

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 35 FOR 2017



September 1, 2017

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

<b>SEPTEMBER 2017</b> <i>For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <a href="http://www.hagerstownmd.org/calendar.aspx">http://www.hagerstownmd.org/calendar.aspx</a></i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 <b>HOLIDAY CITY OFFICES CLOSED</b>	5 No M&C Meeting	6	7 6pm Pooch Plunge @ Potterfield Pool	8	9
10	11	12 4pm Work Session	13 4pm Planning Commission Meeting	14 4pm Board of Traffic & Parking Meeting  4:30pm Historic District Commission Meeting	15	16  11am City Park Fall Fest
17	18	19 4pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22	23
24	25	26 7pm Regular Session	27 7pm Planning Commission Meeting	28 4:30pm Historic District Commission Meeting	29	30

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Burobox:** The Grand Opening of the BuroBox was held on Tuesday evening with Mayor Bruchey, Congressman Delaney's office, and the Chamber of Washington County offering remarks. Others in attendance included partner organizations of SCORE, Frostburg University and USMH as well as artists with their artwork on display and community members.

## FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	0	Community Risk Reduction	120
Building Fires	0	Public Service	3
Medical Assistance	28	Personal Injury Collision	9
Assist other Fire Departments	11	Fuel/Hazard Spills	0
Automatic Fire Alarms	11	Excessive heat	2
Victim Assistance	0	Investigation: Odor, Smoke, Fire	3
Downed Power Lines	1	Dumpster/Outside Fires	2

## INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

### COMMUNICATIONS

**This Week's Headlines and Media Releases:**

- City of Hagerstown Opens Entrepreneurial Workspace Downtown
- City, Arts Council Host Reception for Cultural Trail Artists

**E-Casts:**

- The BuroBox Grand Opening
- Main Street September Meeting Reminder

**Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - o Valley CoOp promotion
  - o Fall Fest and Porchfest promotion
  - o HPD PSA Theft from Motor Vehicles
  - o Hagerstown Cultural Trail Feature Art
  - o Montage of Hagerstown Cultural Trail June 17<sup>th</sup>
  - o BuroBox promotion

**Websites:**

- *City Website:*
  - o About **6,097** users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of August 21–27, 2017
  - o Top entrances (first page users accessed on the website)
    - Home Page 1,905
    - Utility Billing Page 553
    - Police Page 285
    - Jobs Page 242
    - Fire Page 172

- Top Searches:
  - "true"
  - "jobs"
    - "pay water bill"
    - "solicitations"
    - "cultural trail"

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **Short Road.** In coordination with Washington County, we improved the intersection of Northern Avenue at Short Road to provide sidewalk ramps and crosswalks for students to Fountaindale Elementary.
2. **Pavement Preservation.** Cracksealing is complete and isolated patching has started. Pavement marking drawings have been completed.
3. **Bridge Guardrails.** We are preparing a change order to add two new Type 'L' End treatments on Eastern Boulevard, but we will eliminate Northern Avenue from this contract as we will need easements, so we will include that in next budget year . Survey crew is marking right-of-way lines.
4. **Engineering Statistics.**

Traffic issues		
Description	Week of 8/27/17	2017 TOTALS
Traffic complaints received	4	114
Work Orders completed	2	86
Traffic counts completed	2	36
Construction Projects		
Description	Week of 8/27/17	2017 TOTALS
Projects advertised for bids	0	12
Projects under construction	7	
Projects completed	0	3

**PARKS DIVISION**

1. **National Road Park.** We continue to work on the new National Road Park. This week we planted flowers and bushes and installed trash can pad and concrete for the rear island.



