

City of Hagerstown, Maryland Status & Information Report No. 7 for 2017

February 17, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

FEBRUARY 2017						
<i>* 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</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 3pm Executive Session 4pm Work Session	8 4pm Hagerstown Planning Commission Meeting	9 4pm Board of Traffic & Parking 4:30pm Hagerstown Historic District Commission Meeting	10	11
12	13	14 4pm Work Session	15	16	17	18
19	20 HOLIDAY CITY OFFICES CLOSED	21 3pm Executive Session 4pm Work Session	22 7pm Hagerstown Planning Commission Meeting	23 4:30 pm Hagerstown Historic District Commission Meeting	24	25
26	27	28 7pm Regular Session				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Business Forum:** Staff organized and hosted the monthly downtown business owner forum on Thursday, February 16. February's topic was an overview of Main Street and discussion on future topics business owners would like to hear.
2. **Second Saturday:** Main Street's Frozen February Second Saturday at the Discovery Station had 220 attendees come to the museum for free! Main Street paid the entrance fee for the first 150 and the Discover Station covered the rest. Bridge of Life donated popcorn and Columbia Bank donated water for the kids. Numerous shops and restaurants offered Second Saturday specials or discounts.
3. **Grand Openings:** Please check your calendar and try to join us for official celebrations for:
 - Hager Watches - Tuesday, February 21 at 1 p.m. - 36 South Potomac Street
 - Community Action Council – Tuesday, March 7 at 10 a.m. - 117 Summit Avenue

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	0	Community Risk Reduction	141
Building Fires	0	Public Service	5
Medical Assistance	25	Personal Injury Collision	8
Assist other Fire Departments	3	Fuel/Hazard Spills	0
Auto Fire Alarms	8	Gas Leaks	1
Vehicle Fires	0	Investigation: Odor, Smoke, Fire	3
Elevator Service Call	0	Dumpster/Outside Fires	1
Downed Power Lines/Electrical Hazard	5	Extrication	1

Jefferson Street – Neighborhood After-the-Fire Visit: The Hagerstown Fire Department went door-to-door Monday, February 13th in the neighborhood of a recent fire to educate residents on the importance of having working smoke alarms in their homes. This was the second fire in this neighborhood in recent weeks prompting the Fire Department to revisit the area. Of the 131 homes visited, firefighters replaced 10 smoke alarms and the battery in one alarm. As a reminder, the Fire Department will provide a free smoke alarm to any resident located in the City limits of Hagerstown. To request a unit, please contact the Fire Department Administrative Office at 301-791-2544.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

This Week’s Headlines and Media Releases:

- Advisory: Yard Waste Collection Resuming
- Downtown Hagerstown Welcomes Hager Watches
- E-Casts: Support the 2017 Blues Fest in Downtown Hagerstown!

Channel 25:

- Watch the City Newsroom at the top of every hour. This week’s news stories include:
 - o Cabin Fever Blues Bash Promotion
 - o Commuter Connection presented by Maryland Transit Administration
 - o BuroBox Promotion
 - o Maryland Department of Human Resources: Help with Energy Costs
 - o Maryland Department of Human Resources: Help with Heating Costs
- Scheduled:
 - o Call for Artist Information Meeting:
 - 3 p.m. Monday & Saturday
 - 7 p.m. Sunday
 - o Lake Dredging Information Meeting:
 - 5 p.m. Monday-Friday
 - o Divided Valor:
 - 12 p.m. Saturday & Sunday

- Valor in the Streets:
7 p.m. Wednesday & Saturday
3 p.m. Sunday
- In production:
 - State of the City
 - Hagerstown Cultural Trail promotion

Websites:

- City Website:
 - About **7,691** users visited www.hagerstownmd.org for the week of February 6 – February 12, 2017.
 - Top entrances (first page users accessed on the website)
 - Home page 3,255
 - Utility Billing 682
 - Police 353
 - Jobs Page 338
 - Top Searches:
 - "true"
 - "jobs"
 - "employment"
 - "power outage"
 - "pay water bill"
 - "police"

