

City of Hagerstown, Maryland Status & Information Report No. 31 for 2016

August 5, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

AUGUST 2016

** For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <http://www.hagerstownmd.org/calendar.aspx>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm 98 th Special Session 4:10pm Work Session 5:30-8:30pm National Night Out @ Fairgrounds Park	3	4	5	6
7	8	9 No M&C Meeting	10 4pm Planning Commission Meeting	11	12	13 7am-2pm Community Yard Sale @ Stables at Fairgrounds Park
14	15	16 3pm Executive Session 4pm Work Session	17 7pm Board of Zoning Appeals	18	19	20 8am 4 th Annual City Championship Golf Tournament @ The Greens at Hamilton Run
21	22	23 4pm Work Session	24	25 4:30pm Historic District Commission Meeting	26	27 11am Augustoberfest @ City Center
28 11am Augustoberfest @ City Center	29	30 7pm Regular Session	31 7pm Planning Commission Meeting			

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

- Arts & Education Bus Trip:** The City Department of Community & Economic Development in partnership with the Maryland Department of Housing and Community Development organized a bus trip to Baltimore to tour the Maryland Institute College of Art (MICA) and the Baltimore Design School (BDS). The Mayor, City staff and community leaders in arts and education participated. The Hagerstown-Washington County Convention and Visitors Bureau generously donated the transportation services.

2. **Main Street Update:** Main Street Hagerstown participated at National Night Out on Tuesday evening and handed out Clean and Green coloring books and Main Street Hagerstown brochures.
3. **Wind Down Fridays:** Upcoming Wind Down Fridays include:
 - 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
4. **Engine Room:** Engine Room is hosting an opening reception for artist Lauren Hoffman on Saturday, August 6th from 5-8 p.m. Local jazz band Lat Bloom will be performing during this free event.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week’s Headlines and Media Releases:**
 - Traffic Advisory: Comic Con
 - Traffic Advisory: Neighborhood Beautification Project
 - E-casts:
 - Volunteers Needed for Augustoberfest!
 - Thank You for Attending the Mayor’s Housing Summit
2. **Channel 25:**
 - Watch the City Newsroom at the top of every hour. This week’s news stories include:
 - Police Body-Worn Cameras Public Information
 - Swim Lesson Promotion for Potterfield Pool
 - Birdwatching Promotion
 - Tommy 202 Promotion
 - In Production:
 - Hagerstown Cultural Trail video update
 - Augustoberfest Preview
3. **Websites:**
 - City Website:
 - About 9,100 users visited www.hagerstownmd.org for the week of July 25-31, 2016
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,370 user
 - ▶ Utility Billing page 379 users
 - ▶ Jobs page 356 users
 - Top Searches:
 - ▶ “comprehensive plan”
 - ▶ “discovery station”
 - ▶ “homeless”
 - ▶ “housing summit”
 - ▶ “news”

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
 - 991 Maryland Avenue – Charley’s – restaurant (change in ownership only).

2. **New Development Cases:**
 - 1125 Professional Court – Mid Atlantic Veterinary Hospital – site plan for an addition.
 - Burhans Village (former Deerfield Knolls site) – West of North Burhans Boulevard and East of Mitchell Avenue – rezoning from RMED (Residential – Medium Density) to RH (Residential – High Density).

3. **Planning Commission:** Commission members will consider the following on August 10:
 - Preliminary Consultation – rezoning request for Deerfield Knolls property along North Burhans Boulevard.
 - Abandonment of McPherson Street between West Washington and West Franklin Streets and a Fence.
 - Continue review of Water Resources Element as part of the Comprehensive Plan Update.

4. **Historic District Commission:** The HDC met on July 28. The design review case for 821 Potomac Avenue was postponed until the next meeting since the applicant did not appear.

The following cases are scheduled for review at the August 11 meeting:

 - 821 Potomac Avenue – William Van Gilder – alteration (new windows).
 - 416 North Locust Street – Susan Cook/Tri County Fence & Decks – fence.

