

# City of Hagerstown, Maryland Status & Information Report No. 22 for 2016

June 3, 2016

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

### JUNE 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 5pm Western MD Blues Fest @ University Plaza	3 5:30pm Western MD Blues Fest @ City Center Lot	4 12pm Western MD Blues Fest @ City Center Lot
5 12pm Western MD Blues Fest @ City Park Bandshell	6	7 4pm Work Session	8 4pm Planning Commission Meeting	9 4:30pm Historic District Commission Meeting	10 7pm Outdoor Movies at City Park	11 7am Community Yard Sale @ Fairgrounds Park Stables  8am Fishing Frenzy @ Pangborn Park
12	13	14 4pm Work Session	15	16	17	18
19 7:30pm Hagerstown Municipal Band Concert	20	21 7pm Regular Session	22	23 4:30pm Historic District Commission Meeting	24 7pm Outdoor Movies at City Park	25
26 7:30pm Hagerstown Municipal Band Concert	27 MML Convention in Ocean City	28 No M&C Meeting  MML Convention in Ocean City	29 MML Convention in Ocean City  7pm Planning Commission Meeting	30		

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **BluesFest Update:** Staff and committee members continue to coordinate all details of the 21st Annual Western Maryland Blues Fest. The festival kicked off with The Blues Prelude at University Plaza on Thursday and will continue in City Center Friday and Saturday and conclude on Sunday with the Family Blues Picnic at City Park. Official Opening Ceremonies will be on Friday at 6:30 p.m.
2. **Main Street:** The Downtown Coordinator met with Main Street Hagerstown co-chairs to discuss work plans for the upcoming year and to strategize for the Second Saturday event series.

3. **Events:**
- Wind Down Fridays: 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

## FIRE DEPARTMENT

1. **New Pierce Tractor Drawn Aerial Ladder Truck:** A new 100' Pierce Arrow Tractor Drawn Aerial arrived at the Fire Department Administrative Office, Friday, May 27<sup>th</sup>. The new ladder truck will replace a 1997 Simon Duplex. Training has begun on the new ladder truck with each of the three Fire Department shifts completing a rigorous training course developed by Battalion Chief Adam Hopkins. The anticipated in-service date is July 1, 2016.

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

### COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
- Experience the Hager House with American Doll Tours
  - Community Groups Honor Those Who Have Died in Military Service
  - Traffic Advisory: Church Street & Nottingham Road
  - E-casts:
    - Downtown Traffic Advisory for Saturday, June 4<sup>th</sup>
    - The Greens at Hamilton Run - Specials & Upcoming Events
    - Give Your Time, Get Into Blues Fest for Free!
    - See You Tomorrow at the Western Maryland Blues Fest!
2. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
    - Blues Fest Promotions
    - Swim Lesson Promotion for Potterfield Pool
    - Blues Fest Previews
    - Korean War Memorial Feature
3. **Websites:**
- City Website:
    - About 10,200 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of May 23 - May 29, 2016

- Top entrances (first page users accessed on the website):
  - ▶ Home page 3,808 users
  - ▶ Potterfield Pool page 517 users
  - ▶ Utility Billing page 439 users
- Top Searches:
  - ▶ "rental licensing"
  - ▶ "city code"
  - ▶ "police report"
  - ▶ "brito"
  - ▶ "noise ordinance"

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **FY 2017 POS Funding.** The Washington County Commissioners awarded funds as follows:
  - Hagerstown Cultural Trail (land acquisition) - \$50,000.00
  - Park Amenities, benches, tables - \$26,486.00

The funds now have to be approved by the State and will be available early in 2017.

