

# City of Hagerstown, Maryland Status & Information Report No. 2 for 2016

January 15, 2016

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

<b>JANUARY 2016</b>						
* For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <a href="http://www.hagerstownmd.org/calendar.aspx">http://www.hagerstownmd.org/calendar.aspx</a>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>HOLIDAY CITY OFFICES CLOSED</b>	2
3	4	5 3pm Executive Session  4pm Work Session	6	7 4:30pm Hub City 100 Miler Kick-off at Fairgrounds Park	8	9
10	11	12 4pm Executive Session  5pm Work Session	13 4pm Planning Commission Workshop Meeting	14 4:30pm Historic District Commission Meeting	15	16
17	18 <b>HOLIDAY CITY OFFICES CLOSED</b>	19 3:30pm Executive Session  4pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22	23
24	25	26 5pm Budget Work Session  7pm Regular Session	27 7pm Planning Commission Meeting	28 4:30pm Historic District Commission Meeting	29	30
31						

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **ECD Update:** The DCED Director serves on the Washington County Economic Development Commission (EDC). At this month's meeting, the Washington County Manufacturing Supply Chain Report was presented by Towson University, the consultant hired to conduct the study. The report provides a manufacturing profile, a gaps analysis and recommendations. The report is available online at [http://hagerstowndc.org/sites/default/files/WashCo%20Final%20Study\\_0.pdf](http://hagerstowndc.org/sites/default/files/WashCo%20Final%20Study_0.pdf)
  
2. **Snow Angel Program:** Staff is coordinating the matching of Snow Angels with volunteers for the winter season. There is a waiting list for citizens requesting the assistance of Snow Angel volunteers. Approximately four more Snow Angel volunteers are needed. Anyone interested in becoming a Snow Angel please contact DCED at 301.739.8577, Ext. 111 or visit <http://www.hagerstownmd.org/index.aspx?nid=166>

3. **Engine Room Art Space:** Recent gallery activities include:
- Pocket Market (December 11-12, 2015): Engine Room Art Space's first Pocket Market event featured 15 local artists offering prints and other gift objects at the Gallery. The event was well received by both visitors and artists as a great success. Downtown Movement assisted with supplies and promotion during this event. Approximately 180 visited the Gallery each day. All of the artists made sales and received encouraging words from the community.
  - All The Wall Exhibit (December 18, 2015 – January 12, 2016): This exhibit was the first attempt at a non-juried salon style exhibit with the goal of attracting as many local artists as possible. The result included: 24 artists from all levels of experience, 13 artists from Hagerstown and 9 others from as far as Frostburg to Silver Spring, ages 8–65, and 44 visitors on the opening night. Catering was provided by Pretzel and Pizza Creations to emphasize the welcoming and non-formal atmosphere of the event. "All on the Wall" was so much fun and so well-received that staff is planning "All on the Wall 2" in late March.
  - Concerning The Messenger (January 14–February 7, 2016): The newest exhibit is a solo show titled "Concerning the Messenger" with artwork by Jim Mackey. Mackey's art pushes the limits by employing expressive marks and symbolic and controversial imagery. By juxtaposing common or kitsch objects with a personal and honest narrative, he communicates in a very enigmatic yet impactful way. "Concerning the Messenger" held an opening reception on Thursday, January 14 from 5–8 p.m. The exhibit will remain in Engine Room Art Space until February 7th.

For more information on gallery events please visit: <http://www.engine roomartspace.com/> or [https://www.facebook.com/engine roomart/info?tab=page\\_info](https://www.facebook.com/engine roomart/info?tab=page_info)

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

1. **This Week's Headlines and Media Releases**
- Now Accepting Applications for Community Garden Plots
  - Advisories:
    - Traffic Advisory: South Potomac Street
    - Traffic Advisory: Mulberry Street
    - City Offices Closed for Martin Luther King, Jr. Day
  - E-casts:
    - Hub City 100 Miler Week 2
2. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
    - Clearing the Way With Public Works
  - In production:
    - Year in Review for 2015
    - Police Body Cameras Public Information video
3. **Websites**
- City Website:
    - About 8,100 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of January 4, 2015 – January 10, 2016.
    - Top entrances (first page users accessed on the website):
      - ▶ Home page                      3,540 users
      - ▶ Hub City 100 page              574 users
      - ▶ Jobs page                         442 users

- ▶ Utility Billing page 402 users
- Top Searches:
  - ▶ "hub city 100 miler"
  - ▶ "tree"
  - ▶ "recycle"
  - ▶ "water"
  - ▶ "community garden"
- engageHagerstown:
  - Current topics:
    - ▶ What three factors are most central to Hagerstown's heritage or identity?
    - ▶ What kinds of attributes, skills and experience should a new Chief of Police have?
    - ▶ Why do you get involved online? Why is a digital format beneficial for you?
    - ▶ What are our community's priorities for planning our City's future?

