

City of Hagerstown, Maryland

Status & Information Report No. 20 for 2016

May 20, 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 <http://www.hagerstownmd.org/calendar.aspx>*

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 th 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 HOLIDAY CITY OFFICES CLOSED	31 NO M&C MEETING				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **CDBG:** Staff held the second Public Hearing on the Draft FY 17 CDBG Action Plan, Thursday, May 19th at the Library. Several agencies and residents attended. Feedback will be incorporated into the citizen participation portion of the Action Plan.

2. **Neighborhoods 1st:** The Medal of Honor Neighborhoods 1st group is hosting its annual Day of Hope event, Saturday, May 21st from 12–4 p.m. Due to the possibility of inclement weather the event is being held at the Martin Luther King Center gymnasium.
3. **Main Street:** The Downtown Coordinator attended the Business Relations Work Group meeting on Wednesday where they discussed the findings from focus groups held in April. The focus groups comprised of 31 participants representing 27 different downtown organizations.
4. **SCORE:** The Downtown Coordinator attended SCORE's Business Roundtable which highlighted two SCORE clients who have established businesses in Hagerstown, Becky Willard, owner of Beacon Grace, and Eric Sarmiento, owner of Regenerate Float Center. They reviewed the steps they took to launch their business, the resources they used, and setbacks and hurdles they had to overcome.
5. **Events:**
 - **Wind Down Fridays:** Wind Down Fridays begin tonight, Friday, May 20 from 6-9 p.m. The theme of the first event is Farmers Friday Market featuring The South Mountain Breed band. Upcoming Wind Down Fridays include:
 - June 10th – Dad's Night Out featuring Luscious Purr
 - July 15th – Bike Night: Speed it Up featuring River Knott
 - August 12th – Summer Lovin' featuring Made in the 80's
 - September 30th – Thunder in the Square featuring Staff Infection
 - October 21st – Freaky Friday featuring Slackwater 4
 - **BluesFest Update:** Staff and committee members continues to coordinate all details of the 21st Annual Western Maryland Blues Fest.
 -

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Enjoy Railroading and Recreation Fun at Heritage Days Event
 - Traffic Advisory: Wind Down Friday
 - E-casts:
 - Parks & Recreation Events and Programs
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:

- About 9,200 users visited www.hagerstownmd.org for the week of May 2 - May 8, 2016

- Top entrances (first page users accessed on the website):
 - ▶ Home page 3,636 users
 - ▶ Utility Billing page 481 users
 - ▶ Jobs page 412 users

- Top Searches:
 - ▶ "permits"
 - ▶ "hotels"
 - ▶ "zoning map"
 - ▶ "parking"
 - ▶ "rental licensing"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Cultural Trail Update.** Very little work has been accomplished in May due to the weather. To-date, portions of the conduit, stormdrain and demolition are complete and some grading for the trail. Once the weather breaks, we expect to see paver installation to begin as well as other amenities. We continue to work with the art consultant and are working on the mural, decorative pavers, history, and shade structures.

PARKS & RECREATION DIVISION

1. **Railroad Heritage Days.** Join us this weekend for Railroad Heritage Days! A two-day event featuring model train displays, and interactive activities and entertainment for kids and adults! Saturday hours are 10 a.m. – 5 p.m., and Sunday from 12-5 p.m. Activities are held at three locations: City Park Railroad Museum, Roundhouse Museum on Burhans Boulevard and Ridge Avenue Park. A shuttle bus is provided between sites.

A highlight of Railroad Heritage weekend is the opening of our new indoor train exhibit! Several donors and donations made this happen and we would like to recognize - Mike & Tom Roder, Gargraves Track Corporation, for the train track; Paul Yetter, laying of track, wiring layout and plexi glass guard around layout; Jason and Tina Moore, JT Train Repair, for layout tables, transformer and passenger train set and the Train Room for help us get the accessories.

We would also like to specially recognize Joy Rossatti, for the donation of the trains and builds to make this layout happen. Before moving to Florida in October 2015, Joy Rosati left behind a little legacy with many moving parts for their grandchildren who live in Hagerstown to enjoy for years to come. To honor the memory of her husband Larry Rosati, a life-long collector of model trains, she donated the collection to the City of Hagerstown's Train Museum & Engine 202 in City Park, a portion of which will be running the tracks at this weekend's Railroad Heritage Days Event! She will be returning to the Hub City this weekend to enjoy the event with her grandchildren and take a family photograph with some of her husband's trains on display.

