

City of Hagerstown, Maryland Status & Information Report No. 10 for 2017

March 10, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

MARCH 2017						
* 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 Cabin Fever Blues Bash @ Maryland Theatre	4
5	6	7 7am State of the City @ Academy Theater 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 10am St. Patrick's Day Run @ City Center
19	20	21 4pm Work Session	22	23 4:30 pm Hagerstown Historic District Commission Meeting	24	25
26	27	28 7pm Regular Session	29 7pm Hagerstown Planning Commission Meeting	30	31	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street Update: Staff prepared for Main Street's March Second Saturday which is occurring this Saturday highlighting existing businesses and their planned events and activities for the day.

Engine Room Art Space:

- The Barbara Ingram School for the Arts high school senior art who opens Friday, March 10 from 7-9 p.m.
- **All on the Wall** submissions will be accepted March 17-19. This exhibit is open to anyone and works will be displayed March 21 – April 8. A closing reception will be held April 8 at 6 p.m. For more information visit the gallery Facebook page or <http://www.engineeroomartspace.com/>

Blues Fest:

- The Cabin Fever Blues Bash featuring Paul Pfau was held on Friday, March 3 at the Maryland Theatre. The sponsors included the Herald Mail, Antietam Cable Television, Antietam Brewery, M&T Bank, and the Maryland Theatre. The event was a success for Blues Fest and downtown eateries.
- The Fundraising committee has been hard at work to secure long time partners and new sponsors.
- The Western Maryland Blues Fest is accepting submissions for the children's t-shirt art. All submissions must be received by March 24, 2017. This contest is open to student in Kindergarten thru 8th grade. The winner will be announced by the week of April 10.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	1	Community Risk Reduction	16
Building Fires	3	Public Service	1
Medical Assistance	26	Personal Injury Collision	10
Assist other Fire Departments	5	Fuel/Hazard Spills	4
Automatic Fire Alarms	5	Gas Leaks	1
Vehicle Fires	1	Investigation: Odor, Smoke, Fire	3
Downed Power Lines	5	Aircraft Stand-by	1

North Potomac Street Fire: On Friday, March 3rd, the Hagerstown Fire Department responded to the Thai Zap Restaurant, 40 North Potomac Street, for a reported building fire. On arrival the fire department discovered a fire had occurred within the kitchen cooking area of the business; the building sprinkler system had activated extinguishing the fire keeping the fire damage to a minimal. City Fire Marshals at the scene helped the restaurant restore their fire protection system. The City of Hagerstown owns this property and thanks to a single sprinkler head, damage was minor. The restaurant will be able to resume business after clean-up.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

- E-Casts:
 - o Help Us Be a Better Provider of Parks and Recreation Services!
 - o 2017 Hub City 100 Miler Week 8

Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o State of the City 2016 Year in Review
 - o State of the City 2017
 - o BuroBox promotion

- Scheduled:
 - o 2017 State of the City Presentation at the Academy Theatre:
3:00 pm Monday & Saturday
7:00 pm Sunday
 - o Mayor & Council Meeting:
Live – 4:00 pm Tuesday
Rebroadcast – 7:00 pm Thursday, 9:00 am Saturday
 - o Divided Valor:
Noon Saturday & Sunday
 - o Valor in the Streets:
7:00 pm Wednesday & Saturday
3:00 pm Sunday
- In production:
 - o Update City Park Lake Enhancement

Websites:

- **City Website:**
 - o About **7,896** users visited www.hagerstownmd.org for the week of February 27 – March 3, 2017.
 - o Top entrances (first page users accessed on the website)
 - Home page 3,449
 - Utility Billing 753
 - Jobs Page 296
 - Police 257
 - Citizens Police Academy Page 158
 - o Top Searches:
 - "true"
 - "jobs"
 - "pay water bill"
 - "solicitations"
 - "yoga"
 - "citizens police academy"

PARKS & ENGINEERING

PARKS DIVISION

1. **2017 Spring and Summer Recreation Programs.** Staff is contracting with many new and current instructors to roll out a full schedule of 40+ indoor and outdoor programs for Spring and Summer 2017!! Classes will be held outdoors in our parks as well as in our NEW indoor fit room! Classes range from Yoga to Flag Football to Volleyball to Adult Hoolah Hooping to Healthy Eating and more!
2. **Fit Room Class Schedule.** Week of March 13th class schedule is attached
3. **Golf Course.** Course is scheduled to open on Friday, March 17th, weather pending. Concessions, beer and merchandise is being purchased for the clubhouse and staff if being interviewed and hired.

