

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 26 FOR 2017



June 30, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

JULY 2017

** For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <http://www.hagerstownmd.org/calendar.aspx>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 7:30pm Hagerstown Municipal Band Concert	3	4 HOLIDAY City Offices Closed No M&C Meeting 6pm Fireworks at Fairgrounds Park	5	6	7 11am Dig It Tours at the Jonathan Hager House 7pm Outdoor Movies at City Park featuring The Lego Batman Movie	8 11am Dig It Tours at the Jonathan Hager House 7pm Music By The Lake
9 7:30pm Hagerstown Municipal Band Concert	10	11 4pm Work Session	12 4pm Hagerstown Planning Commission Meeting	13 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting	14	15 7pm Music By The Lake
16 7:30pm Hagerstown Municipal Band Concert	17	18 4pm Work Session	19 7pm Board of Zoning Appeals	20	21 Dig It Tours at the Jonathan Hager House Outdoor Movies at City Park featuring Fantastic Beasts	22 11am Dig It Tours at the Jonathan Hager House
23 7:30pm Hagerstown Municipal Band Concert	24	25 7pm Regular Session	26 7pm Hagerstown Planning Commission Meeting	27 4:30pm Historic District Commission Meeting	28	29 7pm Music By The Lake
30 7:30pm Hagerstown Municipal Band Concert	31					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Main Street Update:** Staff assisted with organizing and facilitating Main Street Hagerstown consumer focus groups held on Thursday. The groups were mixed with males and females, young and old, and frequent visitors to downtown and those who hadn't been in over a year. Notes will be compiled and presented at a future Mayor and Council Work Session.
2. **Events:**
 - The Miss Maryland Mayor's Luncheon was held on Friday, June 23 at Bulls and Bears. Approximately 95 attended this annual event.
 - Shakespeare in the Park's production of Cymbeline will be held at University Plaza. Performance times include June 30th at 8 p.m., July 1st at 8 p.m., and July 2nd at 6 p.m.
 - Fireworks at Fairgrounds Park will be held at 9:30 p.m. on Tuesday, July 4th.
3. **Wind Down Fridays:** The schedule for the 2017 Wind Down season is listed below. Unless otherwise noted, the times are 6–9 p.m.
 - July 14th (Bike Night)- Made in the 80's
 - August 11th – South Mountain Breed
 - September 29th (Thunder in the Square, 6-10pm) – Staff Infection
 - October 6th – Back Roads Blues

INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Hager House Museum Presents "Fancy's Fairies and Tales"
 - Fourth of July Celebration Hosted at Fairgrounds Park
2. **E-Casts:**
 - Business Survey for Downtown
3. **Channel 25:**
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o Fireworks Safety
 - o Montage of Hagerstown Cultural Trail June 17th
 - o Washington County Museum of Fine Arts promotion
 - o Hagerstown Greens Promotion
 - o Hagerstown Cultural Trail Artist Promotion
 - o Bird Watching in City Parks
 - o BuroBox promotion
 - Scheduled:
 - o Hagerstown Cultural Trail Grand Opening Ceremony
7 pm Weekdays

- Valor in the Streets:
12 pm Friday, Saturday and Sunday

4. **Websites:**

- City Website:
 - About 7,355 users visited www.hagerstownmd.org for the week of June 19–25, 2017.
 - Top entrances (first page users accessed on the website)

▪ Home page	2,352
▪ Utility Billing	571
▪ Potterfield Pool Page	458
▪ Jobs Page	324
▪ City Park Page	252
 - Top Searches:
 - "true"
 - "fireworks"
 - "jobs"
 - "city park"
 - "hours"
 - "paddle boats"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Mural of Unusual Size.** The clear coat work was completed this week and the mural is officially complete. The coating will limit UVA sun rays from fading the mural and will make any graffiti easy to remove.
2. **Green Streets Grant Award.** In March, staff had submitted an application for a Green Streets, Green Jobs, Green Towns grant from EPA and the Chesapeake Bay Trust. The project for which we requested funding was a combination traffic calming/stormwater treatment installation on Belview Avenue. Last week, we were notified that our application was selected for award, and staff attended the official award ceremony in Baltimore on Thursday. The City will be receiving \$48,000 in grant funds to help complete the project.
3. **City Park Lake Walls and Marsh Run Walls.** City Park lake walls are now complete. On Marsh Run, the contractor encountered an unmarked waterline that forced us to close both lanes on Memorial Boulevard so that we can protect the waterline.
4. **Safe Routes to School – Traffic Signal Upgrade.** The concrete pole bases and conduit are complete at Salem/Indiana Avenues and two more bases are being poured today at Frederick/Mill Streets. Sidewalk ramps are complete on one corner of Salem/Indiana Avenues. The contractor has uncovered several unknown utility lines that require modifications to our project. The survey crew completed stakeout of bases at Frederick/Mill Streets.