2. **Golf Course.** Plans are underway for the 5<sup>th</sup> Annual Par Fore Pink Tournament on Friday, October 6, 2017. Partial proceeds benefit Breast Cancer Awareness of Cumberland Valley and the tournament is sponsored by Bob Rocks Radio. Save the date!
3. **Potterfield Pool.** Last day open for the Pool is Labor Day Monday, September 4<sup>th</sup>. The Washington County Humane Society Pooch Plunge is scheduled for Wednesday evening, September 6<sup>th</sup>.
4. **City Park.** A pipe that is the outfall to the "scum drains" failed last year and sunk into Marsh Run. We are now reconstructing the pipe and new headwall.
5. **Fit Room.** Class schedule for September is attached.

## PLANNING & CODE ADMINISTRATION

### **Zoning Certificates Issued:**

- 101 West Franklin Street – The Real Deal – Jamaican restaurant (sit down and take out).

### **New Development Cases:**

- Burhans Village – subdivision sketch plan.

**Planning Commission:** The Planning Commission considered the following items at its meeting on Wednesday, August 30:

- Public Review Meeting – *visionHagerstown 2035*. Written comments have been received from the Maryland Department of Planning, State Highway Administration, and Maryland Historical Trust, and they were entered into the record. A written request from a developer for a Medium Range Growth Area boundary expansion was also entered into the record. The Commission kept the record open for ten days to allow for additional comments to come in. A joint meeting with the Mayor and City Council is scheduled for September 19<sup>th</sup> to allow for discussion of input received on the draft plan and next steps in the process.
- 952 Frederick Street – HBP – approved a site plan for an addition and upgrades to the stormwater management facilities.

**Historic District Commission:** The HDC reviewed the following matters on August 24:

- 170 West Washington Street – City of Hagerstown – approved a replacement basement door.
- Conducted a workshop for a fence on South Prospect Street.
- Reviewed preliminary drawings for the Urban Educational Complex building at 19 South Potomac Street.

**Board of Zoning Appeals:** One case has been filed for the September 20 BZA hearing. Dr. Shariq Baqai is requesting approval of a special exception for an ambulatory medical office at 1303 Pennsylvania Avenue.

**Weekly Activity Report:** August 21–25, 2017

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	3	Commercial -	2	Other -	1	9
Electric	19	Residential -	11	Commercial -	7	Other -	1	19
Plumbing	8	Residential -	5	Commercial -	1	Other -	2	8
Mechanical	18	Residential -	4	Commercial -	2	Other -	12	18
Engineering Dept.	9							7
<b>TOTAL</b>	60		23		12		16	61

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 27,730.00	\$ 286,062.00
Commercial	\$ 27,700.00	\$ 6,954,297.00
Apartment	\$ 1,000.00	\$ 100,585.00
Sign	\$ 4,000.00	\$ 21,435.00
<b>TOTAL</b>	<b>\$ 60,430.00</b>	<b>\$ 7,362,379.00</b>

**RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018**

	<b>PROPERTIES</b>	<b>UNITS</b>
Registrations received week of August 21 – August 25	28	81
New applications issued week of August 21 – August 25	3	4
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)	3,360	8,888
Percentage of rental license renewals that have registered as of July 14, 2017	92.7%	95.1%

**Notes:** The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. A 2<sup>nd</sup> past due notice, which included a \$50 late fee, was mailed in early August to those that remain outstanding.

**PAYMENT**

Weekly payment received	\$ 4,325
Weekly adjustment/credits	\$ 1,025

**INSPECTIONS**

<b><u>TYPE</u></b>	<b><u>NUMBER CONDUCTED</u></b>
Building	45
Electrical	53
Plumbing	29
Mechanical	30
Safety	111
Neighborhood Vitality	85
Quality of Life	7
Preventive Maintenance	17
Planning & Zoning	4

**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

### STATS

Calls for Service:	1,788	Field Interviews:	137
Arrests/Warrants Served:	31	Moving Violations:	24
Domestic Violence Calls:	29	Parking Violations:	183
DUI Arrests:	2	Safety Repair Orders:	5
Reports Filed:	162	Warnings:	67

### REPORTS

**08/24/17:** Officer Patterson was dispatched to Broadway for a harassment report. The caller stated there were unwanted individuals living in the hallway of the same apartment building where she resides. There is a male, female and a child that has been living there in the hallway for several weeks. The individuals explained they had been evicted from their Franklin Street residence and had nowhere to live at this time. The officer made some calls and contacts and the three individuals were able to secure temporary housing. The Department of Social Services were contacted and will be conducting a follow up visit with a case worker.

