

# City of Hagerstown, Maryland Status & Information Report No. 37 for 2016

September 16, 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 <b>HOLIDAY CITY OFFICES CLOSED</b>	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 6:30 Executive Session  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:**
  - The Downtown Coordinator attended the Main Street Maryland Quarterly meeting that was combined with Main Street Pennsylvania's Main Street Managers. Discussion included ways that Pennsylvania Main Street managers work within their communities and the group also toured an area of downtown Gettysburg that has been successful in revitalizing their corridor.
  - Main Street Hagerstown's Clean Safe and Green workgroup hosted a presentation on Crime Prevention through Environmental Design and learned how landscaping, lighting, and public art can improve a streetscape while deterring the real or perceived threat of crime.
  - Second Saturday event was held on September 10<sup>th</sup> with Henri Verdel performing music on the Square.

2. **A & E Update:** Arts & Entertainment Board met and the group was updated on the cultural trail, Main Street, and the represented arts group.
3. **Grand Openings:** Upcoming grand openings include the following:
  - Tuesday, September 20 – 9:00 AM - Dermatology Associates and Surgery Center located at 1110 Professional Court, Suite 201
  - Tuesday, September 27 - 4 PM - Monica's Cuisine and Bar located at 40 East Washington Street
4. **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:**
  - Regional Dermatology Practice Expands with New Hagerstown Location
  - Activities, Culture and Entertainment Fill City Park for Fall Fest
  - Traffic Advisory: MSO's Classics & Crabs Event
  - Traffic Advisory: Jefferson Street & Mulberry Street Paving Operations
2. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Fireball Run Invitation
  - 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 10,000 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of September 5-11, 2016
    - Top entrances (first page users accessed on the website):
      - ▶ Home page                    3,478 users
      - ▶ Utility Billing page        491 users
      - ▶ Jobs page                     309 users
    - Top Searches:
      - ▶ "hours"
      - ▶ "trick or treat"
      - ▶ "dine downtown"
      - ▶ "recycling"
      - ▶ "trash pick up"

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Trash/Recycling Program Evaluation.** Four students from the University of Maryland University College (UMUC) "Environmental & Waste Management Masters Degree" program will be evaluating our trash/recycling program and suggesting ways to improve it. This report will be helpful as we need to re-bid the contract in 2017. It will be a wonderful learning opportunity for our students and assist us with a critique and recommendations for the trash and recycling collection program.
2. **Burhans Bridges.** Work is 87% complete and should wrap up next month. Most of what remains is jacking up bridge 21 to take off load so the pier cap can be repaired.



Completed Pier



Jacking Support System

3. **Annual Overlay.** Craig Paving completed overlay of Jefferson Street and Mulberry Street this week (partially funded by Columbia Gas). After that, Craig will begin the overlay of the streets in our contract. The slurry streets have been completed for and we are waiting for Alpha to do the pavement markings.
4. **Energy Saving Lights Contract.** The lights at the Ice Rink and the Fairground Park grandstand have been upgraded and the contractor started on City Hall.
5. **Engineering**

Traffic issues		
Description	Week of 9/9/16	Year to date
Traffic complaints received	1	134
Work Orders completed	1	87
Traffic counts completed	2	41
Construction Projects		
Description	Week of 9/9/16	Year to date
Projects advertised for bids	1	17
Projects under construction	9	7
Projects completed	0	7

**PARKS & RECREATION DIVISION**

1. **Year To Year Report for Potterfield Pool -- Season Report**

POS Product	2015	2016
City resident annual passes sold	34	31
Fitness swim punch cards	2	9
Daily swim: (Age 3-4)	620	717
Daily swim: (Age 5-12)	2412	3456
Daily swim: (Age 13-61)	4679	4951
Daily swim: (Age 61+)	124	124
Daily swim: (Family up to 5 people)	1530	2117
<b>Total Gross Revenue</b>	<b>\$48,846</b>	<b>\$54,611</b>

*Note: Number of swimmers in camps was 3,786 that generated an additional \$7,714 in revenue.*

2. **National Road Park.** Funded by CDBG, work continues on the new National Road Park. This week, we placed decorative stone in the planting areas and finished pouring the steps. We are now forming up for more sidewalks.