## PARKS & ENGINEERING

### ENGINEERING

1. **A & E Trail.** Many things are being finalized for this project including:
  - Public Art: A meeting was attended by around 55 residents Monday night to provide input on the art component of the trail.
  - Bids: For construction, the pre-bid meeting was held and we have 11 contractors that have purchased bid documents.
  - Crosswalks: Out to bid for decorative color crosswalks.
  - Signs: Out to bid for signs along the trail.
  - Land Agreements: Have reached final agreements, awaiting signatures.
  - Planning Commission: Staff reviewed the plans with the Planning Commission on Wednesday night.
2. **Gas Line Work on Mulberry Street.** Columbia Gas is about to start a major gas main replacement project on Mulberry Street. They need to replace their main from North Avenue down to Baltimore Street (Five Corners), and then down Frederick Street to the point where they stopped their work this past summer. The work started this week and will take several months to complete.

Given all of the other existing utilities in the street, they may be forced to install their new main near the center of the street; this means that, in certain areas, entire blocks of Mulberry Street may be closed to traffic through the day. We are limiting them to working in one block at a time, and they need to open those blocks up to traffic at night. However, they will need to establish detour routes around the closures; in certain areas (particularly on North Mulberry, this will be tricky due to the configuration of the one-way side streets.

3. **Safe Routes to Schools.** We are submitting the review packet to State Highway for the Safe Routes to School "Signal Replacements" at Salem/Indiana and Frederick/Mill.
4. **Parking Issue** Developed parking plan and laid out spaces for Public Works to establish a temporary permit parking area at the rear of 43-53 West Washington Street where dilapidated structure was removed.

TRAFFIC ISSUES		
Description	Week of 1/10/16	Year to date
Traffic complaints received	1	1
Work Orders completed	1	1
Traffic counts completed	0	0
Construction Projects		
Description	Week of 1/10/16	Year to date
Projects advertised for bids	1	1
Projects under construction	5	
Projects completed	0	0

**PARKS & RECREATION**

1. **2016 Parks & Recreation Program/Events Calendar.** Attached is the final draft of all the events and many of our programs for the upcoming year. Our Spring "Recreation Program Guide" will be out in March.
2. **Hub City 100 Miler.** There are 878 people participating, the most ever! We are shooting for 1,000 participants.
3. **Fairgrounds Park Pavilion.** We recently received approval from the State for Program Open Space funds for a new pavilion at Fairgrounds Park. Construction will begin after the permit is received.
4. **Staley Park Pavilion.** Approved for State funding by Community Parks & Playgrounds, construction for a new pavilion at Staley Park will begin after the permit is received.
5. **City Park Playground Equipment.** Partially funded by Shentel/Sprint, replacement playground equipment was installed in the south end of City Park and ready for use.
6. **Tree Maintenance.** We continue to grind out tree stumps at City Park, Pangborn Park and Hellane Park. Also, we continue to pick up limbs and debris left from the Ash trees. To date, a total of 40 Ash trees have been removed due to infestation from the Emerald Ash Borer.

**PLANNING & CODE ADMINISTRATION**

1. **Zoning Certificates Issued**
  - 12814-D Shank Farm Way – Massage Envy – therapeutic massage office, including sales of merchandise.
2. **New Development Cases**
  - 1680 Wesel Boulevard – Chick-fil-A – minor site plan for a building addition, parking and drive-thru modifications.
3. **Planning Commission:** The following cases were reviewed on January 13, 2016:
  - 7-15 Eastern Boulevard North - Centre at Antietam – approved a site plan for pad site building.
  - 1547 Mt. Aetna Road – Brethren Mutual Insurance Co. – approved a site plan for parking lot.

- 1009-1011 Pennsylvania Avenue – Vincent Groh – Pennsylvania Avenue entrance.
- Garland Groh Boulevard and Broadfording Road – AC&T – landscaping waivers.
- Concept Review of A & E Walking Trail.
- Comprehensive Plan Update: Housing and Neighborhoods Element.

4. **Brethren Mutual Insurance Co. Site Plan:** The Planning Commission approved the site plan and forest conservation plan for the proposed parking lot for the Brethren Mutual Insurance Co. site on Mt. Aetna Road on January 13. The Plan was submitted on December 8—meaning that the site plan was submitted, distributed, reviewed, revised and put in front of the Planning Commission for approval in **36 days**. The two step process which includes the sketch plan for stormwater management and the site plan, both of which involve meetings with the Planning Commission, was completed in 60 days.

