

City of Hagerstown, Maryland

Status & Information Report No. 14 for 2016

April 8, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

APRIL 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 12pm Museum Luncheon 3pm Executive Session 4pm Work Session	6 6:30pm Hagerstown Bike Plan Public Meeting @ Library	7 6pm Neighborhoods 1 st Gathering	8	9 7am Community Yard Sale @ Fairgrounds
10	11	12 12pm Library Luncheon 3pm Work Session	13 4pm Planning Commission Meeting	14 4:30pm Historic District Commission Meeting	15	16
17	18	19 10am Earth Day Celebration @ University Plaza 5pm Budget Work Session 7pm Regular Session	20 7pm Board of Zoning Appeals Meeting	21	22	23
24	25	26 PRIMARY ELECTION No Meeting	27 7pm Planning Commission Meeting	28 4:30pm Historic District Commission Meeting	29 11am Arbor Day @ Kiwanis Park	30 11 a.m. Kiwanis Park Grand Opening

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Grand Opening:** Massage Envy will be celebrating their grand opening at 12814D Shank Farm Way on Tuesday, April 12th. Please join Mayor David Gysberts at 2 p.m. for the official ribbon cutting.
2. **Neighborhoods 1st:** Staff coordinated the Spring Neighborhoods 1st Gathering which was held on Thursday, April 7 at Bridge of Life. Approximately 80 people attended the annual event including the Mayor, Councilmembers, City staff and leadership members of the 12 Neighborhoods 1st groups. This event is an opportunity to celebrate the accomplishments of the volunteer groups and to thank them for their efforts.

3. **Event Updates:**

- Staff coordinated a logistics review for the upcoming Rescue Mission 5K (April 23 at 9 a.m.) and the Discovery Station Super Hero 5K (May 7 at 9 a.m.).
- Staff continues to support the Main Committee on details for the upcoming 21st Western Maryland Bluesfest.

FIRE DEPARTMENT

1. **After-the-Fire Neighborhood Visit:** The Hagerstown Fire Department canvassed the area around E. Baltimore Street where a fire recently occurred to promote fire safety. The following is an outline of the services HFD provided to the citizens of Hagerstown.

Unit	Not Home – Left Info	Made Contact – Checked	Made Contact – Replace/Repair	Made Contact – No Entry	Vacant	Total
Engine 1	5	10	0	8	0	23
Engine 2	0	0	4	0	0	4
Engine 3	8	18	4 (7)	0	5	35
Engine 4	26	9	2 (3)	8	4	49
Engine 5	32	6	2 (4)	1	2	43
Truck 1	21	16	3	9	4	53
Truck 4	11	2	4 (5)	5	0	22
BC3/CA33	16	8	3	2	1	30
Totals	119	69	22 (29)	33	16	259

- We covered a one-block radius around the fire
 - East Baltimore Street: Unit and 100 blocks
 - South Locust Street: 100 and 200 blocks
 - South Mulberry Street: 100 and 200 blocks
 - Frederick Street: 200 block
 - Bester Street
 - Berger Avenue
- We replaced/repaired 29 smoke detectors in 22 different residences.
- Out of the 259 visits, 135 resulted in people not home or vacant properties; while 124 resulted in contact with the citizens.
- Citizens contacted were grateful and thankful for the service that we were providing.
- Volunteer staffing assisted with the survey.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases**

- Construction of Hagerstown Cultural Trail to Begin Next Week
- City Administrator Presents Proposed Budget for Upcoming Fiscal Year
- Traffic Advisory: Mulberry Street
- E-casts:

- Hub City 100 Miler Week 14
2. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:
- State of the City: Report on 2015 Accomplishments
 - Neighborhoods 1st Celebration video
 - Month in Review for March 2016
 - Birdwatching Promotion
 - Special broadcast: State of the City Community Presentation
 - Monday and Wednesday at 7 p.m., Sunday at 12 p.m.
 - In production:
 - Police Body-Worn Cameras Public Information video