3. **Ice Rink Update.**

- Total assets on-hand as of August 31<sup>st</sup> is \$156,000. That is about double from last year, and marks the end of the "slow" season for the rink.
- They rink has 12 employees now. They are reorganizing staff and are seeking a new manager and skate director.
- Having some issues with the ice making system that is being addressed by staff
- Will present their annual report to Mayor and Council on October 18<sup>th</sup>.
- Lighting upgrades complete, building is totally LED now.

**PLANNING & CODE ADMINISTRATION**

1. **New Zoning Certificates Issued:**

- 53 North Potomac Street – Junkworks Antiques – buying and selling antiques.
- 335 Bryan Place – E. Rock Construction – home office for a sub-contractor's office.
- 365 East Franklin Street – Coin-Op Warehouse – retail sales of pinball machines, garage items, jukeboxes, and related collectibles.

2. **New Development Cases:**

- 374 Woodpoint Avenue – Roger and Vera Craig – minor subdivision to combine two lots.
- 400 Jonathan Street – Khadene and Dexton Brunson – minor site plan for Local Conversion District alterations.

3. **Historic District Commission:** The HDC is scheduled to consider the following cases on September 22:

- 814 Potomac Avenue – Ken Hubbard – replace slate roof with architectural shingles.
- 135 West Washington Street – Washington County Historical Society – sign.
- 30 East North Avenue – Andrew Escalet – rebuild front porch.

4. **Planning Commission:** The commission considered the following matters on September 14:
- Burhans Village Rezoning – recommended approval of the rezoning request (from RMED to RH) to the Mayor and City Council.
  - Comprehensive Plan Update: began review of the Economic Development Element.
5. **Weekly Activity Report: September 6–10, 2016**

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
		Residential -		Commercial -		Other -		
Building	8	5	Commercial -	3	Other -	0	7	
Electric	16	10	Commercial -	6	Other -	0	17	
Plumbing	13	8	Commercial -	3	Other -	2	12	
Mechanical	5	5	Commercial -	0	Other -	0	5	
Engineering Dept.	15						15	
<b>TOTAL</b>	<b>57</b>	<b>28</b>		<b>12</b>		<b>2</b>	<b>56</b>	

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:	
Residential	\$ 3,400.00		\$ 1,703,290.00
Commercial	\$ 31,200.00		\$ 4,490,856.00
Apartment	\$ 111,915.00		\$ 499,6750.00
Sign	\$ 1,200.00		\$ 31,306.00
<b>TOTAL</b>	<b>\$ 147,715.00</b>		<b>\$ 6,725,127.00</b>

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017		
	PROPERTIES	UNITS
Registrations received week of August 29 – Sept 2	10	21
New applications issued week of August 29 – Sept 2	7	9
Total 2016-2017 registered (includes changes since 5/1/16)	3,245	8,638
Total still outstanding from May 1 renewal mailing	117	230

**Notes:** The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016. A 3<sup>rd</sup> past due notice with a \$100 late fee was mailed on September 6, 2016 to the owners of the 117 properties that remain non-registered.

PAYMENT	
Weekly payment received	\$ 1,825
Weekly adjustment/credits	\$ 1,550

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	24
Electrical	27
Plumbing	11
Mechanical	0
Safety	57
Neighborhood Vitality	81
Quality of Life	10
Preventive Maintenance	79
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:	1,675	Field Interviews:	40
Arrests/Warrants Served:	17	Moving Violations:	19
Domestic Violence Calls:	17	Parking Violations:	227
DUI Arrests:	1	Safety Repair Orders:	8
Reports Filed:	143	Warnings:	47

**2. REPORTS**

09/08/16: Officer White responded to Pennsylvania Avenue for a caller that reported damage to a parked vehicle. The caller stated she heard a car alarm sounding and she got up and looked out the window thinking it was her vehicle. It was not her vehicle but she saw a male in an orange hoodie reach into the parked vehicle and then leave the area. The officer attempted to make contact with the owner of the vehicle but she did not answer the door. Later the owner contacted the officer to report her GPS was missing from her vehicle. The officer will be checking video footage from the nearby Family Dollar Store. No further details are available at this time.

09/09/16: Officer Wertz was dispatched to Franklin Street for a report of a burglary. The victim advised when he returned home from work he discovered that some electronic items, video games and coins were missing from the living room. Also, several pairs of sneakers were missing from the back bedroom. There appears to be no forced entry to the apartment. There are no suspects and no further details available.