4. **Hager House.** Staff met with the new Executive Director of the Historical Society to engage in ways to strengthen the partnership and discuss the inventory within the home and the museum
5. **Opening Day Prep.** We are assisting the youth leagues to prepare for their opening day ceremonies.

ENGINEERING DIVISION

1. **NPDES Meeting.** Staff, along with representatives of municipalities across the state, attended a meeting at MDE headquarters on March 6th to discuss the new NPDES MS4 permit for stormwater. MDE staff reviewed some of the requirements proposed under the new permit, and answered questions about how portions of the regulations would be implemented. While the meeting did clarify certain aspects of the new permit, it did little to decrease the City's anticipated financial and manpower burden in order to remain in compliance. MDE will receive comments on the draft permit until March 31st, and will then move toward final approval/issuance of the new permit sometime later this year.
2. **Guardrail.** Opened bids on the bridge guardrail contract and received two bids. Low bid was from L.S. Lee, Inc at \$43,370. We will submit Purchase Request for Mayor & Council approval in April.
3. **Engineering Statistics.**

Traffic issues		
Description	Week of 3/5/17	2017 TOTALS
Traffic complaints received	1	25
Work Orders completed	1	18
Traffic counts completed	0	4
Construction Projects		
Description	Week of 3/5/17	2017 TOTALS
Projects advertised for bids	0	4
Projects under construction	8	0
Projects completed	0	0

PLANNING & CODE ADMINISTRATION

1. **New Development Cases:**
 - 613 West Washington Street – Olde Towne Development, LLC –application to rezoning property from RMED (Residential – Medium Density) to CL (Commercial Local).
2. **Planning Commission:** The Planning Commission reviewed the following matters on March 8:
 - Kind Therapeutics/Mari Holdings MD LLC – 504 East First Street – approved a site plan and landscaping waivers for parking lot improvements.
 - Comprehensive Plan Update – public review process overview.
 - Commission members were briefed on an upcoming rezoning request at 613 West Washington Street.

3. **Weekly Activity Report:** February 27 – March 3, 2017

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	11	Residential -	3	Commercial -	6	Other -	2	7
Electric	14	Residential -	6	Commercial -	8	Other -	0	14
Plumbing	11	Residential -	9	Commercial -	2	Other -	0	10
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	14							13
TOTAL	55		22		17		2	49

<u>Est. Value of Issued Building Permit Projects:</u>		<u>Fiscal Year Totals:</u>	
Residential	\$ 29,521.00		\$ 4,795,971.00
Commercial	\$ 177,695.00		\$ 14,768,578.00
Apartment	\$ 0.00		\$ 869,540.00
Sign	\$ 0.00		\$ 296,825.00
TOTAL	\$ 207,216.00		\$ 20,730,914.00

Projects of Interest

- Change of Use from storage factory to Carter Lumber at 1743 Dual Highway - \$90,000
- Concrete pad for a generator at 201 S. Cleveland Avenue - \$46,000

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of Feb 27 – Mar 3	7	8
New applications issued week of Feb 27 – Mar 3	7	7
Total 2016-2017 registered (includes additions and subtractions since 5/1/16)	3,444	9,020
Total still outstanding from May 1 renewal mailing (all have been fined. Court hearings begin in April)	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	\$ 525
Weekly adjustment/credits	\$ 0

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	35
Electrical	37
Plumbing	28
Mechanical	11
Safety	125
Neighborhood Vitality	98
Quality of Life	6
Preventive Maintenance	130
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:	1,676	Field Interviews:	37
Arrests/Warrants Served:	15	Moving Violations:	34
Domestic Violence Calls:	27	Parking Violations:	172
DUI Arrests:	1	Safety Repair Orders:	9
Reports Filed:	127	Warnings:	111

REPORTS:

03/03/17: Officer Lam responded to the U-Haul Neighborhood Dealer on South Potomac Street in reference to a vehicle theft. An employee advised that an individual had rented a U-Haul Box Truck over a month ago and has not returned the truck. The employee attempted to reach the renter via phone and e-mail but had no success. Dispatch has entered the vehicle into NCIC as stolen.