**08/25/17:** Officer Routhier responded to Frederick Street Transmission and Auto Repair for a reported theft from a motor vehicle. The victim stated that his automotive shop keys were stolen along with a radio from an Isuzu Rodeo which had been cut from the wiring harness. The officer conducted a search for any radio that was recently pawned but yielded no results. The radio is valued at \$100. There are no suspects at this time.

**08/26/17:** Officer C. Koontz was dispatched to High Street for a disturbance. Upon arrival the officer saw a group of individuals gathered together. The victim, who was part of the group, advised that her house had been egged. She stated she knew the suspects and witnessed the incident take place. Shortly after the incident took place, the suspects rode by and were taunting the victim. The officer stated that since the victim knew the names of the suspects, she could go to District Court and take legal action against them. No further details are available.

**08/27/17:** Officer Rowe responded to Outer Drive for a report of damaged property. The victim stated that a group of four to five juveniles who were riding bicycles had stopped in front of his residence and started yelling at him. Moments later one of the juveniles picked up a rock and threw it at his vehicle. Damage was done to the windshield and would cost approximately \$200 to repair. The juvenile could not be located.

**08/28/17:** Sergeant Hay was contacted by phone from a mother concerned about possible child abuse regarding her two children who are ages 4 and 6. The mother stated the children were visiting with their father and when they returned from his residence, one child had bruises on her legs and cuts on her nose and chin. The children mentioned that at times there was no adult supervision and that they were left with a 10 year old girl. Additionally, the 10 year old girl made threats to the children. This report was forwarded to the Criminal Investigation Division for further investigation into this incident. The mother will be submitting photos of the bruises and cuts on the child. No further details are available at this time.

### OTHER NEWS/INFORMATION

**Relocation of the Records Request Office at HPD.** A newly decorated office on the main floor of HPD is now designated as the *Records Request Office*. This office was moved from Records Division which is located on the third floor. There are several benefits of this relocation as the move will help expedite reports regarding motor vehicle accidents. Once a request form is filled out and the appropriate fee is submitted, the request can be directly handed to the Records Clerk, Tamra Gossard. Tamra can locate the report, print a copy and provide it to the citizen in a matter of minutes. However, requests for copies of incident reports will still need to be forwarded to the Criminal Investigation Division for release. Nevertheless, this process will be a little easier for the citizens as well. Citizens can talk directly to the Records Clerk and get answers to their questions at the same time they submit their request.

Also, having the *Records Request Office* on the main floor will help alleviate the flow of citizens to the Lobby Desk. Officers at this desk will be assisting citizens with law enforcement questions and other requests that may take a little longer than a simple request for an accident report.

The decision to relocate this office is a win-win situation for both police officers and the citizens of Hagerstown.

