

City of Hagerstown, Maryland Status & Information Report No. 6 for 2017

February 10, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

FEBRUARY 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	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	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. **Second Saturday:** Staff is preparing for February's Second Saturday event. Spend Saturday, February 11th not frozen outside but "Frozen" inside the Discovery Station and enjoy the experience free of charge. Main Street Hagerstown will be paying admission to the first 150 people who come to the Discovery Station between 10 a.m. and 4 p.m. A highlight of the day will be Frozen Slime Making at 2 p.m. Popcorn (donated by Bridge of Life), water (donated by Columbia Bank), and juice will be available for the attendees. Numerous shops and restaurants are offering Second Saturday specials or discounts. For more information, visit the website <https://mainstreethagerstown.org/>.
2. **Main Street:** Main Street Hagerstown's Organization, Design, Clean Safe and Green and Promotion work groups met last week for their monthly meeting. A plan for volunteer recruitment was a main focus.
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	3	Community Risk Reduction	11
Building Fires	2	Public Service	7
Medical Assistance	18	Personal Injury Collision	8
Assist other Fire Departments	4	Fuel/Hazard Spills	0
Auto Fire Alarms	9	Gas Leaks	1
Vehicle Fires	0	Investigation: Odor, Smoke, Fire	4
Elevator Service Call	0	Dumpster/Outside Fires	0
Malicious calls	1	Extrication	0

House Fire – 214/216 Jefferson Street: The Hagerstown Fire Department responded to a house fire at 214/216 Jefferson Street Saturday, February 4th at approximately 9:15 p.m. The two-alarm fire caused significant damage to the structure as well as to a detached garage at 200 Jefferson Street. All of the City's Fire stations responded to the scene as did many County companies. All apparatus and personnel cleared the scene around 3 a.m. Sunday, February 5th. The fire is under investigation by the City Fire Marshal's Office.

Apartment Fire – Little Elliott Drive: On Sunday, February 4th, the Hagerstown Fire Department responded to a reported apartment fire on Little Elliott Drive. The fire was found to have been extinguished when units arrived. A 19 year-old male has been charged with intentionally setting the fire. Minor damage was caused to the living room area of the apartment.

Forsyth Storage Building – Mill Street: The Hagerstown City Fire Marshal's were called to the former Forsyth Storage building on Mill Street after vagrants were seen leaving the building. An investigation of the building revealed that a fire had been set inside the building. The persons trespassing were identified and charged with Trespassing and Arson.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Paul Pfau to Headline Cabin Fever Blues Bash
 - E-Casts:
 - o 2017 Hub City 100 Miler Week 5
2. **Channel 25:**
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o BuroBox Promotion
 - o Clearing the Way: On the Streets with Public Works
 - 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. Saturday & Sunday
 - o Lake Dredging Community Information Meeting:
5 p.m. Monday-Friday
 - o Divided Valor:
Noon Saturday & Sunday
7 p.m. Monday & Sunday
 - o Valor in the Streets:
7 p.m. Wednesday & Saturday
- In production:
 - o State of the City

3. **Websites:**

- **City Website:**

- o About 8,900 users visited www.hagerstownmd.org for the week of January 30 - February 5, 2017.
- o Top entrances (first page users accessed on the website)

▪ Home page	3,303
▪ Utility Billing	688
▪ Jobs page	339
▪ Police	294
- o Top Searches:
 - "true"
 - "jobs"
 - "pay water bill"
 - "careers"
 - "employment"
 - "pay taxes"

PARKS & ENGINEERING

PARKS DIVISION

1. **Strategic Planning.** Management staff participated in an all-day strategic planning retreat to determine growth of the department over the next five years. A thorough SWOT (strengths, weaknesses, opportunities and threats) analysis was conducted as well as reviewing our mission and vision. A survey will be released next week to collect necessary data from the community to compliment the strategic plan.
2. **Fairgrounds Park Entrance Building.** Staff inspected the building and found some serious deterioration and water penetration. The repair costs will likely be significant. It may be time to re-evaluate what our long-term goals are with these structures.
3. **Fit Room Rental Application.** Staff is drafting the rental application for private groups to use the Fit Room. Fees are being reviewed as well as policies and guidelines. Attached are the classes scheduled for next week.

