

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 19 FOR 2017



May 12, 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 4:30pm Historic District Commission Meeting	12	13
14	15	16 4pm Work Session 7pm Public Hearing – Budget & Tax Rate	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. **City Center Update:**
 - Staff worked with Frostburg University's business program to host two evenings of student presentations at BuroBox this week.



- Staff met with Pinnacle Foods who were volunteering during their "Pinnacle Acts" week. Pinnacle employees picked up trash in the downtown as part of their volunteer service.
 - Staff prepared final preparations for May's Second Saturday at Schindel-Rohrer Ballroom. A "Lunch and Craft with your Kids" event designed for parents and kids to make crafts for Mom before Mother's Day on Sunday. The free event has sold out!
2. **Taste of the Arts:** Taste of the Arts was held on Thursday, May 11 from 5:00 p.m. to 8:00 p.m. Attendees enjoyed the sights and sounds of local artists and BISFA students while sampling culinary treats at various downtown venues.
 3. **Wind Down Fridays:** The schedule for the 2017 Wind Down season is listed below. Unless otherwise noted, the times are 6–9 p.m.
 - June 9th – Tall, Blonde & Thirsty
 - July 14th (Bike Night) - Made in the 80's
 - August 11th - South Mountain Breed
 - September 29th (Thunder in the Square, 6-10pm) – Staff Infection
 - October 6th – Back Roads Blues

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	2	Community Risk Reduction	108
Building Fires	1	Public Service	6
Medical Assistance	29	Personal Injury Collision	0
Assist other Fire Departments	11	Fuel/Hazard Spills	3
Automatic Fire Alarms	4	Gas Leaks	4
Vehicle Fires	0	Investigation: Odor, Smoke, Fire	4
Malicious/False Alarms	3	Dumpster/Outside Fires	1

Central Avenue Fire: Hagerstown Firefighters responded to a house at 333-335 Central Avenue, Sunday, May 7th for a reported fire. Firefighters arrived on scene to smoke coming from the attic area of the home. The fire was knocked down within 15 minutes with firefighters continuing to search the home for any hot spots. All residents were able to evacuate safely, though one resident did suffer from smoke inhalation after going back into the residence to locate a pet. It was determined that an electrical problem with a bathroom fan caused the fire.

Central Avenue – Neighborhood After-the-Fire Visit: Firefighters with the Hagerstown Fire Department went door-to-door Wednesday, May 10th, in the neighborhood of a recent fire to educate residents on the importance of having working smoke alarms in their homes. It was due to the resident of the home at 333 Central Avenue changing the smoke alarm battery at daylight savings time as advocated by the Fire Department that the smoke alarm worked properly to alert the resident of the fire. Firefighters provided safety and fire department contact information to all residences that were visited. If no one was home or answered the door, fire safety information was left on their doors.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

- E-Casts:
 - Main Street Consumer Focus Group Email
 - HEPMOP – What Moves You?
 - Main Street Hagerstown Consumer Focus Group Participation

Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Blues Fest 2017 Saturday Event Promotion
 - Blues Fest 2017 Thursday Friday Event Promotion
 - Hagerstown Cultural Trail HENSE Mural Promotion
 - Building Safety Month
 - Hagerstown Cultural Trail Artist Promotion
 - Bird Watching in City Parks
 - 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

Websites:

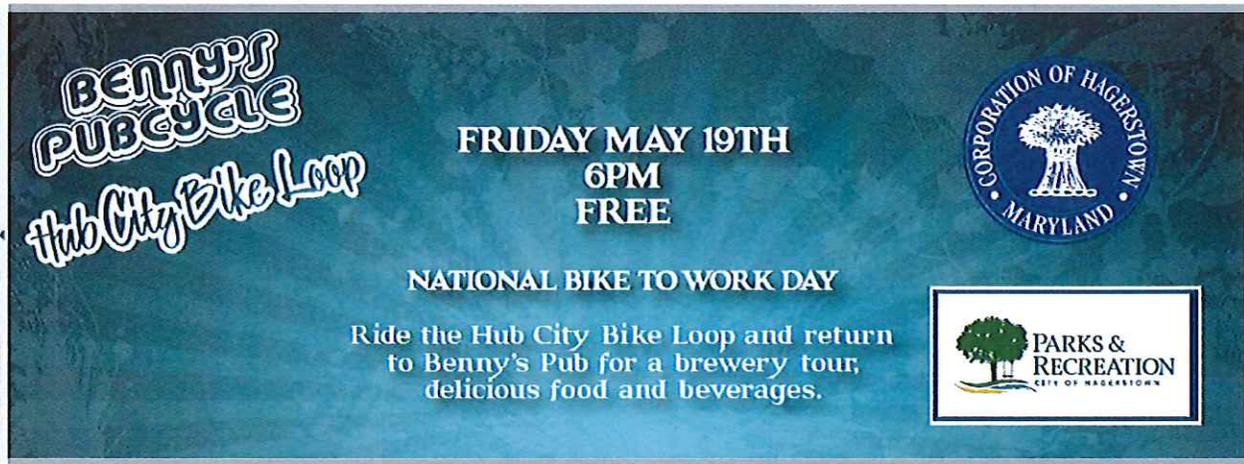
- **City Website:**
 - About 7,744 users visited www.hagerstownmd.org for the week of May 1–7, 2017.
 - Top entrances (first page users accessed on the website)
 - Home page 3,047
 - Utility Billing 649
 - Jobs Page 391
 - Police Page 190
 - Parks & Recreation Page 139

- Top Searches:
 - "true"
 - "jobs"
 - "bill pay"
 - "electric residential application"
 - "2012 stadium study"
 - "Erin Anderson"

PARKS & ENGINEERING

PARKS DIVISION

1. **National Road Park.** We are installing pavers for the plaza and installed picnic tables and park benches.
2. **Building Maintenance.** At Hellane Park, we installed a roof on the Colt League storage building.
3. **Benny's Pubcycle.** Staff is planning for the annual National Bike to Work Day tribute on Friday, May 19th at 6 p.m. Sign-up to Ride the Hub City Bike loop, and then return to Benny's Pub for a brewery tour, discount food and beverages, and a t-shirt.



4. **Railroad Heritage Days.** Staff is preparing for the annual Railroad Heritage Days event next weekend, May 20th & 21st.
5. **Golf Course.** Staff is drafting a Standard Operating Procedures Manual for the Clubhouse
6. **Fit Room Class.** Schedule is attached.

ENGINEERING DIVISION

1. **"Safe Routes to School" Grants Update.**
 - Grant Year G (Salem/Indiana Avenue & Frederick/Mill Streets signal reconstructions). Stamper Builders is scheduled to begin work on June 5th and complete both intersections over the summer while school is closed. The \$693,000 cost will be entirely reimbursed by State of Maryland.

- Grant Year H (Haven Road sidewalk and signal at Pennsylvania/Fairview Avenues). Starting this year, a match is required. An MOU has been submitted for review. If approved, the grant amount would be \$440,000 plus a City match of \$108,900. We are proceeding with in-house design and sent preliminary drawings to utilities asking if they plan any work in this area. We anticipate actual construction will be performed in 2018, due to the number of approvals we are required to obtain from various agencies.
- Grant Year I (Potomac Street at Howard Street signal upgrade). We are applying for \$310,000 grant this week to rebuild the signal and install new audio and countdown pedestrian lights and new sidewalk ramps.

2. **Cultural Trail.** Camera system is now fully operational and HPD has the ability to record and review.



3. **Police Building - Office Modifications.** Contracts have been signed and we held the pre-construction meeting with HPD and the contractor. Work is expected to begin in about two weeks and be completed around July 1st. The Police Department will handle this project during construction and payment (funded with Grant to Police Department).

4. **2017 Alley Reconstruction Phase I.** Drawings are about 90% complete and have been submitted to the local soil conservation office for review. If they don't have many revisions, we expect to advertise this contract the last week in May.

