

City of Hagerstown, Maryland Status & Information Report No. 26 for 2016

July 1, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JULY 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
3 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park	4 HOLIDAY CITY OFFICES CLOSED 6pm Fireworks at Fairgrounds Park	5 No M&C Meeting	6	7	8 7pm Outdoor Movies at City Park	9
10 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park	11	12 No M&C Meeting	13 4pm Planning Commission Meeting	14 4:30pm Historic District Commission Meeting	15	16
17 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park	18	19 8am-3pm City of Hagerstown Housing Summit @ Bridge of Life Church 5pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22 7pm Outdoor Movies at City Park	23
24 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park	25	26 7pm Regular Session	27 7pm Planning Commission Meeting	28 4:30pm Historic District Commission Meeting	29	30
31 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **International Economic Development Council's Excellence (IEDC).** Jill Frick, Director of Community & Economic Development, participated in a judging event for the 2016 International Economic Development Council's Excellence (IEDC) in Economic Development Awards. The program recognizes best practices in the profession both nationally and internationally.

2. **Maryland Municipal League.** Amanda Whitmore, Downtown Coordinator, participated in the Maryland Municipal League's Conference with an exhibit table promoting Main Street Hagerstown as part of the conference's promotion of Main Street communities throughout the State of Maryland.

FIRE DEPARTMENT

1. **New Pierce Tractor Drawn Ladder Truck:** Hagerstown Fire Department's new Pierce Tractor Drawn Ladder Truck, Truck 1, is going into service, Saturday, July 2nd. HFD's Firefighters have been training diligently to prepare for the use of the apparatus. The training concluded this week with a representative from the Pierce factory working with all three of Hagerstown Fire Department's shifts to familiarize them with the use of the equipment.
2. **Fireworks Safety:** The Hagerstown Fire Department reminds residents that only ground-based sparkler devises are legal for use in the City of Hagerstown. HFD encourages residents to be informed on how to safely and responsibly enjoy fireworks. Residents are encouraged to only purchase products legal in the City of Hagerstown from authorized Maryland vendors. Please read the cautionary labels and performance descriptions on ground-based sparklers before igniting.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Fourth of July Celebration Hosted at Fairgrounds Park
 - PHOTO OP: Independence Day Fireworks Safety
 - Residents and Businesses Cautioned Amidst Potential Scam Reports
 - Advisory: Trash, Recycling, and Yard Waste Collection Delay for Independence Day
 - Advisory: Customer Service Tax Are Closing Early on June 30
 - E-casts:
 - Improve Housing Opportunities in the City of Hagerstown
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 10,800 users visited www.hagerstownmd.org for the week of June 20 - June 26, 2016

- Top entrances (first page users accessed on the website):
 - ▶ Home page 3,964 users
 - ▶ Outdoor Movies page 458 users
 - ▶ Potterfield Pool page 409 users
 - ▶ Utility Billing page 403 users
 - ▶ City Park page 359 users

- Top Searches:
 - ▶ "fireworks"
 - ▶ "alligator"
 - ▶ "shopping"
 - ▶ "fourth of july"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Hagerstown Cultural Trail Update.** More is progressing with lots of moving parts:

Construction

- Underground conduit system is 75% complete for lights and cameras. Light poles have arrived and will be installed soon.
- Pavers are 80% installed along Lee Street.
- Pavers being installed at Hagerstown Housing authority (see pictures below of "side" trails) and progressing south and north from there.
- Over 60 boulders installed as harvested from the Edgemont Reservoir watershed.
- Storm drain installed at Lee Street although it appears that existing storm drain heading east from trail is in poor condition.
- CSX Railroad sent us a letter stating that we can't modify the sidewalk in their right of way UNTIL the State Highway crossing upgrade is completed in 2017. Our trail construction will have to stop for now at their right-of-way.
- Developed a draft plan of sign designs and locations.

Art

- Base painting for Mural of Unusual Size is out to bid, artist for the mural has been selected by the Committee.
- Engaged architect to design shade structures.
- Art Selection Committee meets for the third time next week to discuss artistic screens, playscape status, photo-mural, and Hidden Hagerstown history boxes.
- Finalizing logo on the granite insets that go in the paver pattern.