5. **Weekly Activity Report:** January 4 – January 8, 2016

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>						<u>NUMBER ISSUED</u>	
Building	3	Residential -	2	Commercial -	0	Other -	1	5
Electric	14	Residential -	9	Commercial -	4	Other -	1	14
Plumbing	12	Residential -	8	Commercial -	4	Other -	0	12
Mechanical	4	Residential -	2	Commercial -	2	Other -	0	4
Engineering Dept.	7							7
<b>TOTAL</b>	<b>40</b>		<b>21</b>		<b>10</b>		<b>2</b>	<b>42</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential				\$ 115,200.00				\$ 2,818,166.00
Commercial				\$ 19,500.00				\$ 7,462,905.00
Apartment				\$ 0.00				\$ 519,750.00
Sign				\$ 0.00				\$ 268,780.00
<b>TOTAL</b>				<b>\$ 134,700.00</b>				<b>\$ 11,069,601.00</b>
<b>Projects of Interest</b>								
- Repairs to structure due to earlier fire at 721 South Potomac Street - \$96,200								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016</b>								
					<b>PROPERTIES</b>			<b>UNITS</b>
Registrations received week of Jan. 4 – Jan. 8					7			7
New applications issued week of Jan. 4 – Jan. 8					8			8
Total 2015-2016 registered (includes changes since 5/1/15)					3,359			9,001
Percentage of total invoiced that have registered					99.7 %			99.7 %
<b>Notes:</b> Five property owners were issued \$500 citations last week for failure to register their rental properties. Each had received several past due applications, plus a Notice of Violation, but ignored all. Three of the owners have been fined in the past.								
<b>PAYMENT</b>								
Weekly payment received								\$ 525
Weekly adjustment/credits								\$ 0
<b>INSPECTIONS</b>								
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>							
Building	28							
Electrical	32							
Plumbing	13							
Mechanical	7							
Safety	41							
Neighborhood Vitality	28							
Quality of Life	8							
Preventive Maintenance	103							
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:	1,471	Field Interviews:	50
Arrests/Warrants Served:	17	Moving Violations:	19
Domestic Violence Calls:	22	Parking Violations:	143
DUI Arrests:	1	Safety Repair Orders:	7
Reports Filed:	156	Warnings:	57

**2. REPORTS**

- 01/07/16: Officer Fuqua responded to 50 North Burhans Boulevard regarding a theft from a motor vehicle. The victim stated that some electronics were taken from his company truck. The victim is an employee for Heidler Roofing. The missing items are valued at over \$150. There are no suspects or witnesses. The assigned detective will run a check to see if the missing items have been pawned. No additional information is available.
- 01/10/16: Officer T. Helman was dispatched to Hays Court for a report of shots fired. The victim advised that she was laying bed when she heard four shots fired. She also stated the bedroom window was shot twice and there was a hole in the drywall ceiling. Officers located a bullet on the window sill and another bullet on the night stand. Damage was discovered to the victim's vehicle which appeared to be from a bullet ricochet. No further information is available at this time.
- 01/11/16: Officer Vogel responded to Mill Street to make contact with a female in reference to an assault. The victim stated that her boyfriend was intoxicated and became upset with her. He began to assault her by pushing, grabbing and biting her. Friends in the residence tried to intervene on her behalf. No additional information is available at this time.

**3. PRESS RELEASES**

- On Saturday, January 9, 2016 at 9:37 p.m. officers responded to the area of Summer Street at West Washington Street for a report of gunshots. Upon arrival officers located a male victim with a gunshot wound to the leg. The victim was transported to Meritus Medical Center with non-life threatening injuries. This incident is currently under investigation. The Criminal Investigation Division is seeking assistance from the public. If you witnessed the incident or have any information regarding the incident please call 301.790.3700 X234.

- On Saturday, January 9, 2016 at 10:35 p.m. officers from the Hagerstown Police Department responded to the 400 block of North Burhans Boulevard for a report of a single vehicle accident. Upon arrival officers located silver Honda Civic into a concrete barrier pole. There were two occupants in the vehicle and they were both transported to Meritus Medical Center. The driver, Ariel Alexander Aguilera-Flores, was later pronounced dead at the hospital. The passenger, Elmer Adonay Mejia Ramirez, is in critical condition. The accident remains under investigation. The Police Department is asking if anyone witnessed this incident or has any information related to the accident to please contact HPD at 301.790.3700.

4. **OTHER NEWS/INFORMATION**

- **Congratulations:** Officer Curtis Kelley has been selected as the Department's next K-9 handler. Officer Kelly will be attending training in the coming months and upon completion, will be assigned to the Patrol Division as a K-9 Officer. We congratulate Officer Kelley and wish him well with his new position.

