

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 25 FOR 2017



June 23, 2017

To Mayor Bruchey and Members of the City Council:

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| UPCOMING MEETINGS |
|--------------------------|

JUNE 2017

** 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 5pm Blues Fest @ University Plaza | 2 5pm Blues Fest @ Central Lot | 3 12pm Blues Fest @ Central Lot |
| 4 12pm Blues Fest @ City Park | 5 | 6 3pm Executive Session 4pm Work Session | 7 | 8 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting | 9 | 10 |
| 11 | 12 | 13 3:30pm Executive Session 4pm Work Session | 14 4pm Hagerstown Planning Commission Meeting | 15 | 16 | 17 |
| 18 | 19 | 20 5:45pm Executive Session 6pm Work Session 7pm Regular Session | 21 7pm Board of Zoning Appeals | 22 4:30 pm Hagerstown Historic District Commission Meeting | 23 | 24 |
| 25 | 26 MML Convention | 27 MML Convention No M&C Meeting | 28 MML Convention 7pm Dive-In Movie Night @ Potterfield Pool 7pm Hagerstown Planning Commission Meeting | 29 | 30 | |

INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

COMMUNICATIONS

E-Casts:

- Paddle Boats at City Park, Tommy 202 Wagon Rides & Cultural Trail Grand Opening!

Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Montage of Hagerstown Cultural Trail June 17th
 - Washington County Museum of Fine Arts promotion
 - Hagerstown Greens Promotion
 - Hagerstown Cultural Trail Artist Promotion
 - Bird Watching in City Parks
 - BuroBox promotion

- Scheduled:
 - Hagerstown Cultural Trail Grand Opening Ceremony
7:00 pm Weekdays

 - Valor in the Streets:
Noon Friday, Saturday and Sunday

Websites:

- City Website:
 - About **8,519** users visited www.hagerstownmd.org for the week of June 12–18, 2017.

 - Top entrances (first page users accessed on the website)
 - Home page 2,593
 - Utility Billing 803
 - Potterfield Pool Page 622
 - Jobs Page 408
 - Electric Division Page 366

 - Top Searches:
 - "true"
 - "jobs"
 - "power outage"
 - "online bill pay"
 - "cultural trail"
 - "fireworks"

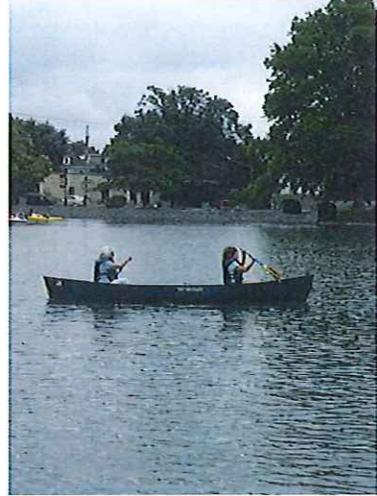
PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Cultural Trail.** Staff wishes to thank all those who were involved in the planning, design, construction, and grand opening event of the Cultural Trail. The grand opening was a success by all accounts. Staff continues to work on clear coating the mural, cut-metal fence installation and the installation of the POD. Staff are also doing some initial work on future art events or installations.

PARKS DIVISION

1. **Paddle Boats, Kayaks and Canoe Rentals.** In partnership with River & Trail Outfitters, 197 riders enjoyed paddle boating, kayaking and canoeing on City Park lake on Saturday, June 17th as part of the grand opening of the Cultural Trail. Due to the success of the rides, the boats will return on Saturday, September 16th at the City Park Fall Fest event.



2. **Potterfield Pool.** The new AquaClimb has been installed and should be officially up and running next week. The AquaClimb is a revolutionary aquatic feature that is a fun way for kids to learn about climbing.



3. **The Greens at Hamilton Run Hosting Youth Golf Camp.** In partnership with the YMCA, the golf course hosted a Youth Golf Camp June 19th through June 23rd. Thirteen (13) golfers between the ages of 8-15 signed up. Campers learned basic golf skills as well as putting, driving, rules, etiquette and safety.



