

City of Hagerstown, Maryland

Status & Information Report No. 21 for 2015

May 29, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JUNE 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm Work Session	3	4	5 Wind Down	6
7	8	9 4pm Work Session	10	11	12	13
14	15	16 4pm Work Session	17	18	19 Tour of Washington County – City Center : Hagerstown Criterium Race	20
21	22	23 7pm Regular Session	24	25	26	27
28	29	30 No Meeting – MML Convention/Ocean City				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- Please mark your calendar now for a Grand Opening and Ribbon Cutting for the Washington County Playhouse. The business is located at 44 North Potomac Street (please use back entrance) in City Center Hagerstown. The event will take place on Friday, June 5 at 4:00 p.m.
- The King Street Professional Center will celebrate with a Grand Opening and Ribbon Cutting on Monday, June 8 at 4:30 p.m. at 119 King Street in Hagerstown. A formal invitation will be emailed to you soon. Contact person is Lawrence N. (Chip) Alsip III, AIA, President.

2. **Events**

- City Councilmembers Lewis Metzner and Penny Nigh took part in the Memorial Day Wreath Laying Ceremony coordinated by Morris Frock Post 42, The American Legion, at the Washington County Courthouse on Sunday, May 24, 2015. Immediately afterwards, City Councilmembers placed a wreath at the Medal of Honor Triangle and Memorial Boulevard and visited the Korean War Memorial.
- The Western Maryland Blues Fest will be held this weekend from May 28 to May 31, 2015. The festival kicked off with the Blues Prelude featuring Paul Pfau, a finalist from NBC's The Voice. Approximately 800 people attended this free concert at University Plaza. The Blues Fest Poster Art Exhibit also opened at the Washington County Arts Council and the 2015 Blues Artist Corey Householder sold 70% of his works the first day. The official grand opening of the festival is Friday night at 6:30 p.m. The committee has met its sponsorship goal and has raised over \$111,000 to date.

- The Neighborhood 1st - Medal of Honor group, Robert W. Johnson Community Center, Inc. (RWJCC) and the Jonathan Street community will host the 3rd Annual Honoring Our Veterans Program on Sunday, May 31, 2015, 6:00 p.m. The program will start at the triangle of North Jonathan and Charles Streets with the laying of a wreath from Mayor David Gysberts. The program will continue at Wheaton Park with music and poetry. Special honoree is Mr. Benjamin "Ben" F. Taylor who served 26½ years of service in the U.S. Navy. Mr. Taylor's most recent accomplishment is graduating last week with his second Master's degree. The community is proud of Ben's many accomplishments and will honor him for all his achievements. Please come out and show your support.
 - Wind Down Friday will be held from 6:00 p.m. to 9:00 p.m. on Friday, June 5 in City Center Hagerstown.
3. **A&E District:** The Hagerstown A & E Management Team is planning the upcoming Sounds of the Square Event and a calendar listing will soon be released.
4. **This Week's Headlines and Media Releases:**
- Traffic Advisory: Western Maryland Blues Fest
 - E-casts:
 - Grand Opening and Ribbon Cutting for Washington County Playhouse
 - Spring Sprouts Grants EXTENSION
5. **Channel 25**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Emerald Ash Borer Public Information
 - Bike Month Promotion
 - Month in Review segment
 - Blues Fest Previews - Thursday, Friday, Saturday, Sunday
 - Building Safety Month Tips
 - Pop-Up Shops May Promotion
 - In production:
 - Memorial Park/Circle of Achievement Overview
 - Police Support Literacy with Books in Cruisers
6. **Websites**
- City Website:
 - Website analytics were unavailable this week.
 - engageHagerstown:

□ Total Participants	482
□ Unique Visitors	10,660
□ Page Views	49,982

 - Current topics:
 - ▶ How can we enhance pedestrian safety along Dual Highway?
 - ▶ What are some creative ways to incentivize pop-up businesses to make the City Center their permanent home?
 - ▶ What would you like to see on the big screen for this year's Movies in the Park series?

