

City of Hagerstown, Maryland Status & Information Report No. 33 for 2016

August 19, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

AUGUST 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 4pm 98 th Special Session 4:10pm Work Session 5:30-8:30pm National Night Out @ Fairgrounds Park	3	4	5	6
7	8	9 No M&C Meeting	10 4pm Planning Commission Meeting	11	12	13 7am-2pm Community Yard Sale @ Stables at Fairgrounds Park
14	15	16 3pm Executive Session 4pm Work Session	17 7pm Board of Zoning Appeals	18	19	20 8am 4 th Annual City Championship Golf Tournament @ The Greens at Hamilton Run
21	22	23 4pm Work Session	24	25 4:30pm Historic District Commission Meeting	26	27 11am Augustoberfest @ City Center
28 11am Augustoberfest @ City Center	29	30 7pm Regular Session	31 7pm Planning Commission Meeting			

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Main Street Update:**
 - Main Street Business Relations work group met this week and toured the Engine Room Art Space and the BuroBox Entrepreneur Resource Center.
 - Main Street held the August Second Saturday last Saturday, August 13, during the Washington County Library's Comic Con. The Plate Scrapers played music on the square and Main Street sponsored a photo booth at the Comic Con event by Wertman Photography.

2. **Events:** Staff coordinated two Logistics Committee meetings this week. The group met on Wednesday to discuss Augustoberfest and What's NXT Summer Slide/Porchfest and on Thursday to discuss Fireball Run Productions.

FIRE DEPARTMENT

1. **Hagerstown Fire Marshal Response – Military Ordnances:** The Hagerstown Fire Marshal was requested to respond to the 200 block of Nottingham Road Tuesday, August 16, 2016 by the Hagerstown Police Department with the report of what appeared to be military ordnances in the home. As a result, the Hagerstown Fire Marshal requested the Maryland State Bomb Squad to secure the area until the items could be removed from the home. An investigation into the origin of the devices is on-going. No evacuation of the area was necessary and no injuries occurred during the incident.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **Channel 25:**
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Augustoberfest Preview
 - Augustoberfest Promotion
 - Potterfield Pool Promotion
 - John Fregonese Housing Summit Keynote Presentation
 - In Production:
 - Hagerstown Cultural Trail video update
 - Hagerstown Firefighters Make Five-Year-Old Firefighter for a Day
2. **New City Television Production Studio.** Construction has begun on the television production studio. The contractor anticipates the project will take 4-6 weeks to complete. Staff is in the process of re-branding video production communications as "Hub City Now" and will feature recurring programming that is updated each month. Topics will include Mayor & Council updates, upcoming community events, and general public information.
3. **Websites:**
 - City Website:
 - About 9,100 users visited www.hagerstownmd.org for the week of August 8 - August 14, 2016
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,561 users
 - ▶ Utility Billing page 413 users
 - ▶ Jobs page 395 users
 - Top Searches:
 - ▶ "hotels"
 - ▶ "permits"
 - ▶ "neighborhoods first"
 - ▶ "parking"
 - ▶ "pools"
 - ▶ "rental licensing"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Roof Contracts.** We advertised a contract for roof replacement at 51 West Memorial Boulevard & Elizabeth Hager Center.
2. **Alley Reconstruction.** We opened bids on the 2016 Alley reconstruction Contract 15-A-31. Low bidder was Concrete Central, LLC at \$348,735 and work could begin in September after Mayor & Council approval. This means we will have \$420,265 for a second phase to be advertised over the Winter for Spring construction.
3. **Engineering**

Traffic issues		
Description	Week of 8/12/16	Year to date
Traffic complaints received	3	126
Work Orders completed	1	82
Traffic counts completed	1	34
Construction Projects		
Description	Week of 8/12/16	Year to date
Projects advertised for bids	1	14
Projects under construction	7	7
Projects completed	0	7

