

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 17 FOR 2017



April 28, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

MAY 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 3pm Executive Session 4pm Work Session	3 National Bike To School Day 6:30pm Evening Social Ride – Hub City Bike Loop	4	5	6 9am Hub City Bike Loop Ride
7	8	9 3pm Executive Session 4pm Work Session	10 4pm Planning Commission Meeting	11 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting	12	13
14	15	16 4pm Work Session	17 7pm Ride of Silence 7pm Board of Zoning Appeals	18	19 National Bike To Work Day	20 Hub City Bike Loop Ride National Pike Wagon Train
21	22	23 7pm Regular Session	24	25 Historic District Commission Meeting	26	27 Potterfield Pool Opening
28	29 HOLIDAY CITY OFFICES CLOSED	30 No M&C Meeting	31 7pm Planning Commission Meeting			

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. DCED staff and staff from other City departments attended a presentation this week hosted by Leadership Washington County: ***Building Community through Entrepreneurial Investment*** featuring Demian Costa. Mr. Costa is the Managing Partner of Sagamore Ventures, the venture investment arm of Plank Industries. The company is based in Baltimore, MD, and serves as the family investment arm of Kevin A. Plank, founder, Chairman and CEO of Under Armour, Inc. Using examples such as the Port Covington Redevelopment Project and the City Garage Concept, Costa shared best practices for developing underutilized urban space and maximizing the growth of small businesses through collaboration.
2. DCED staff provided a downtown walking tour for Prince George's County Executive Rushern Baker who visited Hagerstown this week.
3. **Downtown Beautification:** A team of about 15 staff from DCED, PCAD and Public Works cleaned up trash and filled the planters along Franklin Street this week as part of Downtown Beautification efforts.
4. **Grand Opening:** The City of Hagerstown will officially welcome Middletown Valley to their new City Center location at 11 Public Square on Wednesday, May 3 at 10 a.m.
5. **Engine Room Art Space:** DCED team member Emily Jones, Engine Room Art Space Gallery Coordinator, did a great job with the exhibit and the media relations! The story not only showcases the exhibits, but delivers a great message about why we do what we do! The feature is accessible at this link: <http://www.your4state.com/news/maryland/new-art-exhibition-open-this-week/699412129> The "Color Coded" exhibit by Dylan Collins will run through May 28. For more information on the gallery follow this link to the website: <https://www.engineeroomartspace.com/>

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE

House Fires	0	Community Risk Reduction	12
Building Fires	2	Public Service	1
Medical Assistance	30	Personal Injury Collision	9
Assist other Fire Departments	10	Water Hazard	1
Automatic Fire Alarms	7	Gas Leaks	2
Vehicle Extrication	1	Investigation: Odor, Smoke, Fire	0
Electrical Hazards	3	Dumpster/Outside Fires	0

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - City of Hagerstown Celebrates Arbor Day
 - E-Casts:
 - 2017 Hub City 100 Miler – FINAL MILE CELEBRATION!
2. **Channel 25:**
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o Blues Fest 2017 Thursday Friday Event Promotion

- Blues Fest 2017 Overview Promotion
- Bird Watching in City Parks
- Neighborhoods 1st 2016 Highlight
- Hagerstown Cultural Trail Artist Promotion
- BuroBox promotion
- Scheduled:
 - Divided Valor:
Noon Sunday
 - Valor in the Streets:
7:00 pm Wednesday & Saturday
3:00 pm Sunday
- In Production:
 - Hagerstown Cultural Trail History

3. **Websites:**

- **City Website:**
 - About 7,992 users visited www.hagerstownmd.org for the week of April 17–23, 2017.
 - Top entrances (first page users accessed on the website)

▪ Home page	3,256
▪ Utility Billing	611
▪ Jobs Page	322
▪ Police Page	263
▪ Parks & Recreation Page	153
 - Top Searches:
 - "true"
 - "jobs"
 - "employment"
 - "property tax"
 - "summer camp"
 - "bid postings"

PARKS & ENGINEERING

PARKS DIVISION

1. **Arbor Day Celebration – April 28, 2017.** The City's annual Arbor Day Celebration was held today at Kiwanis Park. Students from Pangborn Elementary helped plant trees; Becky Wilson from Maryland DNR Forest Service presented the City with a *Tree City USA Award*; and an official Arbor Day Proclamation was read by Councilmember Lewis C. Metzner.
2. **Pool Banner Sponsors.** Staff is securing advertisers for pool banners at Potterfield Pool.
3. **Hager House.** Group tours are visiting the Hager House! Two groups visited this week: Lincolnshire Elementary brought 90 students on Wednesday, April 26th, and on Thursday, April 27th, 90 students from South Carroll High School in Carroll County took a tour of the Hager House.

