

City of Hagerstown, Maryland

Status & Information Report No. 24 for 2016

June 17, 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 1pm Work Session 2pm 94 th Special Session 2:10pm Work Session (continued)	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. **Main Street:** Amanda Whitmore, Downtown Coordinator, attended the quarterly meeting for Main Street Maryland held in the town of Cambridge. The State shared updates from the National Main Street conference held in early May, Main Street Managers discussed successes and challenges in their Main Street community and provided a tour of Main Street Cambridge.

Amanda also attended the Business Relations work group meeting. The group discussed next year's work plan goals.

2. **Events**

- **Tour of Washington County.** Logistics were coordinated for the City's portion of the Tour of Washington County bicycle race which will be held on Friday, June 17 in the streets of City Center. The bike parade starts at 5:30 p.m. and racing begins at 6 p.m. The race route consists of a loop on portions of West Washington Street, South Potomac Street, West Baltimore Street, Hood Street, and Summit Avenue.
- **Miss Maryland.** Miss Maryland and Miss Maryland's Outstanding Teen Pageants will be held in Hagerstown at The Maryland Theatre in June. Preliminaries will be held Wednesday–Friday, June 22–24, at 7:30 p.m. Saturday, June 25 will be the final evening of competition at 7:00 PM. The Mayor's Luncheon will be held on Friday, June 24 at 12 p.m. at Bulls and Bears Restaurant.
- **Event Logistics Update.** Staff coordinated an Event Logistics Team meeting to review plans with representatives from upcoming events including Fireworks at Fairgrounds Park, Hagerstown Hopes July 16) and Comic Con at the Washington County Library (August 13). During summer months, team meetings will be held twice a month, if needed, and monthly as needed during Fall and Winter months.
- **Wind Down Fridays.** Upcoming Wind Down Fridays include:
 - 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. **INSPECTOR 1 COURSE.** A total of 53 firefighters completed the Maryland Fire and Rescue Institute Inspector I course. This is a 30 hour course that was completed by personnel on shift to enhance their abilities while performing building inspections. These personnel will be applying for their national certification shortly.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
- Frederick Business Expands with New Hagerstown Beauty Salon
 - Traffic Advisory: East Avenue
 - Traffic Advisory: Tour of Washington County
 - E-casts:
 - Housing Summit - Register Now
2. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:
- Kiwanis Park Grand Opening
 - Police Body-Worn Cameras Public Information

- Swim Lesson Promotion for Potterfield Pool
- Birdwatching Promotion
- Tommy 202 Promotion
- Summer City Events Promotion

3. **Websites:**

- City Website:
 - About 11,400 users visited www.hagerstownmd.org for the week of June 6 - June 12, 2016
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,753 users
 - ▶ Potterfield Pool page 614 users
 - ▶ Outdoor Movies page 483 users
 - ▶ Utility Billing page 466 users
 - Top Searches:
 - ▶ "fireworks"
 - ▶ "jobs"
 - ▶ "electricity"
 - ▶ "pool"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Burhans Boulevard Bridges.** Work continues on the extensive sub structure repair of the three bridges over Norfolk Southern Railroad. Work is expected to continue into late fall. WHO51 near the TBH Concrete plant is being delayed by the lack of flagmen by the railroad. The south most bridge near Sherman Avenue has to be jacked up and temporarily supported to take the load off the piers while they are addressing the extensive concrete damage and strengthened the pier caps with fiber wrap.



2. **Maryland State Arts Council.** The Washington County Arts Council, Inc. was awarded a \$5,000 grant for the Cultural Trail Art.
3. **Red Light Violations.** We are assisting HPD at two intersections for determining total violations.
4. **Street Trees.** After meeting with the tree contractor to identify the 68 dead trees they have to replace this Fall, we are removing the dead trees from the parks over next few weeks. We are also developing a list of additional trees to be planted this Fall with recently acquired Forest Conservation funds, and will issue a change order to plant an additional 30-40 trees.

5. **Engineering**

Traffic issues		
Description	Week of 6/10/16	Year to date
Traffic complaints received	3	84
Work Orders completed	3	53
Traffic counts completed	2	25
Construction Projects		
Description	Week of 6/10/16	Year to date
Projects advertised for bids	0	9
Projects under construction	10	
Projects completed	0	4

PARKS & RECREATION DIVISION

1. **Ice Rink.** The scheduled maintenance at the rink is underway. The 20-year old+ cooling tower that is part of the ice making system was replaced. Per the Agreement, City funds helped pay for a portion of the tower and the Parks staff also assisted. The ice was allowed to melt to do maintenance to the dasher boards and subsurface. Work is also being done to maintain the ice groomer. A new score board is also being installed soon. The ice should be back I by Sunday when full activities will resume.