2. **Pavement Markings.** We sent Alpha Space Control three lists of pavement markings for them to do over next few weeks (replace faded stopbars and crosswalks, re-do faded centerlines, re-do faded railroad crossing markings). They also are going to make some changes to parking in Collegiate Acres and shift crosswalks at intersection of Walnut and Antietam. We will also be sending them drawings of overlay streets that will need pavement markings.
3. **Landscape Maintenance.** Developed a draft contract for Public Works to review and allow them to contract out maintenance of landscape beds and other ground maintenance.
4. **Bester Hope.** This organization held a walk on four (4) blocks of South Locust Street and came up with ideas to improve the appearance of this street. We will upgrade the pavement markings for them and we sent emails to various other departments with questions from the group. They plan on asking M&C to close South Locust Street on August 13th to do various improvements (Paint walls, plant flowers and planters, replace broken fence, kid friendly stencils in crosswalks , beautify Locust Point area)
5. **Engineering**

Traffic issues		
Description	Week of 6/24/16	Year to date
Traffic complaints received	5	90
Work Orders completed	4	58
Traffic counts completed	2	29
Construction Projects		
Description	Week of 6/24/16	Year to date
Projects advertised for bids	0	9
Projects under construction	10	
Projects completed	0	4

PARKS & RECREATION DIVISION

1. **Recreation Space.** Work continues on the space on the upper floor of the "Junior Mason Parks and Recreation Complex". Wall insulation is complete and staff is hanging drywall on the rainy days. The HVAC system is out to bid. Our goal is to have the first activities in the space in November.



2. **Hager House.** We continue to enhance our partnership with the Historical Society as we have been borrowing and displaying items from their collection to complement our programs in the Museum. Work is also being done to catalog items under the Museum cabinets.
3. **Outdoor Movie at City Park.** The June 24th showing of Star Wars was a great success with over 500 people enjoying an evening in City Park. Costumed characters, a DJ, a parade and best-dressed contests were held during the pre-movie activities. Staff is now preparing for our Friday, July 8th showing of "Minions".



4. **Recreation Programs.** Registration is open for the following programs:
 - Yoga: Fun Flow Yoga continues on Saturdays at 8:15am at Robinwood Medical Center through September.
 - Smash Academy: A lively new class for beginners in tennis - 6-week session begins July 5th at 6pm.
 - Stroller Strong: A 60-minute work-out in the park that provides a family activity that merges fitness with fun! 6-week session begins July 6th at 6 p.m.
 - Tai Chi in the Park: This program aims to improve balance and movement by introducing principles of Tai Chi. Six-week session begins July 6th with morning and evening class options.

5. **Goodbye to Junior.** And we would be remiss if we didn't say that life in Parks & Recreation Division will change a little after this week. We would like to thank Junior Mason for his 42 years of service to the Parks and Recreation Division. We wish Junior a long, healthy and enjoyable retirement....he will be missed!

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued**
 - 1640 Dual Highway – Mid-Atlantic ProTel, Inc. – retail sales of AT&T cell phones.
2. **Planning Commission:** The Planning Commission reviewed these items on June 29:
 - 806-808 Marshall Street – 30 East Antietam Sreett LLC – approved waiver requests and a minor plat.
 - 18013 Terps Boulevard (Parcel A) – The Reserve at Collegiate Acres – approved a final plat.
 - Comprehensive Plan Update: Growth Management & Land Use Element – completed review of this element.
3. **Historic District Commission:** The HDC reviewed the following cases on June 23:
 - 269-271 South Prospect Street (Rear) – WLR Holding Company – approved replacement of deteriorated porch columns.
 - 1020 Oak Hill Avenue – Timothy Harman – approved an application to demolish a garage.
 - 157 South Prospect Street – Kim Winders – approved front porch repairs.
 - Conducted a workshop for window replacements at 821 Potomac Avenue.
4. **Board of Zoning Appeals:** The July hearing was canceled since no cases were filed by the deadline.
5. **Weekly Activity Report:** Jun 20 – June 24, 2016

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS						NUMBER ISSUED	
Building	9	Residential -	5	Commercial -	1	Other -	3	14
Electric	17	Residential -	11	Commercial -	6	Other -	0	17
Plumbing	11	Residential -	9	Commercial -	2	Other -	0	10
Mechanical	6	Residential -	3	Commercial -	3	Other -	0	6
Engineering Dept.	7							18
TOTAL	50		28		12		3	65
Est. Value of Issued Building Permit Projects:				Fiscal Year Totals:				
Residential				\$ 235,300.00				\$ 4,946,627.00
Commercial				\$ 345,943.00				\$ 25,609,094.00
Apartment				\$ 0.00				\$ 1,169,733.00
Sign				\$ 5,780.00				\$ 409,628.00
TOTAL				\$ 587,023.00				\$ 32,135,082.00
Projects of Interest								
- Construct two single family homes in Greenwich Park – \$208,000								
- Construct new retaining wall and fencing for National Road Park at 806 West Washington Street - \$250,000								
- Repairs to fire damaged building at 125 East Baltimore Street - \$55,943								

