
Electric	21	Residential -	12	Commercial -	9	Other -	0	20
Plumbing	11	Residential -	4	Commercial -	3	Other -	4	10
Mechanical	10	Residential -	1	Commercial -	2	Other -	7	10
Engineering Dept.	7							6
TOTAL	59		23		16		13	64
Est. Value of Issued Building Permit Projects:				Fiscal Year Totals:				
Residential	\$ 7,722.00			\$ 1,699,890.00				
Commercial	\$ 377,180.00			\$ 4,459,656.00				
Apartment	\$ 109,260.00			\$ 387,760.00				
Sign	\$ 2,000.00			\$ 30,106.00				
TOTAL	\$ 496,162.00			\$ 6,577,412.00				
Projects of Interest								
<ul style="list-style-type: none"> - Demolish existing three story brick building and demolish garage at 27-29 West Antietam Street - \$70,000 - Removal of roof system and install new roof with insulation and vapor barrier at 120 West Antietam Street - \$283,180 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017								
		<u>PROPERTIES</u>		<u>UNITS</u>				
Registrations received week of August 29 – September 2				34		81		
New applications issued week of August 29 – September 2				3		5		
Total 2016-2017 registered (includes changes since 5/1/16)				3,235		8,617		
Percentage of total invoiced that have registered				93.3 %		94.7 %		
Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016. A 2 nd past due notice with a \$50 late fee was mailed to those still outstanding on August 3, 2016. A 3 rd notice with a \$100 late fee will be mailed to those in violation in early September.								
<u>PAYMENT</u>								
Weekly payment received		\$ 5,850						
Weekly adjustment/credits		\$ 450						
INSPECTIONS								
<u>TYPE</u>				<u>NUMBER CONDUCTED</u>				
Building				35				
Electrical				37				
Plumbing				34				
Mechanical				10				
Safety				71				
Neighborhood Vitality				207				
Quality of Life				52				
Preventive Maintenance				150				
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

1. STATS

Calls for Service:	1,601	Field Interviews:	35
Arrests/Warrants Served:	15	Moving Violations:	24
Domestic Violence Calls:	23	Parking Violations:	130
DUI Arrests:	0	Safety Repair Orders:	1
Reports Filed:	112	Warnings:	54

2. REPORTS

09/010/16: Officer Biddle was dispatched to High Street for a report of a burglary. The victim stated she had been away from her residence for several days and when she returned she discovered broken glass and a large brick on the bedroom floor. The suspect stole her 3DS game console, computer, MP3 player and bottles of medication. The victim gave the officer the name of a possible suspect. No further information is available at this time.

09/02/16: Officer Wolfe responded to AC&T on North Burhans Boulevard for the report of a counterfeit \$100 dollar bill. A customer entered the store and attempted to buy a pack of cigarettes with a \$100 dollar bill. The cashier stated the bill didn't feel quite right so she used a counterfeit detection pen which indicated the bill was counterfeit. The customer took back the bill and exited the store. The manager was unsuccessful in locating the customer. The customer was a Hispanic male, approximately 5'10 tall and about 220 pounds. He appeared to be about 30 years old and was driving a silver four door sedan. The officer will be reviewing the store's video footage. There are no additional details.

09/03/16: Officer Routhier was dispatched to North Prospect Street, The Four Seasons Rescue Mission. The night employee advised that a female threw a brick through the windshield of the church's box truck. The female is described as approximately 5'6" tall, long straight dark hair and wearing a red dress with the shoulders exposed. Officer Ault, on patrol in the area, stopped a female matching the description of the suspect. The night employee identified her as the female he saw throwing the brick. Officer Routhier will be filing Malicious Destruction of Property charges against the female.