2. **Special Event Prep.** We are assisting this Friday night's Relay for Life at Fairgrounds Park and this 3-day weekend's Shakespeare in the University Plaza.
3. **Outdoor Movies.** Potterfield Pool hosted a Dive-In movie and evening swim on Thursday, June 9th. City Park hosted 500 people or more for a free showing of the movie Zootopia on Friday, June 10th in the band shell.



4. **Hager House and Railroad Museum.** The Hager House and City Park Railroad Museum hosted approximately 40 volunteers from Citi on Saturday, June 11th as part of their Global Community Day project. Citi volunteers helped at the Hager House mulching and de-weeding the gardens, raking and maintaining the grounds around the house and museum, and general clean-up around the facilities. Volunteers assisted at the Railroad Museum painting three cabooses and the Museum building.



5. **Fishing Frenzy.** Special thanks to MIHI for hosting this event at Pangborn Park. The Fishing Frenzy is geared toward children 12 and under, seniors 65 and above, and to those with disabilities.



PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
 - 570 Northern Avenue – Auto Doctor – auto repair and maintenance.
 - 851 Park Lane – Byrd Auto Detailing – auto detailing business.
2. **Historic District Commission:** The HDC reviewed the following cases on June 9:
 - 12810 Shank Farm Way – TMG Studios for Lorie Dixon/Olney Winery – approved multiple signs.
 - 140 West Antietam Street – Gideon Properties, LLC – approved a chain link fence in the rear of the property, as long as it is coated in green or black vinyl.
 - 135 West Washington Street – Washington County Historical Society, Inc. – approved a handicap lift on the rear porch.

The following cases will be considered on June 23:

- 269-271 South Prospect Street (Rear) – WLR Holding Company – Replace Porch Columns.
- 1020 Oak Hill Avenue – Timothy Harman – demolish garage.
- 157 South Prospect Street – Kim Winders – repair front porch.
- 13 North Potomac Street – Sheldon Green – Replace Upper Floor Windows.

3. **Congress for New Urbanism Conference:** The Department director attended CNU 24 in Detroit on June 8-11. Very interesting downtown, although many vacant storefronts and some very large commercial buildings that have been vacant for 20 or more years. Very walkable downtown with short blocks and many entertainment and cultural facilities clustered in and around the downtown. There is a lot of optimism about revitalization activities occurring or planned for the downtown and the midtown areas of the city. Many of the neighborhoods (mostly very low density) will struggle for a long time given the huge population loss suffered by this very large and sprawling city. Saw a lot of vacant lots from demolition activity in neighborhoods that resemble the North End of Hagerstown. CNU focuses very much on how codes can assist or hinder good things from happening in infill development, redevelopment of existing structures, and new development. Attended interesting sessions on walkability, road diets, innovative development activities by CDC's (without financial assistance from the City), building places people love, lean codes, land banks, business incubators, and other entrepreneur assistance programs. Excellent food for thought for Hagerstown. CNU 25 will be in Seattle in early May 2017.

4. **Weekly Activity Report: June 6 – June 10, 2016:**

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	9	Residential -	4	Commercial -	5	Other -	0	5
Electric	21	Residential -	9	Commercial -	11	Other -	1	21
Plumbing	12	Residential -	10	Commercial -	2	Other -	0	13
Mechanical	11	Residential -	4	Commercial -	7	Other -	0	11
Engineering Dept.	5							11
TOTAL	58		27		25		1	61
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential					\$ 40,894.00			\$ 4,051,080.00
Commercial					\$ 0.00			\$ 24,960,651.00
Apartment					\$ 2,200.00			\$ 1,169,733.00
Sign					\$ 0.00			\$ 403,848.00
TOTAL					\$ 43,094.00			\$ 30,585,312.00
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of June 6 – June 10					320	808		
New applications issued week of June 6 – June 10					9	12		
Total 2016-2017 registered (includes changes since 5/1/16)					1,256	3,137		
Percentage of total invoiced that have registered					36.2 %	34.5 %		
Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016.								
PAYMENT								
Weekly payment received		\$ 60,600						
Weekly adjustment/credits		\$ 700						
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	31							
Electrical	45							
Plumbing	23							
Mechanical	2							
Safety	72							
Neighborhood Vitality	98							
Quality of Life	3							
Preventive Maintenance	5							
Planning & Zoning	2							

INSPECTIONS KEY:	
Categories of Conditions	
Safety	Conditions which are or reasonably present a hazard to occupant or public. <u>Example:</u> No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property <u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. <u>Example:</u> Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. <u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. <u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,792	Field Interviews:	61
Arrests/Warrants Served:	15	Moving Violations:	41
Domestic Violence Calls:	34	Parking Violations:	132
DUI Arrests:	3	Safety Repair Orders:	1
Reports Filed:	189	Warnings:	74

2. **REPORTS**

06/10/16: Officer Wertz responded to the intersection of North Potomac Street and East Avenue for a report of an assault. The victim stated she was walking in the area of Cramer's Alley when a white, heavy-set male came up behind her and grabbed her with both of his arms. The suspect took her money and fled the area. There were no witnesses and there is no suspect at this time.