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016		
	PROPERTIES	UNITS
Registrations received week of June 13 – June 17	283	771
New applications issued week of June 13 – June 17	9	25
Total 2016-2017 registered (includes changes since 5/1/16)	1,817	4,967
Percentage of total invoiced that have registered	52.4 %	54.6 %
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	\$ 58,200	
Weekly adjustment/credits	\$ 2,175	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	41	
Electrical	39	
Plumbing	19	
Mechanical	10	
Safety	72	
Neighborhood Vitality	104	
Quality of Life	4	
Preventive Maintenance	22	
Planning & Zoning	31	
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:	1,797	Field Interviews:	41
Arrests/Warrants Served:	26	Moving Violations:	27
Domestic Violence Calls:	28	Parking Violations:	167
DUI Arrests:	2	Safety Repair Orders:	1
Reports Filed:	164	Warnings:	64

2. **REPORTS**

06/23/16: Officer Daveler responded to Salem Avenue for a report of a robbery. Prior to the officer's arrival, dispatch gave a description of the suspect and officers in the area immediately began a search but were unable to locate the suspect. The victim stated he posted his Xbox One for sale on a Hagerstown yard sale site. An interested party responded and they arranged to meet on Salem Avenue. When the interested party arrived he had a friend with him. They inspected several games and then the interested party lifted his shirt revealing a handgun. They then proceeded to take the Xbox and games and left the area. The suspect was later apprehended without incident.

06/24/16: Officer Wolfe was dispatched to North Prospect Street for a report of a person trespassing. The caller, Pastor Rick of the Rescue Mission, advised that the Center has an active No Trespass Letter on the male in question. The officers confirmed the active letter and placed the male under arrest and transported him to Central Booking. The individual was charged with Trespassing on Private Property.

06/25/16: Officer Morris responded to Noland Drive for a report of malicious destruction of property. The victim stated that someone had broken out her kitchen window. The window appeared to have been struck from the outside. There was a rock outside the window and the victim stated that rock did not belong there and she not sure how it got near the window. Neighbors did not see or hear anything suspicious. There are no further details.

06/26/16: Officer Hill was dispatched to Chestnut Street for a report of a theft. The victim stated that her weed eater and lawn mower battery had been taken out of her shed. The total loss is approximately \$125. There are no suspects.

06/27/16: Office Spigler responded to the Family Dollar Store on Maryland Avenue in reference to a theft report. The cashier stated that two black males approached her front counter in an attempt to pay for one roll of paper towels. When the cash drawer opened they reached over the counter and grabbed cash and fled towards East Wilson Boulevard. The males are described as both about 6'0 ft tall and in their 30's. The officer will be viewing the store's video footage. No further information is available.

3. **OTHER NEWS AND INFORMATION**

Welcome to HPD: Daniel Parks joined the Hagerstown Police Department and was sworn-in as a police officer on June 21, 2016. He is assigned to the Training Division pending completion of Department Weapons Training and MPTC (Municipal Police Training Committee) approved comparative compliance training. Officer Parks is an experienced patrolman from Eastern Pike Regional Police Department in Matamoras, Pennsylvania. He served there for six years. We wish him the best as he continues his police career with the Hagerstown Police Department.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	283	283
	University District Deck	242	236
	Downtown Parking Lots	562	562
Number of Patrons Using Decks	A & E Deck	1,808	1,486
	University District Deck	1,606	1,503
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	94	214
Number of Late Payment Notifications		45	42
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	93%*	57%
		Sat @ 10 PM	Fri @ 10 PM
	University District Deck	50%	44%
		Tues @ Noon	Mon @ Noon

*Scholarship Pageant

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	4	2
Human Resources	0	0
Light	2	1
Parks & Engineering	1	4
Police	10	2
Public Works	1	6
Wastewater	2	1
Water	7	4
Weekly Totals	27	20

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 6/23 - 332 North Mulberry Street- total outage; customer's main breaker had tripped.
Time Out: 19.7-20.5
- Sun. 6/26 - 32 Avalon Avenue- pole damaged; tractor-trailer knocked pole down damaging a transformer and service wires. Line crews replaced (1) 45'ft pole, (1) 50 KVA transformer, and several feet of wire. Time Out: 12.3-16.7
- Thur. 6/30 - 514 East Franklin Street- total outage; bird caused transformer fuse to operate.
Time Out: 6.7-7.2

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.
- HLD Lineman completed the roadside tree care expert class, passing the exam and are now certified with the State of Maryland Forest Service.
- Crews spent several days trimming trees from feeder main lines to avoid nuisance tripping.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
18	0	5	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.