- ▶ What is the best way to make a splash and enhance the Potterfield Pool experience this summer?
- ▶ What do you believe is key for creating positive change in Hagerstown's future?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**
 - 32 East Washington Street – Brim Lo – retail sales of clothing
2. **Planning Commission:** The Planning Commission reviewed the following on Wednesday, May 27:
 - Land Management Code Text Amendment – agreed to recommend staff's revisions to fence heights on residential properties adjacent to commercial and industrial nonconforming uses in residential and mixed use districts per a suggestion from the Mayor and Council
 - Approved the site plan for stormwater management improvements at Park Circle as part of the Green Streets initiative (Review period: 27 business days/44 calendar days)
 - Reviewed proposed traffic control plan for the Northern Avenue entrance to Longmeadow Shopping Center requested by the Commission for inclusion in the site plan for the rehabilitation for the Sears Building site. Commission had no objection and the applicant will embed the plan in the pending site plan.
3. **Historic District Commission:** The HDC held a special meeting on May 21:
 - 100 North Potomac Street – The Patterson Hotel – approved modification of application to permit eight casement windows on the East Franklin Street façade.
 - Reviewed proposed Design Guidelines text amendments for window signage and demolition.
4. **Weekly Activity Report:** May 18–22, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	8	Residential -	4	Commercial -	3	Other -	1	8
Electric	13	Residential -	5	Commercial -	4	Other -	4	13
Plumbing	13	Residential -	10	Commercial -	2	Other -	1	13
Mechanical	7	Residential -	5	Commercial -	2	Other -	0	7
Engineering Dept.	4							4
TOTAL	45		24		11		6	45
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential	\$ 17,383.00				\$ 4,922,510.00			
Commercial	\$ 237,869.00				\$ 42,259,189.00			
Apartment	\$ 0.00				\$ 8,059,915.00			
Sign	\$ 4,290.00				\$ 317,769.00			
TOTAL	\$ 259,542.00				\$ 55,559,383.00			
<u>Projects of Interest</u>								
- Rebuild front porch, repair roof and replace window sashes at 170 West Washington Street – \$237,019								

RENTAL LICENSING PROGRAM YEAR EFFECTIVE JULY 1, 2015

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of May 18-22	303	618
New applications issued week of May 18 – May 22	5	5
Total 2015-2016 registered (includes changes since 5/1/15)	503	961
Percentage of total invoiced that have registered	15.0 %	10.7 %

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	\$ 46,350
Weekly adjustment/credits	\$ 1,350

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	43
Electrical	41
Plumbing	22
Mechanical	9
Safety	65
Neighborhood Vitality	70
Quality of Life	13
Preventive Maintenance	5
Planning & Zoning	5

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.

PARKS & ENGINEERING

1. **US 40 Paving Downtown.** SHA has opened the contract and Hetzer is the apparent low bidder. If the contract documents get signed in a timely manner, there should be no issue awarding the contract to Hetzer with an anticipated NTP for July 7. There is drainage work and some other minor work before the patching begins. We expect the downtown portion of Rt. 40 to be under construction most of the month of July.
2. **Community Gardens.** All 26 plots look great. Jenn Kane, a nutritionist with the University of Maryland Extension Office will be conducting classes entitled "**Garden to Meal**" on the LAST THURSDAY NIGHT OF THE MONTH this summer at the Community Garden on the following dates:
 - June 25
 - July 30
 - August 27
 - September 24

Weather permitting, all classes will be at 6 p.m. and include a cooking demo, tasting, and lesson on using produce to make delicious and healthy meals.

3. **May 22nd Geocache Event.** Over 1,400 visitors assembled to City Park for the GeoWoodstock XIII kick-off event on Friday, May 22. Freely open and accessible from 1pm-5pm, the Jonathan Hager House Museum and Hagerstown Railroad Museum & Engine 202 had over 400 visitors on site that day. Visitors traveled from as far as Belgium, California and of course locally to attend this one-day kick-off for the national GeoCache Summit held last weekend at the Agricultural Education Center & Rural Heritage Museum on Sharpsburg Pike. Attendees received a reward path tag and commemorative coins were available for sale, and will continue to be available for purchase at the Parks & Rec Office and online through our Active Network. The new City Park GeoTrail (with five new caches hidden in plain sight) will continue to attract visitors to our park and Hager House and Train Museums throughout the season. This effort has strengthened the partnership between CVB, WCMFA, and other City Park affiliates including Maryland GeoCache Society, to continue to draw regional visitors to downtown Hagerstown.
4. **Potterfield Pool.** Installation of the splash pad is now complete. State and County Health Department inspection approvals were obtained this week so the "soft" opening is this Saturday and a ribbon cutting on June 6th at 12:30 p.m.
5. **43-53 West Washington Street.** The contractor has completed the exterior renovation to the rear of this building and the Building Inspector and Fire Marshall have given their approval. We are only waiting for the final invoice to be able to close out the project.
6. **Engineering Division Items**

Traffic issues		
Description	Week of 5/22/15	Calendar Year-to-date
Traffic complaints received	5	63
Work Orders completed	2	45
Traffic counts completed	0	16
Construction Projects		
Description	Week of 5/22/15	Calendar Year-to-date
Projects advertised for bids	1	16
Projects under construction	10	1
Projects completed	1	1

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,646	Field Interviews:	73
Arrests/Warrants Served:	35	Moving Violations:	53
Domestic Violence Calls:	14	Parking Violations:	123
DUI Arrests:	2	Safety Repair Orders:	5
Reports Filed:	166	Warnings:	65