09/05/16: Officer Vanderwall responded to the Hagerstown Ice and Sports Complex for a report of a robbery. Dispatch advised an Easy Transport cab driver just had three subjects take her money and belongings from her. Detective Varner spoke with the victim and she advised she picked up three black males from East Antietam Street and transported them to the Ice and Sports Complex that borders Fairgrounds Park. The male seated in the front asked the driver if she had change for a \$10 dollar bill. At that point the males in the back seat took a white T-shirt and put it over the driver's face, took her money, and fled the area. It should be noted that at no time did the males display a weapon. No further details are available at this time.

3. **OTHER NEWS/INFORMATION**

Congratulations to Officer Steven Lucas. It has just been announced that Officer Steve Lucas will be assigned to the Special Response Team (SRT) effective October 24, 2016. He will receive his assignments from the Team Commander, Captain Mark Knight.

The Hagerstown Police Department and the Washington County Sheriff's Department entered into an agreement which created the Washington County Special Response Team back in 1999. Now, both agencies participate as team members. This enables a pooling of resources and manpower previously inaccessible.

The SRT is a specially trained and equipped unit of officers and deputies designed to respond to and resolve situations requiring skill, training, and equipment not typically available to the average police officer.

Membership on the WCSRT is strictly voluntary. Officers and deputies to be considered for membership must first fulfill specific qualifications prior to consideration. These officers constantly undergo intense practical firearms training, tactical exercises and classroom education. The effectiveness of the WCSRT is based upon the members' ability to work together utilizing methods of operation learned and practiced as a team.

Thank you to Officer Lucas and all those officers and deputies that volunteer to serve on this Team.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	189	280
	University District Deck	409	317
Number of Patrons Using Decks	A & E Deck	1570	1,712
	University District Deck	2061	2,350
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	167	167
Number of Late Payment Notifications		70	57
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	61% Thurs. @ 2PM	65% Tues @ 2 PM
	University District Deck	66% Thurs. @ 2PM	*53% Sat @ 4 PM

*Augustoberfest

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	1
Fire	2	4
Human Resources	0	0
Light	1	3
Parks & Engineering	2	2
Police	14	9
Public Works	5	10
Wastewater	0	0
Water	4	7
Weekly Totals	30	36

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 9/1 - 315 Frederick Street- total outage; the customer's main breaker tripped. Time Out: 0.0-0.7
- Area of Maryland Avenue- blinking lights; lineworkers found trees grown into Wesel substation, feeder #1. Time Out: 4.9-7.8
- North Street and Bethel Avenue- lines down; line was found to belong to an HPD camera & HPD was notified for needed repairs. Time Out: 17.5-18.5
- Sun. 9/4 - 68 Broadway- total outage; squirrel caused line fuse to operate. Time Out: 8.0-8.4
- Pennsylvania Avenue and Prospect Street- lines down. Time Out: 14.7-16.6
- Tues. 9/6 - 650 Summit Avenue- blinking lights; the connectors were changed at the pole and made repairs to the lines caused by downed tree limb. Time Out: 16.9-18.4

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Crews continue feeder inspections for Zayre's substation.
- Line Department has resumed our project to replaced outdated underground facilities that have since reached the expected life span.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
9	2	2	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer coordinated with CSX to perform vegetation management along HLD's overhead electric facilities and CSX rail lines.

- The Staff Engineer reviewed bids and specifications for materials and awarded them accordingly.
- Engineering staff sorted and distributed HLD's new power tools based on our contract with HILTI. The old tools were collected and returned to the manufacturer.

Administration:

- A filing was completed for the Maryland Public Service Commission to comply with new Code of Maryland regulations that were implemented at the end of August.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
09/01/16	11.82		11.82
09/02/16	11.82		11.82
09/03/16	11.47		11.47
09/04/16	11.21		11.21
09/05/16	12.23		12.23
09/06/16	12.04		12.04
09/07/16	12.24		12.24
<i>Average</i>			<i>11.83</i>