2. **Benny's Pubcycle.** Bicycle enthusiasts are registering online for this 2nd annual event in partnership with Benny's Pub and the Bicycle Advisory Committee. Cyclists will rally outside of Benny's Pub to ride the Hub City Bike Loop meeting back at Benny's for dinner. First 40 registered receive a t-shirt!
3. **Fairgrounds Park.** This week, we continue to make the path to our office at Fairgrounds Park ADA accessible. The area is scheduled to be blacktopped early next week.

4. **Tai Chi in the Park.** This new recreation program began on Monday, May 16th and will meet outdoors in various parks for a six week series.

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
 - 947 Commonwealth Avenue – F & S Racing, LLC, d/b/a FSR Automotive Repair Solutions – auto repair and maintenance.
 - 6 Public Square, Unit 207 – Digital Trap – photography studio (portraits) and recording studio (engineering beats and composing).
2. **New Development Cases:**
 - Cortland Manor – 12804 Little Elliott Drive – site plan to add 72 units.
 - The Reserve at Collegiate Acres – final plat for future road right-of-way.
 - Nittany Lion Circle, Extended – minor site plan for a road entrance plan (intersection of Terps Boulevard and Nittany Lion Circle).
3. **Board of Zoning Appeals:** The Board of Zoning Appeals heard one case at its May 18 hearing. The Board moved to approve a change of nonconforming use request from a dentist office and youth mentoring agency to a computer and cell phone repair business. The application was filed for CompuCell Repair, LLC at 1135 Virginia Avenue.
4. **Planning Commission:** The Planning Commission will be considering the following matters at its May 25 meeting:
 - Public Review Meeting on Land Management Code 2016 Package of Amendments.
 - Comprehensive Plan Update: Growth Management & Land Use Element.
 - Kreyn Technology – 702 West Washington Street – staff-approved site plan for a recent Local Conversion District Overlay.
 - Concept Plan for Stormwater Management – D & D Auto Sales – Dual Highway.
5. **Historic District Commission:** The HDC reviewed and approved a porch alteration project at 1038-1040 Hamilton Boulevard. These porches had been enclosed by a previous owner and were in deteriorated condition. The new owner is proposing to restore the open porches.

The HDC will consider the following cases on May 26:

- 840 Hamilton Boulevard – Terry Jenkins/Mr. Fix It Home Services – repair rear porch.
- 827 Oak Hill Avenue – Alan Fogle – front porch alteration.
- 140 South Potomac Street – Baer Sign Service for CAPYBARA LLC – replace sign.
- 12810 Shank Farm Way – TMG Studios for Olney Winery – signs for new tenant.

6. Weekly Activity Report: May 9 – May 13, 2016

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	9	Residential -	5	Commercial -	3	Other -	1	9
Electric	11	Residential -	5	Commercial -	6	Other -	0	11
Plumbing	8	Residential -	7	Commercial -	1	Other -	0	8
Mechanical	9	Residential -	4	Commercial -	5	Other -	0	9
Engineering Dept.	3							3
TOTAL	40		21		15		1	40
Est. Value of Issued Building Permit Projects:				Fiscal Year Totals:				
Residential				\$ 181,352.00				\$ 3,958,846.00
Commercial				\$ 525,000.00				\$ 24,237,495.00
Apartment				\$ 0.00				\$ 533,533.00
Sign				\$ 30,318.00				\$ 403,848.00
TOTAL				\$ 766,670.00				\$ 29,133,722.00
Projects of Interest								
- Construct single family dwelling at 333 Hollymead Terrace - \$130,000								
- Complete demolition of the former MELP to include all phases 1-5 at 600 South Cannon Avenue - \$500,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016								
					PROPERTIES		UNITS	
Registrations received week of May 9 – May 13					255		513	
New applications issued week of May 9 – May 13					12		22	
Total 2016-2017 registered (includes changes since 5/1/16)					259		516	
Percentage of total invoiced that have registered					7.4 %		5.7 %	
Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016.								
PAYMENT								
Weekly payment received		\$ 38,475						
Weekly adjustment/credits		\$ 4,650						
INSPECTIONS								
TYPE	NUMBER CONDUCTED							
Building	20							
Electrical	48							
Plumbing	31							
Mechanical	17							
Safety	97							
Neighborhood Vitality	121							
Quality of Life	11							
Preventive Maintenance	25							
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:	1,658	Field Interviews:	53
Arrests/Warrants Served:	25	Moving Violations:	53
Domestic Violence Calls:	27	Parking Violations:	121
DUI Arrests:	2	Safety Repair Orders:	6
Reports Filed:	166	Warnings:	46