2. **Bikeways Grant.** We submitted a request for \$108,000 grant (with \$2,000 match) for bicycle infrastructure based on the **2016 Master Plan Update** approved last week. The request is the first phase of implementing the new plan. We will hear in September if we got the funds.
3. **South Prospect Street Wall.** We advertised Contract 16-WR-08 to replace the stone wall on South Prospect Street north of the bridge. Bid opening will be July 7, 2016.
4. **Alley Reconstruction.** Design is nearly complete on reconstruction of eight alleys, so we are going to proceed with advertising those alleys in one contract which is expected to account for about half of the funding this year. We will continue design and advertise a second contract in the Fall.
5. **Street Tree Warranty.** The warranty period for the 500 trees that were planted last year ends on June 19<sup>th</sup>. We have scheduled a walk-through with the contractor to identify dead trees that will be required to be replaced this Fall. As soon as the dead trees are marked and agreed to be replaced, we could remove the dead trees.

6. **Engineering**

Traffic issues		
Description	Week of 5/27/16	Year to date
Traffic complaints received	6	80
Work Orders completed	5	49
Traffic counts completed	2	21
Construction Projects		
Description	Week of 5/27/16	Year to date
Projects advertised for bids	1	9
Projects under construction	11	
Projects completed	1	3

**PARKS & RECREATION DIVISION**

1. **Pool Opens.** Hundreds of people visited the pool this weekend to enjoy the summer-like weather. We had several issues with the pool management company and have met with them to resolve them.
2. **Blues Fest.** We are assisting with preparations for this weekend's 4-day event. Thursday is the kick-off in University Plaza, Friday and Saturday is downtown and Sunday is at City Park.
3. **Maintenance.** We continue to do building and grounds maintenance: painting, mulching, seeding, trimming, etc. Due to the recent amount of rain, we are busy with a lot of weed control.
4. **Golf Course**
  - Monthly Specials for June and July:
    - Monday through Thursday - 18 Hole with cart special for \$20; \$15 for seniors over age 62.
    - Twilight rates/7 days a week/6pm – dusk: 15 for a single, \$25 for a duo.
    - Kids 16 and under golf FREE 7 days a week with a parent (cart rental not included).
  - Thanks to our Sponsors! Our Tee Markers have been revamped, and newly sponsored by local businesses!
    - Younger Toyota
    - BCT
    - YMCA
    - Central City Liquors
    - Shepherd University
    - Hagerstown Suns
    - Hagerstown CVB
    - Anthony's Pizza

The Greens  
AT HAMILTON RUN

**June & July Golf Specials**

- \* **Kids Golf Free with a Parent**  
16 and under
- \* **WEEKDAYS: 18 Holes w/ Cart: \$20 | Seniors: \$15**  
Mon - Thurs
- \* **TWILIGHT RATES: Single: \$15 | Duo: \$25**  
7 days/week; 6pm - dusk

NOW SERVING: [www.hagerstowngreens.com](http://www.hagerstowngreens.com)

**PLANNING & CODE ADMINISTRATION**

1. **Zoning Certificates Issued:**
  - 219 Frederick Street – Hyper Force X – auto repair and storage.
2. **New Development Cases:**
  - 733 Dual Highway – D & D Motors – site plan for automobile sales.

3. **Planning Commission:** The Planning Commission will review the following matters at its June 8 meeting:
- 17996 Garland Groh Boulevard (Lot 6A) – Aschenbach II LLC – final plat.
  - Concept Plan for Stormwater Management – Enterprise Rent-A-Car – 700 Dual Highway.
  - 700 East First Street – National Golden Tissue – waiver requests (sidewalks and street lighting).
  - Land Management Code – 2016 Package of Amendments – recommendation to Mayor and City Council.
  - Comprehensive Plan Update: Growth Management & Land Use Element (continued from meeting on May 25).
4. **Historic District Commission:** The HDC reviewed the following cases on May 26:
- 840 Hamilton Boulevard – Terry Jenkins/Mr. Fix It Home Services – approved repairs to rear porch.
  - 827 Oak Hill Avenue – Alan Fogle – approved a front porch alteration.
  - 140 South Potomac Street – Baer Sign Service for CAPYBARA LLC – this case was deemed to be replacement in kind of a damaged sign and was withdrawn by staff prior to the meeting.
  - 12810 Shank Farm Way – TMG Studios for Olney Winery – applicant requested a continuance to the June 9 meeting (signs for new tenant).