3. **Websites**

- City Website:
 - About 8,700 users visited www.hagerstownmd.org for the week of March 28 - April 3, 2016
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,666 users
 - ▶ Utility Billing page 501 users
 - ▶ Jobs page 381 users
 - Top Searches:
 - ▶ "yard sale"
 - ▶ "internship"
 - ▶ "parking ticket"
 - ▶ "trash"
 - ▶ "water"

PLANNING & CODE ADMINISTRATION

4. **Zoning Certificates Issued**
- 850 Pennsylvania Avenue – DG Tire & Auto – automobile repair and retail tire sales.
 - 265 Mill Street, #500 – Acupuncture Associates – acupuncture services and retail sales of Chinese herbs.
5. **New Development Cases**
- 914 South Burhans Boulevard – Builder's First Source – minor site plan for a 4,180 square-foot material storage building within the existing paved lumber storage yard.
6. **Planning Commission:** The Planning Commission will meet on April 13 to consider the following matters:
- Discussion with a representative of the Office of Child Care regarding state requirements for home day-care sites.
 - 908 Hamilton Boulevard – request for a waiver of dumpster enclosure requirements.

- 250 Eastern Boulevard, North – David Lyles – review of appropriateness of zoning for a proposed annexation.
 - Comprehensive Plan Amendments: Community Facilities Element update.
 - Planning Commission’s Annual Report to Maryland Department of Planning.
 - Land Management Code – continuation of discussion on the 2016 package of amendments.
7. **Historic District Commission:** The HDC will review the following cases on April 14:
- 61 East North Avenue – Joyce Barrett – rear deck addition.
 - Workshop: 248 South Prospect Street – Vanessa Garcia – shutters.
 - Workshop: 66 West Washington Street (Delta Building) – Ash Azadi and Scott Bowen – demolition.
 - 2016 Preservation Awards – Call for Nominations.
8. **Service With A Smile:** The City Engineer’s office submitted the site plan and plat for the Cultural Trail on February 23, 2016. It was processed, reviewed by all agencies, revised, approved by agencies and then placed in front of the Planning Commission for final approval on March 30. Elapsed time: 36 days.
9. **City Bicycle Plan Public Meeting:** City Planning staff and Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) staff hosted a public input meeting for the Bicycle Plan update on Wednesday, April 6, at the Washington County Free Library. Staff from Michael Baker Inc., the consultant for the Plan update, presented the draft Plan’s initial findings and a list of recommended bike infrastructure projects. About 25 members of the community attended and participated in the meeting by providing public comments and identifying the bike infrastructure projects they felt were most important.
7. **Weekly Activity Report: March 28 – April 1, 2016:**

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	5	Commercial -	2	Other -	0	11
Electric	17	Residential -	10	Commercial -	7	Other -	0	17
Plumbing	13	Residential -	7	Commercial -	4	Other -	2	13
Mechanical	6	Residential -	6	Commercial -	0	Other -	0	6
Engineering Dept.	9							10
TOTAL	52		28		13		2	57
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 81,000.00				\$ 3,060,412.00			
Commercial	\$ 197,375.00				\$ 23,007,295.00			
Apartment	\$ 1,500.00				\$ 533,533.00			
Sign	\$ 14,750.00				\$ 363,730.00			
TOTAL	\$ 294,625.00				\$ 26,964,970.00			
Project of Interest								
- Interior offices on 1 st and 2 nd floor at 12 South Potomac Street - \$39,875								
- Remove load bearing wall at 708 Jefferson Street - \$70,000								
- Interior fit out for Hagerstown Kidney Center at 246 Eastern Boulevard - \$155,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016								
	PROPERTIES				UNITS			
Registrations received week of Mar. 28 – Apr. 1	4				4			
New applications issued week of Mar. 28 – Apr. 1	6				7			
Total 2015-2016 registered (includes changes since 5/1/15)	3,406				9,059			
Percentage of total invoiced that have registered	99.9 %				99.9 %			