5. **Engineering Statistics.**

Traffic issues		
Description	Week of 6/23/17	2017 TOTALS
Traffic complaints received	3	77
Work Orders completed	2	60
Traffic counts completed	1	20
Construction Projects		
Description	Week of 6/23/17	2017 TOTALS
Projects advertised for bids	2	11
Projects under construction	14	
Projects completed	1	1

PARKS DIVISION

1. **New Programs at the Hager House!**

- **Dig-It Tours:** Come and dig up the past, learn the history of the house, as well as past archaeological digs conducted on site. Tour goers will conduct a dig of their own. Great for children ages 5-12. Museum rates apply. 11 a.m. and 1 p.m. on July 7th, 8th, 21st & 22nd.
- **Fancy's Faires & Tales:** Come visit and learn in each room of Hager's Fancy, create a fairy garden, and get into a little gardening outside the house. Each week will feature a room in the house where we will visit and you will create your own Hager's Fancy Journal by drawing or writing about what speaks to you. 9:00 a.m. - 10:00 p.m. every-other Friday, beginning June 30, 2017. \$25/series; \$5 drop-in. June 30th, July 14th & 28th, August 11th & 25th, September 8th.

2. **Outdoor Movie Recap, June 27th – 'Wizard of Oz'.** Over 200 people attended the rain date showing of the Wizard of Oz on Tuesday, June 27th at the City Park Band Shell. The next movie, 'Lego Batman' is scheduled for Friday, July 7th.



3. **Special Event.** Staff is preparing for July 4th Fireworks Celebration at Fairgrounds Park.

PLANNING & CODE ADMINISTRATION

1. **New Zoning Certificates Issued:**

- 422 South Burhans Boulevard – Burhans Auto Service and Tires – auto repair.

2. **New Development Review Cases:**
- 1481 Salem Avenue – Salem Point Investments, LLC – final plat (Parcels A & B).
 - Salem Point Investments, LLC – 1481 Salem Avenue – minor site plan for parking lot improvements.
3. **Planning Commission:** The Planning Commission considered the following matters on June 28:
- Public Review Meetings for two text amendments: to allow auto repair in the I-MU zoning district; and a process to abandon existing subdivision lines.
 - Oak Ridge Mills Access Road – 1362 South Potomac Street – approved the site plan and forest conservation plan.
4. **Weekly Activity Report:** June 19–23, 2017

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	12	Residential -	8	Commercial -	2	Other -	2	10
Electric	21	Residential -	13	Commercial -	6	Other -	2	21
Plumbing	16	Residential -	11	Commercial -	2	Other -	1	17
Mechanical	9	Residential -	6	Commercial -	2	Other -	1	9
Engineering Dept.	6							4
TOTAL	64		38		12		8	61
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 470,596.00				\$ 8,144,015.00
Commercial				\$ 50,000.00				\$ 24,893,179.00
Apartment				\$ 28,000.00				\$ 5,314,814.00
Sign				\$ 0.00				\$ 411,868.00
TOTAL				\$ 548,596.00				\$ 38,763,876.00
Projects of Interest								
<ul style="list-style-type: none"> - Two new single family homes at Greenwich Park - \$220,000 - Install double wide trailer at 1428 Salem Avenue - \$90,000 - Add new post, rail, and handrail system to existing staircase at Barbara Ingram School For The Arts - \$50,000 - Remove existing addition and replace with two-story addition at 8 Cypress Street – \$95,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018								
					PROPERTIES		UNITS	
Registrations received week of June 19 – June 23					303		704	
New applications issued week of June 19 – June 23					10		25	
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)					1,958		4,960	
Percentage of rental license renewals that have registered as of June 9, 2017					54.0%		53.1%	
Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017.								
PAYMENT								
Weekly payment received		\$ 52,800						
Weekly adjustment/credits		\$ 1,800						

