

# City of Hagerstown, Maryland

## Status & Information Report No. 19 for 2016

May 13, 2016

To Mayor Gysberts and Members of the City Council:

### UPCOMING MEETINGS

MAY 2016						
* 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>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 3pm Fit Fido @ Hager House	2	3 4pm Work Session	4 National Bike to School Day	5	6	7 9 am Hub City Bike Loop
8 3pm Fit Fido @ Hager House	9	10 7pm Special Session – Public Hearing: Budget & Property Taxes	11 4pm Planning Commission Meeting  6:30pm Krumpe's Donut Ride @ Hub City Bike Loop	12 4:30pm Historic District Commission Meeting	13	14 9 am 10 <sup>th</sup> Annual Ride With Mayor @ Hub City Bike Loop
15 3pm Fit Fido @ Hager House	16	17 3pm Executive Session 4pm Special Session & Work Session	18 7pm Ride of Silence @ Hub City Bike Loop  7pm Board of Zoning Appeals Meeting	19	20 National Bike To Work Day  6pm Benny's Pub Cycle @ Hub City Bike Loop	21
22 3pm Fit Fido @ Hager House	23	24 7pm Regular Session	25 7pm Planning Commission Meeting	26 4:30pm Historic District Commission Meeting	27	28
29 3pm Fit Fido @ Hager House	30 <b>HOLIDAY CITY OFFICES CLOSED</b>	31 <b>NO M&amp;C MEETING</b>				

### DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

- Neighborhoods 1<sup>st</sup>:** Langley East, the newest Neighborhoods 1<sup>st</sup> Group, held their first event, a Neighborhood Gathering, on Saturday, May 7<sup>th</sup>. The group provided hotdogs and ice cream to neighbors, while police and fire gave demonstrations for families. Over the weekend the group also rented a large dumpster to allow members of their community to dispose of large items and clean up the neighborhood.

2. **Volunteer Update:** Main Street Hagerstown and the Downtown Alliance held a joint meeting on Tuesday evening. The Downtown Alliance learned about Main Street and the different work groups and many members are now volunteering on a Main Street work group. Approximately forty volunteers attended. It was a very successful meeting that has re-energized the group!
3. **Events:**
  - *Taste of the Arts: Thursday, May 12 from 5-8 p.m.*  
Staff assisted the committee with details of the 6th Annual Taste of the Arts event. It was a beautiful evening for Taste of the Arts. Approximately 160 tickets were sold and it was fabulous to see the streets filled with people and watch and listen to the entertainment. This event benefits the Barbara Ingram School for the Arts Foundation, The Maryland Theatre, and the Washington County Arts Council.
4. **BluesFest Update:** Staff and committee members continues to coordinate all details of the 21st Annual Western Maryland Blues Fest including logistics, vendors, childrens area, fundraising and finalizing the official program to send to print.
5. **Memorial Day:** Staff is coordinating details of various Memorial Day observances in the community.
6. **Engine Room Art Space:** Engine Room participated in "Taste of the Arts" with catering by Pretzel and Pizza Creations and musical performance by local jazz and avant-garde trio, Lat Bloom.

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

### COMMUNICATIONS

1. **This Week's Headlines and Media Releases**
  - City Firefighters Kick Off Neighborhood Smoke Alarm Checks
  - Notice of Plans and Public Hearing - CDBG Draft Annual Action Plan
  - E-casts:
    - o Countdown to Cool Blues and the Hottest Ticket in Town!
    - o Join us for Taste of the Arts - Thursday, May 12, 2016
2. **Channel 25**  
Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Bike Month Promotion
  - Blues Fest Promotions
  - Building Safety Month Video

In production:

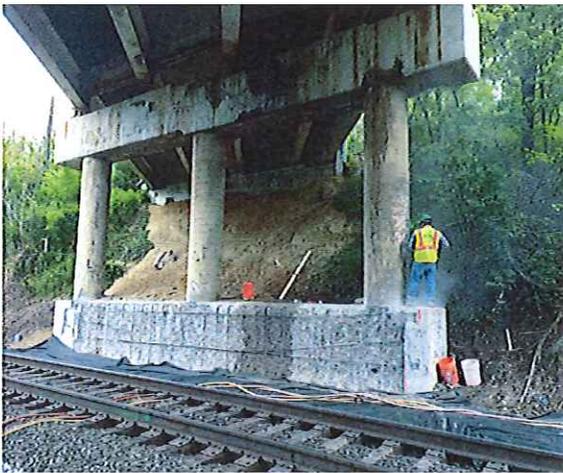
  - Swim Lesson Promotion for Potterfield Pool
  - Blues Fest Previews
3. **Websites:**
  - *City Website:*
    - o About 9,100 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of May 2 - May 8, 2016