03/04/17: Officer Main responded to Walmart on Garland Groh Boulevard for a report of a theft. The victim advised she had an envelope containing cash in her purse when she entered Walmart and then discovered it was missing from her purse. The victim stated there were times that she left her purse unattended while shopping. No envelope was returned to Customer Service as being found. There are no leads at this time.

03/07/17: Officer Blackmire was dispatched to the Hagerstown Postal Service on 44 West Franklin Street for a reported destruction of property. The Post Master for this location advised a mail truck was parked in the rear secured lot on March 6 with no damage to the vehicle. The next day at approximately 10 a.m. damage was discovered. No additional vehicles were reported with damage. No further information is available at this time.

03/06/17: Officer Goggin responded to South Prospect Street for a reported theft. The victim stated that she just moved to this address and noticed that some of her belongings were missing from the apartment. Items that are missing include clothing, purses, cleaning supplies, silverware, dishes and her medication. She contacted her landlord and requested the locks be changed. There are no suspects at this time.

OTHER NEWS/INFORMATION:

The Hagerstown Police Department held testing for the position of police officer on Saturday, March 5, 2017 and Sunday, March 9, 2017 at Police Headquarters on North Burhans Boulevard. There were 20 individuals that responded to take the exam.

Jeffrey Morgan, Recruitment Administrator, reports that 8 of the 20 individuals received a passing score. Those candidates who received a passing score on the written test will proceed to the next level in the process which is the physical qualifying test. Candidates passing both tests will receive employment applications and move forward with the interviewing process.

Factors affecting job offers include, but are not limited to, how well each candidate performs in the process and the availability of open positions. We wish the best to all eight candidates.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	213	206
	University District Deck	413	413
	Parking Lots	304	301
Number of Patrons Using Decks	A & E Deck	1745	1506
	University District Deck	2082	1790
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	151	222
Number of Cars Booted		3	2
Number of Late Payment Notifications		53	59
Peak Occupancy (%)	A & E Deck	71% Fri @ 2 PM	66% Tue @ Noon
	University District Deck	74% Tue @ 2PM	75% Thu @ Noon