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	47
Electrical	53
Plumbing	22
Mechanical	8
Safety	51
Neighborhood Vitality	104
Quality of Life	2
Preventive Maintenance	13
Planning & Zoning	3
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:	1,724	Field Interviews:	27
Arrests/Warrants Served:	12	Moving Violations:	11
Domestic Violence Calls:	25	Parking Violations:	192
DUI Arrests:	0	Safety Repair Orders:	0
Reports Filed:	136	Warnings:	31

REPORTS

06/22/17: Officer Mikash responded to West Church Street for a report of an assault that had just occurred. The victim stated that a black male wearing shorts and no shirt began arguing with him, then assaulted him, and then fled the area. The male did not rob him nor did he ask for anything. Two witnesses confirmed the victim's statement. The victim was transported to Medical Meritus Center for treatment. The suspect was not located.

06/23/17: Officer Campbell was dispatched to North Locust Street for a reported theft. The victim advised that her fire pit and gazebo were missing from her back yard. No other items of value were taken. The victim stated that she had no idea who may have taken the items. She told the officer she would check with her neighbors to see if anyone heard or saw anything out of the ordinary. No further details are available.

06/24/17: Officer Vogel responded to a garage in the alley between Wayside Avenue and Fairgrounds Avenue. The caller advised that he and his aunt rent a garage as storage in the alley and sometime during the night someone had broken into the garage. His Sentry safe was taken from the garage however other items of value were untouched. The safe contained important paperwork and some US currency. The aunt did mention she thought she knew where the safe may, however she was not willing to provide any information to the police. No further details are available at this time.

06/25/17: Officer Hill was dispatched to West Franklin Street for a reported malicious destruction of property. The caller advised that a black male wearing a blue t-shirt and camo pants was walking up West Franklin Street while talking and yelling on his cell phone. The male then stopped in front of the Matthews United Methodist Church on West Franklin Street and punched out the glass of the sign board which is enclosed in concrete. The officer was unable to locate the suspect.

06/26/17: Officer Koontz responded to Wayside Avenue for a report of a stolen rear license plate. The victim stated that he and his wife were on vacation and returned on June 25th. It was the next day that they noticed the rear license plate was missing from their vehicle. The victim advised he has video cameras facing the street and he would review them and see if anything was captured on camera. No further details are available.

OTHER NEWS/INFORMATION

Congratulations to Police Academy Graduates. On Friday, June 23, 2017, Brady Joseph, Zachary Kimmel, Hunter McKinley, Jesse Patterson and Joshua Thompson graduated from the Hagerstown Community College Police Academy. These five new officers will begin their Field Training Program at the Hagerstown Police Department. The main objective of the Field Training Program is to produce highly trained and positively motivated police officers capable of meeting or exceeding the standards of performance required by the Hagerstown Police Department.

Each new officer has been assigned to a Field Training Officer (FTO) for the duration of the program. There are objectives and tasks that must be successfully understood, demonstrated, and completed by each trainee. Some of those tasks to be completed are officer safety, radio communication, court preparation, accident investigation, charging documents and community oriented policing, just to mention a few. The FTO's responsibility will be to keep daily observations, notes and performance reports for his assigned trainee. When all objectives have been successfully completed, the FTO will recommend the new Officer to his supervisor for the status of Certified Patrol Officer.

We wish these new officers great success with their Field Training Program.