- Top entrances (first page users accessed on the website):
  - ▶ Home page 3,721 users
  - ▶ Utility Billing page 503 users
  - ▶ Jobs page 385 users
- Top Searches:
  - ▶ "zumba"
  - ▶ "code update"
  - ▶ "housing"
  - ▶ "pay water bill"

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Burhans Boulevard Bridges.** Work continues on the extensive sub structure repair of the three bridges over Norfolk Southern Railroad. Work is expected to continue into late fall. WHO51 near the TBH Concrete plant is being delayed by the lack of flagmen by the railroad. The south most bridge near Sherman Avenue has to be jacked up and temporarily supported to take the load off the piers while they are refurbished and strengthened with fiber wrap.



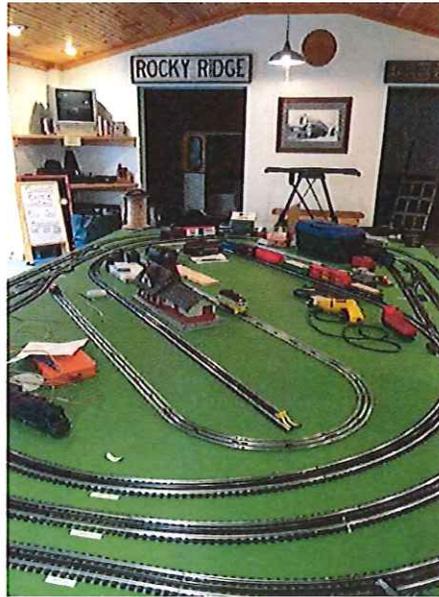
2. **Safe Routes to School.** This week staff applied for a \$440,000 grant to install sidewalks on Haven Road and improve signal crosswalks at Pennsylvania Avenue and Fairview Road. This was requested by residents and was featured in a Herald Mail article last fall.
3. **Collegiate Acres.** At request of the HOA, we prepared plan of changes to parking spaces in Collegiate Acres and Rodney attended their HOA meeting to obtain their approval. We will proceed with the few changes.
4. **Southend Neighborhoods 1<sup>st</sup>.** Staff met with the group to discuss traffic calming on Maryland Avenue and street tree contract for this fall.
5. **Overlay Bid Opening.** We received two bids and the low was from Craig Paving which was over \$200,000 below budget.
6. **Engineering**

Traffic issues		
Description	Week of 5/6/16	Year to date
Traffic complaints received	7	68
Work Orders completed	2	38
Traffic counts completed	2	17
Construction Projects		
Description	Week of 5/6/16	Year to date
Projects advertised for bids	0	8
Projects under construction	11	
Projects completed	0	2

**PARKS & RECREATION DIVISION**

1. **State Grants.** Staff received notice from the State of Maryland that due to local government's overwhelming requests for Community Parks and Playgrounds funding for FY 2017, none of the projects we submitted were approved. We plan to resubmit the following projects for FY 2018 and/or include in our request for Program Open Space funding:
  - City Park Play Equipment \$35,000
  - Park Benches, Picnic Tables and Trash Cans \$35,000
  - Potterfield Pool Climbing Wall \$10,000
  - Potterfield Pool Spray Amenities \$10,000
  - Golf Cart Storage/Pavilion \$30,000
2. **Accessibility to Parks Office.** This week, we continue to make the path to our office at Fairgrounds Park ADA accessible. We are also constructing a few more landscaping beds to improve initial impression of our office.
3. **Recreation Center.** We are taking advantage of the poor weather to work on renovations in the upper level of the grandstand, turning an unused area into a recreation room. Work included constructing walls, electrical improvements, and insulating.
4. **Hellane Park.** Knocked down by a wreckless vehicle, we are in the process of rebuilding the stone retaining wall at the entrance to the park.