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	254	254
	University District Deck	463	462
	Downtown Parking Lots	499	499
Number of Patrons Using Decks	A & E Deck	1,675	1,191
	University District Deck	1,573	952
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	220	133
Number of Late Payment Notifications		42	19
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	*94% (Fri @ 10 PM)	*68% (Thur @ 6 PM)
	University District Deck	54% (Thur @ noon)	36% (Thur @ noon)

\*MD Theater Event @ 8 PM

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	0	0
Fire	3	0
Human Resources	0	1
Light	4	3
Parks & Engineering	1	0
Police	8	7
Public Works	3	5
Wastewater	3	1
Water	3	2
Weekly Totals	25	19

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:

- Sun. 1/10 - 547 North Mulberry Street- Miss Utility locate; emergency locate for Columbia Gas Company to make repairs to a gas main break. Time Out: 14.7-15.4
- 823 Guilford Avenue- total outage; large tree branch tore service from house; Time Out: 15.7-17.9
- 622 Adams Avenue; pole damaged; 35ft. utility pole was replaced. Time Out: 15.7-17.9
- Mon. 1/11 - Corner of, North Avenue and Sumans Avenue; tree on line. Time Out: 15.9-16.6
- Tues. 1/12 - Corner of Pope Avenue and Wilson Blvd.- pole damaged; pole was found to belong to Potomac Edison. They have been contacted about needed repairs. Time Out: 16.4-17.2

**Distribution:** Recent activity included:

- Metering Staff received no high bill complaints this week.
- Several service upgrades and meter installations have been completed.
- 2016 Feeder inspection for Zayre's substation has begun.
- Work to replace old underground primaries in various locations of the City of Hagerstown is on-going.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
32	0	1	0

For Year ending 2015:

- 204,000 meters were read
- Line crews inspected a total of 1534 poles including inspection of all hardware and equipment
- A total of 806 street lights (fixtures, bulbs, poles, etc) were repaired and or replaced
- 369 trees were trimmed around our facilities and 9 trees have been removed by line crews
- 159 after hours calls for service (not including customer outages during storm events)
- 145 service upgrades and new service installations were completed
- 63 meters were removed and service disconnected from vacant accounts, which has greatly reduced incidents of meter theft
- Meter servicemen completed 60 after hour reconnections
- Line crews installed and/or replaced 33 HLD poles
- 17 Verizon poles were replaced with the assistance of our HLD line crews within our service territory

**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 continued work to outfit the new truck #108 with gear to assist HLD's underground locating operations.
- The Staff Engineer met with a local electrical company to discuss three phase service to an existing building in the Hagerstown Business Park.
- The Staff Engineer researched primary metering facilities that can be used on HLD's 34.5kV subtransmission system to meter large usage customers.
- The Staff Engineer reviewed electric lighting details on updated plans for the City's A&E Trail.

**Administration**

- Staff has composed and will release an RFP for wholesale power consultation. With our existing contract due to expire on May 31, 2017, we will be requesting assistance to procure pricing for the out years.
- Staff has completed the EmPower Maryland Data Request for calendar year 2015. This request reports customer usage to the Public Service Commission to monitor energy savings.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 6, 2016	6.67	0.00
Thursday, January 7, 2016	6.51	0.00
Friday, January 8, 2016	6.32	0.04
Saturday, January 9, 2016	6.24	0.10
Sunday, January 10, 2016	9.96	1.22
Monday, January 11, 2016	8.08	0.00
Tuesday, January 12, 2016	7.55	0.00
Weekly – Avg. Flow / Total Rainfall	7.33	1.36
Jan - Avg. Flow/Total Rainfall	7.02	1.36

- Repaired utility water line leak at fermenter scrubber.
- Fabricated SS hatches for the OAB.
- Replaced 6" check valve on pressurization pump at DAF.
- Started isolating potable water lines to locate leak.
- Atlas Copco was onsite to make repairs to the ZA-5 Oxygen compressors.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	County	200'	5'	1
Flushing	2,21,30	6,014'		

### **Collection System Maintenance Task**

- 201 West Wilson Boulevard; blockage call, ran mainline, line was clear.
- 1117 Oak Hill Avenue; blockage call, ran mainline, line was clear.
- 20206 Mahogany Court; replaced grinder pump.
- 20134 Teakwood Drive; replaced grinder pump.
- 44 South Cannon Avenue; odor complaint, no odor present and main was clear.
- 457 Links View Drive; private cleanout issues remain. Staff is working with property owner to assure repair is made in a timely manner.
- 11430 Englewood Drive; televised for Washington County Department of Water Quality.
- 801 Virginia Avenue; Backup in City portion of lateral, cleared, will assess for replacement.
- 20115 Cherry Hill Road; replaced both grinder pumps.
- 11116 Eastwood Drive; replaced smart switch for grinder pump.
- 128 West Howard Street; checked mainline, problem not on the City.
- 328 Wakefield Road; excavated, poured and formed 20' of curb.
- Unit # 527; installed new hose on reel.
- Unit #528; installed hose from #527 and welded deteriorated collector.
- Dropped enzyme bags at various lift stations to control FOG.
- Grinder pump bench repair work at shop.