09/10/16: Officer Parks was dispatched to the vacant Winter Street Elementary School to assist the Fire Department. The fire alarm was sounding and it was discovered a fire alarm had been pulled. Several windows were found broken. The windows were boarded for security and the officer did not locate any individuals inside the building. No additional information is available.

09/11/16: Officer Weaver was dispatched to Edgewood Place for a reported theft from a motor vehicle. The victim stated when she started her vehicle it made a very loud and odd noise. She contacted her son, who is a mechanic, and he discovered the catalytic converter had been cut from the vehicle. The officer checked with the neighbors to see if they had any similar issues. No additional issues were reported and no additional information is available.

09/12/16: Officer Young responded to Baltimore Street for a trespassing complaint. The officer located an intoxicated male on the property that had already been served with a No Trespass Letter. After the officer verified an active No Trespass Letter on file with the Hagerstown Police Department for this subject at this location, the trespasser was issued a citation and was ordered to leave the area.

**3. OTHER NEWS/INFORMATION**

**Congratulations to Officer Heather Aleshire:** Officer Heather Aleshire has been selected as Officer of the Month for August 2016. Officer Aleshire has been employed by the City of Hagerstown for 16 years and is currently assigned as a School Resource Officer/Juvenile Coordinator.

On August 17, 2016, Officer Aleshire was monitoring the student drop off at one of the local elementary schools. During this time, a vehicle, being operated recklessly, pulled into the parking lot. Officer Aleshire observed a commotion coming from the vehicle and advised the occupants to keep the noise down. The vehicle then drove off to a different location in the parking lot. A few minutes later, Officer Aleshire was advised by the passenger who was now standing outside the vehicle that the driver was refusing to return the vehicle to her. The vehicle then sped off through the parking lot which was congested with students and parents. Officer Aleshire ran after the vehicle and caught up to it. The driver of the vehicle failed to obey Officer Aleshire's repeated commands to exit the vehicle. The driver attempted to back up to get away from Officer Aleshire and almost hit a stopped car. The driver then sped off, narrowly missing Officer Aleshire who had to jump out of the way to avoid being hit by the fleeing vehicle. As it left the parking lot, the vehicle struck a parked moped. Fortunately, no one was injured during the incident. After interviewing witnesses, Officer Aleshire was able to determine the identity of the driver who was subsequently located and arrested at another location.

Based on her quick actions, Officer Aleshire was able to prevent students and pedestrians from being injured in the parking lot and was able to quickly locate and apprehend the suspect. Due to these efforts, Officer Heather Aleshire has been selected as the Hagerstown Police Department Officer of the Month for August 2016. The Hagerstown Police Department is proud to have dedicated officers such as Officer Aleshire as one of its own and congratulates her for a job well done.

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	199	189
	University District Deck	423	409
<b>Number of Patrons Using Decks</b>	A & E Deck	1253	1570
	University District Deck	1712	2061
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	183	167
<b>Number of Late Payment Notifications</b>		45	70
<b>Number of Cars Booted</b>		0	0
<b>Peak Occupancy (%)</b>	A & E Deck	59% Thu @ Noon	61% Thurs. @ 2PM
	University District Deck	65% Tues @ Noon Thu @ Noon	66% Thurs. @ 2PM

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	2
Fire	0	2
Human Resources	0	0
Light	2	1
Parks & Engineering	2	2
Police	5	14
Public Works	7	5
Wastewater	3	0
Water	3	4
<b>Weekly Totals</b>	22	30

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

**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.
- Engineering staff continued work on SCADA communications.
- Engineering staff began planning this year's FR (Flame/Arc Resistant) clothing program.
- The Staff Engineer installed and began learning how to use HLD's new Engineering Analysis software that runs as part of the WindMil GIS suite on HLD's electric system model.
- The Staff Engineer met with a local manufacturing facility to discuss and plan an electrical upgrade to support their growth.
- HLD Engineering and Distribution staff met with a structural engineer to formulate a plan to make repairs to an HLD subsurface transformer vault.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
16	0	3	1

**Administration**

- Staff continues to work with GDS and Legal Counsel on the Wholesale Power Supply Contract responses, items related to the MELP demolition and the Energy Storage System Project.

### WATER DIVISION

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
09/08/16	12.18		12.18
09/09/16	12.22		12.22
09/10/16	11.36		11.36
09/11/16	11.45		11.45
09/12/16	11.86		11.86
09/13/16	12.39		12.39
09/14/16	12.37		12.37
<i>Average</i>			<i>11.97</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 were made to the TracVac Compressor.