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

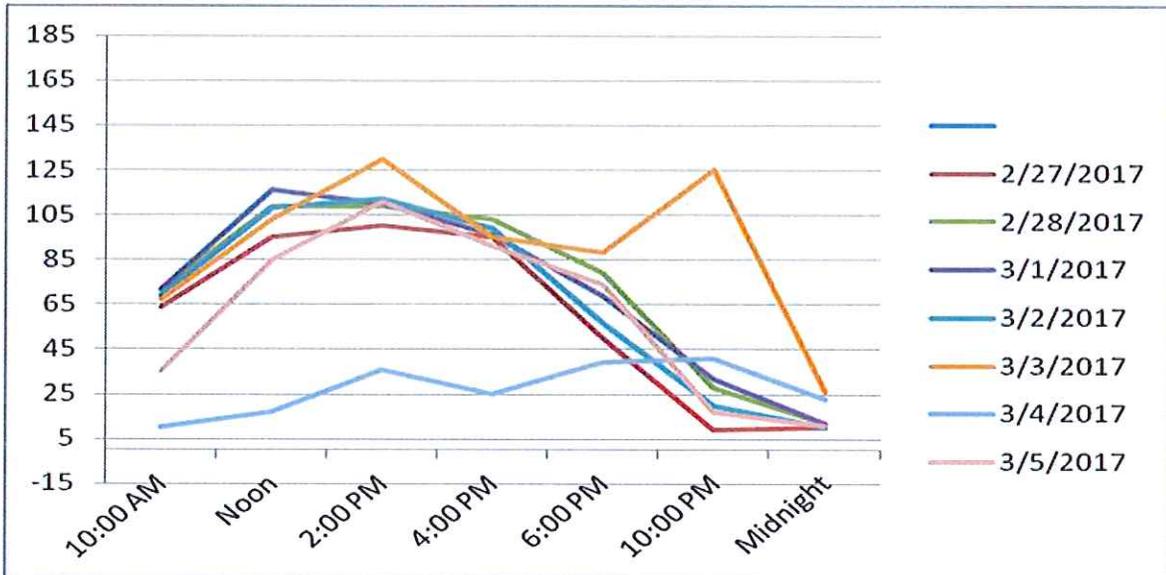
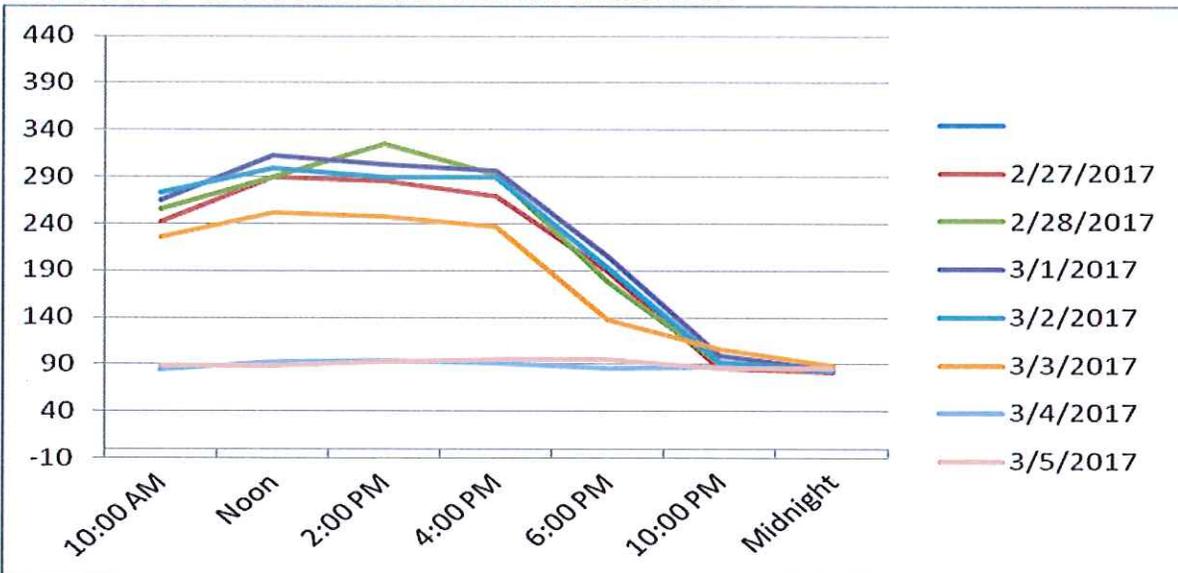


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	2	4
Human Resources	0	0
Light	2	1
Parks & Engineering	1	0
Police	10	15
Public Works	4	5
Wastewater	2	0
Water	2	1
Weekly Totals	24	26

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Thur. 3/2 - 421 Clarendon Avenue- blinking lights; tree limb tore service from house.
Time Out: 16.7-18.2
- Sat. 3/4 - 621 Chestnut Street- partial outage; triplex service was in need of repair.
Time Out: 4.7-6.2

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
28	0	2	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer continues learn the MILSOFT Engineering Analysis software for application on HLD's digital electric system model.
- Engineering staff assisted with providing HLD's newly hired line crew members with proper work gear and safety items.
- Engineering staff met with representatives for a large industrial customer that will be locating a facility in our territory.

Administration

- The Maryland Public Service Commission's second set of Data Requests for case 9505(k) have been completed and submitted.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
03/02/17	10.79		10.79
03/03/17	10.71		10.71
03/04/17	10.44		10.44
03/05/17	10.62		10.62
03/06/17	10.80		10.80
03/07/17	10.84		10.84
03/08/17	10.89		10.89
<i>Average:</i>			10.72

Water Production at R. C. Willson

- Operations:
 - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
 - Repairs were made to the north train Tracvac system.
 - Replaced the diaphragms on the ammonia pumps.
- Instrumentation
 - RC Willson – Work continues on the installation of a SCADA work station in the chemical building.
 - RC Willson – Installed cell modem for SCADA communication.
 - RC Willson – The breaker and buss were replaced on the breaker panel in the chemical building.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 1.0 foot (dry level). Site evaluation continues per the contract with Hazen and Triad. The project progress meeting took place on March 1, 2017 – the preliminary evaluation of the most recent study was discussed during the meeting. A report will be presented to Mayor and Council this month.

