

# City of Hagerstown, Maryland Status & Information Report No. 32 for 2016

August 12, 2016

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

### AUGUST 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 4pm 98 <sup>th</sup> Special Session  4:10pm Work Session  5:30-8:30pm National Night Out @ Fairgrounds Park	3	4	5	6
7	8	9 No M&C Meeting	10 4pm Planning Commission Meeting	11	12	13 7am-2pm Community Yard Sale @ Stables at Fairgrounds Park
14	15	16 3pm Executive Session  4pm Work Session	17 7pm Board of Zoning Appeals	18	19	20 8am 4 <sup>th</sup> Annual City Championship Golf Tournament @ The Greens at Hamilton Run
21	22	23 4pm Work Session	24	25 4:30pm Historic District Commission Meeting	26	27 11am Augustoberfest @ City Center
28 11am Augustoberfest @ City Center	29	30 7pm Regular Session	31 7pm Planning Commission Meeting			

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. Main Street Hagerstown hosted a volunteer appreciation picnic in University Plaza. Several City Councilmembers and staff attended and recognized the efforts of Main Street Hagerstown volunteers. The event was also open to anyone interested in becoming involved with Main Street Hagerstown.

2. DCED staff participated in the Minority and Women-Owned Business Conference, organized by the Hagerstown-Washington County Chamber of Commerce. Approximately 70 people attended the event, which featured business owners sharing stories of both successful ventures and pitfalls to avoid. DCED staff manned a vendor's table, and discussed the department's programs and services with conference attendees.

## FIRE DEPARTMENT

1. **Firefighter For A Day:** On August 10<sup>th</sup>, five-year-old hero Bentley Hart was sworn in as a firefighter by Fire Chief Steve Lohr. Bentley is the Goodwill Ambassador for the Muscular Dystrophy Association. Bentley was diagnosed with Duchenne Muscular Dystrophy, a genetic disorder characterized by progressive muscle degeneration and weakness. Bentley spent the day going through the ropes of the job of firefighter. Following his swearing in, Bentley was issued turnout gear and was taught how to test smoke alarms. Bentley was then taken to the Fire Department Training Center to learn how to put out fires as well as how to operate the new ladder truck.

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

### COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
  - Firefighters Create "Firefighter for a Day" Experience for Five-Year-Old
  - Augustoberfest Celebrates 21<sup>st</sup> Year of Celebrating Hagerstown's German Heritage
  - Traffic Advisory: Pavement Preservation Program
  - Traffic Advisory: Wind Down Friday
  - E-casts:
    - Golf Newsletter August 2016
    - Augustoberfest Volunteers Needed
2. **Channel 25:**
  - Watch the City Newsroom at the top of every hour. This week's news stories include:
    - Augustoberfest Preview
    - Police Body-Worn Cameras Public Information
    - Birdwatching Promotion
    - Tommy 202 Promotion
  - In Production:
    - Hagerstown Cultural Trail video update
3. **Websites:**
  - City Website:
    - About 9,100 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of August 1 - August 7, 2016
    - Top entrances (first page users accessed on the website):
      - ▶ Home page 3,411 users
      - ▶ Utility Billing page 508 users

▶ Jobs page 306 users

□ Top Searches:

▶ "jobs"

▶ "national night out"

▶ "permits"

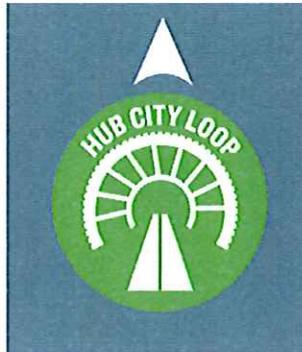
▶ "police"

▶ "animals"

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Annual Overlay.** Patchwork began on Thursday. We anticipate a lot of paving activity thru September.
2. **Hub City Bike Loop Logo.** The Bicycle Advisory Committee finalized the design of new pavement markings and signs for the loop. We hope to install them this fall.