2. REPORTS

05/13/16: Officer Biden responded to Eastern Boulevard for a reported stolen registration plate. The victim advised that her Pennsylvania registration plate on her husband's truck had been stolen. The vehicle was parked behind the family business. The business also had active security cameras in the area in which the truck was parked. The owner of the business will review the video to see if the suspect was captured on film. No further information is available at this time.

05/14/16: Officer St. Clair was dispatched to Wayside Avenue in reference to an assault report. The victim advised that she was assaulted by her boyfriend. They were walking from Randolph Street to Wayside Avenue when the boyfriend became angry for an unknown reason and began assaulting the victim. It should be noted that two good Samaritans tried to intervene on the victim's behalf. The officer advised the victim to file for a Protective Order since she felt afraid to return to her residence.

05/15/16: Officer Bricker was dispatched to Stratford Avenue for a burglary report. The victim advised that someone had entered his residence through the kitchen window and stole his coins. One neighbor stated that she saw an unfamiliar truck at the residence about the time the burglary occurred. There are no suspects at this time.

05/16/16: Officer Goggin responded to Summit Avenue for a reported theft. The victim, who works for UPS, stated he left his truck for about five minutes to make a delivery and when he returned his cell phone was missing from the cup holder of the truck. The phone was valued at \$450. No further information is available at this time.

05/17/16: Officer Wolfe was dispatched to Westside Avenue for a malicious destruction of property report. The victim stated that he and his wife heard something strike an upstairs bedroom window four or five times. They looked outside but did not see anything unusual. About five minutes later they heard the same striking noise to their window. They checked the window and discovered two holes in the glass pane. The holes in the glass appeared to be from a pellet of a BB gun. No additional information is available.

3. OTHER NEWS/INFORMATION

Congratulations to Officer Steven Lucas: Officer Steven Lucas has been selected as Officer of the Month for April 2016. Officer Lucas has been employed by the City of Hagerstown for three years and is currently assigned to the Patrol Division.

Towards the end of March 2016, Officer Lucas responded to an address in Hagerstown for a report of a weapons discharge which had occurred several hours prior. No one was injured in the incident but minor damage was done to the interior of an apartment. Based on evidence learned and gathered by Officer Lucas through intensive investigation, a search warrant was obtained and executed in early April for a neighboring apartment in relation to the weapons discharge. The search warrant led to the discovery of a firearm and illegal drugs. One subject was arrested for the firearm and drugs, and another subject located at the residence was found to have an outstanding arrest warrant for home invasion and first degree assault.

Based on his perseverance in following up and obtaining a search warrant which led to the arrest of two dangerous individuals and the recovery of a firearm, Officer Steven Lucas has been selected as the Hagerstown Police Department Officer of the Month for April 2016. The Hagerstown Police Department is proud to have dedicated officers such as Officer Lucas as one of its own and congratulates him for a job well done.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	311	301
	University District Deck	467	465
	Downtown Parking Lots	550	548
Number of Patrons Using Decks	A & E Deck	2,080	2,007
	University District Deck	2,082	2,247
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	165	169
Number of Late Payment Notifications		37	56
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	100% *Sun @ 4 PM	88% Thu @ 2 PM
	University District Deck	66% Thu @ Noon	70% Wed @ Noon

*City Ballet, Alice in Wonderland 3PM

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	1
Fire	1	2
Human Resources	0	0
Light	1	1
Parks & Engineering	1	0
Police	3	13
Public Works	5	7
Wastewater	2	3
Water	7	7
Weekly Totals	21	34

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

Thur. 5/12 - Area of Wesel Boulevard - pole damaged; vehicle struck street light pole # 30 in accident. The streetlight was removed temporarily until follow-up repairs could be made the following business day. Time Out: 15.7-16.2