### **Administration**

<b>Wastewater Division – Customer Call Log Summary 2015/2016</b>							
<b>Type</b>	<b>Blockages</b>	<b>Grinder Pumps</b>	<b>Odor Complaints</b>	<b>Flushing</b>	<b>WW Pump Station</b>	<b>Other</b>	<b>Totals</b>
Weekly	2	4	0	0	1	1	8
YTD 2016	2	0	1	0	1	4	13

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

### **Engineering**

- Staff attended a Leadership Training class offered by the Hagerstown Community College.
- Staff met with the Division Operations Manager and Collections supervisors at Bethel Gardens regarding a sewer main location within an easement.

### **Wastewater Laboratory**

- Contacted Lachat regarding an OL warning for the peristaltic pump.
- Completed NH3 MDLs.
- 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>
01/07/16	12.56		12.56
01/08/16	12.38		12.38
01/09/16	12.46		12.46
01/10/16	12.50		12.50
01/11/16	12.62		12.62
01/12/16	12.60		12.60
<i>Average</i>			12.52

### Water Production at R C Willson

- The Phase IV work has reached final completion for all items except SCADA and SCADA is at substantial completion and expected to be complete on January 21<sup>st</sup>. Staff has submitted the final Change Order to MDE for review and approval. Staff is also reviewing the release of lien documentation and certified payroll data from the General Contractor.
- Operations
  - Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
  - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed.
- Instrumentation
  - Instrumentation staff continues work with ABB on the new SCADA system. Staff also installed a new pump at Pump Station 2.

### Water Production at Breichner

- The Edgemont Reservoir pool elevation is -4.6feet below crest and the bypass valve is open and the hydrant is closed as a result of the recent wet weather. The valve will be closed once the reservoir drops to -6.5 feet to allow for natural fluctuation of the reservoir. Staff continues to work with Triad Engineering regarding the ongoing Study and seepage evaluation. Site evaluation is on-going to track and document seepage associated with recent precipitation and natural fluctuation of the reservoir.

### Water Distribution

- Distribution crews are working on customer service, meter exchanges and service work throughout the system. Crews are also working at the Water Plant on plant and site clean-up. Crews are working with Columbia Gas on their main replacement projects. Crews repaired several leaks this week (Frederick Street, Salem Avenue, and Highland Way).

### Laboratory

- Distributed Lead and Copper results letters.
- Completed Lead and Copper Individual Results Report.
- Completed Lead and Copper Distribution and POE Water Quality Parameters Report.
- Distributed Lead and Copper Sample Collection Kits for second round of Lead and Copper Monitoring.
- Collected Distribution System samples for monitoring of nitrification in our distribution system.
- Collected Aluminum and TSS composite sample from lagoon discharge.
- Collected Monthly THMs.
- 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	2	4
Preliminary Plats	0	0
Final Plats	0	0
Building Permits	7	2

- Staff attended a Water Planning meeting with the Division Operations Manager.
- Staff attended a Leadership Training class offered by the Hagerstown Community College.
- Staff met with a fire protection company representative regarding the vault installation at a commercial expansion project.
- Staff met with a contractor and fire protection company representative regarding final design of a new water service for an existing commercial building.
- Staff met with a consultant to discuss final revisions of a commercial expansion project.