4. **Golf Course Tournament.** Staff is promoting use of the golf course as a great place for a business or a non-profit to host a golf tournament. Coming up on Saturday, May 5th, Bob Rocks Radio Station is hosting their 2nd Annual Rock Your Balls Tournament and 20 players have already registered. Bob Rocks has also agreed to partner with the City on the annual Par Fore Pink Tournament in October and assist with promotions and sponsorships. The golf course is offering new merchandise for sale in the clubhouse. A new item, EPOCH eyewear sunglasses, are on sale now for \$20/each. New golf polos are also in stock.

ENGINEERING DIVISION

1. **Hamilton Run Action Plan.** The City hosted a public meeting to review the draft version of the Action Plan that is under development. This plan, which includes an assessment of the current health of Hamilton Run and its watershed, will identify sites for potential future restoration projects.
2. **City Park Lake Walls.** Work will start next week on the lake walls. The lake will be lowered the month of May to accomplish this.
3. **Mural of Unusal Size.** The painter will start Tuesday and will take the month of May to complete.
4. **43-53 West Washington Street.** Held the Pre-bid meeting for the new water and sewer service lines with two prospective bidders in attendance. We will field visit the site with bidders on May 2nd and will issue addendum. Bid opening will be May 10th.
5. **Traffic Studies.** Development is picking up as we have been coordinating with County and State for three developers to begin traffic studies for future projects (Lidl on Garland Groh Boulevard, Washington Knolls on MD Rt 58) and Sharpsburg Pike Village commons on South Potomac Street extended). All three are within the City limits.
6. **Engineering Statistics.**

Traffic issues		
	Week of 4/24/17	2017 TOTALS
Traffic complaints received	2	40
Work Orders completed	3	33
Traffic counts completed	1	13
Construction Projects		
Description	Week of 4/24/17	2017 TOTALS
Projects advertised for bids	1	9
Projects under construction	8	0
Projects completed	0	0

PLANNING & CODE ADMINISTRATION

1. **Planning Commission:** The Planning Commission reviewed these matters on April 26:
 - Proposed County forest conservation easement at the end of Professional Court – concurred with the concept of a walking trail from the proposed Professional Boulevard to Kiwanis Park as part of the forest conservation easement.
 - Proposed FY 2018 Capital Improvements Program – recommended approval to the Mayor and City Council with a suggestion for a future CIP project to improve water pressure in the southeast area of the city (behind the former Sheraton).

2. **Weekly Activity Report:** April 17–21, 2017

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	8	Residential -	6	Commercial -	1	Other -	1	16
Electric	14	Residential -	10	Commercial -	4	Other -	0	14
Plumbing	18	Residential -	14	Commercial -	4	Other -	0	18
Mechanical	7	Residential -	4	Commercial -	3	Other -	0	7
Engineering Dept.	11							11
TOTAL	58		34		12		1	66
Est. Value of Issued Building Permit Projects:				Fiscal Year Totals:				
Residential				\$ 23,005.00				\$ 5,324,702.00
Commercial				\$ 674,565.00				\$ 17,972,381.00
Apartment				\$ 3,856,012.00				\$ 4,764,632.00
Sign				\$ 0.00				\$ 316,000.00
TOTAL				\$ 4,553,582.00				\$ 28,377,715.00
Projects of Interest								
- Renovations to Bethel Gardens for multiple buildings - \$2,099,036								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of Apr 10 – Apr 13					5	8		
New applications issued week of Apr 10 – Apr 13					3	3		
Total 2016-2017 registered (includes additions and subtractions since 5/1/16)					3,482	9,063		
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 9102 units in 3468 properties were mailed on May 2, 2016.								
PAYMENT								
Weekly payment received		\$ 600						
Weekly adjustment/credits		\$ 0						
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	40							
Electrical	45							
Plumbing	23							
Mechanical	6							
Safety	71							
Neighborhood Vitality	79							
Quality of Life	14							
Preventive Maintenance	13							
Planning & Zoning	2							
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:	1,595	Field Interviews:	37
Arrests/Warrants Served:	17	Moving Violations:	31
Domestic Violence Calls:	31	Parking Violations:	186
DUI Arrests:	1	Safety Repair Orders:	0
Reports Filed:	157	Warnings:	43