Water Production at R. C. Willson

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. Staff has requested an engineering proposal from Hazen and Sawyer for design and bidding services for the EWIP Grant to replace the low service pumps and motors at R.C. Willson and Pump Station 4.
- 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 have been completed on the ammonia pump.
- Instrumentation
 - RC Willson – Electrical upgrades were made to the chlorine room.
 - RC Willson – Crews are working on a repair to a flow meter on the wash water lagoon.
 - Pump Station 6 – Crews completed a repair to the tank signal.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir is drained and is being maintained in a dry condition utilizing the 24" sluice gate. The Reservoir floor is fully vegetated – vegetative cover occurred naturally and is proving to be very beneficial with regard to erosion and sediment control. Coordination continues with MDE to ensure compliance with all applicable requirements. The final evaluation for improvements is underway and a report will be submitted to Mayor and Council upon completion. A meeting is scheduled for October 4th with the regulatory agencies having jurisdiction and City staff to discuss permitting, operating limitations, applicable regulatory requirements, etc.

Water Distribution. Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements and routine meter testing. Radio read meters are being installed throughout the west end of Hagerstown. Work still continues on the Frederick Street water main replacement project. Ground maintenance is being completed at the Smithsburg Reservoir.

Laboratory

- Collected 3rd quarter TOC report.
- 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

Reviews:	City	County
Site Plans	-	1
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	13	-

- Staff attended a Water Planning meeting with the Water Division staff.
- Staff met with a consultant regarding multiple projects along Maryland Rt.65 (Sharpsburg Pike).

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 31, 2016	5.51	0.00
Thursday, September 1, 2016	5.61	0.19
Friday, September 2, 2016	5.30	0.00
Saturday, September 3, 2016	4.94	0.00
Sunday, September 4, 2016	4.91	0.00
Monday, September 5, 2016	5.20	0.00
Tuesday, September 6, 2016	5.25	0.00
Weekly – Avg. Flow / Total Rainfall	5.25	0.19
Aug – Avg. Flow/Total Rainfall	5.81	1.62
Sept - Avg. Flow/Total Rainfall	5.20	0.19

Miscellaneous

- Cleaned and calibrated UVT sensor for UV systems.
- Repaired the packing in effluent pump #3.
- Repaired fan motor, shaft, and pulley and serviced inside evaporator coil at BNR.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	NIS			
Flushing	8 & 9	14,219'		

Collection System Maintenance Task

- Pump Station 3, cleaned wet well, reintroduced bacteria to station. (Two bags for three days).
- Pump Station 9, replaced lag, pump-off floats and control relay.
- Pump Station 19, cleaned wet well, removed rags and fabricated lifting ring for #2 pump.
- Pump Station 23, general cleanup at station.
- Pump Station 25, finished painting structure.
- Chlorinated Pump Stations 18 and 26.
- Trimmed trees at stations 18, 19, and 23.
- Cleaned wet well for A.R.&E.
- Lee Street; cleaned and inspected storm sewer and removed about two yards of debris for Public Works.
- Walnut Street; cleaned catch basins as well as 80' of storm sewer for Public Works.
- Grinder Pump call at 11003 Palmwood Circle, replaced pump.
- Grinder Pump call at 1533 Kensington Drive, replaced pump.
- Grinder Pump call at 12410 Crystal Falls Drive (WD house), replaced pump.
- Exercised generators.
- Collected Newgate flow data.
- Unit 518; picked up from Rausch.
- Dug out, lowered, and replaced Frames and Covers, and black topped manholes #22098, 22100, 22101, & 22102.
- Odor complaint at 12802 Lauren Avenue, internal plumbing issue.
- Manhole #11081 (Mt Aetna Road), completed final repair process of painting the interior.
- Completed final road patch at 1042 Mt. Aetna Road.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	2	0	0	2	6
YTD 2016	35	53	9	0	2	84	183

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

Engineering

- Staff attended the Planning Phase Review meeting with GHD consultants, Synagro representatives and Wastewater Division staff for the sludge pelletizer facility.

Wastewater Laboratory

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



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie Means". The signature is fluid and cursive.

Valerie Means
City Administrator