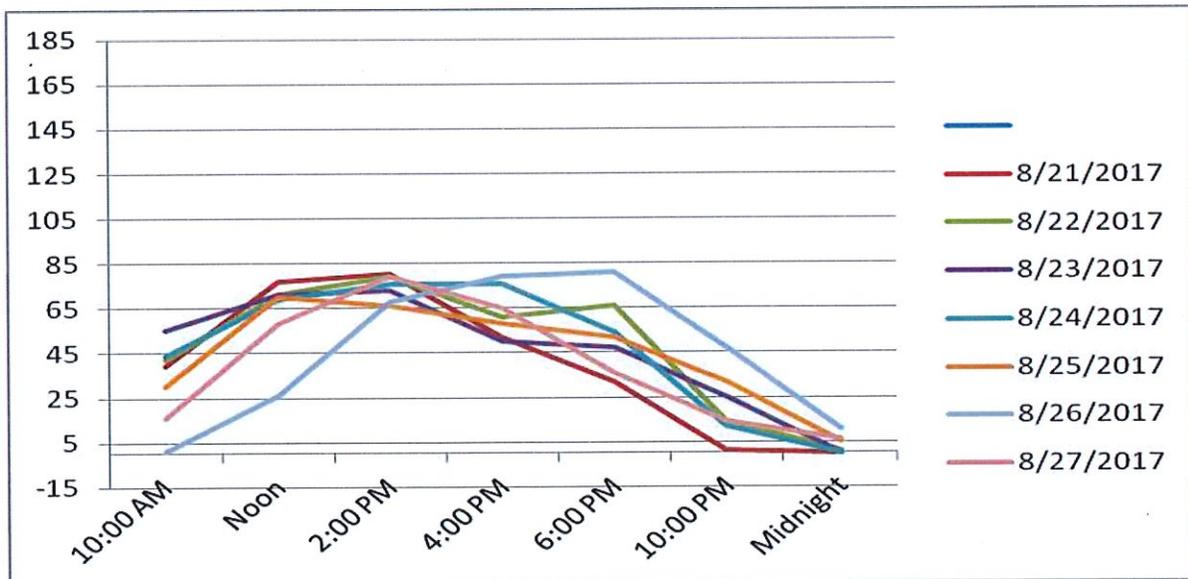
**PUBLIC WORKS**

**CHART NO. 1 – GENERAL PARKING SYSTEM DATA**

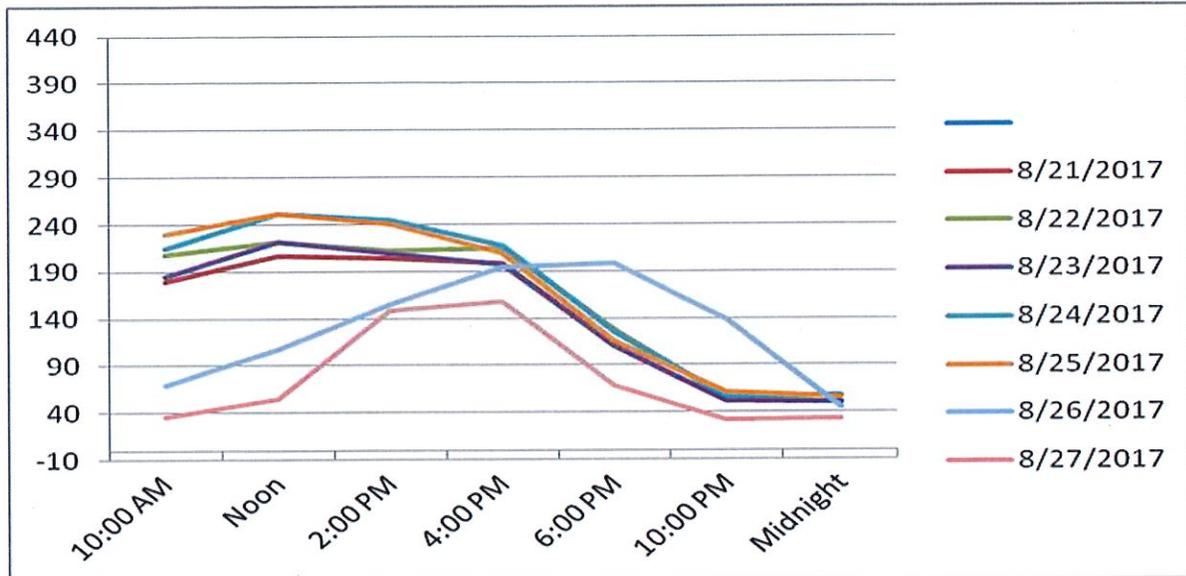
		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	204	203
	University District Deck	286	283
	Parking Lots	340	339
<b>Number of Patrons Using Decks</b>	A & E Deck	1469	1291
	University District Deck	2231	1498
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	197	189
<b>Number of Cars Booted</b>		0	0
<b>Late Payment Notifications</b>		72	92
<b>Peak Occupancy (%)</b>	A & E Deck	44% Sat @ 6PM	39% Tue @ 2 PM
	University District Deck	58% Thur @ Noon	56% Thur @ Noon