4. **Summer Camps.** Pool Summer Camps began on June 19th and continue weekdays through August 18th. Campers arrive each morning and enjoy swimming at Potterfield Pool from 10 a.m. – 12 p.m. (before public swim begins at 12:30 p.m.) Campers are coming from the following partnership organizations: YMCA - Pangborn, Hellane, Salem Avenue & Bester Elementary; Boys & Girls Club – Frederick Manor, Elgin Station & Noland Village; ARC's Stepping Stones; Premier Martial Arts; The Mental Health Center; and Adventure Park USA.

5. **Swimming.**

- Hagerstown Area Summer Swimming (HASS): In partnership with Hagerstown Area Summer Swimming (HASS), Potterfield Pool is a host to approximately 120 swimmers from the Hass Swim Team. The Swim Team practices at many of the outdoors pools in the greater Hagerstown area (including Potterfield Pool). Additionally, HASS has purchased new rope lane lines to fit the 8 long-course lanes at Potterfield Pool (an approximate cost \$500).
- Swim Lessons. In partnership with HASS, the first session of Red Cross Swim Lessons was held June 12th through June 23rd. Two more sessions are planned: Session 2 runs July 10th – July 21st and Session 3 runs August 7th – August 18th.



PLANNING & CODE ADMINISTRATION

1. **New Zoning Certificates Issued:**
 - 819 Washington Avenue – City Barbers & Company
 - 17670 Garland Groh Boulevard – Spirit Halloween – temporary retail sales of Halloween supplies (August 1 through November 18, 2017).

2. **Board of Zoning Appeals:** The BZA heard the following matters on June 21:
 - 837 Spruce Street – Head Start of Washington County, Inc. – granted a special exception to increase the number of children in its day-care program from 84 to 119.
 - 503 Dual Highway – GPS Hospitality (Burger King) – granted a variance to reduce the rear setback to 5 feet.
 - 21 South Potomac Street – The Maryland Theatre – granted a variance to increase the front “build to” line to 9.8 feet from 0 feet.
 - 1303 Pennsylvania Avenue – Cynthia Moler Sullivan/Sullivan Select, LLC – granted a special exception to allow a real estate office.

3. **Planning Commission:** The Planning Commission will consider the following matters at its June 28 meeting:
 - Public Review Meetings for two text amendments: to allow auto repair in the I-MU Zoning District; and a process to abandon existing subdivision lines.

4. **Weekly Activity Report:** June 12–16, 2017

| PERMITS | | | | | | | | |
|--|-----------------------------------|---------------|-----------|--------------|-----------------------------------|---------|----------|----------------------|
| <u>TYPE</u> | <u>NUMBER OF NEW APPLICATIONS</u> | | | | | | | <u>NUMBER ISSUED</u> |
| Building | 10 | Residential - | 7 | Commercial - | 0 | Other - | 3 | 19 |
| Electric | 22 | Residential - | 9 | Commercial - | 11 | Other - | 2 | 22 |
| Plumbing | 9 | Residential - | 7 | Commercial - | 1 | Other - | 1 | 8 |
| Mechanical | 13 | Residential - | 8 | Commercial - | 4 | Other - | 1 | 13 |
| Engineering Dept. | 4 | | | | | | | 3 |
| TOTAL | 58 | | 31 | | 16 | | 7 | 65 |
| <u>Est. Value of Issued Building Permit Projects:</u> | | | | | <u>Fiscal Year Totals:</u> | | | |
| Residential | \$ 1,678,250.00 | | | | \$ 7,673,419.00 | | | |
| Commercial | \$ 3,542,000.00 | | | | \$ 24,843,179.00 | | | |
| Apartment | \$ 0.00 | | | | \$ 5,286,814.00 | | | |
| Sign | \$ 7,118.00 | | | | \$ 411,868.00 | | | |
| TOTAL | \$ 5,227,368.00 | | | | \$ 38,215,280.00 | | | |
| Projects of Interest | | | | | | | | |
| <ul style="list-style-type: none"> - Construct two single family homes in Collegiate Acres - \$235,980 - Interior renovations/alterations at 53 West Side Avenue - \$40,000 - Update to work previously started on third, fourth and fifth floors to be 2015 IBC compliant at Hamilton Hotel, 90-98 West Washington Street - \$2,670,000 - Interior renovations and ADA restrooms at Denny's, 1630 Dual Highway - \$250,000 - Construct single family home at 12510 Olivine Court - \$188,780 | | | | | | | | |

| RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018 | | |
|---|--|-------|
| | PROPERTIES | UNITS |
| Registrations received week of June 12 – June 16 | 264 | 1,180 |
| New applications issued week of June 12 – June 16 | 2 | 2 |
| Total 2017-2018 registered (includes additions and subtractions since 5/1/17) | 1,655 | 4,256 |
| Percentage of rental license renewals that have registered as of June 9, 2017 | 45.7% | 45.5% |
| Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. | | |
| PAYMENT | | |
| Weekly payment received | \$ 88,475 | |
| Weekly adjustment/credits | \$ 600 | |
| INSPECTIONS | | |
| TYPE | NUMBER CONDUCTED | |
| Building | 35 | |
| Electrical | 45 | |
| Plumbing | 24 | |
| Mechanical | 14 | |
| Safety | 51 | |
| Neighborhood Vitality | 74 | |
| Quality of Life | 6 | |
| Preventive Maintenance | 11 | |
| 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. | |

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| POLICE DEPARTMENT |
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STATS:

| | | | |
|--------------------------|-------|-----------------------|-----|
| Calls for Service: | 1,788 | Field Interviews: | 28 |
| Arrests/Warrants Served: | 14 | Moving Violations: | 11 |
| Domestic Violence Calls: | 32 | Parking Violations: | 115 |
| DUI Arrests: | 2 | Safety Repair Orders: | 2 |
| Reports Filed: | 150 | Warnings: | 34 |

REPORTS:

06/15/17: Officer Salahov responded to Manor Drive for a malicious destruction to a motor vehicle. A witness advised he saw a male exit a dark colored van. The individual then walked over to the Mercedes and slashed the tires. The suspect is described as a light skin black male weighing approximately 180 pounds. The owner of the vehicle was contacted and she stated the description of the male and the van involved sounds as if it could be her son. She explained that she and her son do not get along and he has been harassing and threatening her. The investigation is on-going.

06/16/17: Officer Decker was dispatched to Advance Towing on Frederick Street for a reported theft. The owner stated he was starting to do work on a minivan when he noticed the catalytic converter was missing from the van. The value of the converter is approximately \$250. No other items were taken from the van or any other vehicle in the impound lot. The exact time and date of the theft is unknown. No additional information is available.

06/17/17: Officer Molineaux responded to McComas Street for a burglary in progress. The caller stated someone was trying to get into their residence from the back door. When the officer arrived he could hear someone yelling in the back yard. There he found a black male holding open the screen door. The officer gave the male an order to drop to the ground however the male did not comply. The officer gave a second order for the male to drop to the ground, and again the male did not comply. The officer then gave the male a push back from the door at which time the male lost his balance and fell from the porch and landed on his back. The officer was then able to place handcuffs on the male. Community Rescue Service was called to the scene to transport the male to Meritus Medical Center for a small abrasion he received when he fell from the porch. The male was charged with 3rd and 4th Degree Burglary.

06/19/17: Officer Bobetich was dispatched to West Side Avenue for subjects in an altercation. When the officer arrived, there were approximately 20 subjects surrounding the incident. Upon Office Bobetich's arrival, the crowd quickly began to disperse in all directions. One adult female approached the officer and stated that she was assaulted and threatened with a gun. She further stated that the Police Department needs to stop the juveniles from disturbing the peace in the Dale Street area. She provided the officer with details about the fight that occurred on her front porch involving a group of juveniles. Apparently, two juvenile females and one juvenile male were at odds with one another and a physical altercation ensued. The adult female was assaulted when she tried to intervene. Juvenile arrests were made.