2. REPORTS

- **05/22/15:** Officer Fuqua was dispatched to CVS on North Cannon for a robbery in progress. A CVS employee stated he was assisting a customer with a transaction and had the cash register drawer in an open position. An unknown black male approached him from the side and quickly reached for the money over the counter. The CVS employee grabbed the money from the suspect. The suspect fled the store with no money. A photograph was obtained through Loss Prevention and sent for dissemination.
- **05/24/15:** Officer Rutkowski responded to Prospect Street for a burglary report. The victim advised he left his residence for approximately three hours and when he returned he discovered his kitchen window had been pushed in and access was gained to the house. The suspect stole three laptops and a cell phone. No further information is available at this time.
- **05/25/15:** Officer Culp responded to Meritus Medical Center for a drug overdose report. The patient stated he smoked some Spice in a pipe and began to feel sick. His health worsened and was transported to MMC by ambulance. He did recover from this incident. The Narcotics Task Force will conduct a follow up.
- **05/26/15:** Officer White was dispatched to Park Lane for a theft from a motor vehicle. The victim stated her purse was taken from her vehicle. She had already contacted her bank and cancelled her debit card. She noticed that there were ashes on the front seat and advised that no one drives that vehicle that smokes. No further information is available at this time.

3. OTHER NEWS/INFORMATION

- **Officer of the Month:** Officer Michael Young has been selected as Officer of the Month for April 2015. Officer Young has been employed by the City of Hagerstown for one year and is currently assigned to the Patrol Division.

On April 14, 2015, Officer Young conducted a traffic stop on a vehicle which he observed driving erratically with a flat tire. Upon contacting the driver, Officer Young observed that the driver appeared to be under the influence of some substance. Upon questioning, the driver admitted that he had taken numerous prescription pills in an attempt to harm himself. Officer Young then advised the driver that an ambulance had been called and that he would need to go to the hospital for treatment. The driver became upset and refused to exit the vehicle. The driver advised that he had a gun and started to raise a loaded handgun. Concerned for his safety and the driver's safety, Officer Young deployed his Taser which incapacitated the driver long enough to be safely taken into custody without injury to himself or Officer Young.

Due to his keen observations and quick reaction, Officer Young was able to intervene and prevent a tragedy involving a subject intent on taking his own life. Because of this incident, Officer Young has been selected as the Hagerstown Police Department Officer of the Month for April 2015. The Hagerstown Police Department is proud to have dedicated officers such as Officer Young as one of its own and congratulates him for a job well done.

- ***Torch Run To Benefit Special Olympics:*** Hagerstown's Law Enforcement Special Olympics Torch Run will be held on Wednesday, June 3, 2015 at the Hagerstown City Fairgrounds Park. This year the Fairgrounds - Pangborn Park venue was selected to create a community friendly atmosphere, and assure a safe environment for the athletes.

Registration will begin at 10 a.m. at the South Pavilion. The event will commence at 12 p.m. and end by 2 p.m. On completion of the 1.0 or 2.3 fun run/walk, a picnic lunch will be provided. The event is open to the general public. Registration will take place the day of the event. A fee of \$15 covers lunch and the 2015 Torch Run t-shirt.

Beginning June 1st, thousands of Law Enforcement Officers and Special Olympics athletes across Maryland will run the Flame of Hope™ hundreds of miles, culminating at the Summer Games Opening Ceremony on Friday, June 5 at Towson University. The Torch Run's intent is to raise funds for Maryland Special Olympics programs and to share time with Washington County Athletes as they prepare for their summer games. Police Officers run the entire route accompanying the special athletes.

Please join local law enforcement and Special Olympic athletes to support the life changing benefits Special Olympics Athletes experience through the spirit of sports competition.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	254	253
	University District Deck	296	426
	Downtown Parking Lots	404	403
Number of Patrons Using Decks	A & E Deck	1,533	2,308
	University District Deck	1,637	2,216
Sales of Discount Coupons		125	0
Number of Citations Issued	(Includes Warnings)	146	157
Number of Late Payment Notifications		58	57
Number of Cars Booted		0	2
Peak Occupancy (%)	A & E Deck	68% (Thurs @ 2 pm)	83% (Sat @ noon)
	University District Deck	50% (Mon @ noon)	66% (Tue @ noon)

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	0	2
Human Resources	0	1
Light	2	0
Parks & Engineering	0	1
Police	6	12
Public Works	4	4
Wastewater	1	1
Water	5	1
Weekly Totals	18	22

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Sun. 5/24 - 119 North Locust Street - total outage; aluminum ladder fell across service wires.
Time Out: 13.0-13.9

- Mon. 5/25 - Behind City Water tower on Rockwillow - large tree fell across triplex causing pole to break off. Time Out: 6.3-7.9

- Tues. 5/26 - Salvation Army - Frederick Street - lines arcing; triplex was replaced.
Time Out: 20.7-21.5

- Wed. 5/27 - 44 West Side Avenue- partial outage; burnt triplex service was replaced.
Time Out: 15.1-16.2

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.

