

City of Hagerstown, Maryland Status & Information Report No. 29 for 2016

July 22, 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 Executive Session 6pm Work Session 7:15pm 96 th Special 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 6pm Work Session 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. **Main Street Update:** All Main Street Hagerstown workgroups met this week. Discussions included plans for the August Second Saturday and Business Relations work planning.
2. **Event Logistics Update:** Staff coordinated an Event Logistics Team meeting to review plans with representatives from the upcoming TEAM/RWJCC event. TEAM (Together Everyone Achieves More) is organizing a march and community gathering on July 23.
3. **Wind Down Fridays:** Upcoming Wind Down Fridays include:
 - August 12th – Summer Lovin' featuring Made in the 80's
 - September 30th – Thunder in the Square featuring Staff Infection
 - October 21st – Freaky Friday featuring Slackwater 4
4. **Engine Room Art Space:** The All on the Wall show will be displayed through July 31. Also, the large paper community-created mural from Our Shadows will be on display. Everyone is welcome to add to the mural, but the goal is to send it home with artists. Come snip out your favorite part and take it home. Free art!!!

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Community Polled to Pick Final Free Film of the Season at City Park
 - Traffic Advisory: T.E.A.M. Community Day
 - Traffic Advisory: Summer Slide Test Run
2. **Channel 25:**

Watch the City Newsroom at the top of every hour. This week's news stories include:

 - Police Body-Worn Cameras Public Information
 - Swim Lesson Promotion for Potterfield Pool
 - Birdwatching Promotion
 - Tommy 202 Promotion

In Production:

 - Hagerstown Cultural Trail video update
 - Augustoberfest Preview
3. **Websites:**
 - *City Website*
 - About 10,300 users visited www.hagerstownmd.org for the week of July 11- July 17, 2016
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,449 users
 - ▶ Utility Billing page 413 users
 - ▶ Jobs page 364 users
 - ▶ City Park page 256 users

- Top Searches:
 - ▶ "hotels"
 - ▶ "permits"
 - ▶ "real estate taxes"
 - ▶ "bulk trash"
 - ▶ "restaurants"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Construction Project Update:**
 - Construction of the Cultural Trail is approximately 60% complete. Work continued with laying of pavers, curbs and conduit.
 - 170 West Washington Street – work is complete except that the Building Inspector is requiring a handrail on front steps.
 - Construction of ramps for handicapped accessibility is about 30% complete.
 - Repair of sidewalks damaged by street trees is about 75% complete.
 - Replace curbs prior to overlay is about 75% complete.
 - Safe Routes to School (signals): SHA is making final check that we have submitted all information and forms to them. We are still hoping we can advertise this project in July/August, but with the requirements for approval of bids and shop drawings construction may not occur until Spring 2017.
 - 2016 Alley Reconstruction Program: We advertised this contract to replace all or portions of ten alleys. Bid opening is scheduled for August 16th and we anticipate construction starting in early September.

2. **Board of Traffic & Parking made the following recommendations:**
 - Maintain four-way stop at intersection of alleys 2-114 and 2-115, find place for STOP sign
 - Fairground Avenue: move parking spaces away from Alley 4-39 to improve sight
 - McPherson Street: recommended closing this street to thru traffic on east side of HPD

3. **Engineering**

Traffic issues		
Description	Week of 7/15/16	Year to date
Traffic complaints received	2	99
Work Orders completed	1	65
Traffic counts completed	2	32
Construction Projects		
Description	Week of 7/15/16	Year to date
Projects advertised for bids	1	11
Projects under construction	9	5
Projects completed	1	5