06/20/17: Officer Clingan responded to Elizabeth Street for an assault in progress. The victim advised that her boyfriend assaulted her several times in the face with a closed fist. The boyfriend had left the residence before the police arrived. The officer secured the safety of her two children and then searched for the boyfriend. He could not be found. The victim did not want to contact CASA, however the officer contacted CASA to inform them of the incident that had occurred. The officer will be applying assault charges through District Court.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

| | | Current Week | Previous Week |
|--------------------------------------|--------------------------|---------------------|----------------------|
| Number of Permit Holders | A & E Deck | 216 | 210 |
| | University District Deck | 277 | 285 |
| | Parking Lots | 327 | 326 |
| Number of Patrons Using Decks | A & E Deck | 1524 | 1643 |
| | University District Deck | 1747 | 1608 |
| Sales of Discount Coupons | | 0 | 0 |
| Number of Citations Issued | (Includes Warnings) | 182 | 222 |
| Number of Cars Booted | | 0 | 0 |
| Late Payment Notifications | | 68 | 61 |
| Peak Occupancy (%) | A & E Deck | *90% Wed @ 10 PM | *90% Sat @ 4PM |
| | University District Deck | 54% Thu @ Noon | 54% Wed @ Noon |

*Event at MD Theater

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

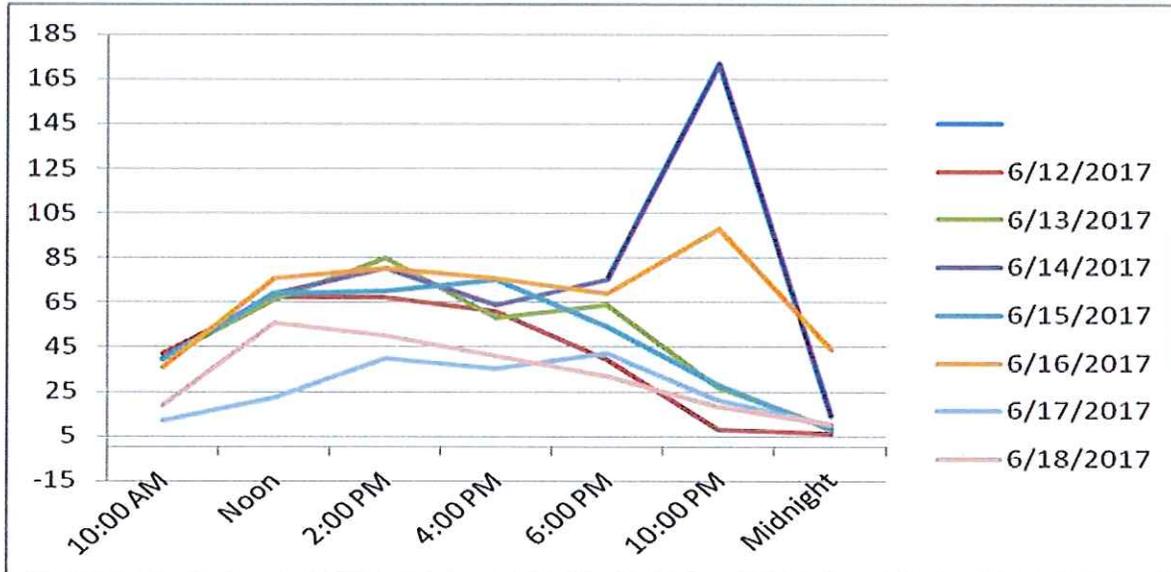
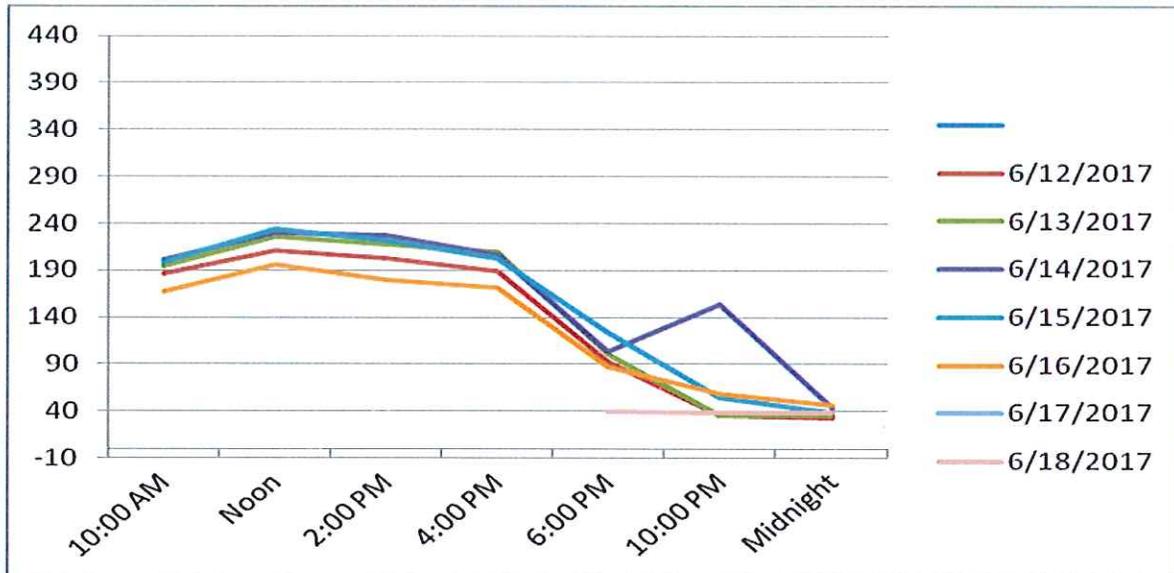