4. **Miscellaneous Projects.**

Municipal Stadium – Off season improvement and maintenance continues.

- Ice & Sports Complex – We are installing wall sheathing above the seating area.
- Winter Maintenance – We are cleaning and repainting the concession stands at City Park and Potterfield Pool.

ENGINEERING DIVISION

1. **Miscellaneous Projects**

- Completed measurements at HPD to draw up plans for several small interior renovations
- At request of Community Development, prepared a drawing of 261 South Prospect Street to show demolition of rear portion.
- We are working with Wastewater to investigate the corrugated metal storm drain pipe through Hager Park. Initial inspection showed at least some of the invert has deteriorated to a point of collapse.

2. **Engineering**

Traffic issues		
Description	Week of 2/5/17	2017 TOTALS
Traffic complaints received	1	13
Work Orders completed	1	12
Traffic counts completed	0	0
Construction Projects		
Description	Week of 2/5/17	2017 TOTALS
Projects advertised for bids	1	1
Projects under construction	8	0
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).

2. **Planning Commission:** The Planning Commission considered waivers to buffer requirements for fenced areas adjacent to street rights-of-way for the former Statton Furniture property at 504 East First Street.

3. **Weekly Activity Report:** January 30 – February 3, 2017

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	2	Residential -	1	Commercial -	1	Other -	0	7
Electric	12	Residential -	7	Commercial -	3	Other -	2	12
Plumbing	19	Residential -	10	Commercial -	5	Other -	4	19
Mechanical	12	Residential -	9	Commercial -	3	Other -	0	12
Engineering Dept.	9							8
TOTAL	54		27		12		6	58

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	\$ 40,120.00	\$ 4,163,198.00
Commercial	\$ 102,000.00	\$ 13,732,883.00
Apartment	\$ 26,000.00	\$ 768,175.00
Sign	\$ 2,000.00	\$ 270,025.00
TOTAL	\$ 170,120.00	\$ 18,934,281.00

Projects of Interest

- Update existing kitchen & kitchenette at 519 North Locust Street - \$70,000

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

	PROPERTIES	UNITS
Registrations received week of Jan 30 – Feb 3	6	7
New applications issued week of Jan 30 – Feb 3	12	13
Total 2016-2017 registered (includes additions and subtractions since 5/1/16)	3,425	8,997
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	\$ 625
Weekly adjustment/credits	\$ 0

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	37
Electrical	36
Plumbing	36
Mechanical	15
Safety	63
Neighborhood Vitality	60
Quality of Life	11
Preventive Maintenance	60
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:	1,546	Field Interviews:	40
Arrests/Warrants Served:	21	Moving Violations:	48
Domestic Violence Calls:	23	Parking Violations:	161
DUI Arrests:	4	Safety Repair Orders:	8
Reports Filed:	157	Warnings:	101

REPORTS:

02/02/17: Officer Molineaux was dispatched to East Franklin Street for a reported damage to property. The victim stated that someone had placed numerous scratches on his truck. The scratches were to the driver's side, passenger's side and the rear tailgate. There were no witnesses to the incident and there are no suspects at this time.

02/04/17: Officer Bobetich was dispatched to Linganore Avenue for a malicious destruction of property report. The victim advised that someone had spray painted her 2013 Honda. They spray painted in red paint the number "109" on the driver side door. The vehicle was parked on a city street in front of her residence. The estimated cost to repair the vehicle is \$1,000. There are no suspects at this time.