PARKS & RECREATION DIVISION

1. **Outdoor Movie at City Park.** July 22nd, Dusk - Join us for free showing of the "Inside Out" in the City Park Band Shell this Friday! The movie begins at dusk, approx. 8:30 p.m. Come early and you may discover Pokemon all over the park! Hagerstown City Park is home to some rare Pokemon like Pikachu, Dratini, and Slowpoke! Come out to one of the most popular PokeStops in the City, the Peter Buys Band Shell, and set up some lures, contest for control of the gym there, and meet maybe make a new friend or two along the way! Bring a blanket or a lawn chair, or enjoy the Band Shell benches, and treat yourself to concessions and a fun evening under the stars!
2. **Music By The Lake.** Saturday, July 23rd, 7pm - In partnership with the Washington County Arts Council, enjoy a free performance this Saturday by the Davis Bradley Band! This is a free concert in the City Park Band Shell beginning at 7pm! Bring your lawn chairs and blankets, or enjoy the Band Shell benches. Music by the Lake continues into August with the Annapolis Bluegrass Coalition on July 30th, and Patent Pending on August 6. For more info visit www.washingtoncountyarts.com or call (301) 791-3132.
3. **2nd Annual Senior Championship.** Friday, August 19th - Before the Annual City Championship on Saturday, August 20th, join us on Friday, August 19th for the 2nd Annual Senior City Championship! Golfers can play with another participant, or as a foursome, anytime from 6:30am-2pm and turn in your scorecard at the clubhouse for prizes.
4. **Fairgrounds Park Indoor Recreation Room.** We completed installing the metal fascia on the Grandstand at the entrance to the new recreation space.
5. **National Road Park.** We started construction of a retaining wall in our newest park located at 806 West Washington Street.

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
 - 17670 Garland Groh Boulevard – Spirit Halloween – retail sales of Halloween costumes and decorations (temporary location August 1 – November 15, 2016).
 - 929 Salem Avenue – Doris Collis – home work station for a painting sub-contractor.
 - 101 East Franklin Street – Together Everyone Achieves More, Inc. – outpatient mental health psychiatric rehab counseling.
 - 17619 Potter Bell Way – KBL Logistics – home work station for a courier service.
 - 1580H Wesel Boulevard – Myeyedr Optometry of Maryland, LLC – retail sales of eyeglasses and eye exams.
2. **New Development Cases:**
 - Greenwich Park – final plat for re-allotment of Lots 31-40.
3. **Historic District Commission:**

On July 14 the HDC approved these cases:

 - 1018 Oak Hill Avenue – Victoria Pembroke – approved garage alteration along the alley.
 - 13 North Potomac Street – Sheldon Green/Gloryfire Ministries – approved replacement windows on the upper floors.
 - 15 East Avenue – Mark Bartel for Sean Bartel – approved a front stoop replacement and rear porch alterations.

- 17 East Avenue – Mark Bartel – approved a front stoop replacement and modification to side porch railing.

One case was filed for the July 28 meeting:

- 821 Potomac Avenue – William Van Gilder – new windows and new garage door.

4. **Planning Commission:** On July 27, the Planning Commission will begin review of the Water Resources Element as part of the Comprehensive Plan update.

5. **Weekly Activity Report:** July 11 – July 15, 2016:

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	10	Residential -	3	Commercial -	4	Other -	3	6
Electric	13	Residential -	9	Commercial -	4	Other -	0	13
Plumbing	7	Residential -	4	Commercial -	3	Other -	0	7
Mechanical	10	Residential -	4	Commercial -	6	Other -	0	10
Engineering Dept.	8							10
TOTAL	48		20		17		3	46

<u>Est. Value of Issued Building Permit Projects:</u>	<u>Fiscal Year Totals:</u>	
Residential	\$ 67,494.00	\$ 113,467.00
Commercial	\$ 169,000.00	\$ 1,035,100.00
Apartment	\$ 0.00	\$ 0.00
Sign	\$ 0.00	\$ 2,510.00
TOTAL	\$ 236,494.00	\$ 1,151,077.00

Projects of Interest

- Demo portion of structure and rehab remaining single family home at 226 East Franklin Street - \$35,000
- Redesign break room/add walls in office space at Pinnacle Foods, 1200 Frederick Street - \$144,000

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of July 5 – July 8	57	99
New applications issued week of July 5 – July 8	9	17
Total 2016-2017 registered (includes changes since 5/1/16)	2,894	7,716
Percentage of total invoiced that have registered	83.4 %	84.8 %

Notes: The 2016-2017 rental license renewals for 9102 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	\$ 6,975
Weekly adjustment/credits	\$ 2,850

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	44
Electrical	43
Plumbing	6
Mechanical	12
Safety	71
Neighborhood Vitality	75
Quality of Life	7
Preventive Maintenance	21
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

1. STATS

Calls for Service:	1,545	Field Interviews:	19
Arrests/Warrants Served:	17	Moving Violations:	13
Domestic Violence Calls:	16	Parking Violations:	147
DUI Arrests:	0	Safety Repair Orders:	5
Reports Filed:	154	Warnings:	18

2. REPORTS

07/16/16: Officers Decker and Bauknecht were traveling on East Washington Street when they observed a black in color SUV in a parking lot near Cannon Avenue. These officers knew that a black Mercury Mariner was stolen from Nottingham Road. The officers made a loop of the area to verify this was the stolen vehicle. The registration tag was run through Dispatch and it was verified that the vehicle was the stolen SUV. The owner was notified and arrived on scene to take possession. No other information is available.