Respectfully submitted,

Valerie Means  
City Administrator

## 2016 Parks and Recreation Events/Programs

2016 RECREATION CALENDAR		NAME OF RECREATION EVENT/PROGRAM	LOCATION
DATE & TIME OF EVENT			
<b>JANUARY</b>			
January 7, 4:30 pm (Rain/snow date January 8)		Hub City 100 Miller Kick-Off	Fairgrounds Park
January 11 - March 2, 5:45pm (Mondays & Weds)		Yoga for Weight Loss	Golf Course Club House
January 21, 5:45-7pm		Candlelit Yin Yoga	Golf Course Club House
January 26, 6-8:30pm		CPR Pro	Golf Course Club House
January 28, 6-7pm		Black Light Yoga	Golf Course Club House
January 30, 11am - 3pm		First Aid and CPR	Golf Course Club House
<b>FEBRUARY</b>			
February, 5:45pm (Mondays & Wednesdays)		Yoga for Weight Loss	Golf Course Club House
February 6, 11am - 5pm		Child & Babysitter Safety	Golf Course Club House
February 11, 6pm		Partners Yoga	Golf Course Club House
February 16, 6-8:30pm		First Aid and CPR	Golf Course Club House
February 27, 11am - 3pm		CPR Pro	Golf Course Club House
February TBA, 4:00 - 8:00 pm		Hub City 100 Mid Program/Tshirt pick-up	Golf Course Club House
<b>MARCH</b>			
March, 5:45pm (Mondays & Wednesdays)		Yoga for Weight Loss	Golf Course Clubhouse
March 5, 11am - 3pm		First Aid and CPR	Golf Course Club House
March 8, 5:00pm - 7:30pm		CPR Pro	Golf Course Club House
March 12, 11am - 5pm		Child & Babysitter Safety	Golf Course Club House
March 14, 8am - 5pm (pending weather)		Golf Course Opening	Golf Course
March 14, 6pm (March 14 - May 16)		Monday Night Kickball	Fairgrounds/YMCA Fields
March 18, 19, 22, 23, 24, 10am-4pm		German Easter Tours	Hager House
March 19, 10am - (all day)		Dodgeball Tournament	City Park/Senior Softball Fields
March 20, 1pm - 5pm		German Easter Egg Hunt, Tours, Petting Zoo	Hager House
March 22, 6pm (March 22 - May 24)		Tuesday Wiffleball/Dodgeball/Frisbee	Pangborn Park
March 23, 6pm (March 23 - May 25)		Wednesday Kickball/Coed Adult T-ball	City Park/Senior Softball Fields

## 2016 Parks and Recreation Events/Programs

<b>APRIL</b>			
April 1, 2, 3 (Fri/Sat 10am - 4pm; Sun Noon-5pm)	Opening Weekend, Tommy 202 (Sat/Sun)	Hager House & Train Museum	
April 8, 5:30pm	Woga Fridays (April 8 - May 13)	Location TBD	
April 9, 7am - 2pm	Community Yard Sale	Fairgrounds Park Stables	
April 9, 4pm	Anything But Golf	Golf Course	
April 15, 5pm - 6:30pm	Hub City 100 Miller Finale	Fairgrounds Park/ New Rec Room	
April 16, 10am - (all day)	Kickball/Youth Kickball Tournament	City Park/Senior Softball Fields	
April 22 & 26, 8am	Bird Walks	Kiwanis Park (4/22)/Mills Park (4/26)	
April 22, 10am	Earth Day	TBD	
April 24, 1pm	Geocaching	City Park Softball Pavilion	
April 29, 10am	Arbor Day & Grand Opening Kiwanis Park	Kiwanis Park	
April 30, 11am	Monarch Butterfly Program & Milkweed Sale	Kiwanis Park	
April, 6pm (March 14 - May 16)	Monday Night Kickball	Fairgrounds/YMCA Fields	
April, 6pm (March 22 - May 24)	Tuesday Wiffleball/Dodgeball/Frisbee	Pangborn Park	
April, 6pm (March 23 - May 25)	Wednesday Kickball/Coed Adult T-ball	City Park/Senior Softball Fields	
April, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss	Robinwood Professional Center	
<b>MAY</b>			
May 1, 3pm	Fit Fido (May 1 - June 19)	Various Parks, location rotates	
May, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss	Robinwood Professional Center	
May, 5:30pm	Woga Fridays (April 8 - May 13)	Location TBD	
May 6, 6am - 4pm	Spring Swing, Live remote with Lou Scally	Golf Course	
May 7, 9am	Hub City Bike Loop Ride	Oak Hill Ave/Rooster Moon Coffee	
May 7 & 8, (Fri/Sat 10-4; Sun 12-5)	Museum Ramble	Hager House & Train Museum	
May 11, 6:30pm	Evening Social Ride	Oak Hill Ave/Rooster Moon Coffee	
May 11, 18 & 23, 8am	Bird Walks	Pangborn/City/Mills Parks	
May 14, 8am	Bird Watching by Canoe & Kayak	Kiwanis Park	
May 14, 9am	Ride with the Mayor	Fairgrounds Park, Lot B	
May 14, 10am - (all day)	Ultimate Frisbee Tournament	City Park/Senior Softball Fields	
May 18, 7pm	Ride of Silence/Hub City Bike Loop Ride	Fairgrounds Park, Lot B	
May 20, 6pm	Benny's PubCycle/National Bike to Work Day	Benny's Pub and Hub Bike Loop	