- Sun. 5/15 - 237 Wakefield Road - lines arcing; a tree branch was removed from the service. Time Out: 13.1-13.9
- 110 North Mulberry Street - line down; a tree branch was removed and service wires reattached. Time Out: 14.2-14.6
- 204 East Franklin Street - total outage; the customer was made aware of an issue inside the meter socket and informed that an electrician was needed for repairs. Time Out: 14.9 - 15.2
- 821 The Terrace - tree on line; a tree branch was removed from the service wires. Time Out: 15.3-15.7
- 826 Forrest Drive - line down; a tree branch was removed from the service wires. Time Out: 17.2-18.4
- Wed. 5/18 - 326 South Burhans Boulevard - total outage; a 100 amp cutout failed. Time Out: 6.7-7.3

Distribution: Recent activity included:

- Metering Staff received one high bill complaint this week. Upon testing, meter was found to have met all Public Service Commission requirements.
- Crews began the fiber optic installation at the request of the HPD for the upgrades to the security camera system.
- The work has been completed at HPD following the vehicle accident that took place on April 8. The City's patching and paving contractor will be completing the curb and sidewalk work in the near future.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
5	0	3	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.
- Engineering staff prepared, released, reviewed, and awarded bids for HLD stock materials.

Administration:

- Staff continues to work with the general contractor for the MELP demolition. All required permits have been obtained from the City and the State. The contractor has begun with the removal of contaminants from the site.
- Since the roof and gutters have been replaced, a pre-bid meeting was held at the HLD facility for the much needed repairs to the exterior walls. The old gutter system caused much water damage over the years.

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

- Contractors onsite:
 - Kershner Environmental (Ozone generator trial at primaries).
 - Velodyne (New Polymer system).
 - JCC (Sludge thickening improvements, Phase 2).
- Clean polymer system.
- Repair flights on Final Clarifier No. 1
- Clean fermenter odor control scrubber and prep for startup.
- Unclog suction piping to sludge pumps 6M & 7M.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	22	1,359'	13'	1
Flushing	2	2,604'		

Collection System Maintenance Task

- Backup at 328 North Potomac Street, problem on private side.
- Picked up repaired cable for Vehicle #518 at Rausch.
- Pump Station 3; cleaned three manholes upstream of station and wet well.
- Pump Station 18; repaired control panel.
- Pump Station 21; cleaned floats, float was stuck in on position, no damage.
- Pump Station 27; installed 4" wing plug in bypass.
- Confirmed fittings at Pump Stations 21 and 22 are compatible with 6" bypass pump.

- Cleaned pump control floats and wet wells at Pump Stations 1, 2, 11, 15, 18, 19, 21, 22, 23, and 28.
- Cleaned muffin monsters at Pump Stations 4 & 7.
- Washed down Manhole No. 10139.
- Weed Wacked and weed control at Pump Stations 5 & 25, as well as at the Collections Building.
- Drilled access holes in 20 manhole covers in District 11 for easy/safe access.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	0	3	4
YTD 2016	29	24	4	0	1	55	113

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

Engineering

- Staff continues to collaborate with County Engineering on resolving the completion of site restoration at Pump Station # 8.

Wastewater Laboratory

- Analyzed Water Distribution System samples for OP.
- 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>
05/12/16	11.40		11.40
05/13/16	11.34		11.34
05/14/16	11.16		11.16
05/15/16	10.96		10.96
05/16/16	11.17		11.17
05/17/16	11.22		11.22
05/18/16	11.22		11.22
<i>Average</i>			<i>11.21</i>

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 the sluice gate in the low service suction well to get ready for emergency repairs to the traveling screens. Staff also worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed.
- Instrumentation. Staff continues working with the West End Tank painting contractor. Staff has started working on the SCADA upgrades at the Pumping Stations – this is a multi-year project. Staff also assisted with the sluice gate work at the Willson Plant.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir water level is 30.1 feet – the stored water volume is a result of the recent rain. The 24” sluice gate is now open 50 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 system performing customer service work as needed. Crews have been installing and testing meters throughout our system and working on the water main replacement project on East Antietam Street. Crews also repaired a leak on Summit Avenue and made a large tap on Elliot Parkway.

Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Distributed Lead and Copper sample kits.
- Prepared Annual Consumer Confidence Report and submitted CCR to MDE for review.
- Collected Corrosivity samples from the Distribution System in compliance with the Lead and Copper Rule.
- 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	-
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	5	2

- Staff attended a Pre-Construction Conference for the Underpass Way/Railroad Lane Intersection Improvements project.
- Staff continues to monitor and adjust the Edgemont Reservoir draining.



Respectfully submitted,

Valerie A Means
Valerie Means
City Administrator