- Instrumentation
  - RC Willson – Crews are working on a repair to a flow meter on the wash water lagoon.
  - RC Willson – Electrical upgrades continue in the Chlorine room.
  - Pump Stations – Maintenance is in progress on the generators.

**Water Production at Breichner/Edgemont Reservoir**

- The Edgemont Reservoir is being maintained in a dry condition utilizing the 24" sluice gate. The Reservoir floor remains 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 4<sup>th</sup> 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. Repairs were made to a water service leak on West Wilson Boulevard. Work still continues on the Frederick Street water main replacement project. Crews are working to adjust and replace meter tiles and roadway boxes throughout the system. Crews are also installing new services at Freedom Hills and Virginia Avenue.

**Laboratory**

- 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	1	2
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	10	-

- Staff attended the 2016 Annual Dam Safety Conference in Philadelphia.
- Staff attended a development review meeting at the County Planning Office.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, September 7, 2016	5.48	0.08
Thursday, September 8, 2016	5.49	0.00
Friday, September 9, 2016	5.43	0.57
Saturday, September 10, 2016	5.78	0.01
Sunday, September 11, 2016	5.33	0.00
Monday, September 12, 2016	5.40	0.00
Tuesday, September 13, 2016	5.54	0.00
Weekly – Avg. Flow / Total Rainfall	5.49	0.66
Sept - Avg. Flow/Total Rainfall	5.36	0.85

**Miscellaneous**

- Disassembled Vanton pump from odor control scrubber and prepped for shipping/repairs.
- Rebuilt MagOx chemical feed pump.
- Cleaned odor control scrubber and flushed piping for winter season.
- Cleaned UV bulbs and calibrated UVT sensor.
- Routine maintenance (MP2 Program) and Corrective Work orders.

**Wastewater Collection**

**SSES Weekly Progress**

<b>Activity</b>	<b>Districts</b>	<b>L. F. main</b>	<b>Feet of lateral</b>	<b># inspected</b>
CCTV Inspections	21, 29	318'	106'	3
Flushing	8	10,916'		

**Collection System Maintenance Task**

- Grinder Pump call at 11138 Eastwood Drive, replaced pump.
- Grinder Pump call at 11121 Mahogany, removed rag from cutter.
- Grinder Pump call at 12410 Crystal Falls Drive, measured discharge for retro fit to Liberty grinder pump.
- Cleaned vault on Lee Street for Engineering.
- Exercised emergency generators.
- Collected Newgate flow data.
- Unit #518; back in service after nitrogen sensor adjustment.
- Unit #526; finished coating service bed with Hercules bed liner.
- Unit #527; greased and performed preventative maintenance.
- Unit #597; sanded rust spots on trailer and coated bed and fenders with Hercules bed liner.
- Pump Station 2; chlorinated wet well.
- Pump Station 8; repaired spigot, power washed exterior walls, windows, and doors. Patched conduit holes and painted soffit, doors, and window trim.
- Dropped bio-bags at various lift stations and trouble spots to control FOG.
- Exercised all three portable generators, and light tree.
- Installed new ARV on common force main for Collegiate Acres and Maugansville Pump Stations.
- Manhole 06027 (Westwood), repaired cracks and missing mortar.
- Sewer Back up at 851 Frederick Street; problem on the private side.
- Odor complaint from 960 Northern Avenue, combination of County System odor and internal plumbing issue.
- Odor complaint from 233-235 Willard Street, County issue.

- Odor complaint at intersection by Stadium, related to County issues upstream. Spoke with County Collections Superintendent, they are aware of the issues and are planning to run a pilot study, for a new chemical in the near future. For now they have chlorinated stations down the Rte. 11 corridor.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	3	0	0	3	8
YTD 2016	36	54	12	0	2	87	191

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

**Engineering**

- Staff attended a Pelletizing Plant Phase 2 Planning meeting with Synagro representatives, Wastewater Division staff and consultants,
- Staff met with a resident of Magnolia Court regarding a proposed shed location near sewer main easements.
- Staff attended a development review meeting at the County Planning Office.

**Wastewater Laboratory**

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Replaced Carbon and Mixed Bed tanks for pure water system.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

*Valerie A. Means*

Valerie A. Means  
City Administrator