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



Special Note: A power failure caused the parking system to lose data for Saturday and a portion of Sunday.

CENTRAL MAINTENANCE GARAGE REPAIR DATA

| | Current Week | Previous Week |
|----------------------|--------------|---------------|
| DCED | 0 | 1 |
| Fire | 1 | 3 |
| Human Resources | 0 | 0 |
| Light | 1 | 0 |
| Parks & Engineering | 5 | 7 |
| Police | 7 | 8 |
| Public Works | 8 | 7 |
| Wastewater | 0 | 0 |
| Water | 4 | 2 |
| Weekly Totals | 26 | 28 |

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Fri. 6/16 - North Locust Street and Broadway- lines arcing; large tree branch fell on service wires. Time Out: 19.9-21.6

- Sat. 6/16 - 125 John Street- total outage; squirrel caused a transformer fuse to operate. Time Out: 8.8-9.9
- 151 South Potomac Street- total outage; bird caused transformer fuse to operate. Time Out: 12.4-13.6
- Rear, 313 South Potomac Street- total outage; vehicle struck utility pole causing a transformer fuse to operate. Time Out: 19.4-20.6

- Sun. 6/18 - 136 Broadway- total outage; squirrel caused a fuse to operate. Time Out: 6.3-7.5

- Mon. 6/19 - 1209 Crescent Road- reconnection of service following repairs by the electrician. Time Out: 18.1-19.2

- Tues. 6/20 - 430 Brewer Avenue- total outage; squirrel caused line fuse to operate. Time Out: 6.7-7.1
- Rear, 841 Frederick Street- total outage; bird caused both transformer and line fuse to operate. Time Out: 15.5-16.5

Distribution

- Metering Staff received no high bill complaints this week.

| Lamps Replaced | New Fixtures Added | Changeouts | Fixtures Removed |
|----------------|--------------------|------------|------------------|
| 12 | 0 | 2 | 0 |

Engineering

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

- Engineering staff responded to multiple inquiries regarding construction plans and interaction with HLD electric facilities.

- The Staff Engineer continued to work with a large industrial customer and their consultant on 34.5kV service to their site.

Administration

- Staff welcomed representatives from Easton Utilities Commission to the Hagerstown Light Department to discuss and observe the energy storage system installed at the Frederick Street substation.

- Inventory counts in the stockroom and on the vehicles have been completed for the fiscal year end.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|-------------------------------------|------------|-------------------|
| Wednesday, June 14 2017 | 5.55 | 0.00 |
| Thursday, June 15, 2017 | 5.98 | 0.00 |
| Friday, June 16, 2017 | 5.93 | 0.01 |
| Saturday, June 17, 2017 | 5.52 | 0.00 |
| Sunday, June 18, 2017 | 5.50 | 0.00 |
| Monday, June 19, 2017 | 6.01 | 0.67 |
| Tuesday, June 20, 2017 | 5.78 | 0.00 |
| | | |
| Weekly – Avg. Flow / Total Rainfall | 5.75 | 0.68 |
| June - Avg. Flow/Total Rainfall | 6.05 | 0.74 |

Miscellaneous

- Cleaned UV channels #1 & #2.
- Completed ferric chloride discharge piping installation.
- Started annual inventory process.
- Started new installation of stage 2, fermenter scrubber pump.
- Installed new supports around security fence post and poured concrete.
- Routine maintenance (MP2 Program) and corrective work orders.