PARKS & ENGINEERING

PARKS DIVISION

1. **Golf Course.** Due to favorable weather conditions, we will be opening the golf course for the following days/hours:
 - Saturday, February 18th, 9am – 5pm
 - Sunday, February 19th, 9am – 5pm*
 - Monday – Friday, February 20th – 24th, 9am – 5pm
2. **National Road Park.** Work has resumed with putting in footing for the new play equipment. We are also finishing the retaining walls.
3. **Winter Maintenance.** We are cleaning and repainting the concession stands at City Park and the Potterfield Pool.
4. **2017 Spring/Summer Parks & Recreation Guide.** We have secured a designer to begin graphic design work on our bi-annual publication that will be printed by end of March. A 20-page guide is anticipated featuring our programs, events, facilities and parks amenities.

ENGINEERING DIVISION

1. **New NPDES Stormwater Permit.** Staff attended a meeting in Baltimore with representatives of other municipalities around the State that have been notified that a new NPDES General Permit is about to be issued by MDE. The purpose of the meeting, which was arranged by MML, MACO, and the Maryland Municipal Stormwater Association, was to review MDE's draft permit language, and to identify sections of the new permit that will increase the burden on municipalities to remain in compliance. MDE has announced that they will hold a public meeting on March 6th at their Baltimore office to answer questions about the draft permit; Staff plan to attend that meeting as well. The City (either individually or through MML) can submit comments on the draft permit until March 30th.

2. **Cultural Trail:**

- Washington County Arts Council received 18 submissions in response to the 'call for artists' for sculpture along the Trail. The jury will start to meet next week to review these
- The muralist for the "Mural of Unusual Size" plans to start the first week of April. His concept design is below:



- The entrance signs will be installed next week
 - Staff continue to work on history videos, geocaching, and the art committee held their monthly meeting
3. **Odds & Ends.**
 - We advertised two contracts:
 - o Emerald Ash Borer Tree Treatment
 - o Construction Observation and Testing
 - Completed As-Built drawings for Cultural Trail
 - Marsh Run Wall Repairs: To date, 10 prospective bidders have purchased bid documents.
 - Guardrail Repairs: We sent the bid package to 4 guardrails companies, but no questions yet.
 - Street Tree Contract: Contractor has planted most of the trees except for the ones where they need to remove large stumps. We plan on issuing a Change Order soon to add trees to this contract due to additional funds received through Forest Conservation Act Program. We are having discussions with Columbia Gas about having them construct tree pits in areas where they are installing new sidewalks.
 - Design projects include:
 - o Alley Reconstruction-Phase 2
 - o Bike Lanes (grant-funded)

- o Haven Road Safe Routes to School (grant-funded)
- o Prospect Avenue Crosswalk

4. **Engineering**

Traffic issues		
Description	Week of 2/12/17	2017 TOTALS
Traffic complaints received	1	14
Work Orders completed	1	13
Traffic counts completed	0	0
Construction Projects		
Description	Week of 2/12/17	2017 TOTALS
Projects advertised for bids	2	3
Projects under construction	8	
Projects completed	0	0

PLANNING & CODE ADMINISTRATION

1. New Zoning Certificates:
 - 1437 Salem Avenue – Foster's On the Point – restaurant and bar (new name and ownership only—no change in use).
 - 10 West Franklin Street – Hub City Thrift – retail sales of used clothing, shoes, home décor.
2. Planning Commission: The Planning Commission is scheduled to review the following matters on February 22:
 - 17392-17944-17950 Garland Groh Boulevard – Interface Development – site plan for a shopping center.
 - 367 East Franklin Street - Coinop Warehouse – site plan for a parking lot.
3. Historic District Commission:
 The HDC considered the following matters on February 9:
 - 908 Hamilton Boulevard – Olomega LLC – replacement windows.
 - 949 Forest Drive – Kevin Kelly – rear porch alterations.
 - 100 West Washington Street – Washington County Commissioners – security vestibule addition.
 - 261 South Prospect Street – City of Hagerstown – front porch addition.
 - 823 Oak Hill Avenue – Pete Lowenheim – workshop for a possible roof replacement.

