

City of Hagerstown, Maryland Status & Information Report No. 30 for 2015

July 31, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

AUGUST 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 3pm Special Session 3:30pm Work Session 5:30pm National Night Out @ Fairgrounds Park	5 8pm Dive-In Movie @ Potterfield Pool	6	7	8
9	10	11 No M&C Meeting	12 4pm Planning Commission Meeting	13 4:30pm Historic District Commission Meeting	14	15
16	17	18 3:30pm Executive Session 4pm Work Session	19 7pm Board of Zoning Appeals Meeting	20	21 6pm Wind Down – Dog Days of Summer	22
23 11am Augustoberfest	24	25 7 pm Regular Session	26 7pm Planning Commission Meeting	27 4:30pm Historic District Commission Meeting	28	29
30	31					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **GRANTS:** The Washington County Arts Council grant for the 2016 Western Maryland Blues Fest was completed and submitted in this week. Staff also assisted the Augustoberfest Charitable Foundation in completing their grant for 2016.
2. **EVENTS**
 - ***Wind Down Downtown Hagerstown***
Relax in City Center while enjoying great local musical talent, children's activities, vendors and plenty more at the Maryland Theatre. Event occurs rain or shine. For dates and more, visit www.mdtheatre.org.

- August 21, 6:00 p.m. - 9:00 p.m.
Dog Days of Summer, featuring Prophets of the Abstract Truth
- September 25, 6:00 p.m. - 9:00 p.m.
Thunder in the Square, featuring The Cruisers
- October 16, 6:00 p.m. - 9:00 p.m.
Freaky Friday, featuring The Tone Hounds

- **Music By The Lake**

7:00 p.m. City Park Bandshell

Four consecutive Saturday summer evenings of family, friends and free music began on Saturday, July 18th with the *Music by the Lake* concert series. All of the *free* concerts will be held from 7:00 p.m. to 8:30 p.m. at the City Park Bandshell. Last week's concert with Patent Pending Bluegrass had 224 attendees. Concluding the series is Ernie Bradley & The Grassy Ridge Band on August 1st. The City of Hagerstown and the Washington County Arts Council are proud sponsors of the *Music by the Lake* concert series.

- **Krumpe's Donut Alley Rally 5K Walk/ Run**

Friday, August 14, 2015

Registration begins at 6 p.m. with the Run/Walk beginning at 7:30 p.m.

All proceeds will benefit The Wounded Warrior Project and locally, the Warrior Hunting Adventures and Healing Waters Fly Fishing for Wounded Warriors 5K Run/ Walk.

- **Augustoberfest**

August 22 & 23, 2015

City Center, Hagerstown

Saturday, 11:00 a.m.–10:00 p.m.

Sunday, 11:00 a.m.–5:00 p.m.

This Hagerstown tradition, now in its 20th year, features Bavarian entertainment and food. www.augustoberfest.org

- **Downtown Summer Slide Festival**

August 29th in Downtown Hagerstown

11:00 a.m. to 4:00 p.m.

Featuring 825 foot water slide, beer garden, live bluegrass music, kid's activities, food and fun! For information visit www.whatsnxt.com/slide

3. **CITY FARMERS MARKET** A public input session is being held on August 8 at noon at 25 West Church Street to discuss catalyst project number seven which targets expansion of the hours and operations of the City Farmers Market as a means of filling a gap in the specialty food stores retail market and providing groceries and locally grown produce for downtown residents and restaurants. Also, it will review the highlights of a Request for Proposal to have the management of the market become privatized. The Community City Center Plan calls for the City to review the current operational model and consider placing the market under private management.
4. **FUNDRAISING:** City Staff is now working on fundraising for the Augustoberfest and the fall and holiday events.
5. **VOLUNTEERS:** The Volunteer Program is continuing. Bev David has been speaking with general volunteers, event volunteers and others. A number of people want to assist in enhancing the City. We are now focusing on getting volunteers for summer events and assisting with the recruitment of volunteers for the art gallery.
6. **THIS WEEK'S HEADLINES & MEDIA RELEASES**
 - Hagerstown Celebrates the 32nd Annual National Night Out
 - Traffic Advisory: Neighborhood 1st Block Party West First Street
7. **CHANNEL 25:**
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Music by Lake promotion