The following cases will be considered on June 9:

- 12810 Shank Farm Way – TMG Studios for Lorie Dixon/Olney Winery – Multiple Signs.
- 140 West Antietam Street – Gideon Properties, LLC – Fence.
- 135 West Washington Street – Washington County Historical Society, Inc. – Handicap Lift.

5. **Weekly Activity Report: May 16–27, 2016**

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	7	Commercial -	2	Other -	3	17
Electric	23	Residential -	15	Commercial -	8	Other -	0	23
Plumbing	14	Residential -	12	Commercial -	1	Other -	1	14
Mechanical	11	Residential -	6	Commercial -	5	Other -	0	11
Engineering Dept.	36							35
<b>TOTAL</b>	<b>96</b>		<b>40</b>		<b>16</b>		<b>4</b>	<b>100</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential	\$ 62,167.00				\$ 3,984,253.00			
Commercial	\$ 203,156.00				\$ 24,440,651.00			
Apartment	\$ 634,000.00				\$ 1,167,533.00			
Sign	\$ 0.00				\$ 403,848.00			
<b>TOTAL</b>	<b>\$ 899,323.00</b>				<b>\$ 29,996,285.00</b>			
<b>Projects of Interest</b>								
- Construct 12 unit apartment building at 10 Scarlet Hills Drive - \$600,000								
- Interior renovations in existing lab area at 34 Charles Street - \$50,000								
- Minor interior renovations to create shell space at 17620 Garland Groh Boulevard - \$75,000								

<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016</b>		
	<b>PROPERTIES</b>	<b>UNITS</b>
Registrations received week of May 16 – May 27	555	1,413
New applications issued week of May 16 – May 27	17	27
Total 2016-2017 registered (includes changes since 5/1/16)	814	1,929
Percentage of total invoiced that have registered	23.5 %	21.2 %
<b>Notes:</b> The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016.		
<b>PAYMENT</b>		
Weekly payment received	\$ 105,165	
Weekly adjustment/credits	\$ 3,375	
<b>INSPECTIONS</b>		
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>	
Building	63	
Electrical	92	
Plumbing	40	
Mechanical	22	
Safety	122	
Neighborhood Vitality	213	
Quality of Life	8	
Preventive Maintenance	80	
Planning & Zoning	4	
<b>INSPECTIONS KEY:</b>		
<b>Categories of Conditions</b>		
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:	1,815	Field Interviews:	43
Arrests/Warrants Served:	20	Moving Violations:	48
Domestic Violence Calls:	31	Parking Violations:	130
DUI Arrests:	2	Safety Repair Orders:	4
Reports Filed:	156	Warnings:	79

## 2. REPORTS

- **05/26/16:** Officer Daveler responded to Key Avenue for an attempted burglary. The victim stated his son was mowing when he discovered a screen removed from the exterior of the house. The victim seems to think it may be the same person that broke into the residence earlier in the month. Fingerprints were found and a technician responded to the scene and latent prints were obtained. This case has been forwarded to the Criminal Investigation Division. No further information is available.
- **05/27/16:** Officer Young was dispatched to South Locust Street for a report of a robbery in progress. The victim stated she was assaulted by two known black females. The females were invited to the victim's house when one of the invited females stated the victim owed her money. An argument over money ensued between the victim and one of the other females. The argument turned physical and the visiting female struck the victim and took the victim's money. The officer will be filing charges on the suspects.
- **05/29/16:** Officer Reese responded to Freddy's Sub Shop on Park Lane in reference to a burglary reported. The manager advised that the business was closed on Memorial Day but she came in to check the building since there has been recent burglaries. She discovered that a small lock box that contained coins was now empty. No one in the area saw or heard anything unusual. No further details are available.
- **05/30/16:** Officer Z. McKoy was dispatched to the intersection of Mill and Frederick Streets for a male reporting an assault. The male was highly intoxicated and stated a friend had assaulted him. He did not know the friend's full name and there were no witnesses. The victim was transported to Mertius Medical Center for treatment. No additional information is available.
- **06/01/16:** Officer Biden responded to East Ridge Drive for a reported theft from a vehicle. The victim advised someone had broken into her secured vehicle and stole her wallet. She was advised to contact her bank and cancel her credit cards. The officer checked the immediate area for the wallet or remnants of the wallet which yielded negative results.