PARKS & RECREATION DIVISION

1. **Ice Rink Manager Resigns.** Kris Montana resigned last week after about six years of service. The Board is advertising for a replacement.
2. **National Road Park.** Funded by CDBG, we continue constructing the retaining wall in our newest park located at 806 West Washington Street.
3. **Golf Course.** Staff is gearing up for the 2nd Annual Senior Championship on Friday, August 19th and the 4th Annual City Championship on Saturday, August 20th. We have a title sponsor of the City Championship this year, Bank of Charlestown.
4. **Hager House.** Join us for the Ghost Tour Previews this Friday, August 19th at the Hager House. Tour times are at 7pm, 8pm & 9pm. Space is limited, register here: https://apm.activecommunities.com/hagerstownparksandrec/Activity_Search/1445
5. **2016 Fall/Winter Parks & Rec Guide.** Staff is developing the 2016 Fall/Winter Parks & Rec Guide that will highlight all of our fall and winter events and new programs.

PLANNING & CODE ADMINISTRATION

1. **Historic District Commission:**
At a special meeting the HDC took the following action on August 17:
 - 821 Potomac Avenue – William Van Gilder – approved new windows (modern materials).
 - 416 North Locust Street – Susan Cook/Tri County Fence & Decks – approved a back yard fence.
 - Met with the owners of the Hamilton Hotel for a workshop on new windows.
 - Discussed a front door replacement at 261 South Prospect Street (City-owned property).

The following cases are scheduled for review at the August 25 meeting:

- 86-98 West Washington Street (Hamilton Hotel) – Ares Investment Group, LLC – new windows.

2. **Board of Zoning Appeals:** One case was heard by the BZA on August 17:

- 301 West Howard Street – Hamby E. Farag and Gehad M. Mahgoub - The Board granted the applicants' request for a special exception and variances from the required front setback and minimum lot area requirement for a religious facility (the building is a former church that they wish to return to that use). A condition to limit occupancy to no more than five people per every parking space that complies with current Land Management Code requirements, with a maximum of 49 persons, was placed on the approval of the special exception. Should a religious organization using the building wish to expand beyond attendance of 49 persons, a new application to the BZA to expand the use and provision of additional parking (or obtaining parking variances) would be required.

3. **Weekly Activity Report:** August 8–12, 2016

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	9	Residential -	4	Commercial -	5	Other -	0	10
Electric	14	Residential -	8	Commercial -	5	Other -	1	14
Plumbing	13	Residential -	5	Commercial -	6	Other -	2	13
Mechanical	7	Residential -	5	Commercial -	1	Other -	1	7
Engineering Dept.	5							7
TOTAL	48		22		17		4	51
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 39,000.00				\$ 1,190,790.00
Commercial				\$ 1,020,600.00				\$ 2,812,606.00
Apartment				\$ 0.00				\$ 130,000.00
Sign				\$ 0.00				\$ 19,626.00
TOTAL				\$ 1,059,600.00				\$ 4,153,022.00
Projects of Interest								
- Addition of 693 sq. ft. and renovations to kitchen at Chick-Fil-A, 1680 Wesel Boulevard - \$900,000								
- Repairs to residential structure due to fire damage at 73 West Side Avenue - \$100,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017								
					PROPERTIES	UNITS		
Registrations received week of August 1 – August 5					44	193		
New applications issued week of August 1 – August 5					9	15		
Total 2016-2017 registered (includes changes since 5/1/16)					3,151	8,464		
Percentage of total invoiced that have registered					90.9 %	93.0 %		
Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016. A past due notice was mailed to those still outstanding on July 5, 2016								
PAYMENT								
Weekly payment received		\$ 14,950						
Weekly adjustment/credits		\$ 2,250						
INSPECTIONS								
TYPE	NUMBER CONDUCTED							
Building	49							
Electrical	34							
Plumbing	25							
Mechanical	20							
Safety	60							
Neighborhood Vitality	59							
Quality of Life	3							
Preventive Maintenance	6							
Planning & Zoning	1							