5. **Engineering Statistics.**

Traffic issues		
Description	Week of 5/7/17	2017 TOTALS
Traffic complaints received	9	50
Work Orders completed	6	40
Traffic counts completed	1	15
Construction Projects		
Description	Week of 5/7/17	2017 TOTALS
Projects advertised for bids	1	9
Projects under construction	10	
Projects completed	0	0

PLANNING & CODE ADMINISTRATION

1. **Board of Zoning Appeals:** On May 17 the BZA will consider variance requests to reduce the 4-foot side setback to 3 feet, 4 inches, and to reduce the 15-foot cumulative side setback to 8 feet, 2 inches for property at 228 Belview Avenue. The applicant is Debra A. Brewer.
2. **Planning Commission:** The Planning Commission considered the following matters on May 10:
 - Approved a sketch plan for Burger King/Krispy Kreme at 503 Dual Highway.
 - Comprehensive Plan – discussed and agreed to an amendment to the Future Land Use Plan and reviewed survey comments.
3. **Continuing Education:** Steve Bockmiller (Development Planner and Zoning Administrator) attended the annual American Planning Association conference May 6 to 9 in New York City, taking classes for the maintenance of his American Institute of Certified Planners (AICP) certification. Select subject matter focused on ethics, parks planning, downtown revitalization, zoning approaches to short-term residential rentals, and approaches to amending local sign regulations resulting from a recent Supreme Court decision (*Reed v. Gilbert*).
4. **Weekly Activity Report:** May 1–5, 2017

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	4	Commercial -	1	Other -	0	19
Electric	23	Residential -	13	Commercial -	9	Other -	1	23
Plumbing	18	Residential -	12	Commercial -	2	Other -	4	18
Mechanical	5	Residential -	2	Commercial -	3	Other -	0	5
Engineering Dept.	33							36
TOTAL	84		31		15		5	101
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 7,300.00				\$ 5,413,712.00			
Commercial	\$ 104,000.00				\$ 18,333,881.00			
Apartment	\$ 403,667.00				\$ 5,168,299.00			
Sign	\$ 85,000.00				\$ 403,000.00			
TOTAL	\$ 599,967.00				\$ 29,318,892.00			
Projects of Interest								
- Renovations to existing bathrooms and shower room at 1109 Luther Drive - \$89,000								
- Remove and replace pylon sign at 1835 Dual Highway - \$85,000								
- Replacement of existing balconies, stair cases, and decks at Bethel Gardens - \$172,697								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of May 1 – May 5					6	7		
New applications issued week of May 1 – May 5					16	19		
Total 2016-2017 registered (includes additions and subtractions since 5/1/16)					3,494	9,078		
Total still outstanding from May 1 renewal mailing (all have been fined. Court hearings begin in April)					7	8		
Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017.								
PAYMENT								
Weekly payment received		\$ 525						
Weekly adjustment/credits		\$ 75						

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	32
Electrical	39
Plumbing	25
Mechanical	13
Safety	72
Neighborhood Vitality	156
Quality of Life	24
Preventive Maintenance	32
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:	1,680	Field Interviews:	40
Arrests/Warrants Served:	20	Moving Violations:	33
Domestic Violence Calls:	33	Parking Violations:	218
DUI Arrests:	3	Safety Repair Orders:	8
Reports Filed:	148	Warnings:	47

REPORTS:

05/04/14: Officer St.Clair responded to South Walnut Street in reference to a home invasion. Officers set up a perimeter around the building. It was later determined that the suspects left through a stairwell on the south side of the building. The suspects are described as two black males wearing jeans and black jackets with the hoods over their heads. Officer St. Clair obtained a copy of video footage from a camera near the incident. It was placed in the evidence locker at the Hagerstown Police Department. No further details are currently available.

05/05/17: Officer Cline was dispatched to Prime Autos of Hagerstown located at 900 North Burhans Boulevard for the report of a burglary. The owner of the business advised that a black 2013 Ford Edge was taken from the lot. The owner further stated that the glass to the front of the business was shattered and a cinder block was on the floor inside the building. Also found missing was the key ring that had approximately 31 keys to vehicles on the lot. It should be noted that other items of value were not taken. The area was searched for the missing keys but none were located. However, the key to the lock box was located in the alley behind the business. The investigation is on-going.