## 3. PRESS RELEASES

- On 05/16/16 at 7:54 p.m. officers responded to Terrace Liquors located at 708 Pennsylvania Avenue for a report of an armed robbery. Upon arrival officers were advised that a male had entered the business, displayed a handgun and demanded money. The suspect is described as a black male in his 20's, approximately 5'11' and medium build, wearing a dark hooded sweatshirt, dark pants, dark ski cap and dark bandana over his face. The suspect fled to the rear of the store towards Prospect Avenue and entered a small dark colored vehicle which fled from the area in an unknown direction of travel. The suspect obtained an undisclosed amount of money. No one was injured during the incident. The police department is seeking the public's help in identifying the suspect. If you have information about this incident or have knowledge of the identity of the suspect, please contact Detective Ackerman at 301-790-3700X242 or at [crimetip@hagerstownpd.org](mailto:crimetip@hagerstownpd.org).



- **Retired Metropolitan Police Captain to Lead Hagerstown Police Department.** The City of Hagerstown is pleased to announce Victor V. Brito as the next Chief of Police for the Hagerstown Police Department. Brito has 25 years of experience serving the District of Columbia with the Metropolitan Police Department where he earned multiple promotions throughout a progressive career path. His first day in Hagerstown will be Monday, June 6th, and he will take his Oath of Office at the Mayor and City Council's Work Session on Tuesday, June 7, 2016.



Captain Paul "Joey" Kifer has been serving in the role of Acting Chief since Chief Mark Holtzman retired in September of 2015. Valerie Means adds, "I thank and commend Captain Kifer for his service and performance of duties during this transition. His leadership has provided consistent direction for the Department, and he has carried forward the momentum of ongoing efforts with police and community initiatives. He will continue to play an active role as a public safety leader in Hagerstown."

Congratulations and welcome to Chief Brito and a special thank you to Captain Kifer.

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	280	311
	University District Deck	274	243
	Downtown Parking Lots	554	553
<b>Number of Patrons Using Decks</b>	A & E Deck	1,821	2,077
	University District Deck	1,605	2,254
<b>Sales of Discount Coupons</b>		10	0
<b>Number of Citations Issued</b>	(Includes Warnings)	174	143
<b>Number of Late Payment Notifications</b>		59	36
<b>Number of Cars Booted</b>		0	0
<b>Peak Occupancy (%)</b>	A & E Deck	77%	85%
		Wed @ 2 PM	Sat @ 4 PM
	University District Deck	66%	67%
		Wed @ Noon	Mon @ Noon

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	0	1
Fire	2	3
Human Resources	0	0
Light	6	2
Parks & Engineering	2	5
Police	13	13
Public Works	11	5
Wastewater	3	1
Water	5	6
<b>Weekly Totals</b>	<b>42</b>	<b>36</b>

**UTILITIES DEPARTMENT**

**WATER DIVISION**

**Plant Flows - System Demand (MGD)**

Date	Willson	Breichner	Total
05/26/16	12.60		12.60
05/27/16	12.26		12.26
05/28/16	11.80		11.80
05/29/16	11.25		11.25
05/30/16	12.15		12.15
05/31/16	11.98		11.98
06/01/16	12.02		12.02
<i>Average</i>			<i>12.00</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: Staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed. Staff is monitoring the backwash tank – the tank appears to be leaking which will require modification to operations to allow for a comprehensive inspection.
- Instrumentation: Staff worked on the installation of turbidimeters on the pre-sedimentation basins. Staff continues to provide assistance on the West End Tank project.