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

STATS

Calls for Service:	1,671	Field Interviews:	33
Arrests/Warrants Served:	23	Moving Violations:	33
Domestic Violence Calls:	22	Parking Violations:	160
DUI Arrests:	1	Safety Repair Orders:	6
Reports Filed:	127	Warnings:	121

REPORTS

08/11/16: Officer Bricker was dispatched to Georgia Avenue for a theft report. The caller advised she saw a white female walking down the street carrying solar lights that belonged to her neighbor. The caller was able to scare the female and she dropped the lights and fled the area. The officer recovered the lights and returned them to the owner. The owner stated that he is still missing two more solar lights. The officer was unable to locate the suspect. There are no additional details at this time.

08/12/16: Officer Cline was dispatched to Salem Avenue for the report of a burglary. The victim stated that her medication and cash was missing from her apartment. It should be noted that nothing else in the apartment was disturbed or moved. The officer spoke with neighbors but no one saw or heard anything out of the ordinary. No additional details are available.

08/13/16: Officer Goggin responded to South Locust Street for a reported assault. The victim stated that she and her friend were assaulted by her son who does not live with her. It should be noted that this was the third time officers had responded to this address on this date. The first call was for the son assaulting his mother; the second call was for the son attempting to break in the residence, and the third time for the son assaulting his mother's friend. The friend was transported to Meritus Medical Center and then later transported to the University of Maryland's Shock Trauma Unit. Charges are forth coming on the son.

08/14/16: Officer L. Dean was dispatched to Washington Avenue for a disturbance. The caller stated that an individual was present at her residence and should not be there according to a Final Protective Order signed by Judge Dwyer. The officer confirmed the Order was still active and the suspect was in violation of the Order. The caller was in the process of moving from this address and was concerned that the suspect may do damage to the property. The officer handled the incident according to the terms set forth in the Court Order.

08/15/16: Officer Blackmire responded to West Howard Street for a report of malicious destruction of property. An apartment window at this location had previously been damaged. The resident had then covered the window with a black trash bag. On 8/15/16, the victim advised she discovered a large rock had been thrown at the window which was resting on the ledge of the window. The victim advised she did not see who had thrown the rock but suspects it may be her ex-boyfriend. No further information is available at this time.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	280	273
	University District Deck	253	250
	Downtown Parking Lots	600	597
Number of Patrons Using Decks	A & E Deck	1,624	1,332
	University District Deck	1,431	1,371
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	205	185
Number of Late Payment Notifications		57	40
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	56% Fri @ 10 PM	52% Thu @ noon
	University District Deck	46% Thu @ Noon	45% Tue @ Noon

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	3
Fire	1	4
Human Resources	0	0
Light	0	1
Parks & Engineering	1	2
Police	8	13
Public Works	1	4
Wastewater	1	0
Water	8	3
Weekly Totals	20	30

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas:

- Thur. 8/11 - 112 East Lee Street- total outage; lineman found that customer's main breaker tripped. Time Out: 22.5-23.2
- Sat. 8/13 - Various locations- total outages, lines down, tree limbs on power lines, etc. Crews made the appropriate repairs following a thunderstorm that passed through the area. Time Out: 20.2-0.5
- Sun. 8/14 - 945 Kenwood Drive- tree on line; a branch was removed from the service wires and power restored. Time Out: 19.6-20.7
- Tues. 8/16 - Various locations- street light patrol in preparation for the upcoming annual Augustoberfest. Time Out: 20.4-22.6

Distribution: Recent activity included:

- Metering Staff received two high bill complaints this week. Upon testing, meters were found to have met all Public Service Commission requirements.
- 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
35	0	2	0

Engineering:

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer reviewed and awarded bids for stock HLD materials.
- The Staff Engineer reviewed various site plans and City projects affecting HLD facilities.
- Engineering staff applied herbicide to HLD rights of way for vegetation management.