05/06/17: Sergeant Plummer was in a marked cruiser and was stopped at a stop sign on the south side of the Hagerstown Police Department. A citizen, smoking a cigarette, walked to Sergeant Plummer's cruiser and put out his cigarette on the "Ford" logo on the hood of the cruiser. Sergeant Plummer exited the cruiser and placed the citizen under arrest. It should be noted that there was still cigarette ash on the logo when photos were taken. When the ash was removed there was a burn mark on the logo. The citizen was transported to Central Booking and charged with Malicious Destruction of Property less \$1,000. The citizen repeated multiple times that he did not know it was a police cruiser.

05/07/17: Officer Cline was dispatched to Walmart on Garland Groh Boulevard for the report of a stolen wallet. The victim stated when she went to pay for her items at checkout and discovered her wallet was missing from her purse. The officer advised her to cancel her credit cards and to keep in contact with store to see if anyone found her wallet and took to customer service. There were no witnesses.

05/08/17: Officer Bobetich responded to Hurricane Court for a stolen credit card. The victim advised that someone used his Macy's credit card to purchase some online items. It should be noted that the victim still had his card in his possession. The online items were shipped to the state of Michigan and totaled over \$200. The officer was able to discover the name of the person that lived at that shipping address but was unable to speak with him since his phone was disconnected. No further details are currently available.

05/10/17: Officer R. Dean was dispatched to the Dual Highway for a reported assault. The victim stated he was to the rear of the Dual Highway Liquor store when someone hit him in the head. He advised he then fell to the ground but did not lose consciousness. The officer did notice a small laceration to the left side of his head. The victim was unable to describe the suspect since he was hit from behind. There were no witnesses.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	226	226
	University District Deck	423	423
	Parking Lots	320	320
Number of Patrons Using Decks	A & E Deck	1959	1909
	University District Deck	2336	2184
Sales of Discount Coupons		0	20
Number of Citations Issued	(Includes Warnings)	273	217
Number of Cars Booted		0	0
Late Payment Notifications		NA	62
Peak Occupancy (%)	A & E Deck	*93% Sun @ 4 PM	*96% Sun @ 4 PM
	University District Deck	86% Wed @ 2 PM	81% Wed @ 4 PM