Wastewater Collection

SSES Weekly Progress

| Activity | Districts | L. F. main | Feet of lateral | # inspected |
|------------------|-----------|------------|-----------------|-------------|
| CCTV Inspections | 12, 22 | 340' | 12' | 2 |
| Flushing | 21, 22 | 2,410' | | |

Collection System Maintenance Task

- Grinder Pump call, 11114 Pinewood Circle, replaced pressure tube.
- Grinder Pump call, 11311 Eastwood Drive, pulled and replaced pump, excavated, replaced check valve and discharge piping in tank.
- Grinder Pump call, 11010 Parkwood Drive, problem found to be breaker on private side.
- Grinder Pump call, 1529 Kensington Drive, cleaned pressure tube, cleaned tank with Vactor Truck.
- Sewer Backup, 230 Summit Avenue, utility pole installed thru lateral, excavated, moved and repaired connection.
- Sewer Backup, 1108 Potomac Street, water found to be water leak in basement and back up was in french drain, not a sewer issue.
- Cleaned wet wells at Pump Stations #4 and #19.

- Unit #527, replaced sight tube and performed preventative maintenance.
- Dropped enzyme bags at various lift stations and trouble spots in the system to control FOG.

Administration

| Wastewater Division – Customer Call Log Summary 2017 | | | | | | | |
|--|-----------|---------------|-----------------|----------|-----------------|-------|--------|
| Type | Blockages | Grinder Pumps | Odor Complaints | Flushing | WW Pump Station | Other | Totals |
| Weekly | 1 | 0 | 0 | 1 | 0 | 1 | 3 |
| YTD 2017 | 37 | 32 | 4 | 3 | 0 | 44 | 120 |

* 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.
- The Collection System I/I Rehabilitation Phase 1A contract is 98 % complete.

Laboratory

- 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> |
|-------------|----------------|------------------|--------------|
| 06/15/17 | 11.53 | | 11.53 |
| 06/16/17 | 11.23 | | 11.23 |
| 06/17/17 | 10.78 | | 10.78 |
| 06/18/17 | 11.00 | | 11.00 |
| 06/19/17 | 11.24 | | 11.24 |
| 06/20/17 | 10.84 | | 10.84 |
| 06/21/17 | 11.19 | | 11.19 |
| Average: | | | 11.11 |

Water Production at R. C. Willson

- Operations:
 - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
 - RC Willson – Repairs are being made to the flood valve on the Trac-Vac system.
 - BWTP – Crews are preparing the Smithsburg tank to be drained and cleaned.
- Instrumentation
 - BWTP – The clear well has been drained for decommissioning.
 - Orchard Hills Tank –Crews are preparing to drain the tank and add new signals for the level and mixing system.
 - Pump Station #2 – Upgrades are still in progress on the PLC/control panel.
 - Pump Station #3 – Repairs were made to the backup controller.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 0.7 feet (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 leak on Mitchell Avenue. A service leak was also repaired on Salem Avenue. Crews installed a new valve on the Orchard Hills tank. The leak survey program is still in progress.

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Laboratory

- Collected LT2 report for the source water monitoring of the Potomac River.
- Performed Orthophosphate split comparison on East and West transition mains.
- Completed annual Synthetic Organic Contaminants (SOC's) sampling.
- Collected disinfectant residual samples from Smithsburg.
- Process and regulatory testing was routine for the week.

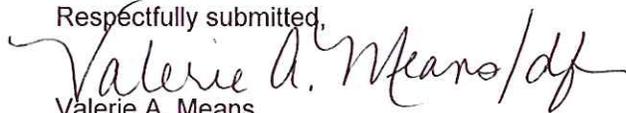
Engineering

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

- Staff met with a fire protection company representative to discuss distribution system conditions relative to a commercial fire pump test and an existing service adequacy.
- Staff attended a development review meeting at the County Planning Office.



Respectfully submitted,



Valerie A. Means
City Administrator