Administration:

- The most recent poll for the PJM Seasonal Capacity Resources Senior Task Force was reviewed by staff to include changes to the Demand Response Measurement and Verification methodology for the Customer Baseline calculation. Response to this poll will be made by Customized Energy Solutions on behalf of the Hagerstown Light Department as part of the Public Power Coalition.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
08/11/16	12.59		12.59
08/12/16	12.23		12.23
08/13/16	11.76		11.76
08/14/16	11.49		11.49
08/15/16	12.26		12.26
08/16/16	11.99		11.99
08/17/16	11.93		11.93
Average			12.03

Water Production at R. C. Willson

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. Staff has completed the review of the engineering proposals for improvements to the Edgemont Reservoir, Replacement of the Traveling Screens, and the Installation of Tank Mixing Systems from Hazen and Sawyer.
- Operations. Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance. The plant was off-line for approximately 2 hours to allow EnerNoc to complete their annual load evaluation.
- Maintenance
 - Staff worked on routine plant maintenance and preventative maintenance on equipment.
 - Crews are working on a repair to the 30" knife gate drain valve.

- Instrumentation
 - RC Willson – Work continues on a plumbing upgrade to the chlorination system.
 - RC Willson – Maintenance is being completed on the Stream and Current Monitor (SCM).
 - RC Willson – Crews are working on a repair to a flow meter on the wash water lagoon.
 - RC Willson – Staff met with representatives from ABB to discuss the new Service Grid Agreement and the Cyber Security proposal.

Water Production at Breichner/Edgemont Reservoir

- The Edgemont Reservoir has been drained and is being maintained in a dry condition utilizing the 24" sluice gate. The Reservoir floor is fully vegetated – vegetative cover occurred naturally and is proving to be very beneficial with regard to erosion and sediment control. Coordination continues with MDE to ensure compliance with all applicable requirements.
- The Engineering proposal for final evaluation and design has been submitted to MDE for review and comment and will be presented to the Mayor and City Council in August.

Water Distribution. Water Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements and routine meter testing. Work has begun to replace the second section of the 8" water main on Frederick Street. Radio read meters are being installed throughout the west end of Hagerstown.

Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Submitted LT2 Source Water Monitoring Report to MDE for the month of August.
- 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

Reviews:	City	County
Site Plans	-	-
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	22	8

- Staff met with a consultant regarding water service for an expanding commercial business.
- Staff attended a Plan Review Committee meeting at City Planning.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 10, 2016	5.88	0.00
Thursday, August 11, 2016	5.82	0.00
Friday, August 12, 2016	5.63	0.27
Saturday, August 13, 2016	5.58	0.10
Sunday, August 14, 2016	5.62	0.15
Monday, August 15, 2016	5.69	0.04
Tuesday, August 16, 2016	6.46	0.48
Weekly – Avg. Flow / Total Rainfall	5.81	1.04
Aug – Avg. Flow/Total Rainfall	5.94	1.15

Miscellaneous

- Removed DO probes from OAB, cleaned and calibrated. Found faulty probes on trains 3 & 4 that are giving erratic readings.
- Repaired Auma actuator on influent gate to UV channel #1.
- Repaired alarm sensor on Filter #1; Cell #5.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	NIS			
Flushing	7	5,431'		