*Event at MD Theater

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

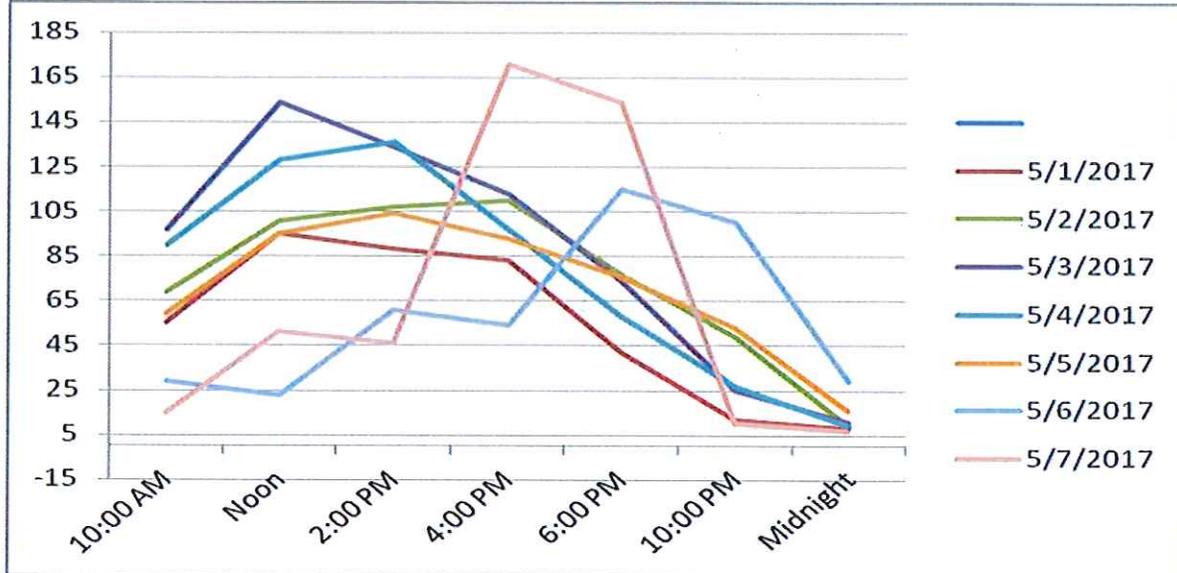
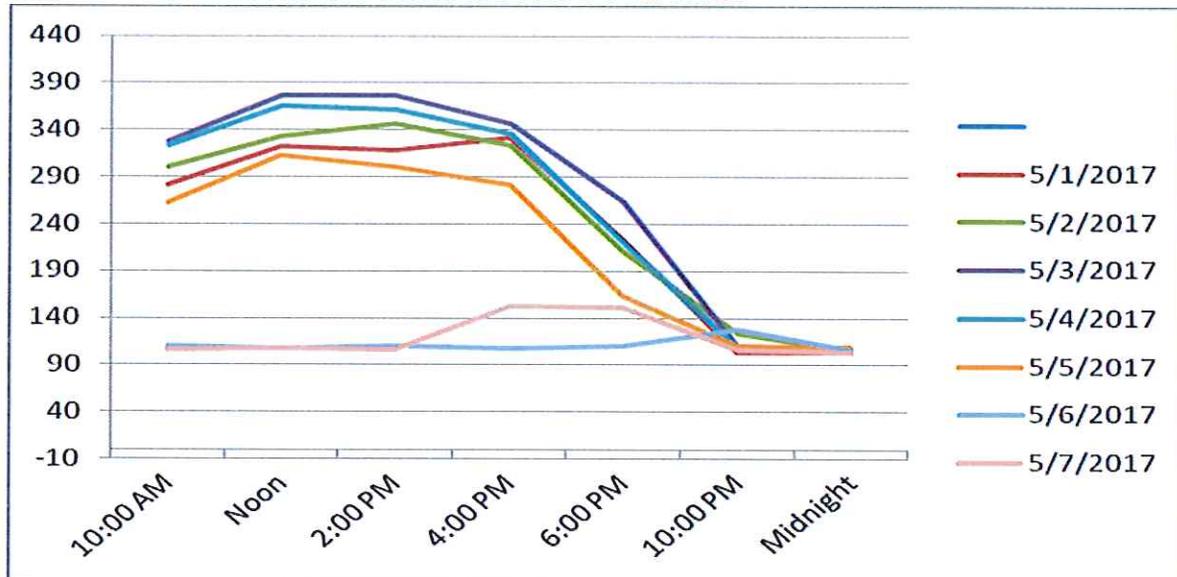


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	1
Fire	4	2
Human Resources	0	0
Light	3	3
Parks & Engineering	2	2
Police	5	6
Public Works	10	10
Wastewater	0	2
Water	4	7
Weekly Totals	29	33

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Sat. 5/6 - 1085 Marshall Street- lines down; lines were found to belong to Verizon Phone Company. Time Out: 18.2-18.7
- Sun. 5/7 - 1005 Beechwood Drive- partial outage; the connectors at the service head were found to be faulty. Time Out: 8.7-9.8
- 333-335 Central Avenue- house fire; once repairs are made to service & inspection has been completed service will be re-energized. Time Out: 13.3-13.7
- 133-135 East Baltimore Street- partial outage; The connectors at the service head were found to be faulty. Time Out: 15.1-16.2

Distribution

- Metering Staff received no high bill complaints this week.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
14	0	1	0

Engineering

- The 34.5 kV metering package arrived for the Alevo site. The installation was designed to accommodate the underground feed to the battery storage system.
- Several permits, underground locates, and service designs were performed.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	<u>Willson</u>	<u>Breichner</u>	Total
05/04/17	10.76		10.76
05/05/17	10.34		10.34
05/06/17	10.20		10.20
05/07/17	10.14		10.14
05/08/17	11.00		11.00
05/09/17	10.77		10.77
05/10/17	11.04		11.04
Average:			10.60

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.
 - The evaluation has been completed on the backwash pump.
- Instrumentation
- RC Willson – Work continues on the installation of a SCADA work station in the chemical building. ABB will be on-site the week of May 22nd to complete the installation.
 - RC Willson – Staff are in the process of replacing the turbidimeters on all filters.
 - Pump Station #3 – Repairs to the control valve on Pump #2 have been completed.
 - Pump Station #2 – Upgrades are still in progress on the PLC/control panel.
 - Smithsburg Tank – The tank has been prepared to be placed out of service for repairs.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 3.11 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 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. Repairs were made to a water main break on Summit Avenue. Service upgrades were completed on Mulberry Avenue, Reiff Church Road, Greendale Drive and Allen Avenue. The leak survey program is still in progress. Work continues on the main replacement project on E. Antietam Street.