REPORTS

04/20/17: Officer Main reported to Police Headquarters for a report of credit card fraud. The victim stated that her credit card had been used without her consent in the Silver Spring, Maryland area. The victim stated a family member may be the suspect. The victim was advised to work with the credit card company. No further details are available.

04/21/17: Officer Goggin responded to Police Headquarters for a report of an assault on a juvenile. The juvenile's mother stated that her daughter was assaulted by another juvenile as she exited the school bus. The victim had her hair pulled, knocked to the ground and struck in the neck and head numerous times. According to the victim, she was falsely accused of talking poorly about the other juvenile's family. There were witnesses that confirmed the victim's statements. The suspect's mother was informed of the incident and that her daughter would be charged with Assault 2nd Degree.

04/22/17: Officers responded to North Locust Street in reference to calls for shots fired and a stabbing. The victim was located and was bleeding heavily from his head. Community Rescue Service administered first aid and while being treated he stated he had been stabbed in the head. The victim was alert and had no altered mental status. The victim further stated he was seated on his porch when an unknown male assaulted him. The victim called to his wife to bring him his rifle. The victim fired several shots in the air to scare off the suspect. The rifle was taken and placed into the HPD evidence locker. No further details are available at this time.

04/23/17: Officer Fuqua was dispatched to Pine Street to assist the Washington County Sheriff's Officer in regards to an Interim Protective Order that their office just served. The Order was served and the Respondent was ordered to leave the residence. The Respondent did comply however he returned a short time later. The Respondent was transported to Central Booking and charged with Violating Exparte/Protective Order.

04/25/17: Officer Lam responded to Police Headquarters for a report of a strong arm robbery. The victim advised he was walking home from a friend's house on East Franklin Street when someone came up behind him and struck him in his back and knocked him to the ground. One unknown male put his foot on his head pinning him down while another unknown male took his wallet. This incident occurred on April 17, but not reported until April 25. No further information is available.

OTHER NEWS/INFORMATION

Officer Kendle Busy for the Citizens of Hagerstown! Below is an article printed in the Herald Mail regarding the Citizens Police Academy:

The Citizens Police Academy, offered annually by the Police Department, gives citizens a behind-the-scenes look at the Department's operations. This year's Academy drew 22 participants ranging in age from 20 to 98. The Academy is one of several activities that the Police Department sponsors to reach out to the community. In 10 sessions over about 7 weeks, participants learn about everything from patrol to forensics to the legal reasons why police officers respond as they do, Kendle said.

As the officer for crime prevention and special projects, "my job is to educate the community on what they can do to make themselves less vulnerable," Kendle said. He tries to draw community members from all neighborhoods and ethnic backgrounds, and brings in different officers for different parts of the program.

If you missed this year's academy and would like to learn more about the Police Department, don't despair. Kendle said he accepts applications for the next academy year-round. For more information, go to the city's website at hagerstownmd.org/969/citizens-police-academy

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	229	229
	University District Deck	424	424
	Parking Lots	317	316
Number of Patrons Using Decks	A & E Deck	1747	1358
	University District Deck	2170	1834
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	239	300
Number of Cars Booted		0	0
Late Payment Notifications		16	44
Peak Occupancy (%)	A & E Deck	86% Fri @ 10 PM	59% Tue @ 2 PM
	University District Deck	81% Wed @ 4 PM	78% Thu @ Noon