06/11/16: Officer Biden was dispatched to North Locust Street for a reported motor vehicle theft. The victim advised that her ex-boyfriend came to her residence to collect his belongings. When she went into the house to get the items, the he drove off with her 1998 Honda Civic. The vehicle was entered into NCIC as stolen. No additional information is available at this time.

06/13/16: Officer Mikash responded to East Franklin Street for a report of a burglary. The building maintenance man reported that someone had forced their through a back door into a vacant apartment. The door sustained heavy damage. There are no additional details.

06/14/16: Officer Tom Kelley was dispatched to the Washington County Free Library on South Potomac Street for a found syringe. An employee of the library stated the syringe was found by an unknown patron on the third floor of the library. No additional information is available.

06/15/16: Officer T. Helman responded to Walgreens located on the Dual Highway for a reported prescription fraud. The pharmacist stated a black male from Washington DC was trying to fill a prescription for cough medicine. This male had previously been flagged by Walgreens as trying to fill other fraudulent prescriptions. The officer will be charging the male through the District Court Commissioners Officer.

3. **OTHER NEWS/INFORMATION**

- **Congratulations to Officer Crouse – Officer of the Month:** Officer Travis Crouse has been selected as Officer of the Month for May 2016. Officer Crouse has been employed by the City of Hagerstown for 10 years and is currently assigned to the Downtown Squad.

On May 19, 2016, Officer Crouse and his partner, Officer Lippy, were on patrol when Officer Crouse observed a juvenile acting suspiciously and attempting to conceal an item on his person. Due to his training, Officer Crouse believed the juvenile to be attempting to conceal a weapon. Officer Crouse and Officer Lippy tried to contact the juvenile who immediately took off running. As the juvenile was in the process of jumping a fence, a handgun fell to the ground. The juvenile retrieved the handgun and attempted to hide. After a few seconds, the juvenile began to run again but was quickly apprehended by Officer Crouse who recovered a loaded handgun from the juvenile's person. According to his supervisor, Officer Crouse's "tactics and restraint led to the quiet closure of a volatile incident that had the potential to end critically...."

Based on his observational and tactical skills in safely resolving a critical incident and recovering a firearm without injury to officers, the suspect, or innocent bystanders, Officer Travis Crouse has been selected as the Hagerstown Police Department Officer of the Month for May 2016. The Hagerstown Police Department is proud to have dedicated officers such as Officer Crouse as one of its own and congratulates him for a job well done.

- Officer Thomas Wolfe was transferred from the Delta Platoon to the Baker Platoon. He will be under the command of Sgt. Justin Wert. This was effective on June 10, 2016. He has been employed with the City of Hagerstown for 11 months.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	272	282
	University District Deck	233	274
	Downtown Parking Lots	562	558
Number of Patrons Using Decks	A & E Deck	1,997	1,787
	University District Deck	1,604	2,395
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	214	159
Number of Late Payment Notifications		48	29
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	84% Sat @ 4 PM	70% Thu @ 6 PM
	University District Deck	51% Tue @ Noon	83% Sat @ 6 PM

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	1
Fire	5	0
Human Resources	0	0
Light	1	2
Parks & Engineering	0	0
Police	5	9
Public Works	8	9
Wastewater	0	3
Water	6	4
Weekly Totals	26	28

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 6/9 - Prospect Street & Pennsylvania Avenue- lines down; lines were found to belong to Antietam Cable and Verizon Phone Company. Time Out: 18.0-18.5
- Sat. 6/11 - Snook Substation, 1100 Frederick Street- total outage; the transformer #2 breaker open as a result of a broken cutout. Time Out: 8.1-9.8
- 340 West Side Avenue- total outage; bird caused a transformer fuse to operate. Time Out: 19.1-19.7
- Sun. 6/12 - 630 North Mulberry Street- total outage; bird got into the arrestor causing fuse to operate. Time Out: 6.9-7.8
- 55 East North Avenue- total outage; birds caused several fuses to operate. Time Out: 8.0-9.1
- Wed. 6/15 - 543 West Church Street- blinking lights; a fuse and connectors at the house were replaced to correct problem. Time Out: 17.2-18.4

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 our project to replaced outdated underground facilities that have since reached the expected life span.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
6	1	1	0

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 prepared invoices for recovery of incurred costs repairing HLD facilities due to negligence and vehicle accidents.
- Engineering staff began counts of stock materials for inventory purposes.
- The Staff Engineer prepared plans for underground electric service to a parcel under development.