5. **Railroad Museum & Railroad Heritage Days.** Staff is finishing-up a new indoor layout that will be operating next weekend for the annual Railroad Heritage Days event! Plans are also underway for the annual festival scheduled for May 21<sup>st</sup> & 22<sup>nd</sup> in partnership with the Roundhouse Museum. A rock climbing wall, barrel carts rides, live entertainment and food will be featured all weekend.



## PLANNING & CODE ADMINISTRATION

1. Zoning Certificates Issued:
  - 1529 Potomac Avenue – J & A Emporium, LLC - retail sales of gifts and pre-packaged candy.
  - 37 Manor Drive, Apt. 204 – Jose Manuel Lozano Barahona – home work station for an A/C contractor.
  - 5 Nottingham Road – Antiques and Oddities – retail sales of antiques and vintage items.
  - 644 Frederick Street – Hub City Small Engine Repair, Inc. – sales and service of power equipment, including parts.
  - 12 West Franklin Street – Gotten From Grammy – retail sales of vintage goods and thrift.
2. Planning Commission: The Planning Commission considered these items on May 11:
  - 400 Jonathan Street – Khadene Wilson and Dexton Brunson – recommended approval of the Local Conversion District Overlay application to the Mayor and City Council.
  - Comprehensive Plan Update: Environmental Resources & Sustainability Element – completed review of this element.
  - 1125 Professional Court – Mid-Atlantic Veterinary Clinic – approved the Stormwater Management Concept Plan.
  - AC&T Landscaping Revisions – Commission voted to accept the as-planted situation with two revised conditions: 1) add a second row of bushes (at their discretion of where and how many) in the Middleway buffer; and 2) encouraged the developer to enhance the plantings at the base of the pricing sign.
  - Preliminary Consultation: D & D Motors (east side Dual Highway, west of Tracy's Lane).

- Hagerstown Bicycle Master Plan Update.

3. Weekly Activity Report: May 2 – May 6, 2016:

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	9	Residential -	9	Commercial -	0	Other -	0	11
Electric	9	Residential -	7	Commercial -	1	Other -	1	10
Plumbing	16	Residential -	8	Commercial -	4	Other -	4	16
Mechanical	4	Residential -	2	Commercial -	2	Other -	0	4
Engineering Dept.	8							7
<b>TOTAL</b>	46		26		7		5	48
<b>Est. Value of Issued Building Permit Projects:</b>				<b>Fiscal Year Totals:</b>				
Residential				\$ 59,300.00				\$ 3,777,494.00
Commercial				\$ 605,000.00				\$ 23,712,495.00
Apartment				\$ 0.00				\$ 533,533.00
Sign				\$ 1,800.00				\$ 373,530.00
<b>TOTAL</b>				<b>\$ 666,100.00</b>				<b>\$ 28,397,052.00</b>
<b>Projects of Interest</b>								
- Tenant fit-out for Goodwill Industries at 1101 Maryland Avenue - \$448,000								
- Phase 1A of roof replace and repairs at South Hagerstown High School - \$135,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016</b>								
					<b>PROPERTIES</b>		<b>UNITS</b>	
Registrations received week of May 2 – May 6					3		3	
New applications issued week of May 2 – May 6					5		9	
Total 2016-2017 registered (includes changes since 5/1/16)					3		3	
Percentage of total invoiced that have registered					0.0 %		0.0 %	
<b>Notes:</b> The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016.								
<b>PAYMENT</b>								
Weekly payment received		\$ 225						
Weekly adjustment/credits		\$ 175						
<b>INSPECTIONS</b>								
<b>TYPE</b>				<b>NUMBER CONDUCTED</b>				
Building				31				
Electrical				37				
Plumbing				19				
Mechanical				5				
Safety				24				
Neighborhood Vitality				158				
Quality of Life				8				
Preventive Maintenance				1				
Planning & Zoning				4				
<b>INSPECTIONS KEY:</b>								
<b>Categories of Conditions</b>								
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:	1,706	Field Interviews:	25
Arrests/Warrants Served:	17	Moving Violations:	38
Domestic Violence Calls:	23	Parking Violations:	176
DUI Arrests:	3	Safety Repair Orders:	7
Reports Filed:	167	Warnings:	97

**REPORTS**

05/06/16: Officer Biddle was dispatched to Advance Auto Body on Frederick Street for a report of a burglary that occurred overnight. An employee of the company advised it appeared that someone had placed a rag over the security camera in the front office area and the desk drawers had been rifled through. The door from the shop area to the front office appeared to have small pry marks on the door and frame. At this time nothing was found missing and there are no suspects.