07/17/16: Officers Hose and Biddle responded to Little Elliott Drive for a theft from a motor vehicle report. The victim stated that someone had entered her vehicle and took US currency and a cell phone. There were no suspects and no witnesses. Officers advised the victim to contact her insurance company. No further information is available.

07/17/16: Officers Mikash and Molineaux were dispatched to West Baltimore Street for a reported man down. The victim stated that a gold Cadillac pulled up and parked near the Corner Pub. He was approached by several black males who stated they had a problem with him looking at their vehicle. The group then began attacking him, taking his wallet and keys. The individuals then fled the area. The victim was transported to Meritus Medical Center for non-life threatening injuries. The suspects are unknown at this time. The camera in the area will be reviewed.

07/19/16: Officers C. Kelley, Bobetich and Reese responded to The Plum on Rochester Place for a possible burglary. The custodian of the Barbara Ingram School noticed an open door to the back of the Plum Restaurant. Officer C. Kelley and his K-9 partner, Jacky, searched the inside of the business and found no one inside. The owner of the business arrived on scene and conducted a walk through and found nothing was missing and nothing had been disturbed. Officers T. Kelley and Alderton reviewed the cameras in that area and saw three suspects walking in the direction of The Plum who used their shirts to cover their faces. No further information is available.

3. **OTHER NEWS/INFORMATION**

Congratulations: Michael Clingan, Christian Koontz and Zachary Rowe graduated from the Hagerstown Community College Police Academy on Friday, July 15, 2016. All three graduates are employed by the City of Hagerstown and have received their platoon assignments at the Hagerstown Police Department.

Officer Clingan has been assigned to the Baker Platoon and under the command of Sergeant Doug Hay. Officer C. Koontz has been assigned to the Charlie Platoon and under the command of Sergeant Chris Barnett. Officer Rowe has been assigned to the Alpha Platoon and under the command of Sergeant Scott Leeney. They were officially sworn in as officers on Thursday, July 21, 2016 at City Hall and will now begin their Field Training and Evaluation Program.

We wish them well with their Field Training Program and building a career at the Hagerstown Police Department.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	272	272
	University District Deck	250	250
	Downtown Parking Lots	588	588
Number of Patrons Using Decks	A & E Deck	1,729	1,146
	University District Deck	1,672	1,237
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	95	182
Number of Late Payment Notifications		53	54
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	84% Sat @ 10 PM	49% Thu @ Noon
	University District Deck	51% Wed @ Noon	49% Wed @ Noon

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	2
Fire	3	5
Human Resources	0	0
Light	1	3
Parks & Engineering	3	0
Police	9	6
Public Works	11	4
Wastewater	0	2
Water	4	1
Weekly Totals	33	23

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

7/16 - Rear, 814 Maryland Avenue- total outage; tree limb fell on service wires causing line fuses to operate. Time Out: 17.8-19.3

- 7/17 - 64 Wakefield Road- total outage; squirrel caused transformer and line fuses to operate. Time Out: 8.8-9.6
- 899 West Washington Street- total outage; the problem was found to be internal and the customer was advised to contact an electrician for needed repairs. Time Out: 13.8-14.5
- 7/18 - 118 Randolph Avenue- lines down; lines were found to belong to Verizon Time Out: 20.7-20.9
- 7/20 - 711 West Washington Street- lines pulled from home; service wires were reattached. Time Out: 18.0-19.2
- 526 West Howard Street- partial outage; transformer fuse operated for unknown reason. Time Out: 23.2-23.9
- 7/21 - 100 Block East Washington Street- pole damaged; vehicle struck street light pole #27 in accident. Street light removed temporarily until follow up replacement is completed at a later date. Time Out: 2.3-3.2

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.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
8	0	3	0

Engineering:

- A specification was written to provide for a SCADA software upgrade. The existing host machine is obsolete and the updated software will be an improvement from the 2007 setup.
- Staff continues vegetation management efforts throughout the City.