5. **Weekly Activity Report:** July 25–29, 2016

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>						<u>NUMBER ISSUED</u>	
Building	15	Residential -	7	Commercial -	5	Other -	3	11
Electric	14	Residential -	9	Commercial -	5	Other -	0	14
Plumbing	13	Residential -	8	Commercial -	5	Other -	0	13
Mechanical	9	Residential -	3	Commercial -	5	Other -	1	9
Engineering Dept.	5							7
TOTAL	56		27		20		4	54
Est. Value of Issued Building Permit Projects:				Fiscal Year Totals:				
Residential				\$ 33,664.00				\$ 1,076,175.00
Commercial				\$ 559,906.00				\$ 1,732,306.00
Apartment				\$ 5,000.00				\$ 130,000.00
Sign				\$ 0.00				\$ 10,310.00
TOTAL				\$ 598,570.00				\$ 2,948,791.00
Projects of Interest								
<ul style="list-style-type: none"> - New pole building for Builders First Source at 914 South Burhans Boulevard - \$159,906 - Interior & Exterior renovations to Outback Steakhouse at 240 Railway Lane - \$400,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017								
					PROPERTIES			UNITS
Registrations received week of July 25 – July 29					64			160
New applications issued week of July 25 – July 29					6			7
Total 2016-2017 registered (includes changes since 5/1/16)					3,022			8,036
Percentage of total invoiced that have registered					87.1 %			88.3 %
Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016. A past due notice was mailed to those still outstanding on July 5, 2016								

PAYMENT	
Weekly payment received	\$ 12,000
Weekly adjustment/credits	\$ 1,425
INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	39
Electrical	43
Plumbing	9
Mechanical	16
Safety	128
Neighborhood Vitality	200
Quality of Life	9
Preventive Maintenance	140
Planning & Zoning	2
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:	1,677	Field Interviews:	21
Arrests/Warrants Served:	17	Moving Violations:	36
Domestic Violence Calls:	30	Parking Violations:	220
DUI Arrests:	2	Safety Repair Orders:	4
Reports Filed:	165	Warnings:	40

2. REPORTS

07/28/16: Officer Vogel was dispatched to West Washington Street for a report of a suspicious male possibly possessing a controlled dangerous substance. The male was sitting in a lawn chair and stated he walked to this address to visit a friend. The male began a conversation about an old football injury and lifted his pant leg to show the officer his right ankle. In doing so, the officer noticed a clear plastic baggie stuffed in his shoe. This is a common place individuals conceal their drugs. The officer asked permission to search the male and he consented. The officer discovered pills that are a controlled dangerous substance. The officer placed him under arrest. The male then advised that the green Buick parked in front of his friend's house was his and that he had heroin inside the vehicle. The Narcotics Task Force will conduct further investigation.

07/29/16: Officer Vanderwall responded to East Franklin Street for an attempted burglary. The building manager advised that someone had broken out two panes of the front window and the door had fresh pry marks. The apartment had been vacant for several weeks and no one had permission to be there. The value of the door and window exceeds \$1,000.

08/02/16: Officer White was dispatched to Hawkins Circle for a theft from a motor vehicle. A neighbor advised the victim that he had witnessed someone going through his vehicle. The victim discovered the side door slightly open and two Best Buy gift cards and his USB cable to his cell phone were missing. There are no suspects at this time.

3. **PRESS RELEASES.** On 07/29/16 at 8:14 a.m. officers responded to the AC&T Carwash located at 301 North Burhans Boulevard for a report of an armed robbery. Upon arrival officers made contact with the victim who stated while in the process of washing their vehicle, they were approached by a black male, possibly in his 20's, approx. 5'8", thin build wearing grey pants. The male pulled out a handgun and demanded money from the victim. The victim gave the male an undisclosed amount of cash. The suspect was last seen leaving the carwash bay on foot headed southbound. HPD is asking for the public's assistance in identifying the male. If you have any information regarding this incident, please contact HPD at 301-790-3700.

4. **OTHER NEWS/INFORMATION**

Thank You Citizens of Hagerstown – Again! Businesses, churches and individuals are continuing to show their support to the Hagerstown Police Department through their acts of kindness and encouraging words. HPD has had food, pizza, cookies and wonderful treats delivered almost on a daily basis. It is reassuring to know that the community you serve appreciates the value of dedicated officers and supervisors. The officers will continue to give that same excellent service that gained them the trust from the community.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	272	272
	University District Deck	251	251
	Downtown Parking Lots	593	588
Number of Patrons Using Decks	A & E Deck	1,599	1,531
	University District Deck	1,483	1,552
Sales of Discount Coupons		215	0
Number of Citations Issued	(Includes Warnings)	163	169
Number of Late Payment Notifications		46	43
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	78% Sat @ 4 PM	75% Tue @ Noon
	University District Deck	49% Tue @ Noon	52% Wed @ Noon

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	2
Fire	2	2
Human Resources	0	0
Light	3	3
Parks & Engineering	2	1
Police	6	8
Public Works	3	8
Wastewater	3	2
Water	5	3
Weekly Totals	24	29