02/05/17: Officer Crouse responded to Avon Road for an unwanted black male beating on the complainant's back door. The suspect fled the residence before the officer arrived. The victim knew the unwanted male and gave a description to the officer. Officer Crouse searched the area and located the individual. Office Crouse advised the male to stay away from that address. The individual agreed and walked away. Officer Crouse cleared the call and circled the area again only to find the individual had returned to the residence. The individual was taken into custody and charged with trespassing on private property.

02/08/17: Officer McNew observed two subjects standing on a roof at Forsyth's Furniture on Mill Street. He made contact with the subjects and they began to climb down from the roof. The officer inquired as to what they were doing on the roof. The subjects stated they were homeless and were staying in the Forsyth building. The officer drew to their attention the No Trespass sign that was posted on the property. Officer McNew could smell smoke on the two subjects and asked if they had built a fire in the building. They responded they did but extinguished it. The officer contacted the Fire Department for a check of the building. Fire Marshal Fishack responded and did locate a metal trash can that was used for the fire but was now extinguished. The Fire Department will be bringing charges against the two subjects.

PRESS RELEASES:

On 02/03/17 at 2:53 a.m. officers from the Hagerstown City Police responded to the 7-11 Store located at 802 Salem Avenue for a report of an armed robbery. Upon arrival, officers were advised a black male wearing a grey hoodie and a mask had come into the store brandishing a machete. The suspect demanded items from the clerk and then fled the area on foot. A search of the area was conducted and officers located a male matching the description of the suspect in the 300 block of Mitchell Avenue. Through investigation it was determined that the male, 24 year old Jeffrey Laureled Francis of Hagerstown, was the suspect who had just committed the armed robbery. Francis was placed under arrest and is charged with Armed Robbery, Robbery, 1st and 2nd Degree assault, Reckless Endangerment, Dangerous Weapon-Intent to Injure and Theft. Francis is being held without bond at the Washington County Detention Center.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	204	204
	University District Deck	308	308
	Parking Lots	297	297
Number of Patrons Using Decks	A & E Deck	1494	1605
	University District Deck	1998	1508
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	204	218
		5	0
Number of Late Payment Notifications		45	23
Peak Occupancy (%)	A & E Deck	64%	67%
		Tue @ 2 PM	Fri @ Noon
	University District Deck	61%	49%
		Mon @ 4 PM	Thu @ Noon