*Event at MD Theater

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

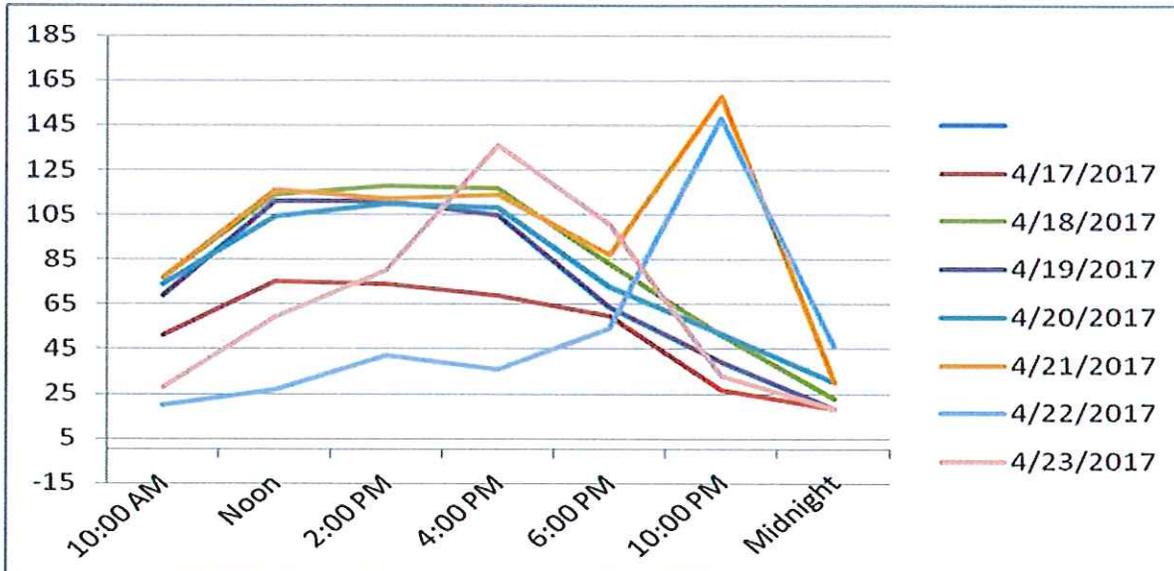
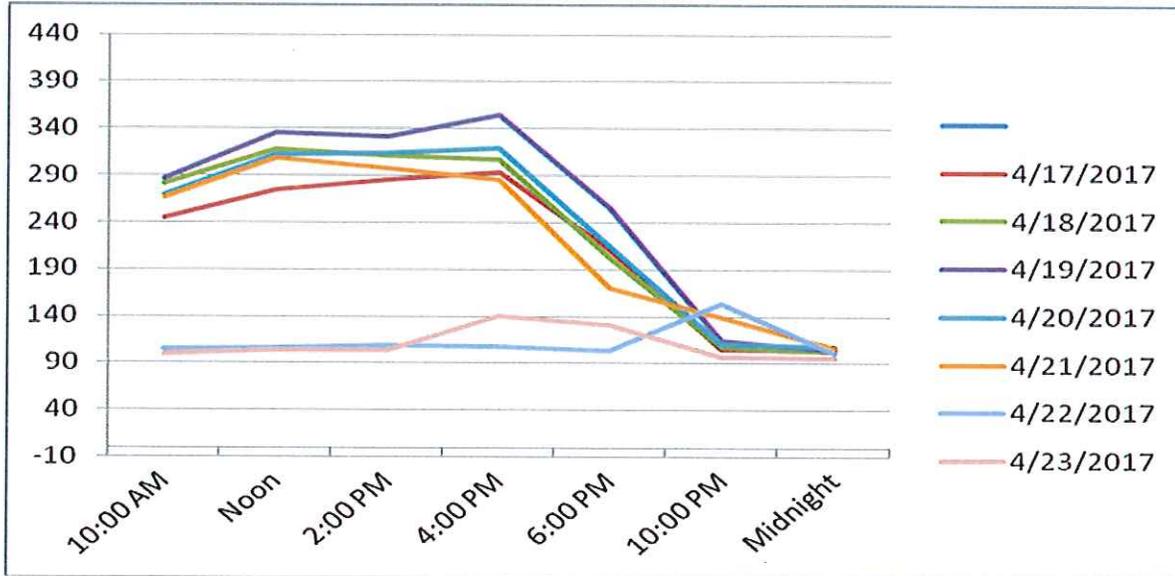


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED		0
Fire		1
Human Resources		0
Light		3
Parks & Engineering		1
Police		8
Public Works		3
Wastewater		2
Water		6
Weekly Totals		24

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Distribution

- Metering Staff received no high bill complaints this week.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
8	0	1	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer began specification of an HLD digger derrick to replace an aging unit.
- The Staff Engineer met with architects and engineers in regard to the Maryland Theatre expansion to discuss electric utility upgrade requirements.
- Engineering staff performed HLD substation inspections and met with vendors regarding substation security devices.