Two cases have been filed for the February 23 HDC meeting:

 - 261 South Prospect Street – City of Hagerstown – alterations.
 - 6 West Franklin Street – Pamela Chin – signage.

4. Weekly Activity Report: February 6–10, 2017

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	10	Residential -	3	Commercial -	7	Other -	0	6
Electric	12	Residential -	7	Commercial -	5	Other -	0	12
Plumbing	13	Residential -	10	Commercial -	0	Other -	3	12
Mechanical	7	Residential -	4	Commercial -	3	Other -	0	7
Engineering Dept.	14							10
TOTAL	56		24		15		3	47
Est. Value of Issued Building Permit Projects:				Fiscal Year Totals:				
Residential				\$ 158,852.00				\$ 4,322,050.00
Commercial				\$ 13,000.00				\$ 13,745,883.00
Apartment				\$ 9,000.00				\$ 777,175.00
Sign				\$ 26,800.00				\$ 296,825.00
TOTAL				\$ 207,652.00				\$ 19,141,933.00
Projects of Interest								
- Restoration to fire damaged duplex house at 809 Salem Avenue - \$154,547								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017								
							PROPERTIES	UNITS
Registrations received week of Feb 6 – Feb 10							9	11
New applications issued week of Feb 6 – Feb 10							6	6
Total 2016-2017 registered (includes additions and subtractions since 5/1/16)							3,434	9,008
Total still outstanding from May 1 renewal mailing (all have been fined)							7	8
Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were mailed on May 2, 2016.								
PAYMENT								
Weekly payment received	\$ 825							
Weekly adjustment/credits	\$ 0							
INSPECTIONS								
TYPE	NUMBER CONDUCTED							
Building	23							
Electrical	30							
Plumbing	20							
Mechanical	12							
Safety	97							
Neighborhood Vitality	162							
Quality of Life	7							
Preventive Maintenance	227							
Planning & Zoning	3							
INSPECTIONS KEY:								
Categories of Conditions								
Safety	Conditions which are or reasonably present a hazard to occupant or public. <u>Example:</u> No smoke alarms, improper wiring, handrails							
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property <u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.							
Quality of Life	Conditions which negatively impact occupants. <u>Example:</u> Damaged surfaces, damages elements, missing screens							
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. <u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood							

Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance.
	<u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

POLICE DEPARTMENT

STATS:

Calls for Service:	1,543	Field Interviews:	15
Arrests/Warrants Served:	19	Moving Violations:	36
Domestic Violence Calls:	22	Parking Violations:	184
DUI Arrests:	3	Safety Repair Orders:	2
Reports Filed:	151	Warnings:	91

REPORTS:

02/09/17: Officer Ruel responded to Jefferson Street for a report of shots fired. Officers of the Hagerstown Police Department spoke to the caller and he advised he heard five gun shots coming from the area of Jefferson Street. Two others heard the same shots and reported they heard five shots fired as well. One neighbor reported seeing a white Nissan Altima going at a high rate of speed down Jefferson Street shortly after hearing the shots fired. No shell casings were found in the area.

02/10/17: Officer Moczydlowsky was dispatched to Lowe's Home Improvement on Potomac Avenue for a reported theft in progress. The reporting person advised that an unidentified male stole an item from Lowe's and Lowe's employees were chasing the suspect. Officer Molineaux was first on the scene and observed several males detaining the suspect in the parking lot of CNB Bank on Potomac Avenue. The suspect had stolen a Dewalt tool valued at \$249. In the process of arrest seven syringes were discovered on the suspect's person. The syringes were packaged and submitted into the HPD evidence locker. The suspect was arrested and transported to Central Booking.