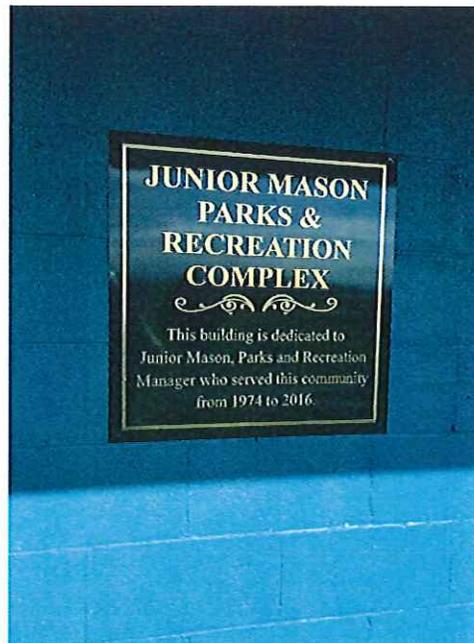
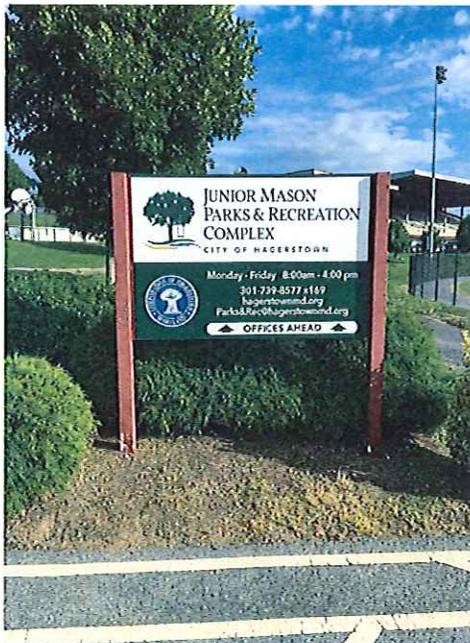
3. **Pedestrian Related Accidents.** State Highway sent us a list of pedestrian related accidents over the last three years. The list showed one pedestrian death and six injuries. The death was a man laying in the road at midnight at Franklin/Locust. The six injuries were all children of ages 6-13 years who ran out into traffic between parked cars (not at crosswalks). We did not identify any patterns where we could make changes, unless we would do a safety campaign about children needing to use crosswalks.
4. **Safe Routes to School.** Signal Replacements at Salem/Indiana and Frederick/Mill has been advertised for bid opening date of September 13<sup>th</sup>.
5. **Board of Traffic & Parking.** The Board made the following recommendations:
  - Survey residents regarding request to make Donut Alley one-way southbound
  - Invite ADAC to the next meeting to discuss parking on Surrey Avenue
  - Add second "Do Not Enter" sign on Alley 4-40 at Broadway
  - Add sign on Fairground Avenue at Alley 4-39 "Yield to opposing traffic"

6. **Engineering**

Traffic issues		
Description	Week of 8/5/16	Year to date
Traffic complaints received	17	123
Work Orders completed	9	81
Traffic counts completed	10	33
Construction Projects		
Description	Week of 8/5/16	Year to date
Projects advertised for bids	1	13
Projects under construction	7	
Projects completed	1	7

**PARKS & RECREATION DIVISION**

- Golf Course.** We are hosting a Father/Son Tournament on Friday, August 12 beginning at 5pm. Staff is also preparing for three upcoming tournaments: 2<sup>nd</sup> Annual Senior Championship on Friday, August 19; 4<sup>th</sup> Annual City Championship on Saturday, August 20; and Par Fore Pink on Friday, September 30.
- Hager House.** Staff is preparing for upcoming events including the Ghost Tour Preview on August 19 and City Park Fall Fest on September 17<sup>th</sup>.
- New Parks Fitness Signage.** With monies given to us by the Health Department Grant, staff is developing some new Park signage that will encourage fitness in our parks as well as motivational signage at our Golf Course and Pool.
- Junior Mason Parks & Recreation Complex.** As directed by the Mayor & Council proclamation, the signs were installed this week.



## PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
  - *908 Dual Highway* – El Eden Latino Grocery – retail grocery store (moved from 1201 Dual Highway).
  
2. **New Development Cases:**
  - *Cressler Properties LLC* – 901 North Burhans Boulevard – minor site plan for the addition of an overhead drive-in door, dumpster pad, and pavement improvements.
  