## 2016 Parks and Recreation Events/Programs

May 21, 9am	Hub City Bike Loop Ride	Oak Hill Ave/Rooster Moon Coffee
May 21, 2pm - 2:30pm	National Pike Wagon Train	City Park/Hager House
May 21, TBD	Circle of Achievement, Honor New Inductees	Memorial Park
May 21, 10am - 4pm (Saturday)	Railroad Heritage Days	Train Museum/Ridge Ave Park
May 22, 12pm - 5pm (Sunday)	Railroad Heritage Days	Train Museum/Ridge Ave Park
May 22, 1pm	Downsville Jaunt	South End Shopping Center
May 25, 8am	Bird Walks	Kiwanis Park
May 28, 12:30pm	Pool Opening	Potterfield Pool
May 28, 1pm	Geocaching	Hager Park Pavilion
May, 6pm (March 14 - May 16)	Monday Night Kickball	Fairgrounds/YMCA Fields
May, 6pm (March 22 - May 24)	Tuesday Wiffleball/Dodgeball/Frisbee	Pangborn Park
May, 6pm (March 23 - May 25)	Wednesday Kickball/Coed Adult T-ball	City Park/Senior Softball Fields
<b>JUNE</b>		
June, TBD	Pool Fitness Series/Aqua Camps/Lessons	Potterfield Pool
June, TBD (Saturday, Sunday)	Canoe/Kayak Rentals	Kiwanis Park
June 4, 8, & 22, 8am	Bird Walks	Kiwanis Park
June 6, 6pm (June 6 - August 8)	Monday Night Kickball	Fairgrounds/YMCA Fields
June 7, 6pm (June 7 - August 9)	Tuesday Wiffleball/Dodgeball/Frisbee	Pangborn Park
June 8, 6pm (June 8 - August 10)	Wednesday Kickball/Coed Adult T-ball	City Park/Senior Softball Fields
June 9, 8pm	Dive-In Movie - Schools Out!	Potterfield Pool
June 10 & 24, 8pm (rain dates 6/16 & 6/30)	Outdoor Movie Series	City Park Bandshell
June 10, 11, & 12, (Fri/Sat/Sunday)	American Girl Doll Tours	Hager House
June 11, 9am - 1pm; 8am registration	Fishin Frenzy	Pangborn Park
June 11, 7am - 2pm	Community Yard Sale	Fairgrounds Stables
June 11, 10am - (all day)	5v5 and Youth Flag Football Tournament	City Park/Senior Softball Fields
June 12 & 25, 8am	Bird Walks	City Park/Pangborn Park
June 14, 11am - 1pm (June 14 - August 16)	Tuesday Lunch Kickball League	Fairgrounds/YMCA Fields
June 15, 11am - 1pm (June 15 - August 17)	Wednesday Lunch Wiffleball League	Pangborn Park
June 17, 18, & 19, (Fri/Sat/Sunday)	American Girl Doll Tours	Hager House
June 17, 18 & 19 (Fri/Sat 10-4; Sun 12-5)	Tommy 202 Rides	Train Museum

## 2016 Parks and Recreation Events/Programs

June 18, 8am	Bird Watching by Canoe & Kayak	Kiwanis Park
June 19, 1pm	Geocaching	Staley Park Pavilion
June 30, 6pm	Community Garden Class	Community Garden
June, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss	Robinwood Professional Center
June, 3pm	Fit Fido (May 1 - June 19)	Various Parks, location rotates
<b>JULY</b>		
July	Parks & Rec Month	Promote various activities in July
July, TBD (Saturday, Sunday)	Canoe/Kayak Rentals	Kiwanis Park
July	Pool Fitness Series/Aqua Camps/Lessons	Potterfield Pool
July 2, 6, & 20, 8am	Bird Walks	Kiwanis Park
July 4, 10am - (all day)	Grass Volleyball Tournament	Fairgrounds/YMCA Fields
July 5-8, 8am - 4pm	Football Camp	Fairgrounds/YMCA Fields
July 9, 1pm	Geocaching	Pangborn Park Pavilion
July 8 & 22, 8pm (rain dates 7/14 & 7/28)	Outdoor Movies	City Park Bandshell
July 11 - 15, 8am - 4pm	Basketball Camp	Fairgrounds
July 15, 16, 17 (Fri/Sat 10-4; Sun 12-5)	Hager House Civil War Memories	Hager House
July 15, 16, 17 (Fri/Sat 10-4; Sun 12-5)	Tommy 202 Rides/Christmas in July	Train Museum
July 16, 8am	Bird Watching by Canoe & Kayak	Kiwanis Park
July 16, 10am - (all day)	Wiffleball Tournament	Fairgrounds/YMCA Fields
July, 16, 23 & 30	Music By The Lake	City Park Bandshell
July 18 - 22, 8am - 4pm	Football Camp	City Park/Senior Softball Fields
July 28, 6pm	Community Garden Class	Community Garden
July, 6pm (June 6 - August 8)	Monday Night Kickball	Fairgrounds/YMCA Fields
July, 6pm (June 7 - August 9)	Tuesday Wiffleball/Dodgeball/Frisbee	Pangborn Park
July, 6pm (June 8 - August 10)	Wednesday Kickball/Coed Adult T-ball	City Park/Senior Softball Fields
July, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss	Robinwood Professional Center
<b>AUGUST</b>		
August 6, 7pm	Music By The Lake	City Park Bandshell
August 5, 10, 20 & 24, 8am	Bird Walks	Kiwanis Park