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

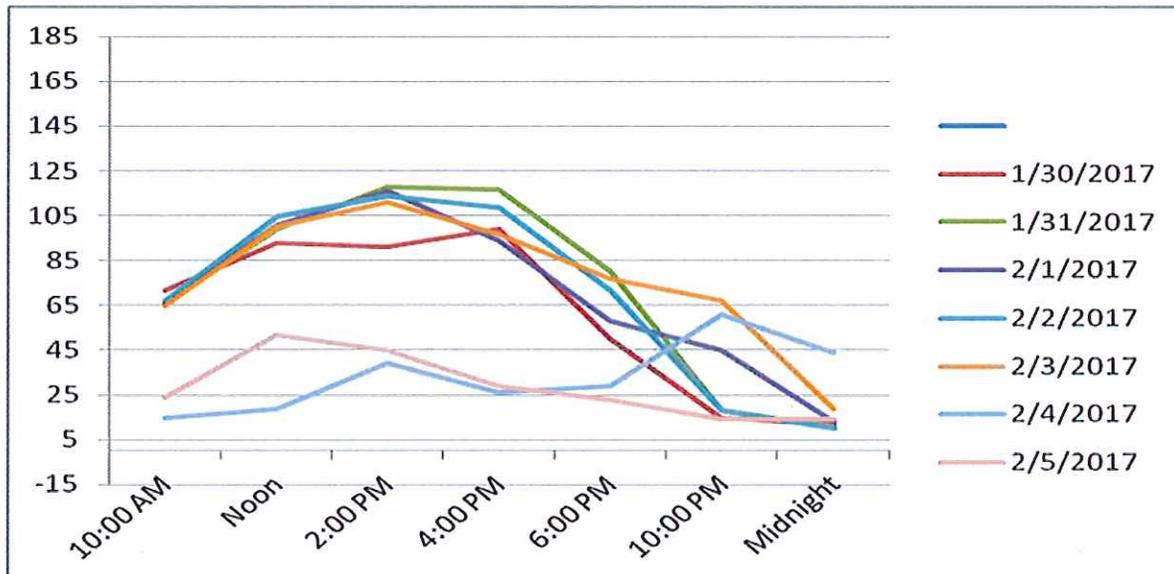
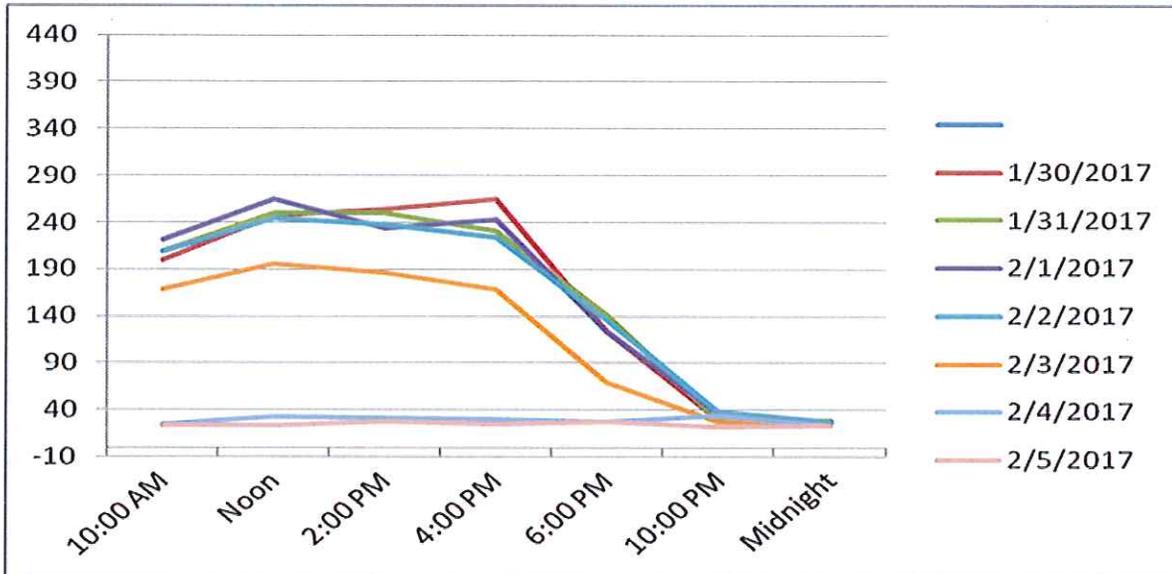


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	1	1
Human Resources	0	0
Light	2	3
Parks & Engineering	1	1
Police	13	13
Public Works	3	3
Wastewater	3	0
Water	5	5
Weekly Totals	29	26

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Sat. 2/4 - 214-216 Jefferson Street - house fire; lineman dropped service wires and removed two meters to both sides of property. Once repairs are made and property has been inspected by electrical inspector service will be re-energized. Time Out: 22.0-0.0

- Mon. 2/6 - 419 West Wilson Boulevard - pole damaged; vehicle struck utility pole in accident. Lineman made sure pole was secured until follow-up repairs could be completed the next business day. Time Out: 17.5-17.5

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
36	0	3	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Engineering staff prepared bids for materials.
- The Staff Engineer continued design work for HLD overhead sectionalizing devices.