02/12/17: Sgt. Zimmerer and Sgt. Plummer were on stationary patrol in the 200 block of West Franklin Street. They heard a male yelling in front of the Sportsman's Bar. A crowd of approximately 10-12 individuals were gathering around a male in the street. It was reported by a female in the group that a male had a knife. The male was agitated due to the fact he was asked to leave the bar. He did admit he had a knife and gave the knife to the Sergeants. The male was placed under arrest and transported to Central Booking.

02/13/17: Officer Thibadeau responded to Sheetz on East Washington Street for a reported trespasser. A Sheetz employee reported there was an active No Trespass Letter on the subject in question. Officer Keefer located the No Trespass Letter against the subject which had been issued on November 26, 2016 and served by Officer Biden. The subject was issued a Criminal Citation for trespassing and asked to leave the property.

02/15/17: Officer Bobetich responded to West Washington Street for a burglary in progress. The caller advised that two females entered her residence and one had a knife. The caller recognized one female and knew her by name however the other female was unknown to her. These individuals said they were looking for two other females. When the two suspects left the residence it was discovered that two air mattresses were sliced and a laptop computer and microphone were missing from a studio room. The two female suspects were arrested however the missing items were not found. No further information is available at this time.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	206	204
	University District Deck	412	308
	Parking Lots	298	297
Number of Patrons Using Decks	A & E Deck	1738	1494
	University District Deck	2135	1998
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	155	204
Number of Cars Booted		2	5
Number of Late Payment Notifications		49	45
Peak Occupancy (%)	A & E Deck	97% Sun @ 4 PM	64% Tue @ 2 PM
	University District Deck	58% Tue @ 2 PM	61% Mon @ 4 PM