## 2016 Parks and Recreation Events/Programs

August 13, 7am - 2pm	Community Yard Sale	Fairgrounds Stables
August 19, 1pm Shotgun	City Championship Golf Tourney	Golf Course
August 19, 7pm, 8pm, 9pm (Friday)	Ghost Tour Preview	Hager House
August 20 & 21, (Sat 10- 4; Sunday 12-5)	Tommy 202 Rides	Train Museum
August 20, 10am - (all day)	GameTime Tourney TBA	City Park/Senior Softball Fields
August 22, 6pm (August 22 - October 24)	Monday Night Kickball	Fairgrounds/YMCA Fields
August 23, 6pm (August 23- October 25)	Tuesday Wiffleball/Dodgeball/Frisbee	Pangborn Park
August 24, 6pm (August 24- October 26)	Wednesday Kickball/Coed Adult T-ball	City Park/Senior Softball Fields
August 25, 6pm	Community Garden Class	Community Garden
August, TBD	Geocaching	Various Parks, location rotates
August, TBD	Pool Fitness Series TBA	Potterfield Pool
August, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss	Robinwood Professional Center
<b>SEPTEMBER</b>		
September 3, 8am	Bird Walks	Kiwanis Park
September 10, 7am - 2pm	ColorSplash 5K	Fairgrounds/Pangborn Park
September 10, TBA	GameTime Tournament TBA	City Park/Senior Softball Fields
September 11 - October 30, 3pm	Fit Fido	Various Parks, location rotates
September 17, 10am - 4pm	Fall Fest at City Park/Trail Grand Opening	City Park/Train/Hager House
September 17 & 18 (Sat 10-4; Sun Noon-5)	Tommy 202 Rides	Train Museum
September 29, 6pm	Community Garden Class	Community Garden
September, TBD	Geocaching	Various Parks, location rotates
September, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss	Robinwood Professional Center
September, 6pm (August 22 - October 24)	Monday Night Kickball	Fairgrounds/YMCA Fields
September, 6pm (August 23- October 25)	Tuesday Wiffleball/Dodgeball/Frisbee	Pangborn Park
September, 6pm (August 24- October 26)	Wednesday Kickball/Coed Adult T-ball	City Park/Senior Softball Fields
<b>OCTOBER</b>		
October 1, 1pm	Par Fore Pink	Golf Course
October 8, 7am - 2pm	Community Yard Sale	Fairground Park Stables
October 8, 1-4pm	Harvest Hoedown	Fairground Park
October 14, 15, 22, 28 - 7pm, 8pm & 9pm	Hager House Ghost Tours	Hager House

## 2016 Parks and Recreation Events/Programs

October 22, 4pm	Anything But Golf	Golf Course
October 22 & 23, (Sat 10-4; Sun 12-5)	Tommy 202 Rides	Train Museum
October 28 & 29, 10am - 4pm	Last Weekend Open	Train Museum/Hager House
October 29, 10am (Saturday)	Howloween Dog Costume Parade	Dog Park/Fairgrounds Park
October, (through October 30), 3pm	Fit Fido	Various Parks, location rotates
October, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss (12 weeks series)	Robinwood Professional Center
October, 6pm (August 22 - October 24)	Monday Night Kickball	Fairgrounds/YMCA Fields
October, 6pm (August 23- October 25)	Tuesday Wiffleball/Dodgeball/Frisbee	Pangborn Park
October, 6pm (August 24- October 26)	Wednesday Kickball/Coed Adult T-ball	City Park/Senior Softball Fields
<b>NOVEMBER</b>		
November	Geocaching	Various Parks, location rotates
November, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss	Robinwood Professional Center
November 18, 12pm shotgun	Turkey Cup	Golf Course
November 25, 12am	Registration Opens-Hub City 100 Miler	Online
<b>DECEMBER</b>		
December 2, 6pm	City Park Lighting	City Park
December 2, 3, 4, 9, 10, 11 (Fri/Sat/Sun)	German Christmas	Hager House
December 2, 3, 4, 9, 10, 11 (Fri/Sat/Sun)	Christmas Train Display	Train Museum
December 26, TBA	Houses of Worship Tour	Hager House
December, 5:45pm (Mondays & Wednesdays)	Yoga for Weight Loss	Golf Course Clubhouse