Administration

- Staff reviewed and revised the mowing contract for the utilities department. The electric division added the old 4kV substation sites to the list.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
02/02/17	11.47		11.47
02/03/17	11.08		11.08
02/04/17	10.96		10.96
02/05/17	11.04		11.04
02/06/17	11.20		11.20
02/07/17	11.38		11.38
02/08/17	11.61		11.61
<i>Average:</i>			<i>1.24</i>

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 completed on the surge tank compressor motor.
 - Repairs were made to the plumbing on the stilling well feed line.
- Instrumentation
 - RC Willson – Repairs to the trough and filter evaluations are still in progress.
 - 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 1.7 feet (dry level). Site evaluation continues per the contract with Hazen and Triad. Distribution staff inspected the screen retrieval device and plates and exercised the crane. Additional work will be required for the operation of the crane to pull and re-install screens and plates on the intake tower. 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. Repairs were made to water main breaks on Outer Drive and Keener Road. Several leaks were also identified by leak survey crews and repairs have been completed. 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 source water sample from Potomac River for February LT2.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	2
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	32	4

- Staff met with Columbia Gas field representatives regarding the gas main installation in close proximity to the City of Hagerstown facilities in Halfway.
- Staff attended a water planning meeting with the Water Division.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 1, 2017	6.28	0.00
Thursday, February 2, 2017	6.39	0.00
Friday, February 3, 2017	6.21	0.00
Saturday, February 4, 2017	5.95	0.00
Sunday, February 5, 2017	5.78	0.00
Monday, February 6, 2017	6.03	0.00
Tuesday, February 7, 2017	6.34	0.17
Weekly – Avg. Flow / Total Rainfall	6.14	0.17
Feb - Avg. Flow/Total Rainfall	6.14	0.17

- Troubleshoot BNR control valves and replaced defective wiring and controls.
- Worked with Kershner Environmental to reprogram the ChemScan.
- Continued work on instrumentation and installation of two (2) new ferric pumps in chemical pump room.
- 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, 24	412'	128'	4
Flushing	14	9,604'		

Collection System Maintenance Task

- Sewer Back up at 811 The Terrace, problem on the private side.
- Sewer Back up at 1928 Abby Lane, excavated and replaced lateral at connection to mainline due to root intrusion.
- Odor complaint, 565 Salem Avenue, no odor present.
- Grinder Pump call at 1635 Woodlands Run, replaced yoke.
- Grinder Pump call at 1531 Kensington Drive, reset pump.

- Grinder Pump call at 11338 Eastwood Drive, replaced pump, will schedule yoke for replacement.
- Repaired manhole damage by auto accident at 1085 Maryland Avenue.
- Pump Station #22; pulled pumps, cleaned wet well.
- Performed Dye testing at 147 Mulberry Street.
- Repaired City portion of lateral at 35 North Potomac Street.

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	7	6	1	0	0	14	28

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

Engineering

- The contractor for the Collections System Rehabilitation Phase 1A project has begun main line flushing/root and debris removal followed by televising (CCTV).

Laboratory

- Collected Industrial Pretreatment sample for Berwick.
- Reviewed new Industrial Pretreatment Management software.
- Completed annual MDLs for simple and complex nutrients.
- 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 February 13, 2017

	Monday Feb 13, 2017	Tuesday Feb 14, 2017	Wednesday Feb 15, 2017	Thursday Feb 16, 2017	Friday Feb 17, 2017	Saturday Feb 18, 2017	Sunday Feb 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 (Jan. - March.) Twice Weekly (6 weeks) #5562					Tai Chi (Jan. - March.) Twice Weekly (6 weeks) #5562	
09:30 AM							
10:00 AM							
10:30 AM							
11:00 AM						Sculpt- Yoga & Pilates #5564	
11:30 AM							
12:00 PM						Turbo Kick #5563	
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 #5648			
05:00 PM							
05:30 PM		Restorative Yoga #5653					
06:00 PM							
06:30 PM							
07:00 PM							
07:30 PM							
08:00 PM							
08:30 PM							
09:00 PM							
09:30 PM							