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. Repairs were made to a water main leak on Dewey Avenue. Work continues on the main replacement project on E. 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.
- Submitted laboratory recertification packet to MDE Laboratory Certification Program.
- Collected source water sample and matrix spike sample from the Potomac River in compliance with the LT2 regulation for the month of March.
- Collected aluminum and TSS sample from lagoon discharge.
- Discussed bacteriological monitoring of Hamilton Run with Utilities Engineer.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	1
Preliminary Plats	-	1
Final Plats	-	1
Building Permits	25	1

- Staff attended a development review meeting at the County Planning Office.
- Staff attended the State of the City address at the Academy Theater.
- Staff met with the County Real Property Administrator to discuss the details of proposed water main easements.
- Staff met with the City Fire Marshall regarding an existing apartment complex vault up-sizing.
- Staff met with Distribution staff to verify existing services at an industrial redevelopment site.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 1, 2017	6.56	0.35
Thursday, March 2, 2017	6.40	0.01
Friday, March 3, 2017	6.00	0.00
Saturday, March 4, 2017	5.75	0.00
Sunday, March 5, 2017	5.78	0.00
Monday, March 6, 2017	5.78	0.00
Tuesday, March 7, 2017	6.11	0.20
Weekly – Avg. Flow / Total Rainfall	6.05	0.56
Mar - Avg. Flow/Total Rainfall	6.05	0.56

Miscellaneous

- Cleaned UV Bulbs.
- Cleaned and calibrated UVT unit in ENR building.
- Repaired Bar Screen doors broken by wind damage.
- Made repairs/corrections wrote up in Monthly Inspections.
- Continued instrumentation work for new ferric pump installation.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	6,10	957'	209'	5
Flushing	10,15	6,655'		

Collection System Maintenance Task

- Emergency Call, 736 Virginia Avenue, Columbia Gas called in, thought they had put their line through the sewer lateral. We CCTV'd and determined it was only grease, cleared obstruction.
- Sewer back up at 104 West Wilson Boulevard, plumber replacing lateral had pushed debris into our portion of lateral, cleared with Vactor truck.
- Sewer back up at 137 Sunflower Drive, problem on the private side.
- Sewer back up at 351 East Antietam, problem on the private side.
- Sewer back up at 673 Westwood Street, problem on the private side.
- Grinder pump call at 11124 Eastwood Drive, pump bad, pulled and replaced.
- 938 Mulberry Street; excavated, repaired broken lateral, and installed clean out.
- 17719 Woodcrest Road; CCTV'd and Dye tested to confirm the property is not hooked to sanitary sewer.
- Unit #594; installed new glass.

- Pump Station 18; cleaned wet well, repaired Ethernet issue, found UPS to be bad, will replace.
- Pump Station 21; finished up final wiring in control panel.
- General pump shop repair work.

Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	1	1	1	0	3	8
YTD 2017	16	9	2	1	0	22	50

* 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 the State of the City address at the Academy Theater.
- Staff met with Laboratory staff regarding the Hamilton Run Watershed Study coliform sampling strategy and details.

Laboratory

- Installed new pretreatment software. Contacted IT to assist with setup.
- Notified Pinnacle Foods of required testing of their CIP wastewater. Cautioned PF that completion of testing was not approval to send this process water to our facility.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie A. Means
City Administrator

Fit Room at Fairgrounds Park at Fairgrounds Park

Weekly Calendar For March 13, 2017

	Monday Mar 13, 2017	Tuesday Mar 14, 2017	Wednesday Mar 15, 2017	Thursday Mar 16, 2017	Friday Mar 17, 2017	Saturday Mar 18, 2017	Sunday Mar 19, 2017
05:00 AM							
05:30 AM							
06:00 AM							
06:30 AM							
07:00 AM							
07:30 AM							
08:00 AM							
08:30 AM							
09:00 AM	Tai Chi for Balance & Movement (March-April) #5561						
09:30 AM						Tai Chi for Balance & Movement (March-April) #5561	
10:00 AM							
10:30 AM							
11:00 AM						Mind & Body: Sculpt- Yoga & Pilates -- 5564	
11:30 AM							
12:00 PM						Insanily, One day drop-in, March 18, \$5 #5547	
12:30 PM							
01:00 PM							
01:30 PM							
02:00 PM							
02:30 PM							
03:00 PM							
03:30 PM							
04:00 PM							
04:30 PM				Gentle Yoga #5659			
05:00 PM							
05:30 PM	Yoga For Weight Loss - new student #5694	Restorative Yoga #5748	Yoga For Weight Loss - new student #5694				
06:00 PM							