¹AFTER-HOURS CALL OUT DATA

	Issues for July 2016	July	June
Street Issue	Tree in street, barricades requested, water meter tile damaged	3	3
Parking System			
Traffic Signal	Signal knock down, signal on flash	2	4
Traffic Signs			
Building Maintenance	Market a/c failure, EHC a/c failure, false fire alarm	3	
Fleet Maintenance	Fuel island software glitch	1	
Weather Related			3
Property Issues			
Misc.			
Total		9	10

¹After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

STREET SWEEPING DATA

Month 2016	Number of Miles of Streets Swept
January	531
February	167
March	955
April	1,265
May	1,110
June	1,091
July	1,412

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Distribution:

- Crews continue to replace aged underground primary voltage cables that have met or exceeded the life expectancy.
- Trees continue to be trimmed on mainline circuits to improve reliability on the distribution system.
- Other meter repairs, testing, streetlight repair, and service calls have been performed.

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer prepared drawings and documents for overhead utility railroad crossing permits with CSX.
- Engineering staff applied herbicide across the HLD system to maintain vegetation clearance from electric facilities.
- The staff Engineer reviewed pole attachment requests from various companies proposing installation of communications equipment on HLD utility poles.

Administration:

- The beginning stage of the battery storage project is coming closer to an end. Staff had a conference call with the with the battery company to review agreements for purchase power and operation.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
07/28/16	11.88		11.88
07/29/16	11.67		11.67
07/30/16	11.27		11.27
07/31/16	11.35		11.35
08/01/16	11.73		11.73
08/02/16	11.90		11.90
08/03/16	11.90		11.90
<i>Average</i>			<i>11.67</i>

Water Production at R. C. Willson

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. Staff is completing the review of the engineering proposals for improvements to Edgemont, Replacement of the Traveling Screens and the Installation of Tank Mixing Systems.
- Operations. Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance.
 - Staff worked on routine plant maintenance and preventative maintenance on equipment.
 - Repairs were completed on the east traveling screen.
- Instrumentation
 - RC Willson – Repairs are in process on the north SCM.
 - RC Willson – Installing additions to the SCADA system.

Water Production at Breichner/Edgemont Reservoir

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

Water Distribution

- Water Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements, restores and routine meter testing. The first section of the new 8" water main on Frederick Street has been completed. Crews will be flushing and testing the new water main the remainder of the week. Galvanized services were replaced on Jefferson Street and South Potomac Street. Radio read meters have also been installed throughout the system.

Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Collected Source Water Sample for LT2.
- Completed monthly bacteria report.
- Notified consecutive systems of our 3rd quarter DBP sampling.

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

Engineering

Reviews:	City	County
Site Plans	-	-
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	38	5

- Staff met with developer for completing the last phase of the development.
- Staff met with a consultant for a redevelopment parcel.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

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

Miscellaneous

- Installed rebuilt mixer in Final #1.
- Cleaned cooling tower.
- Installed new cog, chain, shaft and bearings on screw conveyor inside of DAF thickening well.
- Continued work on installing new ferric pumps, piping and controls to Final clarifiers.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Onsite vendors

- Atlas Copco
- MS Johnson

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	15	1,164'	234'	19
Flushing	5, 6	12,040'		

Collection System Maintenance Task

- Sewer Backup at 521 Jefferson, found roots 8' behind the curb.
- Sewer Backup at 641 South Potomac Street, cleared lateral.
- Sewer Backup at 336 Henry Avenue, storm drain issue.
- Pump Station 7; worked on drive #3, found transformer to be bad.
- Grinder Pump for 11006 Parkwood Drive; reset smart switch.
- Weed Whipped Pump Stations 4, 5, 7, 8, 25 and 28, as well as sidewalk area on Frederick Street.
- Downloaded flow meter data and changed batteries at MH15122 & 36001.
- Cleaned wet well for A.R. & E.
- Inspected Storm Sewer for engineering on Lee Street.
- Exercised emergency generators.
- Collected Newgate flow data.
- Took Unit 518 to Rausch; lost satellite function.
- Excavated, concreted, and installed final paving at 12 East Avenue.
- Installed top soil and final grading, straw and grass seed on alley from Dunn Irvin to Summit Avenue.
- Replaced riser in manhole 22-113 on Antietam Street.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	4	2	1	0	0	2	9
YTD 2016	34	45	7	0	2	75	163

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

Wastewater Laboratory

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Submitted DMR-QA 36 data reporting packet to MDE DMR-QA coordinator.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie Means
Valerie Means
City Administrator