

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 28 FOR 2017



July 14, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

JULY 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 7:30pm Hagerstown Municipal Band Concert	3	4 HOLIDAY City Offices Closed No M&C Meeting 6pm Fireworks at Fairgrounds Park	5	6	7 11am Dig It Tours at the Jonathan Hager House 7pm Outdoor Movies at City Park featuring The Lego Batman Movie	8 11am Dig It Tours at the Jonathan Hager House 7pm Music By The Lake
9 7:30pm Hagerstown Municipal Band Concert	10	11 4pm Work & Special Session	12 4pm Hagerstown Planning Commission Meeting	13 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting	14	15 7pm Music By The Lake
16 7:30pm Hagerstown Municipal Band Concert	17	18 3pm Executive Session 4pm Work Session	19 7pm Board of Zoning Appeals	20	21 Dig It Tours at the Jonathan Hager House Outdoor Movies at City Park featuring Fantastic Beasts	22 11am Dig It Tours at the Jonathan Hager House
23 7:30pm Hagerstown Municipal Band Concert	24	25 10am-2:30pm M&C Goals and Priorities Setting Retreat 6:30pm Work Session 7pm Regular Session	26 7pm Hagerstown Planning Commission Meeting	27 4:30pm Historic District Commission Meeting	28	29 7pm Music By The Lake

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE

House Fires	2	Community Risk Reduction	7
Aircraft Standby	1	Public Service	8
Medical Assistance	27	Personal Injury Collision	6
Assist other Fire Departments	7	Fuel/Hazard Spills	2
Automatic Fire Alarms	20	Gas Leaks	2
Victim Assistance	3	Investigation: Odor, Smoke, Fire	2
Downed Power Lines	2	Dumpster/Outside Fires	3

INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

- City, Arts Council Host Reception for "Faces of Hagerstown" Photographers
- Music by the Lake Concert Series Kicks Off This Weekend
- Nominations Being Accepted for 2017 Highlight Hagerstown Awards
- African Cuisine Comes to Downtown Hagerstown

E-Casts:

- City Park Movies, Music by the Lake and Yoga Programs Fit For You!

Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o Hagerstown Cultural Trail Feature Art
 - o Live United
 - o Montage of Hagerstown Cultural Trail June 17th
 - o Washington County Museum of Fine Arts promotion
 - o Hagerstown Greens Promotion
 - o Bird Watching in City Parks
 - o BuroBox promotion
- Scheduled:
 - o Hagerstown Cultural Trail Grand Opening Ceremony
6:00 pm Weekdays
 - o Valor in the Streets
Noon Friday, Saturday and Sunday

Websites:

- **City Website:**
 - o About 12,848 users visited www.hagerstownmd.org for the week of July 3–9, 2017.

- Top entrances (first page users accessed on the website)
 - Fireworks at Fairgrounds Park Page 4,577
 - Home Page 3,021
 - Utility Billing Page 621
 - Potterfield Pool Page 448
 - Fairgrounds Park Page 346

- Top Searches:
 - "fireworks"
 - "true"
 - "jobs"
 - "trash"
 - "City of Hagerstown"
 - "hospital"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **POD.** The small plaza at City Park lake is substantially complete and we are awaiting the shipment of the Pod during the week of July 16th. Installation should take one day and then staff will complete the landscaping.

2. **Bike Grant 2017.** The State approved the revised bike lane drawings for this grant. We plan to have Alpha Space Control begin placing these new bike lanes as follows per our Mayor & Council approved Master Plan :
 - Oak Hill Avenue – north of Northern Avenue
 - East and West Antietam Streets – Burhans Boulevard to Cleveland Avenue
 - Mitchell Avenue/Park Lane – Pennsylvania Avenue to Langdon Street
 - Florida Avenue and Marshall Street
 - Frederick Street – Mill Street to Kenly Avenue
 - Security Road/Cleveland Avenue – Jefferson Street to Pangborn Boulevard
 - South Potomac Street at Bester Elementary School

3. **2017 Alley Reconstruction Program.** We received two bids for this project. The low bid was in amount of \$322,045 from Concrete Central, LLC. Bids will be submitted to Mayor & Council for consideration. We also sent a list of the alleys to our Utilities Department so they could review and advise us of any possible issues.