- Augustoberfest promotion
- History of Peter Buys Bandshell at City Park
- Citizen's Police Academy Overview
- July is Parks & Rec Month promotion
- Potterfield Pool Splash Pad promotion
- Month in Review segment for June
- In production:
 - Code Tips: Properly Installing a Swimming Pool
 - Augustoberfest promotion

8. **WEBSITES**

- City Website:
 - About 8,429 users visited www.hagerstownmd.org for the week of July 20, 2015 - July 26, 2015.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,974 users
 - ▶ Utility billing page 308 users
 - ▶ Jobs page 208 users
 - Top Searches:
 - ▶ "find it in hagerstown"
 - ▶ "city park"
 - ▶ "National Night Out"
 - ▶ "police"
- engageHagerstown:
 - Total Participants: 530
 - Unique Visitors: 13,391
 - Page Views: 55,175
 - Current topics:
 - ▶ What kind of green space should this become? What would be most useful to the neighborhood?
 - ▶ What is your current perception of the Alms House?
 - ▶ What do you think the Alms House neighborhood needs?
 - ▶ The City is exploring future uses of the Alms House property. What is your idea for what the property should become?

9. **COMMUNITY ENGAGEMENT:** DCED staff is coordinating a community meeting seeking public input on the Community's City Center Plan's outline for the City Farmers Market and on items that will formulate a Request for Proposals to find private management to operate the Market. A public input session will be held at noon on Saturday, August 8th at the City Farmers Market located at 25 West Church Street.

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued:**
 - 405 Ridge Avenue – Charles Bradshaw – home workstation for internet sales of secondhand items.
 - 50 East Franklin Street – Menard Confident Multi Services, LLC – office for tax and immigration services.
 - 20 West Washington Street – Pretzel and Pizza Creations – restaurant.
2. **Historic District Commission:** The HDC reviewed the following cases on July 23:
 - 115-117 South Potomac Street – Tirumuru L. Prasad Reddy – approved an alteration to remove vinyl siding on front façade and repair the original brick façade and wood windows.
 - Workshop: 66 West Washington Street – The Delta Building
 - Workshop: 170 West Washington Street – City of Hagerstown – Demolition of Small Shed
3. **Board of Zoning Appeals:** The BZA received one case for its August 19 hearing. Siegfried Schletterer filed a variance application for a shed in the front yard (along Calvert Terrace) at 1400 Potomac Avenue.
4. **Service with a Smile:** On July 22, the Planning Commission approved a site plan and forest conservation plan for the parking lot expansion for the WCBOE Bus Facility on Commonwealth Avenue. The plan was received on May 29. The elapsed time from submission to approval: 54 days.
5. **Weekly Activity Report:** July 20–24, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	5	Commercial -	2	Other -	0	7
Electric	16	Residential -	9	Commercial -	6	Other -	1	17
Plumbing	5	Residential -	4	Commercial -	1	Other -	0	6
Mechanical	8	Residential -	6	Commercial -	2	Other -	0	8
Engineering Dept.	38							38
TOTAL	74		24		11		1	76
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential	\$ 4,082.00				\$ 116,307.00			
Commercial	\$ 475,522.00				\$ 583,131.00			
Apartment	\$ 15,000.00				\$ 135,500.00			
Sign	\$ 31,800.00				\$ 31,800.00			
TOTAL	\$ 526,404.00				\$ 866,738.00			
Projects of Interest								
- Interior and exterior renovation to Taco Bell at 1600 Wesel Boulevard - \$161,022								
- Restaurant build out on 1 st floor at 20 West Washington Street - \$300,000								

RENTAL LICENSING PROGRAM YEAR EFFECTIVE JULY 1, 2015		
	PROPERTIES	UNITS
Registrations received week of July 20 – July 24	84	392
New applications issued week of July 20 – July 24	4	4
Total 2015-2016 registered (includes changes since 5/1/15)	2,821	7,625
Percentage of total invoiced that have registered	84.0 %	84.7 %
Notes: The 2015-2016 rental license renewals for 9002 units in 3360 properties were printed and mailed on May 1, 2015. A past due notice for those still not registered was mailed on July 6.		
PAYMENT		
Weekly payment received	\$ 24,700	
Weekly adjustment/credits	\$ 525	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	46	
Electrical	47	
Plumbing	20	
Mechanical	13	
Safety	92	
Neighborhood Vitality	167	
Quality of Life	18	
Preventive Maintenance	111	
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.	