Administration:

- Staff met with GDS Associates to review our preliminary pricing for wholesale power for June 1, 2017 and beyond. There were several respondents and we are pleased with the initial price points provided.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
06/23/16	11.42		11.42
06/24/16	11.46		11.46
06/25/16	11.21		11.21
06/26/16	11.33		11.33
06/27/16	11.91		11.91
06/28/16	12.22		12.22
06/29/16	11.96		11.96
<i>Average</i>			<i>11.61</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.
- Instrumentation
 - RC Willson – Working on the installation of new chlorine scales.
 - RC Willson – Installing new level sensors on the basins.
 - Pump Stations – Installing new 4-way function valves on several pumps.
 - Tanks – Installing the instrumentation for the new West End Tank level.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir has been drained and staff will maintain the Reservoir in a dry condition utilizing the 24" sluice gate which is now open 60 turns. 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. Water Distribution crews performed routine customer service work throughout the water service area. Crews also completed service disconnections for delinquent accounts. Work continues on the Frederick Street main replacement.

Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Discussed Lead and Copper monitoring requirements with MDE.
- Sampled West End Tank for VOCs and bacteria.
- Responded to customer concern regarding water quality. Results were normal.
- Sampled new main in Westfields.
- Sampled new main in Emerald Point.
- 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	-	2
Preliminary Plats	-	1
Final Plats	-	-
Building Permits	9	6

- The West End Tank Painting contract is complete. Water sampling and certification by MDE is expected to be completed by the week of July 4th.
- Water infrastructure is 98% complete on the Yale Drive Extension project.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, June 22, 2016	6.68	0.01
Thursday, June 23, 2016	7.25	0.52
Friday, June 24, 2016	6.96	0.07
Saturday, June 25, 2016	6.34	0.00
Sunday, June 26, 2016	6.19	0.00
Monday, June 27, 2016	6.34	0.02
Tuesday, June 28, 2016	6.26	0.01
Weekly – Avg. Flow / Total Rainfall	6.57	0.63
June - Avg. Flow/Total Rainfall	6.55	3.65

Miscellaneous

- Inventory and clean up.
- Routine maintenance (MP2 Program) and Corrective Work orders.
- Installed new back plane board for future remote I/O cards on PLC in operator control room.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	24	401'	6	150'
Flushing	5, 14, 24	9,879'		

Collection System Maintenance Task

- Grinder Pump bench work at shop and made new pressure tubes.
- Unit #527 preventative maintenance, cleaned debris tank and washed down.
- Dropped Bio-bags at various lift stations and trouble spots to control FOG.
- Attended CPR/First Aid training for all employees 6-23-2016.
- Weed whipped Pump Stations 8 & 28.
- Grinder Pump at 20001 Boxwood Circle; owner replaced DC switch, we replaced pump and pigtail.

- Grinder Pump at 20001 Cherry Hill Circle; replaced alarm pigtail.
- Grinder Pump at 20107 Cherry Hill Circle; red light on, no problem found.
- Grinder Pump at 11110 Eastwood Drive; no issue found.
- Grinder Pump at 11112 Parkwood Drive; replaced check valve, shut-off valve, duplex discharge assembly and pig tails on pump #2. Seeded and mulched excavation site.
- Exercised emergency generators.
- Collected Newgate flow data.
- Backup at 311 West First Street, back up on the private side.
- Backup at 1205 Marshall Street, plumber replaced from residence to curb and got debris in our portion of lateral, flushed clean.
- Replaced 8' of main, two wyes and lateral in reach 07114 - 07115 at Sta 1+49; 148 North Potomac Street and Sta 1+57; 12 East Avenue.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	5	0	0	0	1	7
YTD 2016	29	38	5	0	2	64	138

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

Engineering

- Staff met with a residential owner regarding details/options available for separating a combined service lateral for his dwelling.
- Wastewater infrastructure is 100% complete on the Yale Drive Extension project.

Wastewater Laboratory

- Analyzed Water Distribution System samples for NO3/NO3, OP, and NH3.
- Conducted Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Ordered spare controller for autosamplers.
- Discussed HVAC issue with Utilities Facilities Manager.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie A Means

Valerie Means
City Administrator