**Water Production at Breichner/Edgemont Reservoir**

- The Edgemont Reservoir water level is 19.7 feet. The 24" sluice gate is now open 55 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 continue to work throughout the service area providing routine customer service work. The large meter testing program is on-going as it the residential meter replacement program. Crews will begin hydrant flushing on Monday. Crews also repaired two leaks on Nottingham.

### Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Distributed Lead and Copper sample kits.
- Prepared Annual Consumer Confidence Report. Requested quotes from HBP, Tri State Printing, and Copy Quik.
- Collected composite sample from Lagoon discharge.
- 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

- Staff attended a development review meeting at the County Planning Office.
- Staff met with County Planning regarding the final approval of a restaurant alteration site plan.
- The West End Tank Painting project is approximately 95 %.

## WASTEWATER DIVISION

### Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 25, 2016	7.89	0.00
Thursday, May 26, 2016	7.83	0.00
Friday, May 27, 2016	7.29	0.50
Saturday, May 28, 2016	7.14	0.00
Sunday, May 29, 2016	6.71	0.05
Monday, May 30, 2016	6.96	0.07
Tuesday, May 31, 2016	6.87	0.00
Weekly – Avg. Flow / Total Rainfall	7.24	0.62
May - Avg. Flow/Total Rainfall	7.59	5.56

- Continued replacing suction and discharge piping on Hypochlorite pumps.
- Removed temporary wiring and controls for ozone pilot testing at Primary Clarifiers.
- Made repairs/upgrades for safety issues found during monthly inspection.
- Exercised Bar Screen bypass gates.
- Replaced defective mixer and relay at BNR.
- Routine maintenance (MP2 Program) and Corrective Work orders.
- Contractor's onsite:
  - JCC, is scheduled to start excavation work.

## Wastewater Collection

### SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	5,7,11	678'	375'	20
Flushing	4	10,820'		

### Collection System Maintenance Task

- Grinder Pump at 1533 Kensington Drive, breaker tripped to pump.
- Grinder Pump at 1629 Woodlands Way, reset and turned down smart switch.
- Grinder Pump at 1635 Woodlands Way, replaced relay.
- Pulled grab sample and met with WWTP Superintendents at manholes #05101& #07176, to discuss the sponges found in system.
- Replaced lateral at 331 Radcliffe Avenue from main to curb.
- Cleaned wet well for A.R&E.
- Hagerstown Housing Authority picked up 27 manhole inserts.
- Pump Station 2, control work.
- Pump Station 3, found plug not making contact to sense line power in ATS at station.
- Pump Station 7, replaced 2-3volt batteries in ATS.
- Pump Station 8, cleaned wet well.
- Pump Station 21, replaced "Pump-Off" float.
- Pump Station 22, draw down testing with Carroll from STH, installed new impeller, will install deflector on influent next week.
- Unit 518; installed new battery terminals on generator.
- Chlorinated Pump Stations 2, 8, 18, and 23.
- Trimmed weeds at Pump Stations 2, 3, 8, and 28.
- Exercised emergency generators at various lift stations.
- Collected Newgate flow data.
- Dropped Bio-bags at various Pump Stations and trouble spots.
- Installed 25 manhole conversions in District 5.
- Cleared around manhole #17002 (behind RD McKee), hauled in millings and made an access road for contractor to use during upcoming lining project.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	0	0	0	0	1
YTD 2016	29	27	4	0	1	56	117

\* 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.
- Seven bids were received for the Collections System Rehabilitation Project.



Respectfully submitted,

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

Valerie Means  
City Administrator