Administration

- Staff is reviewing the transformer breaker settings for Frederick Street Substation to determine the reasoning behind the trip on lockout on 6/11.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
06/09/16	11.95		11.95
06/10/16	12.06		12.06
06/11/16	11.89		11.89
06/12/16	11.60		11.60
06/13/16	12.19		12.19
06/14/16	12.16		12.16
06/15/16	11.59		11.59
<i>Average</i>			<i>11.92</i>

Water Production at R C Willson

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. The wash-water appears to be leaking around the ring-wall and, as such, staff is working with a tank inspection company to coordinate an inspection/evaluation of tank finish and steel integrity.
- Operations: Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance.
- Maintenance: Staff worked on routine plant maintenance and preventative maintenance on equipment. Staff made repairs to the flocculation basins and the valve that transfer filter backwash to the lagoon.
- Instrumentation: Staff working on the SCADA for the Orchard Hills and Mack tanks in preparation of the scheduled tank painting. Staff began the installation of the 3rd Chlorine scale at Willson.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir water level is 10.9 feet. The 24" sluice gate is now 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. Staff has reviewed the engineering proposal from the engineering team (Hazen & Sawyer and Triad).

Water Distribution. Distribution crews are working throughout the system performing customer service work as needed. Crews continue installing and testing meters throughout our system. Crews also began working on the water main replacement project on Frederick Street. Crews are also installing new services in Westfield Estates and working at the Willson Plant repairing a valve.

Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Collected all required Lead and Copper samples.
- Distributed CCRs to customers.
- Responded to customer concerns regarding water quality. All results were normal.
- Collected monthly TTHMs.
- 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 the Water Operations Manager to discuss downgrading existing service meter sizes.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, June 8 2016	6.67	0.05
Thursday, June 9, 2016	6.45	0.00
Friday, June 10, 2016	6.25	0.00
Saturday, June 11, 2016	6.05	0.00
Sunday, June 12, 2016	6.04	0.00
Monday, June 13, 2016	6.02	0.00
Tuesday, June 14, 2016	6.09	0.00
Weekly – Avg. Flow / Total Rainfall	6.22	0.05
June - Avg. Flow/Total Rainfall	6.53	0.96

Miscellaneous

- Installed new sealed light fixtures in caustic storage room.
- Disconnected suction piping to 6M & 7M and removed obstruction.
- Troubleshoot HVAC equipment in ASPS building. Repaired micro switches on motorized dampers and rewired controls.
- Removed/replaced defective mixer from BNR tanks and replaced the MiniCas (monitoring relay).
- Revised piping on #1 Pista Grit (blow down) to allow for new solenoid valves.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#15	1,029'	363'	25
Flushing	#5	11,863'		

Collection System Maintenance Task

- Pump Station #19; Hydro excavated 12"X24" hole and trench to install new Pole Light, completed conduit and wiring.
- Backup call for 703 Oak Hill Avenue; CCTV'd pipe, issue on the private side.
- Backup call for 104 West Wilson Boulevard, CCTV'd pipe, issue on the private side.
- The Terrace, reach 02019-02021; found missing piece of 10" pipe, scheduled for repair.
- 41 Belview Avenue; replaced broken clean out.
- Grinder Pump call for 757 Jefferson Boulevard; (County issue, homeowner wanted us to stop by for verification, County had told them it wasn't their pump, gave owner County contact number).

- Completed inspection of lines for additional overlay areas (Wakefield, Frederick St.)
- Grinder Pump Bench work at shop.
- Assisted contractor in loading second 100 HP motor that we sold.
- Replaced Air Release Valve on Pump Station #23 force main, behind Teleflex.
- Dropped bio-bags at various lift stations to control FOG.
- Washed down and prepped manholes 22063, 22118 and 22062 for grouting.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	1	3	6
YTD 2016	29	29	5	0	2	60	125

* 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 Plumbing Office.
- Staff met with a representative of Habitat for Humanity regarding the design of a sewer main extension.

Wastewater Laboratory

- Met with MDE regarding Industrial Pretreatment audit.
- Analyzed Water Distribution System samples for NO3/NO3, OP, and NH3.
- Completed DMR-QA 36.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie Means
City Administrator