Notes: The 2015-2016 rental license renewals for 9,002 units in 3,360 properties were printed and mailed on May 1, 2015

PAYMENT

Weekly payment received	\$ 300
Weekly adjustment/credits	\$ 0

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	23
Electrical	41
Plumbing	27
Mechanical	10
Safety	68
Neighborhood Vitality	16
Quality of Life	25
Preventive Maintenance	14
Planning & Zoning	22

INSPECTIONS KEY:

Categories of Conditions

Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: 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. Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,626	Field Interviews:	48
Arrests/Warrants Served:	16	Moving Violations:	22
Domestic Violence Calls:	15	Parking Violations:	216
DUI Arrests:	4	Safety Repair Orders:	5
Reports Filed:	170	Warnings:	28

2. REPORTS

- o **03/31/16:** Officer Hose assisted Officer Rutkowski with a burglary on Frederick Street. The victim advised that someone had gained access to her residence and had stolen some jewelry. The officers were able to pull latent prints from the wooden jewelry box. The officers contacted neighbors and businesses in the area to see if anyone noticed anything unusual or suspicious. No additional details are available.
- o **04/01/16:** Officer Bricker responded to South Mulberry Street for a call about an individual who had just broken a neighbor's window and took her flag and threw it away. The suspect appeared to be having a conversation with himself and did not notice the presence of the police. Due to the fact the suspect was displaying strange behavior, the officer called for an ambulance to transport the individual to Meritus Medical Center for a medical/mental evaluation. No further details are available at this time.

- o **04/03/16:** Officer Morris was dispatched to Clair Street for a report of a burglary. The victim stated she was gone from her residence for the weekend and when she returned on April 3 she found items missing from her home. The stolen items were valued at over \$1,500. There appeared to be no signs of forced entry. There are no suspects or further information available at this time.
- o **04/04/16:** Officer Weaver responded to Mill Street for a report of vandalism to a medical office. An employee of Tristate Infectious Disease stated when she opened the office in the morning she noticed the glass in the exterior door had been shattered. She further stated she didn't have any reason to believe the business was being targeted. No further information is available.

3. PRESS RELEASES

- o On 04/03/16 at 8:14 a.m. officers responded to the railroad tracks in the area of McPherson and West Church Street for a deceased male. Upon arrival officers located a deceased white male who appeared to be struck by a train. The deceased male has been identified as 50 year old Douglas Brian Beard of Smithsburg, Maryland. No further information is available at this time. The investigation is on-going.
- o On 04/04/16 at 10 p.m. officers from the Hagerstown City Police Department responded to the Burger King located at 503 Dual Highway for a report of an armed robbery. Upon arrival officers were advised that a white male had entered the business and displayed a knife demanding money. The suspect was last seen leaving on foot and heading south. An undisclosed amount of money was taken during the robbery. The suspect is described as a white male, medium build, 5'10", 160-180 pounds wearing a grey jacket with a camouflage hoodie underneath and a black scarf covering his face. No one was injured during the robbery. The investigation is on-going. If you witnessed this incident or have any information about this incident, please contact Detective Dietz at 301-790-3700 ext. 253.

4. OTHER NEWS/INFORMATION:

- o **Congratulations:** Officer Shawn Weaver, a graduate of Hagerstown Community College Police Academy, is certified for solo patrol effective Friday, April 8, 2016. He has been assigned to the Patrol Division and will remain on the Charlie Squad. Officer Weaver will be under the command of Sgt. Christopher Barnett. We wish him the best as he begins his police career at the Hagerstown Police Department.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	306	308
	University District Deck	463	436
	Downtown Parking Lots	532	527
Number of Patrons Using Decks	A & E Deck	1,087	1,062
	University District Deck	2,923	1,971
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	175	163
Number of Late Payment Notifications		22	34
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	75% Fri @ 10 PM	51% Wed @ 2 PM
	University District Deck	70% Wed @ Noon	72% Wed @ 4 PM