3. **Planning Commission:** Commission members considered the following on August 10:
  - *Preliminary Consultation* – Commission members had no preliminary concerns about the proposed rezoning request for the former Deerfield Knolls property along North Burhans Boulevard.
  
  - *Abandonment of McPherson Street between West Washington and West Franklin Streets and a Fence* – Commission members had no concerns about this request.
  
  - *Quit Claim of Alley 1-006 Adjacent to 400 Key Circle* - The Commission recommended conditioning the quit claim on 400 Key Circle dedicating on a plat cross easements for 374 and 410 Key Circle.
  
  - Completed its review of Water Resources Element as part of the Comprehensive Plan Update.
  
4. **Historic District Commission:** The August 11 meeting has been rescheduled to Wednesday, August 17.
  
5. **Board of Zoning Appeals:** One case has been filed for the August 17 hearing. A special exception and variances are being requested by Hamby Farag and Gehad Mahgoub for permission to establish a religious facility.
  
6. **Highlight Hagerstown Awards:** The Beautification Advisory Committee met on August 9 to choose winners for this year's Highlight Hagerstown awards. This year we received about 25 nominations for residential and commercial properties that boost the curb appeal of the city through landscaping and façade improvements. The following winners will be recognized at the August 30 Mayor & Council Regular Session:
  - *Residential:* 119-121 West Side Avenue; 617 Chestnut Street, and 102 South Prospect Street.
  
  - *Commercial:* Bulls & Bears at 38 South Potomac Street.
  
7. **Weekly Activity Report:** August 1–5, 2016

<b>PERMITS</b>								
<b><u>TYPE</u></b>	<b><u>NUMBER OF NEW APPLICATIONS</u></b>							<b><u>NUMBER ISSUED</u></b>
Building	14	Residential -	7	Commercial -	4	Other -	3	13
Electric	22	Residential -	12	Commercial -	8	Other -	2	21
Plumbing	4	Residential -	1	Commercial -	3	Other -	0	4
Mechanical	17	Residential -	14	Commercial -	3	Other -	0	17
Engineering Dept.	22							22
<b>TOTAL</b>	79		34		18		5	77

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 75,615.00	\$ 1,151,790.00
Commercial	\$ 59,700.00	\$ 1,792,006.00
Apartment	\$ 0.00	\$ 130,000.00
Sign	\$ 9,316.00	\$ 19,626.00
<b>TOTAL</b>	<b>\$ 144,631.00</b>	<b>\$ 3,093,422.00</b>

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

	<b>PROPERTIES</b>	<b>UNITS</b>
Registrations received week of August 1 – August 5	85	235
New applications issued week of August 1 – August 5	4	5
Total 2016-2017 registered (includes changes since 5/1/16)	3,107	8,271
Percentage of total invoiced that have registered	89.6 %	90.9 %

**Notes:** The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016. A past due notice was mailed to those still outstanding on July 5, 2016

**PAYMENT**

Weekly payment received	\$ 12,420
Weekly adjustment/credits	\$ 1,950

**INSPECTIONS**

<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	38
Electrical	43
Plumbing	39
Mechanical	12
Safety	63
Neighborhood Vitality	173
Quality of Life	3
Preventive Maintenance	19
Planning & Zoning	0

**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:	1,622	Field Interviews:	36
Arrests/Warrants Served:	17	Moving Violations:	33
Domestic Violence Calls:	17	Parking Violations:	204
DUI Arrests:	1	Safety Repair Orders:	5
Reports Filed:	150	Warnings:	88

### 2. REPORTS

**08/04/16:** Officer Rutkowski was dispatched to Salem Avenue for a theft report. The victim stated he entered the 7-11 Convenience Store to use the ATM. He placed his wallet on a shelf next to him while he proceeded to use the machine. After receiving his money he went to the cashier to pay for his merchandise. At that point he realized he forgot to pick up his wallet. He returned to the shelf to find his wallet gone. Later, a good Samaritan found his wallet in an alley near the 7-11 store; however the money that was in his wallet was gone. The store's surveillance camera captured a white female remove the wallet from the shelf and then exit the store. The female appears to be in her late 20's, 5'6 and wearing a white shirt with gray shorts. The female has not yet been identified.