Administration:

- Staff met with the local representative for Sensus Metering that provides an AMR (Automated Meter Reading) solution for electric utilities.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
07/14/16	12.84		12.84
07/15/16	12.72		12.72
07/16/16	12.12		12.12
07/17/16	12.49		12.49
07/18/16	12.46		12.46
07/19/16	12.12		12.12
07/20/16	12.21		12.21
Average			12.42

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 tank at Willson was inspected and a spot repair was made. The tank floor was disinfected and the tank placed back in service. The leak appears to have stopped – staff will continue to monitor.

- Operations. Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance. Operators washed all filters to enable the tank inspection on July 19th.
- Maintenance. Staff worked on routine plant maintenance and preventative maintenance on equipment.
- Instrumentation
 - RC Willson – Working with vendor on additions to the SCADA system.
 - Pump Stations – Installing new four-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. Coordination continues with MDE to ensure compliance with all applicable requirements. Engineering service for final evaluation and design will be presented to Mayor and 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 continues on the Frederick Street water main replacement project. Crews are installing radio read meters and valves throughout the system. Crews are also working with local contractors to replace meter tiles and roadway boxes prior to overlay and sidewalk replacements.

Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Checked West-End Tank for bacteria and VOCs.
- Checked private well on Hump Road.
- Submitted LT2 Report to MDE.
- 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

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	2
Preliminary Plats	-	1
Final Plats	-	1
Building Permits	16	-

- Staff attended a development review meeting at the County Planning Office.
- Staff met with representatives of Meritus and CHIEF and City officials regarding annexation of Hospital lands and Mt. Aetna Farms.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 13, 2016	5.72	0.00
Thursday, July 14, 2016	5.59	0.01
Friday, July 15, 2016	5.50	0.00
Saturday, July 16, 2016	5.29	0.00
Sunday, July 17, 2016	5.63	0.00
Monday, July 18, 2016	6.04	0.90
Tuesday, July 19, 2016	5.71	0.00
Weekly – Avg. Flow / Total Rainfall	5.64	0.91
July - Avg. Flow/Total Rainfall	5.77	1.42

Miscellaneous

- Replaced defective security camera and controls at South gate.
- Repaired Auma actuator on #1 UV channel influent gate.
- Isolated DAF and removed defective bearings, cog and shaft from screw conveyor inside of the thickener well.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Onsite vendors

- ABB: Repair MagMaster (flow meter) on effluent line to filters.
- MS Johnston: Repair AC in Superintendants office.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	6	10,943'		

Collection System Maintenance Task

- Cleaned storm drains for Public Works.
- Grinder Pump Bench work at the shop.
- Pump Station 2; Cleaned force main with small Jetter hose, cleared partial blockage, and reassembled bypass.
- Pump Station 5; installed new RTU.
- Pump Station 19; continued prep work for upgrade.
- Weed whipped and mowed around our shop and Frederick Street sidewalks.
- Exercised emergency generators.
- Collected Newgate flow data.

- Exercised portable pumps.
- Grinder Pump call at 11024 Plumwood Circle, replaced pump.
- Backup call at 521 Jefferson Boulevard, problem on private side.
- Clean out complaint at 1042 West Irvin Avenue; advised owner it is their responsibility to repair.
- Investigated sewer lateral at 35-39 North Potomac Street for Engineering; they suspect the building sewer is backing up into the basement then being discharged by the sump pump.
- Met with Doug DeHaven from Fire Marshalls office to get permission to burn skids and miscellaneous wood behind WWTP.
- Excavated, concreted and installed final blacktop on patches at 125-127 Buena Vista Avenue, second half of roadway at 1025 Florida Avenue, 801 Virginia Avenue, 331 Radcliffe Drive and 195 Pangborn Boulevard.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	1	0	0	4	7
YTD 2016	30	43	6	0	2	73	154

** 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 attended a meeting with representatives of Meritus and CHIEF and City officials regarding annexation of Hospital lands and Mt. Aetna Farms.

Wastewater Laboratory

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- 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