Collection System Maintenance Task

- Pump Station 2, installed new impellers, cleaned wet well, completed draw down testing, pumping rate back over 100 GPM, completed backfill at station.
- Pump Station 15, cleaned wet well, replaced pump-off float.
- Pump Station 19, completed final upgrades to control cabinet, tore down bypass pump and returned it to WWTP.
- 25 North Mulberry Street, checked possible sinkhole for Public Works, not sewer related.
- 25 & 27 North Mulberry Street, cleaned catch basins for Public Works.
- 641 South Potomac Street, possible leaking lateral, could find no structural damage; will CCTV when camera truck #518 is back in service.
- 635 South Potomac Street (Hartles), hydro-excavated, and repaired our portion of lateral that appears to have been broken during gas line installation, flushed lateral to remove debris.
- Dropped bio-bags in manholes throughout system to control FOG.
- Collected Newgate flow data.
- Cleaned, parged and sealed manhole #11081 in Mt. Aetna Road.
- Drilled manhole #11080 at Pump Station 5.
- Completed manhole inspections for 3" replacement and riser upgrades in districts 12 & 13, and began 15.
- Completed final black top patch repairs at WWTP maintenance garage, and alley behind Social Services.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	2	2
YTD 2016	34	46	7	0	2	79	168

** 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.

Wastewater Laboratory

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Collected industrial sample from Berwick.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie Means
City Administrator



AUGUST 19, 2016

2ND ANNUAL SENIOR CITY CHAMPIONSHIP

Senior Day for Golfers 60 Years Old or Over

Join us on Friday August 19th for the 2nd Annual Senior City Championship. Play with another participant, or as a foursome, anytime from 6:30am-2pm and turn in your scorecard at the clubhouse afterwards. Winners will be announced after all players have finished. Coupon Books and prizes to be awarded!



PARKS & RECREATION
CITY OF HAGERSTOWN

9-HOLE INDIVIDUAL
STROKE PLAY

RECEIVE A
FREE 9-HOLE
PRACTICE ROUND
WITH PRE-REGISTRATION

AGE 60 & UP
FLIGHTED BASED ON
ENTRIES

CLUBHOUSE MEAL
INCLUDED

6:30AM - 2PM

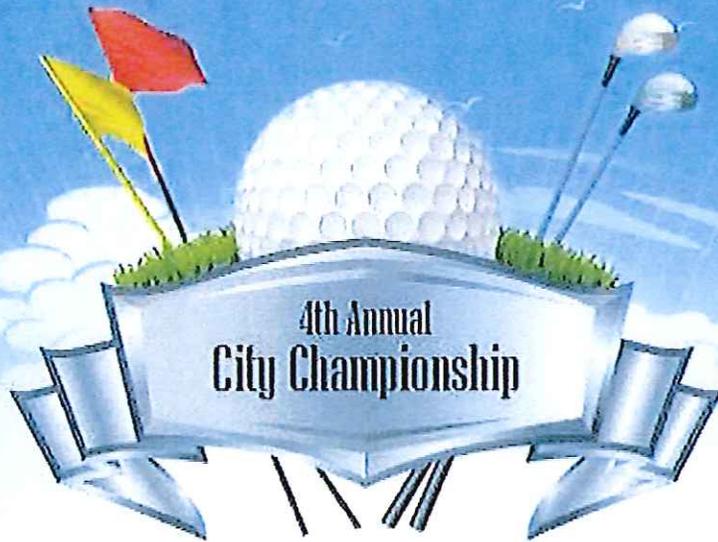
\$25/PERSON

THE GREENS AT HAMILTON RUN

2 S. Cleveland Avenue
Hagerstown, MD 21740

www.hagerstowngreens.com

301-733-8630



Presented by **BCT**
Bank of Charles Town

Saturday, August 20 | 8:00am Shotgun Start

Format: Individual Stroke Play, 18 holes

*Entry Fee: \$50, includes green fees, cart, breakfast, food and prizes.
Lunch served after tournament
Entry deadline: Wednesday, August 17, 2016*

*Details: Field will be flighted based on entries
Afternoon flight may be added based on amount of entries*

Name: _____ Handicap: _____

Address: _____

Telephone: _____

Email: _____

Cash/Check payable to: City of Hagerstown

For more info contact: Chris Henry @ 301-733-8630; cell 301-302-3063

Drop-off entries or mail to: Greens at Hamilton Run
2 South Cleveland Avenue
Hagerstown, MD 21740



PARKS & RECREATION
CITY OF HAGERSTOWN