Administration

- Staff reviewed several sections of COMAR and previous Maryland Public Service Commission case files to review billing and service compliance.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
04/20/17	10.89		10.89
04/21/17	10.59		10.59
04/22/17	10.26		10.26
04/23/17	10.44		10.44
04/24/17	10.47		10.47
04/25/17	10.39		10.39
04/26/17	10.83		10.83
Average:			10.55

Water Production at R. C. Willson

- Operations:
 - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
 - Repairs are being made to the flood valve on the Trac-Vac system.
- Instrumentation
 - RC Willson – Work continues on the installation of a SCADA work station in the chemical building.
 - The heat tape replacement on the caustic feed piping has been completed.
 - Pump Station #3 – Staff are making repairs to a control valve on Pump #2.
 - Pump Station #2 – Upgrades are still in progress on the PLC/control panel.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 6.27 feet (dry level). Site evaluation continues per the contract with Hazen and Triad. The project preliminary report was received by Hazen and Sawyer and presented to the Mayor and City Council. Hazen has submitted the Final Draft Report for review and approval from the City Project Team and the Maryland Department of the Environment. Preliminary design has been initiated for the needed repairs.

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 Bester Street and a service line leak on Ellicott Parkway. Work continues on the main replacement project on East Antietam Street.

Laboratory

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Delivered CCR's to Smithsburg.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	1
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	30	-

- Staff attended automation training at the County Planning and Zoning Department.

- Staff attended a preliminary consultation for the Maryland Theater project at City Planning.
- Staff met with a consultant regarding changes to an approved institutional site plan.
- Staff met with a fire protection company representative to discuss two projects.
- Staff met with a building contractor regarding the location of existing water facilities.
- Staff met with a consultant to discuss details of commercial and institutional site plans.
- Staff met with Distribution Division Superintendent regarding an apartment complex water service.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 19, 2017	6.51	0.04
Thursday, April 20, 2017	7.10	0.50
Friday, April 21, 2017	6.47	0.24
Saturday, April 22, 2017	6.64	0.17
Sunday, April 23, 2017	6.39	0.00
Monday, April 24, 2017	6.56	0.19
Tuesday, April 25, 2017	6.93	0.06
Weekly – Avg. Flow / Total Rainfall	6.66	1.20
Apr - Avg. Flow/Total Rainfall	6.95	2.38

Miscellaneous

- Replaced ferric pump to flow path #1.
- Replaced exhaust fan and thermostat in MCC room.
- Removed blockage from digester feed pump suction piping.
- Installed vents in Polymer PLC cabinet.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	7,22	698'	164'	7
Flushing	17	9,695'		

Collection System Maintenance Task

- Received and unloaded 200 manhole frames and covers from East Jordan.
- Lift Station #1; installed new control system.
- Lift Station #8; backfilled behind new retaining wall, and topped off with Riverbed Stones.
- Worked with ITS to resolve SCADA issue.

- Checked cleanout locations for project on Oak Hill and South Potomac.
- Ran Generators and Light Trees at Shop.
- Mowed and trimmed Frederick Street sidewalk.
- Removed and reinstalled fence for Mr. Rehab at Maggie's hole, for CCTV purposes.
- General pump shop repair work.
- Hauled in 2 loads of B-10s for stock pile.
- General housekeeping at Shop and Pole Barn.
- Dropped enzyme bags at various Lift Stations and trouble spots in system.

Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	0	2
YTD 2017	22	17	3	1	0	26	69

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

Engineering

- Staff attended Automation Training at the County Planning and Zoning Department.
- Staff attended a Preliminary Consultation for the Maryland Theater project at City Planning.
- Staff attended a progress meeting for the Collection System Infiltration/Inflow Rehabilitation Phase 1A project.

Laboratory

- Reviewed Pinnacle Foods Digester and Clarifier results.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie A. Means
City Administrator