Back Row L to R:
Chief Victor Brito, Captain Tom Langston

Police Academy Graduates Middle Row L to R: Joshua Thompson, Jesse Patterson, Zachary Kimmel

Front Row L to R: Hunter McKinley, Joseph Brady

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	217	216
	University District Deck	278	277
	Parking Lots	328	327
Number of Patrons Using Decks	A & E Deck	1,633	1,524
	University District Deck	1,822	1,747
Sales of Discount Coupons		150	0
Number of Citations Issued	(Includes Warnings)	107	182
Number of Cars Booted		0	0
Late Payment Notifications		83	68
Peak Occupancy (%)	A & E Deck	88% Fri @10PM	90% Wed @ 10 PM
	University District Deck	62% Wed @ Noon	54% Thu @ Noon

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

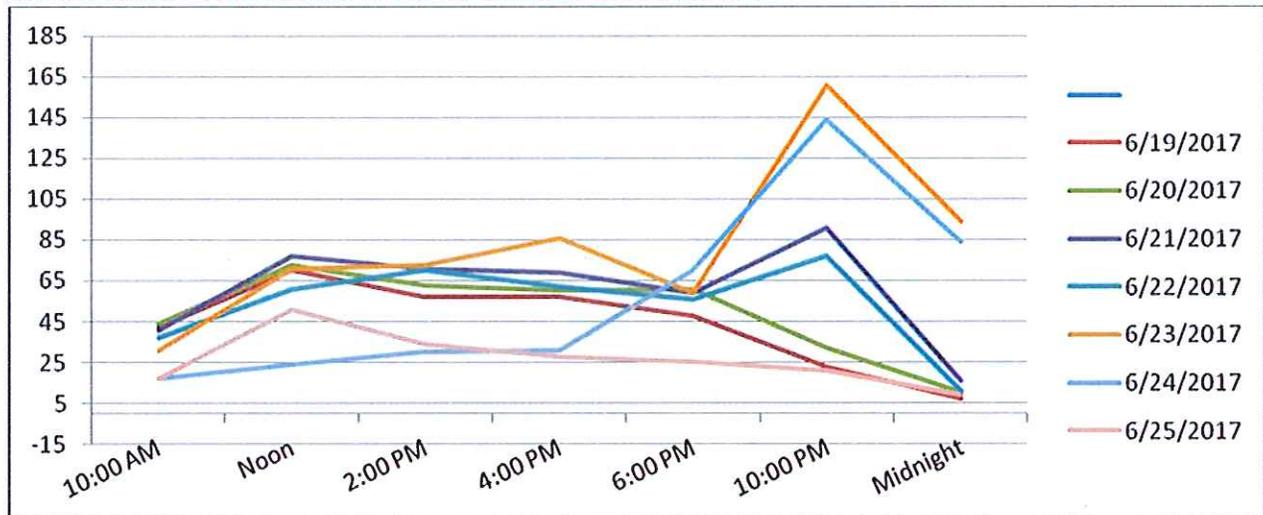
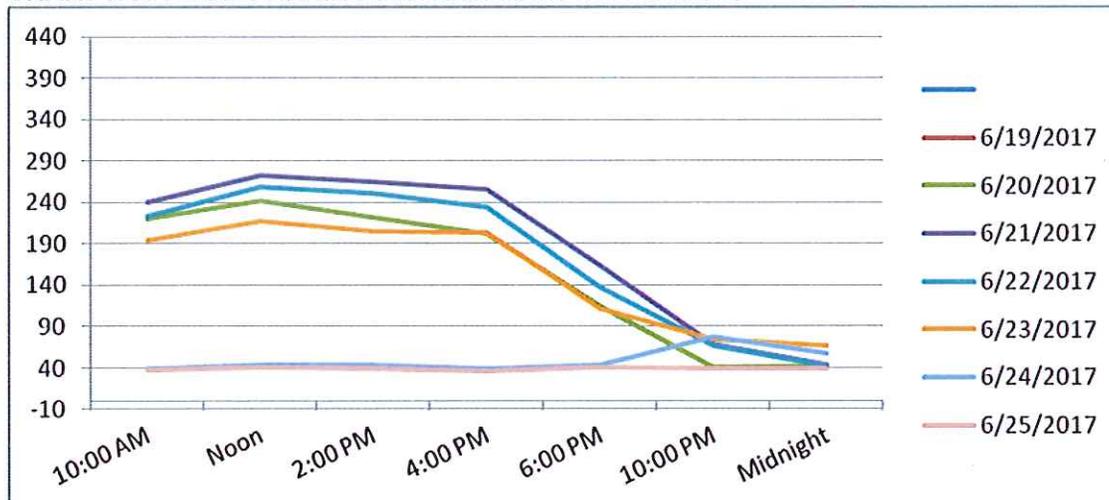