4. **Board of Traffic & Parking will discuss the following:**
 - Parking on Papa Court
 - Parking on Hammond Street
 - Langdon Street – possibly convert to two-way
 - Beacon flashing policy

5. **Engineering Statistics.**

Traffic issues		
Description	Week of 7/7/17	2017 TOTALS
Traffic complaints received	2	79
Work Orders completed	2	62
Traffic counts completed	2	22
Construction Projects		
Description	Week of 7/7/17	2017 TOTALS
Projects advertised for bids	0	11
Projects under construction	14	
Projects completed	0	1

PARKS DIVISION

1. **Handicapped Accessible Parking at City Park.** Last week staff added several signs to identify some additional parking as "accessible" to accommodate those with ambulatory issues.
2. **National Road Park.** Work continues at National Road Park; we are presently constructing the play "mound" and hope to complete all work during the next few weeks.
3. **Music By The Lake.** Series begins this Saturday at City Park Bandshell.

PLANNING & CODE ADMINISTRATION

1. **New Development Review Cases:**
 - o ESD Stormwater Management Concept Plan – 13-17 South Potomac Street – Urban Educational Complex.
 - o Urban Educational Complex – 13-17 South Potomac Street – Site Plan.
2. **Planning Commission:** The Planning Commission’s July 12 meeting was canceled and rescheduled for Wednesday, July 19.
3. **Weekly Activity Report:** July 3–7, 2017

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
		Residential -		Commercial -		Other -		
Building	6	3	3	2	1		2	
Electric	6	3	3	3	0		6	
Plumbing	10	6	3	3	1		10	
Mechanical	2	0	1	1	1		2	
Engineering Dept.	6						4	
TOTAL	30	12	9	3			24	
Est. Value of Issued Building Permit Projects:				Fiscal Year Totals:				
Residential			\$ 11,060.00				\$ 11,060.00	
Commercial			\$ 4,500.00				\$ 4,500.00	
Apartment			\$ 98,485.00				\$ 98,485.00	
Sign			\$ 675.00				\$ 675.00	
TOTAL			\$ 114,720.00				\$ 114,720.00	

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018

	PROPERTIES	UNITS
Registrations received week of July 2 – July 7	157	491
New applications issued week of July 2 – July 7	5	8
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)	2,948	7,624
Percentage of rental license renewals that have registered as of June 30, 2017	81.3%	81.6%

Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. A past due notice was mailed the first week of July to those that remain outstanding.

PAYMENT

Weekly payment received	\$ 36,675
Weekly adjustment/credits	\$ 1,050

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	29
Electrical	25
Plumbing	11
Mechanical	4
Safety	33
Neighborhood Vitality	80
Quality of Life	5
Preventive Maintenance	9
Planning & Zoning	1

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:	1,705	Field Interviews:	28
Arrests/Warrants Served:	20	Moving Violations:	8
Domestic Violence Calls:	25	Parking Violations:	212
DUI Arrests:	1	Safety Repair Orders:	1
Reports Filed:	163	Warnings:	43

REPORTS

07/16/17: Officer Fuqua was dispatched to Devonshire Road for a report of an unauthorized use of a motor vehicle. The owner stated she gave permission to her grandson to use her vehicle but grew concerned when he did not return the vehicle at the agreed time. She tried to reach her grandson by phone but was unsuccessful. The officer discovered the grandson has several active warrants. No further details are available.

07/07/17: Officer White responded to Jonathan Street for a report of damage to a property. The victim stated that someone had ripped up some carpet on his vestibule and tore out his doorbell. The doorbell had been completely ripped out and was laying next to the carpet squares. The property owner advised that he had been having trouble with vagrants in the area but nothing to this extent. The officer advised him to install additional lighting and a camera if possible. The officer requested special checks for this property. No further information is available.