PARKS & ENGINEERING

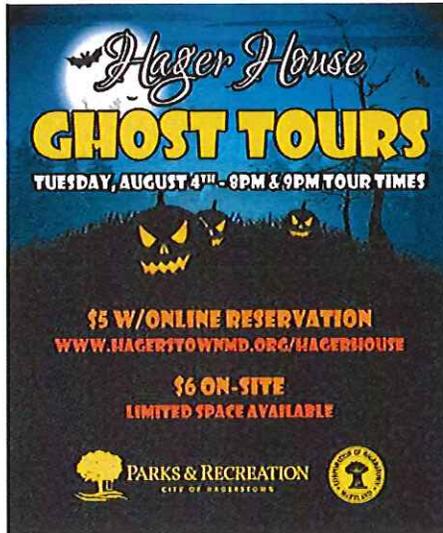
- Bike Maryland Program.** Staff coordinated with representatives from the Bike Maryland Safety Program to conduct seminars at Fairgrounds Park on July 27th & 28th. These programs successfully educated over 200 children (ages 5-14) and adults in the City of Hagerstown on safe and lawful bike riding practices. This was a fun and educational opportunity with local children that also incorporated fitness activities like Yoga and Zumba and the P.A.L. Obstacle Course.



2. **170 West Washington Street.** Most of the front of 170 West Washington Street has been painted, what a difference it made thanks to Kathy Maher's color selections. Roof repairs and new membrane are in process. HDC approved demolition of small room at rear of building which is beyond repair.
3. **40-50 East Baltimore Street Demolition Bid.** There is a lot of interest in this project as 11 prospective bidders have purchased bid documents. We are sending out Addendum this week. The bid opening will be August 12th and we will review the entire project with the Mayor & Council on August 18th.
4. **Outdoor Movies.** Our second City Park outdoor movie was shown in Friday, July 24th in the Band Shell. Over 200 people attended this event. The final Dive-In movie of the year will be held Wednesday, August 5th and the final City Park movie of the summer will be held Friday, August 7th.



5. **Hager House Ghost Tours.** Staff is preparing for Ghost Tours at the Hager House on August 4th. Tour times are scheduled at 8 p.m. and 9 p.m. Registration is open online and the flyer is below.



6. **Engineering Division Items**

Traffic issues		
Description	Week of 7/25/15	Calendar Year-to-date
Traffic complaints received	1	92
Work Orders completed	0	62
Traffic counts completed	4	31
Construction Projects		
Description	Week of 7/25/15	Calendar Year-to-date
Projects advertised for bids	1	25
Projects under construction	6	
Projects completed	0	7

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,605	Field Interviews:	50
Arrests/Warrants Served:	16	Moving Violations:	32
Domestic Violence Calls:	28	Parking Violations:	170
DUI Arrests:	2	Safety Repair Orders:	5
Reports Filed:	149	Warnings:	51

2. **REPORTS**

- **07/23/15:** Officer Decker responded to Quiznos on Eastern Boulevard for a reported burglary. The owner of the business showed the officer the video surveillance of the incident. Clearly visible on the video was a male who was wearing dark clothing including a long sleeve lighter colored shirt underneath, light colored sneakers, and gloves. The man's head and face were covered. The video showed the male approaching the front door and it appeared he was retrieving a key. The male went directly to the cash drawer and removed it. There were no signs of forced entry. There were no witnesses to this incident. The business owner was advised to change the locks as soon as possible. It was noted that two employees have a key to the establishment. There are no suspects at this time.