- Line crews continue trimming trees in various residential locations.

- Staff has begun the new service installation to 100 North Potomac Street.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
23	0	5	0

Engineering Staff worked on the following projects:

- Engineering staff completed multiple permit reviews, underground locates, and service upgrade requests.

- Staff is working with the electrical contractor in Cortland Villas to install additional streetlighting facilities in their final phase onto the Potomac Edison System.

Administration:

- Staff is prepared a list and will be requesting pricing for the sale of faulted/scrap distribution transformers and miscellaneous oil-filled equipment.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 20, 2015	6.36	0.00
Thursday, May 21, 2015	6.29	0.10
Friday, May 22, 2015	6.12	0.00
Saturday, May 23, 2015	5.85	0.00
Sunday, May 24, 2015	5.66	0.00
Monday, May 25, 2015	5.93	0.00
Tuesday, May 26, 2015	5.88	0.00
Weekly – Avg. Flow / Total Rainfall	6.01	0.10
May – Avg. Flow /Total Rainfall	6.44	2.87

Miscellaneous

- Efforts to get the plant computer servers back up to full operation are still in the works.
- Replaced 8" balancing valve on BNR scrubber.
- Disassembled 6" DI suction piping for #2 sludge storage tank and cleaned.
- Disconnected electric service and seal water to #2 primary sludge pump and assisted contractor with replacement.
- Replaced cell #4, Mod #10 airlift on sand filters.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	11	871	205	14
Flushing	15, 16, 22	9,214		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main & Lateral	11	1	Offset Joint	5

Collection System Maintenance Task

- Finished cleaning in district 15 and started district 16.
- Started CCTV inspections in District 22 for 2016 street overlay.
- CCTV 114/116 North Street to confirm location of Wye at main.
- Installed Bio-Bags throughout collection system to control FOG.
- Replaced grinder pump at 20102 Teakwood.
- Exercised all emergency generators, and downloaded flow data at Newgate interceptor.
- Removed #1 pump, set new pump, motor and plumbing at Station 8.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	0	0
YTD 2015	34	36	4	4	2	27	107

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

Engineering

- Staff attended a Plan Review Committee meeting at City Planning.
- Engineering staff met to discuss a pipe line modification for Yale Drive.

Wastewater Laboratory

- Shipped loaner autosampler back to Hach. Our unit was re-aligned and is now operating smoothly and consistently.
- Continued training lab technician as the next industrial pretreatment sampler.

- Collected industrial wastewater 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>
5/21/15	12.47		12.47
5/22/15	12.64		12.64
5/23/15	12.62		12.62
5/25/15	12.10		12.10
5/26/15	12.96		12.96
5/27/15	12.84		12.84
5/28/15	12.38		12.38
<i>Average</i>			12.57

Water Production at R C Willson

- The Phase IV construction project is nearing completion. The clear-well upgrades are complete and the clear-well is currently being disinfected per AWWA standards.
- *Operations*
 - Routine facilities maintenance occurred throughout the week.
- *Maintenance*
 - Maintenance staff completed routine preventive maintenance.
- *Instrumentation*
 - Staff continued to assist ABB with the SCADA upgrades for the Phase IV project.

Water Production at Breichner

- The Edgemont Reservoir is currently -10.15 and the by-pass is slightly open and the hydrant is closed to maintain the reservoir level a minimum of -10.0 feet below crest. Triad Engineering continues to work on-site completing the resistivity study.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. Crews continue to install new radio read meters throughout the distribution system. Staff is also working on the large meter testing program – approximately 130 meters have been tested this year. Crews are working on Buford Drive installing a new water main. Staff is also assisting with the State, County, and City overlay projects. Preparation is underway to start the annual fire hydrant flushing program.

Laboratory

- Compared pH units using a certified pH QC sample of known value. Both bench-top units are reading the sample within 0.1 pH units.
- Revised CCR to include language regarding our consent agreement with the state, as well as our change to enhanced coagulation.
- Addressed customer concerns regarding the quality of their water.
- Revised RFP for LT2 sampling and sent to Water Division Manager for review and submittal to the Finance Department.
- Reviewed microbiological checklist for upcoming triennial inspection by MDE. Our inspection is scheduled for October 2015.
- Monitored high chlorine residual in the O.O.S. section of clear-well at R.C. Willson WTP.

- 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 Plan	2	1
Preliminary Plat	0	0
Final Plat	0	0
Building Permit	19	2

- Staff met with the County Department of Plan Review and Permitting, site and building contractors and the consultant regarding a Traffic Control Plan for a commercial development.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with the Distribution Superintendent to discuss a water main extension plan for a commercial property.

Respectfully submitted,

Bruce Zimmerman
City Administrator