07/08/17: Officer R. Dean was dispatched to West Howard Street for a reported burglary. The victim advised that someone had broken into his apartment. Several drawers were gone through and items were thrown about the apartment. Missing items were US currency and a blue mini bike. The officer checked with a neighbor however they did not see or hear anything unusual. There are no suspects at this time.

07/10/17: Officer Reese was dispatched to JRJ Liquors on Pennsylvania Avenue in reference to a robbery that had just occurred. Dispatch informed that a handgun was displayed. The employee advised that an unknown black male entered the store and demanded money. The employee handed the suspect the cash and the suspect fled the scene. The suspect is described as a black male in his early 20's. He was approximately 5' 7" and weighed approximately 120 pounds. A K9 track was conducted but was unsuccessful in locating the suspect. No further details are available at this time.

07/11/17: Officer G. Anderson responded to Byers Stop and Go on Burhans Boulevard for a disturbance. There was an individual in the store that management had issued a Letter of No Trespass back in 2015. The individual stated that he thought the letter was no longer valid. The officer pulled the letter from HPD electronic file to learn the letter was indeed still valid. This particular letter had no expiration date. The individual was written a citation and asked to leave the business and not return.

OTHER NEWS/INFORMATION

Police Test Scheduled: The next written testing date for the Hagerstown Police Department has been scheduled for Saturday, August 12, 2017, at 10 am. Testing will be administered at the Police Department Roll Call Room. Space is limited so testing will be on a first come first serve basis. Anyone who is interested should contact Jeff Morgan via email at jmorgan@hagerstownpd.org.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	219	215
	University District Deck	292	294
	Parking Lots	335	332
Number of Patrons Using Decks	A & E Deck	1044	1253
	University District Deck	1231	1773
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	126	227
Number of Cars Booted		0	0
Late Payment Notifications		13	NA
Peak Occupancy (%)	A & E Deck	37% Wed @ Noon	49% Sat @6PM
	University District Deck	53% Wed @ Noon	62% Thur @ Noon