- 07/24/15: Officers responded to an armed robbery at the Family Dollar Store on the Dual Highway. The suspect is described as a black male wearing a white t-shirt and black pants. Officer Gary Anderson and his canine partner Amigo were called to the scene. Amigo was given the track command and he started in the store and exited using the "out" door and continued east bound down the sidewalk along the store fronts. He continued with the track and crossed over to Tracey's Landing and into the courts of East Ridge Drive. The track stopped at Palm Beach Drive. No further information is available at this time.
- 07/24/15: Officer Routhier responded to the Hagerstown Light Department "Snook" electrical substation in the 1100 block of Frederick Street for the report of a burglary. John Byrd, who is an employee of the Light Department, advised when he came to work this morning he noticed the fence to the substation had been cut. When he entered the substation he discovered two rolls of wire were missing. There were fresh pry marks on the door jamb. There are no suspects at this time.
- 07/25/15: Officer Vogel was dispatched to East Irvin Avenue for a report of a theft from a motor vehicle. The victim advised that tools were stolen from his utility trailer parked outside his residence. The stolen tools are valued at approximately \$1,000. There are currently no suspects and there were no witnesses. No further information is available at this time.
- 07/26/15: Officer Young responded to McDonald's on East Washington Street for a report of an assault in progress. The victim, a McDonald's employee, advised that a black female customer came into the restaurant and assaulted her. Apparently, the customer was upset over a discrepancy in her drive thru order. The female customer demanded free Chicken McNuggets due to the order mix-up. When the employee did not honor her demand the customer entered the store and assaulted the employee. The upset customer left McDonald's prior to the arrival of the officer. No further information is available at this time.

3. **OTHER NEWS/INFORMATION**

- Welcome to HPD: Michael Pannill is HPD's newest part-time employee. Mr. Pannill will be working the evening hours in the lobby of the Hagerstown Police Department. He also has worked in the Police Auxiliary Unit for several years. We wish him well in his new position.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	259	261
	University District Deck	308	307
	Downtown Parking Lots	430	429
Number of Patrons Using Decks	A & E Deck	1,512	1,592
	University District Deck	1,309	1,574
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	188	145
Number of Late Payment Notifications		36	49
Number of Cars Booted		1	0
Peak Occupancy (%)	A & E Deck	57% (Sat @ 4PM)	57% (Wed. @ 2PM)
	University District Deck	48% (Wed @ 12-2PM)	54% (Wed. @ 2PM)

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	5	0
Fire	1	4
Human Resources	0	0
Light	3	6
Parks & Engineering	0	0
Police	7	10
Public Works	6	7
Wastewater	1	2
Water	6	4
Weekly Totals	29	33

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

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Sat. 7/25 - 943 The Terrace- total outage; squirrel caused fuse to operate. Time Out: 7.6-8.3
- Mon. 7/27 - Wesel Boulevard - pole damaged; vehicle struck street light pole in accident. The broken pole was removed temporarily until replacement was completed the following business day. Time Out: 23.9-0.5
- Tues. 7/28 - 405 West Howard Street- lines down; lines were found to belong to Antietam Cable Television. Time Out: 20.2-20.8

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.
- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
21	1	3	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.
- Engineering staff located underground Fiber Optic facilities for the City Engineering Dept. storm water management project.
- Engineering staff continued application of herbicide per HLD vegetation management practices.

Administration:

- The bid opening for tree trimming and right of way clearing was opened this week. Staff will evaluate the proposals and recommend the selected contractor for the FY16 blanket purchase order.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
7/23/15	13.63		13.63
7/24/15	13.87		13.87
7/25/15	13.99		13.99
7/26/15	13.11		13.11
7/27/15	13.73		13.73
7/28/15	13.11		13.11
7/29/15	13.82		13.82
Average			13.60

Water Production at R C Willson

- The Phase IV work continues and staff is awaiting approval from Maryland Department of the Environment to begin the secondary disinfection conversion from free chlorine to chloramine. The General Contractor continues to complete the critical path items as well as punch list items. The new chemical feed facilities were inspected by the Fire Marshal's office this week for occupancy – minor corrections are needed.
- *Operations:*
 - Crews primarily worked on routine facilities maintenance and routine preventive maintenance. Training is ongoing on the new chemical feed systems, chemical dosage as well as the new SCADA system.
- *Maintenance*
 - Maintenance staff worked on routine preventive maintenance and continues to participate in employee training for the new equipment.
- *Instrumentation*
 - Instrumentation staff continues work with ABB on the new SCADA system. A new valve actuator is being installed for the Hellane Water Storage Tank.