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

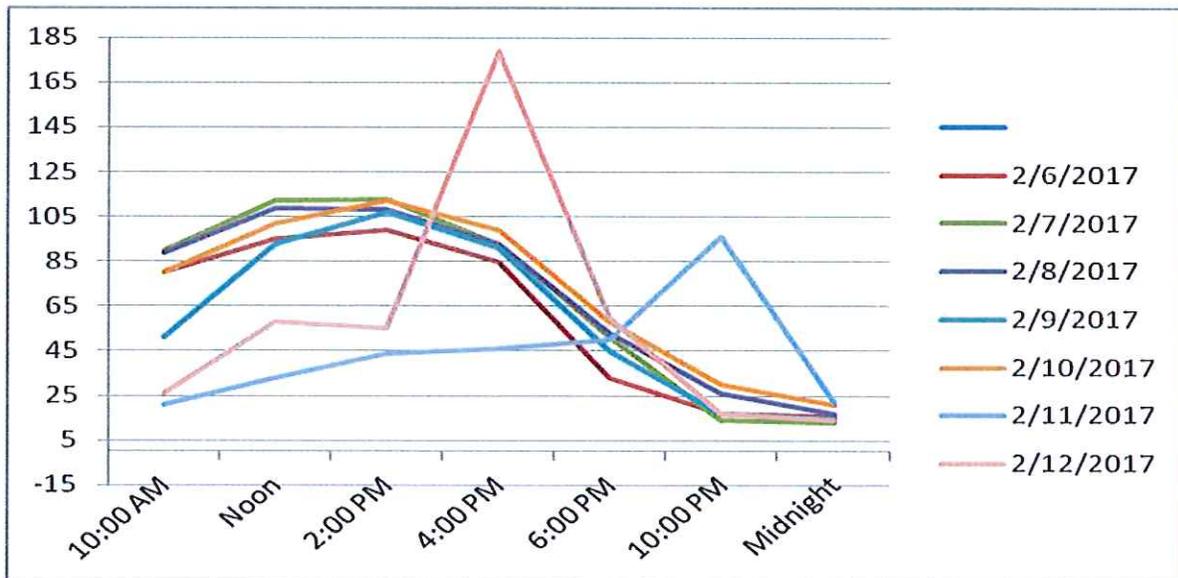
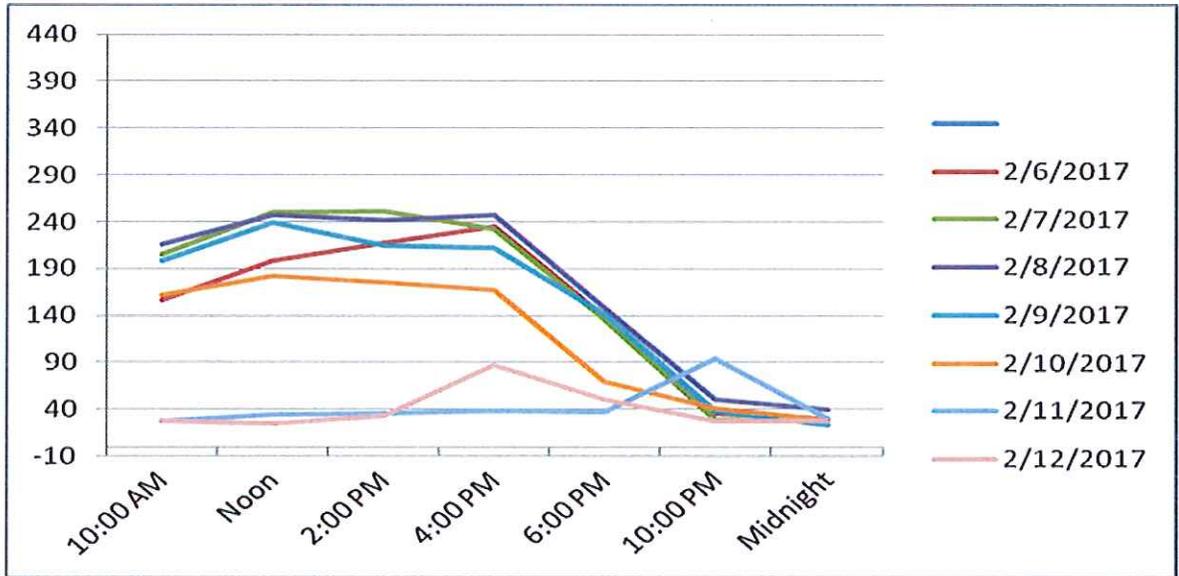


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



Parking Notes:

- MSO concert on the weekend explains the sharp uptick in the occupancy on Saturday and Sunday at the A&E Parking Deck.
- Permits at the UD Parking Deck jumped significantly due to the returning students at USMH.

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	3	1
Human Resources	0	0
Light	3	2
Parks & Engineering	1	1
Police	10	13
Public Works	4	3
Wastewater	1	3
Water	3	5
Weekly Totals	25	29

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Sun. 2/12 - 321 Frederick Street- total outage; Mylar balloons were tangled in the overhead line equipment. Time Out: 16.6-17.9
- Various locations- total outages, tree on lines, downed power lines and numerous other issues due to high winds. Time Out: 22.1-3.1

- Mon. 2/13 - 205-207 East Franklin Street- reconnected service to both properties following the completion of repairs by electrician. Time Out: 15.0-16.5
- 300 West Franklin Street- assisted Norfolk & Southern Railroad with the removal of their poles that had fallen against HLD facilities during the early morning wind storm. Time Out: 16.5-18.0
- Wed. 2/15 - 1201 Potomac Avenue- lines down; vehicle struck utility pole in accident. Temporary repairs were made to secure pole until pole replacement was completed the following business day. Time Out: 20.6-22.2

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
20	0	1	0

Engineering

- Several permits were reviewed and underground located have been completed.
- Stock materials and line tools have been reviewed for approval and purchase.