**MSO concert*

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	0
Fire	3	3
Human Resources	0	0
Light	1	5
Parks & Engineering	0	0
Police	11	12
Public Works	1	7
Wastewater	2	0
Water	5	0
Weekly Totals	25	27

¹AFTER-HOURS CALL OUT DATA

	Issues for March 2016	March	February
Street Issue	Storm drain lid	1	2
Parking System			
Traffic Signal	On flash, burnouts	2	2
Traffic Signs	Sign knock down	1	
Building Maintenance			
Fleet Maintenance	Fire truck repairs, fuel island	3	
Weather Related			
Property Issues			
Misc.	Low hanging wire over road	1	
Total		8	4

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

Personnel Update: One of the four vehicle mechanics recently resigned to return to his family's business. The position was posted internally first to the union employees and now has been posted to the general public.

Brian Johnson has been hired to the Maintenance Worker I position and will begin work on Monday, April 11, 2016. This is an additional position and was authorized so Public Works could assist Code Administration with property abatements.

Seasonal employees also begin work on Monday, April 11, 2016. These employees assist with laborer work including mowing, trash collection and other general labor issues. Unfortunately, two new employees have decided not to work for the City leaving Public Works a bit short handed. Recruitment for at least two more seasonal employees has already begun.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 3/31 - Hellane Park- tree on lines; Time Out: 17.7-21.7
- 809 Dale Street- pole damaged; 35 ft pole was replaced to correct issues. Time Out: 17.7-21.7
- Fri. 4/1 - 423 Michigan Avenue- Miss Utility locate; emergency locate for Hagerstown Water department to make repairs to a water main break. Time Out: 0.2-0.8
- Sat. 4/2 - 343 North Cannon Avenue- total outage; (1) cutout was replaced. Time Out: 1.7-2.0
- 1023 Potomac Avenue- lines down; tree limb tore service wires loose from residence. Time Out: 8.6-9.8
- 37 West North Avenue- lines down; lines were found to belong to Antietam Cable television. Time Out: 12.7-12.9
- Carr Avenue and McDowell Avenue- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 13.8-14.4
- 136 East Irvin Avenue- tree on lines; Time Out: 15.0-15.7
- Pennsylvania Avenue and Park Lane- pole damaged; pole was found to belong to Verizon Phone Company. Time Out: 17.4-17.8
- Tues. 4/5 - Professional Arts Building at 5 Public Square (rear) - Stand by while fork lift, was removed by a crane. Time Out: 16.6-18.3
- 919 Eldridge Drive- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 18.4-18.9

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Crews continue feeder inspections for Zayre's substation.
- Line Department has resumed project to replace outdated underground facilities that have since reached the expected life span.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
20	0	3	

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 final engineered drawings for HLD's new Truck #121 bucket truck replacement. Construction on this unit will begin shortly with delivery in late August.
- Engineering staff worked with HLD line crews to replace the substation control battery system at Zayre Substation. The old batteries are being recycled with Battery One.

- The Staff Engineer reviewed and awarded bids for HLD stock, materials for the cultural trail, and for Fiber Optic materials.
- The Staff Engineer met with The Herald Mail Company to coordinate a planned electrical outage permitting HLD to replace the again underground electric conductor.
- The Staff Engineer and Electric Operations Manager met with Shentel Communications to review a pole attachment proposal and advise routing plans.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 30, 2016	6.60	0.00
Thursday, March 31, 2016	6.38	0.00
Friday, April 1, 2016	5.80	0.00
Saturday, April 2, 2016	7.86	0.01
Sunday, April 3, 2016	6.60	0.01
Monday, April 4, 2016	6.73	0.05
Tuesday, April 5 2016	6.67	0.00
Weekly – Avg. Flow / Total Rainfall	6.66	0.07
Mar - Avg. Flow/Total Rainfall	8.12	2.69
Apr - Avg. Flow/Total Rainfall	6.73	0.07