05/08/16: Officer Wolfe responded to Church Street for the report of a theft. The victim stated that his Craftsman Model 37237 lawn mower had been stolen from the shed behind his house. The officer will check local pawn brokers to see if the mower has been sold or pawned. No further information is available at this time.

05/09/16: Officer Young was dispatched to Georgia Avenue for a report of an overdose. Upon the arrival of the officer EMS was already on the scene and had already administered Narcan to the male. The male's mother stated that her son collapsed on the kitchen floor and that she was aware he had a drug problem. After a second dose of Narcan the male became responsive and was transported to Meritus Medical Center for treatment. Paraphernalia was located in the residence. No further information is available at this time.

05/10/16: Officer Lapp responded to Frederick Street for a report of a counterfeit bill. The male with the counterfeit bill explained he received the bill from Bank of Charles Town and then went to his bank, M&T Bank, on the Dual Highway, to deposit the money. It was M&T Bank that found the \$100 bill to be fake. M&T Bank will be filing a report with the Department of Homeland Security. At this time no charges are pending.

**OTHER NEWS/INFORMATION**

**Congratulations to Officer William Oates and Officer Jonathan Lippy:**

We couldn't be prouder of our officers that represented HPD at the Discovery Station 5k. Officer Oates finished 4th overall and Officer Lippy ran the entire event in full police gear! He placed second in his age group!



Officer Oates is a School Resource Officer for Barbara Ingram School of the Arts and has been employed by the City of Hagerstown for 12 years.

Officer Lippy is assigned to the Directed Patrol Unit and has been employed by the City of Hagerstown for four years.

A big thank you to our real life superheroes!

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	301	300
	University District Deck	465	465
	Downtown Parking Lots	548	545
<b>Number of Patrons Using Decks</b>	A & E Deck	2,007	2,043
	University District Deck	2,247	2,222
<b>Sales of Discount Coupons</b>		0	400
<b>Number of Citations Issued</b>	(Includes Warnings)	169	133
<b>Number of Late Payment Notifications</b>		56	54
<b>Number of Cars Booted</b>		0	0
<b>Peak Occupancy (%)</b>	A & E Deck	88% Thu @ 2 PM	81% Sat @ 10 PM
	University District Deck	70% Wed @ Noon	71% Tue @ Noon Wed @ 4 PM

\*Chris McDonald Memories of Elvis @ MD Theater

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	1	1
Fire	2	1
Human Resources	0	0
Light	1	3
Parks & Engineering	0	3
Police	13	14
Public Works	7	6
Wastewater	3	1
Water	7	3
Weekly Totals	34	32

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

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

- Sat. 5/7 - 849 Frederick Street- tree on line; tree branch removed from service wires to correct problem. Time Out: 18.0-20.0
- Sun. 5/8 - 125 Randolph Avenue- line down; line was found to belong to Verizon Phone Company. Time Out: 12.0-12.7

**Distribution:** Recent activity included:

- Metering Staff received two high bill complaints this week. Upon testing, meters were found to have met all Public Service Commission requirements.
- 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
3	0	0	0

**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.
- The Staff Engineer reviewed multiple utility pole attachment requests from various communications companies requesting use of HLD utility poles.
- Engineering staff purchased warm weather gloves for HLD line crews to use during the summer months. These new gloves will replace the thicker leather gloves previously used year round. Each glove is lined with Kevlar to make them cut and abrasion resistant to prevent cuts and scrapes through the glove.
- The Staff Engineer procured stock materials used for construction of the HLD electric distribution and subtransmission system.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 4, 2016	10.21	0.11
Thursday, May 5, 2016	9.11	0.11
Friday, May 6, 2016	8.96	0.48
Saturday, May 7, 2016	8.24	0.02
Sunday, May 8, 2016	7.84	0.01
Monday, May 9, 2016	7.75	0.00
Tuesday, May 10, 2016	7.44	0.12
Weekly – Avg. Flow / Total Rainfall	8.51	0.85
May - Avg. Flow/Total Rainfall	8.21	2.99