Administration

- Interviews for the Lineworker position were held this week. We are in the process of reviewing the interview responses and aptitude test results.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
02/09/17	10.13		10.13
02/10/17	10.87		10.87
02/11/17	10.85		10.85
02/12/17	10.74		10.74
02/13/17	10.80		10.80
02/14/17	10.83		10.83
02/15/17	10.90		10.90
Average			10.73

Water Production at R. C. Willson

- Operations:
 - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
 - Repairs have been completed on the surge tank compressor motor.
 - The plumbing on the stilling well feed line has been repaired.
- Instrumentation
 - RC Willson – Repairs to the trough and filter evaluations have been completed.
 - RC Willson – Work continues on the installation of a SCADA work station in the chemical building.

Water Production at Breichner/Edgemont Reservoir. The Reservoir pool elevation is currently at 1.9 feet (dry level). Site evaluation continues per the contract with Hazen and Triad. The next project progress meeting is scheduled for March 1, 2017 – the preliminary evaluation of the most recent study will be discussed during this meeting with a report to follow to Mayor and Council.

Water Distribution. Distribution crews are working throughout the system performing customer service work and new meter installations as needed. The leak survey program is still in progress. Crews have made repairs to a water main leak on Woodhaven Road and Cherry Tree Circle. Service leak repairs were also completed on Virginia Avenue and Roessner Avenue. Work continues on the main replacement project on East Antietam Street. Crews are cleaning and repairing valve boxes throughout the system.

Laboratory

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Collected 1st quarter DBP samples.
- Collected iron samples from source water and finished water.
- Collected lagoon discharge composite sample for TSS and aluminum.
- Process and regulatory testing was routine for the week.

Engineering

Reviews:	City	County
Site Plans	-	1
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	8	1

- Staff met with a fire protection company representative regarding hydraulic parameters for several projects.
- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Planning regarding an industrial site redevelopment.
- Staff attended a preliminary consultation for redevelopment of a City commercial lot.
- Staff met with consultants on issues relative to the Willson and Breichner Plants and the Edgemont Reservoir Study.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 8, 2017	6.03	0.10
Thursday, February 9, 2017	7.07	0.39
Friday, February 10, 2017	6.27	0.00
Saturday, February 11, 2017	6.06	0.00
Sunday, February 12, 2017	6.58	0.37
Monday, February 13, 2017	6.50	0.00
Tuesday, February 14, 2017	6.45	0.00
Weekly – Avg. Flow / Total Rainfall	6.42	0.86
Feb - Avg. Flow/Total Rainfall	6.28	1.03

Miscellaneous

- Installed new circuit boards in BNR control valve actuators.
- Replaced LCD display modules in BNR that show flows and valve percentages.
- Rebuilt/replaced two pneumatic actuators on the PSA Oxygen skid.
- Continued work on instrumentation and installation of two new ferric pumps in chemical pump room.
- Replaced defective rotometer and pneumatic controls on filter cell #6.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	15	300'	189'	10
Flushing	2,15	5,938'		

Collection System Maintenance Task

- Cleaned underdrain storm sewer (Memorial Boulevard) for Public Works.
- Sewer Back up at 738 Virginia Avenue, large amount of roots on private side.
- Dye tested 12804 & 12808 Oak Hill Avenue.
- Unit #527 to CMG for PM maintenance.
- Unit #528 to CMG for PM maintenance and prepped for trip to MIT.
- Grinder Pump call at 1531 Kensington Drive, excavated and replaced yoke.
- Grinder Pump call at 1533 Kensington Drive, replaced pump.
- General pump shop repair work.
- Grinder Pump call at 11134 Eastwood Avenue, replaced pump, homeowner has an electrical issue.

Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	0	0	0	1	4
YTD 2017	9	8	1	0	0	15	33

* 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 Plan Review Committee meeting at City Planning regarding an industrial redevelopment site.
- Staff attended a preliminary consultation at City Planning for redevelopment of a commercial site.

Laboratory

- Completed annual MDLs for simple and complex nutrients.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means".

Valerie A. Means
City Administrator