Water Production at Breichner

- The Edgemont Reservoir pool elevation is -8.4 feet below crest and the bypass valve and the hydrant are closed to allow for natural fluctuation of the pool elevation and seepage evaluation.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. Crews continue with the installation of new meters with radio transceiver units and work continues in the large meter testing program. The installation of the new main on Buford Drive is complete and the new main has been pressure tested and disinfected. Crews and working on service changeovers from the old main to the new main. Crews began work on West Washington Street replacing the existing water main between Prospect and Jonathan. The temporary water line is installed and has been disinfected – services will be transferred and work on the new main will begin.

Laboratory

- Collected distribution system samples for conversion to Chloramines.
- Spoke with customers concerned with upcoming change to Chloramination.
- Updated spreadsheet for monitoring for nitrification in our distribution system.
- Collected samples from Funkstown and Smithsburg to determine the concentration of corrosion inhibitor in their systems.
- Collected bacteriological sample for new main installed in Van Lear.
- Collected bacteriological sample from the temporary main installed on W. Washington St.

- Requested PO for IDEXX supplies for conducting Total Coliform, *E.coli*, and *E.coli* enumeration analysis.
- Collected sample of anthracite media from our mixed bed filters at R.C. Willson
- 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	1	1
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	19	-

- Staff met with a consultant regarding final details of construction drawings for a commercial water main extension.
- Staff attended a bid opening for the West End Standpipe Rehabilitation contract.
- Staff met with a residential developer regarding low water pressure at a recently constructed dwelling.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 22, 2015	6.44	0.00
Thursday, July 23, 2015	6.35	0.00
Friday, July 24, 2015	6.24	0.00
Saturday, July 25, 2015	6.03	0.00
Sunday, July 26, 2015	6.09	0.01
Monday, July 27, 2015	7.63	0.63
Tuesday, July 28, 2015	6.59	0.00
Weekly – Avg. Flow / Total Rainfall	6.48	0.64
July – Avg. Flow /Total Rainfall	7.05	3.11

Miscellaneous

- Cleaned UV bulbs and effluent gates on all three UV channels.
- Started demo on existing polymer piping, equipment and controls.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	3, 18	1478	169	13
Flushing	3, 22	3815		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main & Lateral		1	RBT Roots	15

Collection System Maintenance Task

- Completed trouble spot cleaning at 20 sites in districts 1,3,4,7,9,10,11,12,14,15,16,18 & 19.
- Weed Whipped stations 3,5,8,19,25,28
- Installed Biobags in manholes throughout the system to control FOG.
- Drilled 3/4" holes in manholes 11061,11062,11063,11066 to create easier access into the manhole.
- Repaired and grouted manhole 22038 to stop minor infiltration.
- Completed lateral replacement at 1533 Crest View Avenue.
- Uncovered manhole #14014 in St George Street.
- Installed bypass connection at Station #19.
- Repaired control issue at Station #21.
- Cleaned rags from impeller #1 at Pump Station #25.
- Repaired muffin monster coupler at Pump Station #8.
- Continued to work on control box for Pump Station #8.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	0	1	1	2	7
YTD 2015	39	52	6	7	9	37	150

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

Engineering

- Staff met with the Assistant City Engineer and a fiber optic cable representative regarding the connection between the Administration Building and the Collections Office/Garage.

Wastewater Laboratory

- Analyzed water distribution samples for ammonia, nitrite, and orthophosphate.
- Analyzed consecutive system samples for orthophosphate.
- Ordered supplies for wastewater lab.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,



Valerie Means
City Administrator