**Miscellaneous**

- Replaced two fan motors on electrical panels in O2 Building.
- Installed necessary wiring and controls at grease pit for primary clarifiers to operate ozone generator pilot testing.
- Cleaned Velodyne polymer system and static mixer.
- Replaced injector/pump on ChemScan unit.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	7	221'	39'	10
Flushing	2	10,022'		

**Collection System Maintenance Task**

- Pump Station #7; sealed conduit and removed dead mouse from ATS lugs, reprogrammed ATS.
- Pump Station #21; replaced burnt wires and capacitor.
- Pump Station #28; mowed station, worked on totalizer, and replaced lag float.
- Changed batteries and downloaded data from flow meters at MH's 15122 and 36001.
- Cleaned wet well for A.R. & E.
- Took Unit #518 to Rausch for repairs, lost power to one front wheel, set up video card so we can view lateral and mainline at the same time thru split screen.
- Exercised all Emergency generators.
- Dropped bio-bags at various lift stations to control FOG.
- Call from 950 Northern Avenue, blockage on private side.

- Call from 18 West Wilson Avenue, backup on private side.
- 847 Woodland Way; replaced lateral between cleanout and manhole, due to poor grading.
- Drilled pick holes in 21 manhole covers in district #11.
- Saw-cut pavement for permanent patches on Buena Vista Avenue, Panborn Boulevard, and Forrest Drive.
- Organized new manhole risers in the old drying beds of the WWTP.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	0	0	0	0	2	4
YTD 2016	28	24	4	0	1	52	109

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

**Engineering**

- Staff attended the Open Enrollment presentation by Human Resources staff.

**Wastewater Laboratory**

- Analyzed Water Distribution System samples for NH3, NO3/NO2, and OP.
- Contacted Lachat tech support due to an issue with the Autosampler. Received loaner and shipped our unit back to Hach for repair.
- Collected Industrial Waste sample from Review and Herald.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

**WATER DIVISION**

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
05/05/16	11.32		11.32
05/06/16	11.16		11.16
05/07/16	11.01		11.01
05/08/16	11.19		11.19
05/09/16	11.58		11.58
05/10/16	11.40		11.40
05/11/16	11.24		11.24
Average:			11.27

**Water Production at R C Willson**

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project.
- Operations. Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance.

- Maintenance. Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed.
- Instrumentation. Staff is working with the West End Tank painting contractor with the installation of the new level indicator. Staff has started working on the SCADA upgrades at the Pumping Stations – this is a multi-year project.

**Water Production at Breichner/Edgemont Reservoir**

The Edgemont Reservoir water level is 39.1 feet – the increase in stored water is a result of the recent rain. The 24" sluice gate is now open 55 turns per guidance provided by MDE and Engineering staff. Site evaluation is on-going to track and document seepage. Staff continues to work with MDE to refine the day to day operations of the Reservoir. City staff submitted a preliminary project schedule to MDE for review and possible inclusion into the proposed Consent Agreement.

**Water Distribution**

Distribution crews are working throughout the water system performing customer service work as needed. Crews continue installing new meters and testing meters throughout our system. Work also continues on the water main replacement project on East Antietam Street.

**Laboratory**

- Collected Distribution System samples for monitoring for nitrification.
- Collected Source Water sample from the Potomac River for LT2.
- Collected 2<sup>nd</sup> quarter DBPs samples.
- Distributed Lead and Copper sample kits.
- Prepared Annual Consumer Confidence 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**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	2
Preliminary Plats	-	1
Final Plats	-	1
Building Permits	23	2

- Staff attended a Water Planning Meeting with the Water Division staff.
- Staff attended the Open Enrollment presentation by Human Resources staff.
- Staff continues to work with MDE and the Engineering firms on the Edgemont Reservoir Project.



Respectfully submitted,

*Valerie A Means*

Valerie Means  
City Administrator