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



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

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	0
Fire	1	1
Human Resources	0	0
Light	4	1
Parks & Engineering	1	5
Police	12	7
Public Works	3	8
Wastewater	5	0
Water	7	4
Weekly Totals	35	26

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Sat. 6/24 - 339 Belview Avenue- total outage; tree branch on the secondary conductors. Time Out: 3.3-6.6
- 320 Wakefield Road- total outage; tree branch on the service conductors. Time Out: 7.0-9.1
- Mon. 6/26 - 329 Summit Avenue- fire; meters were removed and the service was disconnected at the request of HFD. Time Out: 4.8-5.2
- Tues. 6/27 - 814 Mulberry Avenue- lines down; wires belong to Antietam Cable Television. Time Out: 16.8-17.2
- Wed. 6/28 - 426 Park Place- partial outage; the customer had a faulty main breaker and needs to contact an electrician for repairs. Time Out: 18.3-18.6

Distribution

- Metering Staff received two high bill complaints this week. Upon testing, meters were found to have met all Public Service Commission requirements.
- Three 34.5 kV poles were replaced through the golf course for the purpose of preventative maintenance.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
2	0	6	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer continued to work with a large industrial customer and their consultant on 34.5kV service to their site.
- Engineering staff performed repairs to an HLD line operations digger derrick.

Administration

- Following the testing performed last week, staff began to interview for the open Meter Reader position.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, June 21 2017	5.70	0.04
Thursday, June 22, 2017	5.70	0.00
Friday, June 23, 2017	5.81	0.22
Saturday, June 24, 2017	6.92	0.81
Sunday, June 25, 2017	5.84	0.00
Monday, June 26, 2017	5.70	0.00
Tuesday, June 27, 2017	5.65	0.00
Weekly – Avg. Flow / Total Rainfall	5.90	1.07
June - Avg. Flow/Total Rainfall	6.01	1.81

Miscellaneous

- Troubleshooting and installing new program in ChemScan unit.
- Completed inventory process.
- Repaired piping and replaced foot valve on effluent sample pump.
- Pumped down Final Clarifier No.1, cleaned tank and inspected drive chain, cogs and flights.
- Replaced ferric pump that serves Final Clarifiers 4 - 6.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	4,8,11,18	1,256'	54'	3
Flushing	19,21,38	6,258'		

Collection System Maintenance Task

- Sewer back up, 107 Holburn Avenue, blockage on private side.
- Sewer back up, 114/116 West North Avenue, blockage on private side.
- Sewer back up, 17820 Garland Groh Boulevard, cleared blockage from our portion of lateral, spoke with I-Hop about grease traps, and informed them they needed to replace two cleanouts.
- Sewer back up, 1620 Dual Highway, blockage in the mainline cleared, will CCTV this week.
- Grinder Pump call, 11001 Parkwood Circle, grease in tank, pulled and replaced pump.
- Excavated manhole #616 at intersection of Jefferson Boulevard and Westwood Street, replaced frame and cover.
- Excavated manhole #2014 in Monroe Avenue, replaced frame and cover.
- Cleared lot and graded City property on Frederick Street easement to allow for easier/ more efficient grounds maintenance. Sprayed area around the Barn.
- Unit #518; performed routine maintenance.

- Cleaned wet well for AR&E.
- Investigated higher than normal flows at Pump Station #13, found water leak in old Radio Shack building; notified selling agent.
- Dropped enzyme bags at various lift stations and trouble spots in the system.
- General Pump shop repair work.

Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	2	0	0	0	2	6
YTD 2017	39	34	4	3	0	46	126

* 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.
- Staff met with Collections supervisors to discuss a commercial and a residential service configuration.