Laboratory

- Collected 2nd quarter DBP samples.
- Collected distribution samples to monitor for nitrification.
- Contacted MDE for clarification on monitoring annually for contaminants.
- Process and regulatory testing was routine for the week.

Engineering

Reviews:	City	County
Site Plans	-	-
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	10	8

- Staff met with a commercial developer and consultant to discuss a concept plan for a multi-use parcel.
- Staff met with a commercial developer regarding the subdivision and development of an existing commercial property.
- Staff met with a consultant on options for providing water to an undeveloped parcel in the County.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 3, 2017	6.33	0.00
Thursday, May 4, 2017	6.45	0.23
Friday, May 5, 2017	11.4	1.64
Saturday, May 6, 2017	8.38	0.08
Sunday, May 7, 2017	7.66	0.00
Monday, May 8, 2017	7.43	0.00
Tuesday, May 9, 2017	7.19	0.00
Weekly – Avg. Flow / Total Rainfall	7.83	1.95
May - Avg. Flow/Total Rainfall	7.53	2.09

Miscellaneous

Fabricated oxygen wand for effluent vault.

- Removed and troubleshot oxygen injection pump.
- Continued work on ferric piping.
- Installed a fan in Velodyne 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	22	0	261'	13
Flushing	17,18	7,985'		

Collection System Maintenance Task

- Grinder 11006 Parkwood Drive, replaced pressure tube.
- Back up 580 Northern Avenue, issue on private side.
- Odor complaint 960 Northern Ave, odor coming from County Collection System, contacted the County; they have stepped up the chemical feed rate for the Route 11 corridor.
- Pump Station #3, Cleared debris, took elevations, installed erosion control, and basic prep work for gravity line replacement.
- Pump Station #26, removed old blower on wet well and replaced with vent.
- Excavated, and repaired mainline on Wilson Boulevard in reach 10099 - 10098.
- Cleaned wet wells at Pump Stations #5, #9, #21.
- Weed whipped and sprayed pump stations not in mowing contract.
- 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	0	0	1	0	0	1	2
YTD 2017	24	18	4	2	0	29	77

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

Engineering

- Staff attended a presentation and demonstration of the Electro Scan pipeline condition assessment technology.
- Staff met with a commercial developer regarding subdivision and development of an existing commercial property.

Laboratory

- Received confirmation from Microbac regarding this year's and next year's invoice for WET testing.
- Completed 3-month report for Pinnacle.
- Ordered supplies for Lachat.
- 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". The signature is fluid and cursive.

Valerie A. Means
City Administrator

Fit Room at Fairgrounds Park at Fairgrounds Park

Weekly Calendar For May 15, 2017

	Monday May 15, 2017	Tuesday May 16, 2017	Wednesday May 17, 2017	Thursday May 18, 2017	Friday May 19, 2017	Saturday May 20, 2017	Sunday May 21, 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	Mind & Body: Tai Chi for Balance & Movement (April-May) -- 5688						
09:30 AM			"Unravel & Restore" w/ Yoga Tune Up @ therapy balls #5662			Mind & Body: Tai Chi for Balance & Movement (April-May) -- 5688	
10:00 AM							Child and Babysitter Safety (May 2017) #5724
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
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							
05:00 PM							
05:30 PM	Yoga For Weight Loss - returning student #5735	Restorative Yoga by Candle Light #5745	Yoga For Weight Loss - returning student #5735	Gentle Yoga #5739			
06:00 PM							
06:30 PM							

07:00 PM		Healthy Eating Strategies for Busy Families #5769				
07:30 PM						
08:00 PM						
08:30 PM						
09:00 PM						
09:30 PM						
10:00 PM						
10:30 PM						
11:00 PM						
11:30 PM						