**08/05/16:** Officer Main responded to the Little League property on Mill Street for a report of a burglary in progress. A Little League board member advised the officer that he had received a voicemail stating that someone had broken into the concession stand. The board member decided to check on the property and saw two bicycles parked in front of the concession stand. He entered the building and discovered two black males inside taking food. The males took off running towards EZ Transport. It was discovered that approximately \$200 worth of food had been taken and about \$100 in cash was stolen from the cash register. No further information available.

**08/06/16:** Officer Wertz was dispatched to Burkett's Deli for a report of a robbery in progress. An employee stated she was cleaning the business and getting ready to close for the night when an unknown black male entered the store and demanded money from the register. The male did display a fixed bladed knife that resembled a kitchen knife. When the employee explained the register would not open without a purchase being made, the male said he would be back and then fled the store. He is described as being approximately 6' tall, skinny and wearing a red shirt, red shorts and an orange mask over his face. The incident was captured on camera and the case will be forwarded to the Criminal Investigation Division for further investigation.

**08/07/16:** Officer White responded to St. Maria Goretti High School for a reported theft of a golf cart. An employee of the school stated he was not aware the cart had been stolen until the Washington County Sheriff's Office called to inform him the school's golf cart had been recovered. The cart was recovered on Fountain Head Road. A suspect has been identified.

### 3. OTHER NEWS/INFORMATION

**HPD Invited to Attend the Children's Summer Bash at Hager's Crossing:** The Hagerstown City Police Department was invited to attend the Hager's Crossing Summer Bash for Children on Saturday, August 6, at the Hager's Crossing Community Activity Center. Officer Wolfe was the Agency Representative and spoke to the children about tips for staying safe. He opened his cruiser to permit the children to view the instruments and hear the sounds of a police cruiser. The officer distributed pencils and reflective wrist bands to the children. Officer Wolfe wanted to convey to the children that police officers are their friends and protectors. The Hagerstown Police Department wants to take every opportunity to interact with the community and to continue to earn and build the trust of the citizens of Hagerstown.

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	273	272
	University District Deck	250	251
	Downtown Parking Lots	597	593
<b>Number of Patrons Using Decks</b>	A & E Deck	1,332	1,599
	University District Deck	1,371	1,483
<b>Sales of Discount Coupons</b>		0	215
<b>Number of Citations Issued</b>	(Includes Warnings)	185	163
<b>Number of Late Payment Notifications</b>		40	46
<b>Number of Cars Booted</b>		0	0
<b>Peak Occupancy (%)</b>	A & E Deck	52%	78%
		Thu @ noon	Sat @ 4 PM
	University District Deck	45%	49%
		Tue @ Noon	Tue @ Noon

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	3	0
Fire	4	2
Human Resources	0	0
Light	1	3
Parks & Engineering	2	2
Police	13	6
Public Works	4	3
Wastewater	0	3
Water	3	5
<b>Weekly Totals</b>	<b>30</b>	<b>24</b>

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

**Problem Areas:** Recent call-outs included:

Wed. 8/9/2016 - 911 call received concerning wires down in the area of 17 McComas St –  
The wire turned out to be an abandoned CATV service drop. Time Out:  
18.2-18.8

**Distribution:**

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- Line crews continue, in coordination with the HLD Engineering staff, to replace outdated underground facilities. This work is being done as a proactive measure to improve the reliability of our system and will serve to reduce outages for our customers.
- Line crews have continued with feeder inspections and repairs. Several poles have been replaced as a result of this process.
- Line crews have performed some of the preliminary work required for the new lighting along the A & E walkway.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
28	0	2	2

**Engineering:**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer reviewed multiple items for use by HLD on its electric system.
- The Staff Engineer analyzed HLD distribution feeders for loading and reliability attributes.
- Engineering staff applied herbicide to HLD rights of way for vegetation management.

**Administration:**

- Following the review of the short list of energy providers, consisting of 6, staff will be discussing the next step for the most promising price points provided.
- The asbestos contained at the MELP has been remediated from the site and demolition begins again by cutting the remaining boiler into manageable pieces. This is expected to continue for an additional week.