\*Event at MD Theater

**CHART NO. 2 – A&E PARKING DECK WEEKLY OCCUPANCY**



**CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY**



Note: A power or data glitch provided inaccurate information on 8/10/2017

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	2	7
Fire	2	0
Human Resources	0	0
Light	2	0
Parks & Engineering	1	1
Police	7	3
Public Works	5	0
Wastewater	0	4
Water	4	7
<b>Weekly Totals</b>	<b>23</b>	<b>22</b>

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Service Calls**

Sun. 8/27 - Central Parking lot, downtown Hagerstown- lineman removed the Augustoberfest arch at the conclusion of the event. Time Out: 17.9-18.5

**Distribution**

- In an effort to improve system reliability, Staff trimmed many trees within our right of way that have grown near the lines in the proximity of Bulldog substation.

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.

**Administration**

- Sediment control was contracted to be improved at the MELP property following the completed demolition of phases II and III to comply with State regulations.

**WASTEWATER DIVISION**

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
08/24/17	10.76		10.76
08/25/17	10.64		10.64
08/26/17	10.18		10.18
08/27/17	10.09		10.09
08/28/17	10.89		10.89
08/29/17	10.56		10.56
08/30/17	10.52		10.52
<i>Average</i>			<i>10.52</i>

**Water Production at R. C. Willson**

- Operations:
  - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
  - RC Willson – Staff worked on miscellaneous equipment preventive maintenance.
- Instrumentation
  - RC Willson – The backwash tank actuator is out for repair.
  - RC Willson – ABB is onsite for the warranty punch list.
  - Edgemont – Replaced the UPS.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at .4 foot (dry level). Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation Report, Emergency Action Plans, and the design criteria and project schedule. The project continues to be on schedule.

**Water Distribution.** Distribution crews are working throughout the system performing customer service work and new meter installations as needed. Repairs were made to a water main break on Mitchell Avenue and Key Circle. Crews also completed a service line repair on Virginia Avenue.

**Laboratory**

- Collected daily Nitrate/Nitrite sample from Henson Tank area.
- Collected daily disinfectant residual samples from the Henson Blvd and Smithsburg area.
- Flushed hydrants along Route 11, Henson Blvd, and Airpark Rd.
- Submitted LT2 report to MDE for August source water monitoring.
- Ordered IDEXX supplies for bacteriological sampling and analysis.
- Requested renewed quotes for quarterly DBP monitoring.
- Completed 3<sup>rd</sup> Quarter DBP report.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	3	4
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	12	5
Concept Plans	-	-

- Staff attended a development review meeting at the County Planning Office.
- Staff met with consultants to discuss water and wastewater service for a proposed multi use commercial parcel.
- Staff met with a consultant for final review and approval of a residential water main extension.
- Staff met with a consultant to discuss several commercial projects in review.
- Staff met with a consultant for final approval of a commercial rebuild site plan.

**WATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 23, 2017	7.42	0.03
Thursday, August 24, 2017	7.22	0.00
Friday, August 25, 2017	6.87	0.00
Saturday, August 26, 2017	6.49	0.00
Sunday, August 27, 2017	6.56	0.00
Monday, August 28, 2017	6.69	0.00
Tuesday, August 29, 2017	6.79	0.12
Weekly – Avg. Flow / Total Rainfall	6.86	0.15
Aug - Avg. Flow/Total Rainfall	7.59	4.44

**Miscellaneous**

- Troubleshoot mixer #13 and replaced MiniCas pump module.
- Started electrical modifications for VFD replacement at plant drain pumping station.
- Rebuilt Auma actuator on UV Channel #3 effluent gate.
- Finished replacement of Bar Screen influent gate actuators.
- General Plant clean up.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	20,23	177'	0	0
Flushing	24,25	7,451'		

**Collection System Maintenance Task**

- Grinder Pump call, 20116 Teakwood Drive, reset smart switch.
- Grinder Pump call, 11106 Eastwood Drive, reset smart switch.
- Grinder Pump call, 11010 Parkwood Drive, Excavated and replaced broken discharge piping and check valve.
- Grinder Pump call, 11040 Eastwood Drive, Excavated and replaced broken discharge piping and check valve.

- Sewer back up, 932 Chestnut Street, excavated and repaired broken lateral.
- Sewer back up, 1113 Salem Avenue, problem on the private side.
- Sewer back up, 1020 Bramly Court, problem on the private side.
- Sewer back up, MH # 09075 Dual Highway, cleared blockage.
- Sewer back up, MH #18071 Wesel Boulevard, cleared blockage.
- Maryland Theater 21 South Potomac Street, replaced broken stand pipe.
- General pump shop repair work.
- Unit 528; installed new diode box, everything functioning on boom now.
- Sprayed weeds around sign at Frederick Street and Barn entrance.
- Dropped Enzyme Bags at various lift stations and trouble spots in the system.

**Administration**

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	2	4
YTD 2017	51	56	4	4	0	61	176

*\* 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 consultants to discuss water and wastewater service for a proposed multi use commercial parcel.

**Laboratory**

- Analyzed drinking water samples for simple nutrients.
- Analyzed split samples between Lachat and Wastewater Chemsan.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,  
  
 Valerie A. Means  
 City Administrator

# Fit Room at Fairgrounds Park at Fairgrounds Park

## Monthly Calendar For September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 11a-12p Zumba #5831 12p-1p PiYo #5741
<b>3</b>	<b>4</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 6:45p-8:45p Yoga For Weight Loss - returning student #5845	<b>5</b> 5:45p-6:45p Calm by Candlelight- Warm Slow Flow Yoga #5846	<b>6</b> 5:45p-6:45p Yoga For Weight Loss - returning student #5845	<b>7</b>	<b>8</b>	<b>9</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 11a-12p Zumba #5831 12p-1p PiYo #5741
<b>10</b>	<b>11</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 6:45p-8:45p Yoga For Weight Loss - returning student #5845	<b>12</b> 5:45p-6:45p Calm by Candlelight- Warm Slow Flow Yoga #5846	<b>13</b> 5:45p-6:45p Yoga For Weight Loss - returning student #5845	<b>14</b>	<b>15</b>	<b>16</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 11a-12p Zumba #5831 12p-1p PiYo #5741
<b>17</b> 12p-6p Keyla Dominguez Church of Nazarene	<b>18</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 6:45p-8:45p Yoga For Weight Loss - returning student #5845	<b>19</b> 5:45p-6:45p Calm by Candlelight- Warm Slow Flow Yoga #5846	<b>20</b> 5:45p-6:45p Yoga For Weight Loss - returning student #5845	<b>21</b>	<b>22</b>	<b>23</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 11a-12p Zumba #5831
<b>24</b> 8a-5p Hurricane Harvey Relief Drive	<b>25</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 6:45p-8:45p Yoga For Weight Loss - returning student #5845	<b>26</b> 5:45p-6:45p Calm by Candlelight- Warm Slow Flow Yoga #5846	<b>27</b> 5:45p-6:45p Yoga For Weight Loss - returning student #5845	<b>28</b>	<b>29</b> 12p-9p Color Splash prep night- indoor back up plan	<b>30</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (August - October) -- 5691 11a-12p Zumba #5831