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

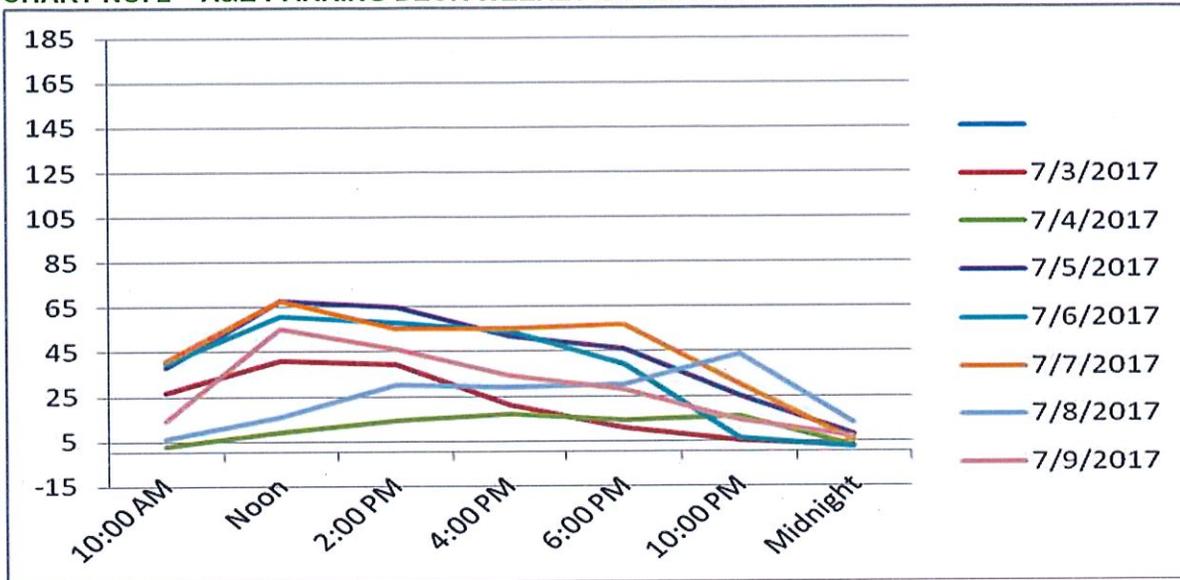
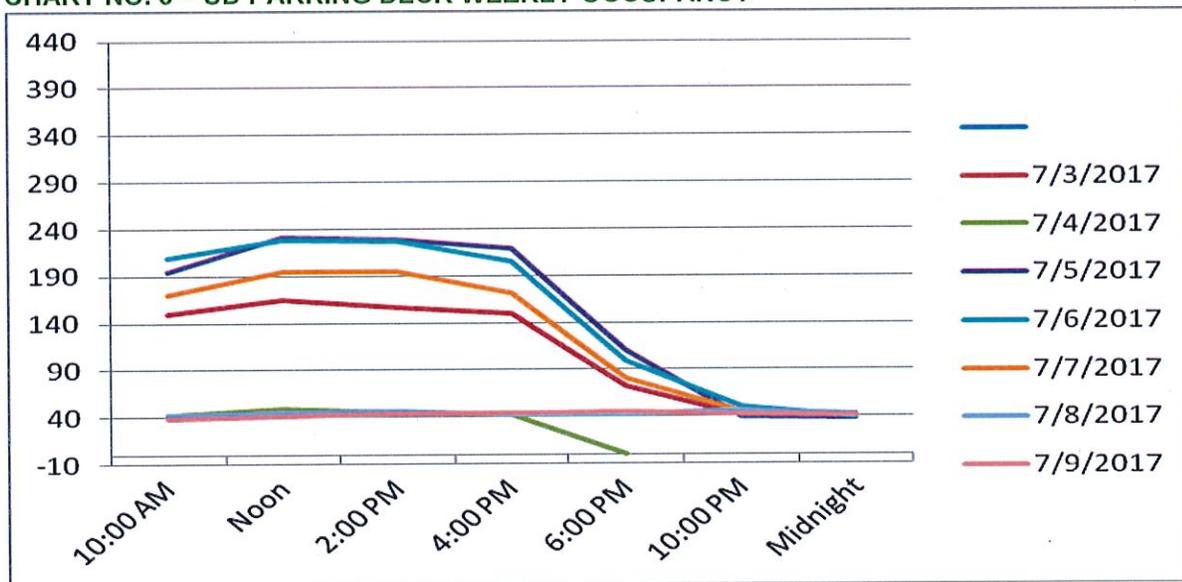


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	4
Fire	4	0
Human Resources	0	0
Light	1	6
Parks & Engineering	2	1
Police	4	7
Public Works	7	1
Wastewater	1	4
Water	5	4
Weekly Totals	24	27

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Thur. 7/6 - 432 Cook Street - House fire; the meter was removed and the service disconnected at the request of HFD. Time Out: 17.6-18.1

- Fri. 7/7 - 952 View Street - Total outage; the customer's main breaker was faulty and in need of an electrician for repairs. Time Out: 18.2-18.8

- Sat. 7/8 - 603 Pennsylvania Avenue - Lines down; a large tree branch was removed from service wires. Time Out: 18.3-19.6

- Tues. 7/11 - Rear, 247 Summit Avenue - Total outage; tree branch caused transformer fuses to operate. Time Out: 16.0-18.7

- 1315 Oak Hill Avenue - Lines down; lines were found to belong to Antietam Cable Television. Time Out: 19.2-19.7

Distribution

- Metering Staff received one high bill complaint this week. Upon testing, meter was found to have met all Public Service Commission requirements.

1	0	1	0
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Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.

- The Staff Engineer continued work to accommodate a proposed large industrial customer.