**WATER DIVISION**

**Plant Flows - System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
08/04/16	12.16		12.16
08/05/16	11.92		11.92
08/06/16	11.41		11.41
08/07/16	11.57		11.57
08/08/16	11.96		11.96
08/09/16	11.99		11.99
08/10/16	12.42		12.42
<i>Average</i>			<i>11.91</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 is completing the review of the engineering proposals for improvements to Edgemont, Replacement of the Traveling Screens and the Installation of Tank Mixing Systems.
- Operations. Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance.
  - Staff worked on routine plant maintenance and preventative maintenance on equipment.
  - Repairs were completed on the east traveling screen.
- Instrumentation
  - RC Willson – Crews are working on a plumbing upgrade to the chlorination system.
  - RC Willson – Installing additions to the SCADA system.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir has been drained and staff will maintain the reservoir in a dry condition utilizing the 24" sluice gate. Coordination continues with MDE to ensure compliance with all applicable requirements. Engineering service for final evaluation and design will be presented to Mayor and Council in August.

**Water Distribution.** Water Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements, restores and routine meter testing. Repairs were made to the water service lines on North Mulberry Street. Work continues on the Frederick Street water main replacement project.

**Laboratory**

- Collected Distribution System samples for monitoring for nitrification.
- Collected 3<sup>rd</sup> quarter DBP samples.
- Ordered IDEXX supplies.
- Collected a sample from new water main.
- Discussed low disinfectant residuals with the Town of Smithsburg.
- 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	-	2
Preliminary Plats	-	-
Final Plats	1	-
Building Permits	2	-

- Staff continued monitoring the site conditions at the Edgemont Reservoir.
- The process of developing the Love's Travel Spot site on Showalter Road continues with receipt of the water main construction permit application.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 27, 2016	5.87	0.00
Thursday, July 28, 2016	6.00	0.35
Friday, July 29, 2016	6.39	0.36
Saturday, July 30, 2016	8.24	1.66
Sunday, July 31, 2016	7.50	0.01
Monday, Aug 1, 2016	6.64	0.00
Tuesday, Aug 2, 2016	6.33	0.01
Weekly – Avg. Flow / Total Rainfall	6.71	2.39
July – Avg. Flow /Total Rainfall	5.92	3.92
Aug – Avg. Flow/Total Rainfall	6.49	0.01

**Miscellaneous**

- Completed new camera installation on front (South) gate.
- Replaced float switch for digester feed pumps.
- Replaced water bath recirculation pump.

- Cleaned Velodyne polymer system.
- Routine maintenance (MP2 Program) and Corrective Work orders.

**Onsite vendors**

- Atlas Copco: Repaired pressure transducer on #1 Oxygen compressor.
- MS Johnson: Installed new AC in BNR building.
- Cummins: Performed PM on ENR generator.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	NIS			
Flushing	7, 14	13,851'		

**Collection System Maintenance Task**

- Cleaned manholes 14001/14002 (police building), removed 10 gallons of debris.
- Dropped enzyme bags to control FOG.
- Exercised emergency generators.
- Pump Station 19; prepared final wiring, placement of new controls, and began dismantling old controls. Still operating with bypass.
- 122 North Potomac Street, excavated and poured new concrete alley mat behind Social Services (Cramers Alley).
- 660 Northern Ave. Odor complaint, contacted County to increase Ferrous Chloride at Rt. 11 Pump Station and also found cleanout issue on property, all has been corrected.
- 733 South Potomac Street, Columbia gas broke the lateral, we repaired.
- 900 Corbett Street, investigated a sinkhole over our sewer line found issue to be broken 12" storm sewer. Contacted Public Works and repaired line.
- WWTP property; removed very large tree from outfall access way.
- Mowed and weed whipped around the shop and side walk on Frederick Street.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	0	0	0	2	3
YTD 2016	34	46	7	0	2	77	166

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

**Engineering**

- Staff attended a Homa Wastewater Pump class at the County Department of Water Quality.
- Staff met with a representative of Utiliquest regarding line marking issues on South Potomac Street.

**Wastewater Laboratory**

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Discussed new SIU with County Pretreatment Manager.
- Collected industrial sample from HBP.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

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

Valerie Means  
City Administrator