Laboratory

- Submitted DMR-QA 37 results.
- Analyzed drinking water corrosivity samples to measure orthophosphate concentration.
- Performed split sampling between wastewater Chemsan unit and Lachat.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
06/22/17	11.15		11.15
06/23/17	10.68		10.68
06/24/17	10.43		10.43
06/25/17	10.27		10.27
06/26/17	11.19		11.19
06/27/17	10.92		10.92
06/28/17	11.35		11.35
<i>Average:</i>			<i>10.85</i>

Water Production at R. C. Willson

- Operations:
 - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.

- Maintenance
 - RC Willson –The flood valve has been repaired on the Trac-Vac system.
 - BWTP –The Smithsburg Tank has been drained and cleaned. Disinfection and filling is underway. Laboratory testing will require 10-12 business days before the tank is placed back in service.
- Instrumentation
 - Orchard Hills Tank –Crews are preparing to add new signals for the level and mixing system. The tank has been painted and the cathodic protection followed by disinfection is underway.
 - Pump Station #2 – Upgrades are still in progress on the PLC/control panel.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 0.5 feet (dry level). Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation Report, Emergency Action Plans, and the design criteria and project schedule. The project continues to be on schedule.

Water Distribution. Distribution crews are working throughout the system performing customer service work and new meter installations as needed. Repairs were made to a service leak on Greenmount Avenue. Crews continue to install new valves on the Orchard Hills tank. The leak survey program is still in progress. Crews are also assisting with the Smithsburg Tank work.

Laboratory

- Collected samples from Hamilton Run for creek study.
- Completed monthly bacteriological reports.
- Submitted bacteria report and sampling summary to Smithsburg.
- Completed quarterly disinfectant residual report.
- Collected corrosivity samples for compliance with Lead and Copper Regulation.
- Collected disinfectant residual samples from Smithsburg.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	2
Preliminary Plats	-	-
Final Plats	1	2
Building Permits	32	-

- Staff attended a development review meeting at the County Planning Office.
- The Water Inspector attended a training class to refresh sampling and testing certification.
- Staff met with a consultant’s representative for final approval of a commercial site plan.
- Staff met with a contractor’s representatives to discuss a proposed main relocation on Rt. 65.
- Staff met with a consultant regarding information and details of an emergency services training facility site plan.



Respectfully submitted,

 Valerie A. Means
 City Administrator

FANCY'S FAIRIES & TALES

Every other Friday
June 30 – August 25
 9am – 10am

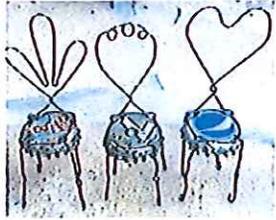
Visit and learn at the Hager House, once called "Hager's Fancy" by the town founder. Create a fairy garden item each week and get a hands-on experience in the working gardens at the Hager House. Display your personal garden at the City Park Fall Fest (on September 16). The personal garden is then yours to keep!
 Pre-register online: \$25/Series; \$5/Drop-in

Create
 your
 very
 own

Fairy Garden Item
 Each Week!



Fairy Stepping Stones



Bottlecap Chairs



Fairy Birdhouse

Jonathan Hager House Museum, 110 Key Street In Hagerstown's City Park. For more info and to register, call 301.739.8393, or visit www.hagerstownmd.org/hagerhouse

New!

Jonathan HAGER HOUSE PROGRAMS

Pre-registration is highly recommended for both programs! Space is limited & not guaranteed.

DIG-IT TOURS

Fridays & Saturdays
July 7, 8, 21 & 22
 Tour Times: 11am & 1pm

COME and DIG UP the past with the Hager House Museum's Dig-It Tours! Experience what it's like to be a part of an archeological dig as you search for historical artifacts in our mock excavation site.

Plus, take a short tour where you'll learn the history of the house, as well as past archeological digs conducted on site. After the tour, conduct a dig of your own. Learn about proper procedures for a dig and how to interpret your findings. Great for children ages 5-12.

Pre-register online: \$5 adult/senior/student;
 \$4 children (ages 1-12)

PARKING IS AVAILABLE in the parking lot across from the Hager House, near the Fine Arts Museum. All parks in the City of Hagerstown are smoke-free... thanks for your cooperation.