- Engineering staff continued work on the HLD SCADA communications project.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 5, 2017	7.16	1.82
Thursday, July 6, 2017	8.39	1.01
Friday, July 7, 2017	8.48	0.58
Saturday, July 8, 2017	7.08	0.02
Sunday, July 9, 2017	6.49	0.00
Monday, July 10, 2017	6.40	0.00
Tuesday, July 11, 2017	6.40	0.22
Weekly – Avg. Flow / Total Rainfall	7.20	3.83
July - Avg. Flow/Total Rainfall	6.62	3.91

Miscellaneous

- Rebuilt waste pump in ASPS and installed.

- Reprogrammed K-Panel after recent power outage.
- Installed new bearings in vent fan for the OAB deck.
- Replaced packing in Polymer pumps and cleaned/flushed system.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1	108.2'	0	0
Flushing	22	3,322'		

Collection System Maintenance Task

- Grinder Pump call at 11011 Parkwood Drive, electrical issue on the private side, tripped the smart switch.
- Grinder Pump call at 11028 Parkwood Drive, no issues found.
- Grinder Pump call at 11114 Pinewood Circle, removed and cleaned pressure tube.
- Sewer Backup at 316 East Washington St. (McDonalds), problem on private side with grease trap.
- CCTV'd storm drain behind Dewey Ave in Alley 6F5 for Public Works.
- Cleaned storm drain and Collection Basins at Mechanic and Mitchell intersection for Public Works.
- General shop cleanup and inventory.
- Routine Pump shop repair work.
- Dropped Enzyme bags at various Lift Stations and trouble spots in the system.

Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	5	0	1	0	1	9
YTD 2017	41	40	4	4	0	49	138

* 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 met with the Utility Director and Wastewater Division staff to discuss service alternatives for a commercial redevelopment project.
- Staff met with a commercial owner's representative on final approval for an expansion project.

Laboratory

- Prepared reagents for Lachat operation.
- Conducted trial of industrial sample collection technique from HBP.
- Reviewed sample collection requirements with County Pretreatment Manager.
- 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>
07/06/17	10.12		10.12
07/07/17	10.39		10.39
07/08/17	10.13		10.13
07/09/17	10.13		10.13
07/10/17	10.97		10.97
07/11/17	10.82		10.82
07/12/17	10.94		10.94
<i>Average:</i>			<i>10.50</i>

Water Production at R. C. Willson

- Operations:
 - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
 - RC Willson –Staff worked on miscellaneous equipment preventive maintenance.
 - BWTP –The Smithsburg Tank has been drained and cleaned. The disinfection and filling have also been completed.
- Instrumentation
 - Orchard Hills Tank – Crews continue to prepare the tank for the addition of new signals for the level and mixing system.
 - Pump Station 3 – Crews are in the process of installing a valve position switch as well as upgrade the motor control wiring.
 - RCW – Replaced the stem on the wash valve.
 - RCW – Replaced a valve on the fluoride mixing tank.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at .6 foot (dry level). Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation Report, Emergency Action Plans, and the design criteria and project schedule. The project continues to be on schedule.

Water Distribution. Distribution crews are working throughout the system performing customer service work and new meter installations as needed. New services were installed on Showalter Road and Garden View Drive. The leak survey program is still in progress. Crews continue to assist with the Smithsburg Tank work.

Laboratory

- Submitted biweekly POE Water Quality Parameters (WQPs) for the January-June 2017 monitoring period to MDE in compliance with the Lead and Copper Regulation.
- Collected Distribution samples for monitoring for nitrification.
- Collected source water sample from the Potomac River in compliance with LT2 Regulation.
- Sampled Smithsburg Tank for bacteria in preparation for placing tank online.

- Sampled Orchard Hills Tank for bacteria and regulated volatile organic contaminants.
- Collected disinfectant residual samples from Smithsburg.
- 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	-	-
Final Plats	-	-
Building Permits	13	-
Concept Plans	-	-

- Staff attended a development review meeting at the County planning office.
- Staff met with a commercial business owner's representative on final approval for an expansion project.
- Staff met with a State Highway Administration representative regarding a storm drain construction project and possible conflicts with existing mains.



Respectfully submitted,
Valerie A Means
 Valerie A. Means
 City Administrator