- Started up newly installed #2 pressurization pump and put in service for the DAF.
- Repaired broken studs on digester feed pump.
- Cleaned Final Clarifier #1, rotated the wear shoes on the flights and adjusted the wear strips.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	9	867'	410	24
Flushing	1, 5, 9	9,507'		

Collection System Maintenance Task

- Took Unit #518 to Rausch for replacement of counter wheel.
- Unit #527; repaired and reinstalled hose reel.
- Pump Station #1; pulled both pumps and cleaned impellers.
- Pump Station #2; pulled #1 motor and took to A.R.E. for repair of bearings and seals.
- Pump Station #22; cleaned impeller #1.
- Pump Station #27; completed asphalt patch from bypass installation.
- Replaced flow sensor at flow meter MH #36001, due to ultrasonic failure.
- 58 Wayside Avenue backup, cleaned main, no issues found.

- 420 West Antietam Street backup, lateral damaged on our side along with heavy grease deposits, replaced lateral from curb to mainline.
- 311 Mulberry Street, backup on owner side.
- 554 Frederick Street, cleaned service lateral.
- 22-24 Lehigh Avenue; replaced lateral from cleanout to mainline to gain required minimum fall.
- 107 West Cleveland Avenue; located and marked test pit sites for Ed, will do test pits next week.
- 109 Stanford Avenue (MH26013); manhole knocked off by snow plow, reset manhole and poured new concrete around frame and cover.
- Cut out roots on Radcliff Drive.
- Exercised Emergency generators at Pump Stations.
- Collected Newgate flow data.
- Installed POSM software on new PC.
- Digester building in WWTP, vacuumed out drains.
- Excavated 6" service at the intersection of Rowland and Frederick Streets.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	2	9
YTD 2016	20	18	3	0	1	37	79

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

Engineering

- Staff met with a representative of Habitat for Humanity regarding a main extension for service to a lot.
- Staff attended a progress meeting for the Yale Drive construction project.

Wastewater Laboratory

- Analyzed TSS sample from Lagoon discharge.
- Analyzed NH3 and TKN samples from Potomac River and R.C. Willson WTP.
- Analyzed Water Distribution System samples for NH3, NO3/NO2, and OP.
- Began DMR-QA 36.
- 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>
03/31/16	13.03		13.03
04/01/16	13.79		13.79
04/02/16	12.54		12.54
04/03/16	11.33		11.33
04/04/16	11.42		11.42
04/05/16	11.35		11.35
04/06/16	11.30		11.30
<i>Average</i>			<i>12.10</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 routine preventive maintenance and continues to provide assistance with plant operations, as needed. Staff complete the Potassium Permanganate feed system repairs.

- Instrumentation
 - Staff worked on the installation of the new scales for the Chlorine feed system at the Willson Plant. The West End Tank is off-line and the contractor will begin restoration work the week of April 11th.

Water Production at Breichner/Edgemont Reservoir

- The Edgemont Reservoir is currently -19 feet below full pool elevation. The 24" sluice gate remains open (45 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

- Staff attended a progress meeting for the Yale Drive construction project. Water main repairs were made on Michigan, Carr, McCommas, and Georgia. Staff responded to customer service requests throughout the service area and also worked on meter exchanges.

Laboratory

- Collected composite sample from Lagoon discharge.

- Collected NH3 and TKN samples from Potomac River and R.C. Willson WTP.

- Collected Distribution System samples for monitoring for nitrification.

- Collected weekly TOC on Potomac River.

- Completed monthly bacteriological report.

- Completed annual Nitrate and Fluoride report.

- Completed 1st quarter DBP report.

- Collected 7th source-water sample from Potomac River for LT2.

- 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	1
Preliminary Plats	-	1
Final Plats	-	-
Building Permits	7	1

- Staff attended a progress meeting for the Yale Drive construction project.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie Means".

Valerie Means
City Administrator