

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 7 FOR 2018



February 16, 2018

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

FEBRUARY 2018

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 3:30pm Executive Session 4pm Work Session	7	8 4pm Board of Traffic & Parking	9	10
11	12	13 4pm Work Session	14 4pm Hagerstown Planning Commission Meeting	15	16	17
18	19 HOLIDAY CITY OFFICES CLOSED	20 3pm Executive Session 4pm Work Session	21 7pm Board of Zoning Appeals Meeting	22 4:30pm Hagerstown Historic District Commission Meeting	23	24
25	26	27 7pm Regular Session	28 7pm Hagerstown Planning Commission Meeting			

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street Business Forum: The monthly Main Street Downtown Business Forum was held on Thursday, February 15 at DCED. It was an opportunity to network with fellow downtown businesses and organizations! This month featured members of the Business Relations Group of Main Street Hagerstown. They shared updates on what they have been working on as well as presenting their new business ambassador kits. Upcoming forums include:

- March 15th: Kimble Lee, DLLR Workforce Development
- April 19th: Trish Ieraci, PRAY: Serving Autistic Customers
- May 17th: Greg Snook, Hager5 Downtown Projects Update
- June 21st: Danelle Hayer, City Incentive Updates

- July 19th: Jessica Green, Maryland Theatre Expansion Updates
- August 16th: Officer Gerry Kendle: Crime Prevention Through Environmental Design
- September 20th: Mark Halsey, USMH Updates

Blues Fest Update:

- Staff and volunteers of the Blues Fest Fundraising Team continue to reach out. Sponsorships received by Friday, February 23 are eligible for a Blues Bash special.
- Cabin Fever Blues Bash details are being finalized. The Bash will be held on Thursday, March 1 at 7 p.m. at the Maryland Theatre. South High Commercial Music Ensemble will open for legendary blues band The Nighthawks. Tickets are available at the Maryland Theatre for \$20 or \$15 for students. Doors open at 5:45 p.m.
- During the February 13th Work Session of the Mayor and City Council, City staff, Blues Fest work team volunteers and Washington County Arts Council Director Mary Anne Burke revealed the selected artwork for the 23rd event. The piece, entitled "Guitar Girl," was created by Susan Carney, a resident of St. Mary's County, Maryland, who was selected through a blind selection process to be the 2018 poster artist. Ms. Carney, formerly of Shepherdstown, West Virginia, holds a Bachelor of Fine Arts from Shepherd University and a Master of Fine Arts from The University of the Arts in Philadelphia. She has exhibited in galleries throughout the region and has received numerous awards for her work. Her Blues Fest artwork will appear on event posters, merchandise, and advertisements.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	0	Community Risk Reduction	13
Building Fires	1	Public Service	3
Medical Assistance	29	Personal Injury Collision	8
Assist other Fire Departments	7	Fuel/Hazard Spills	1
Automatic Fire Alarms	6	Gas Leaks	1
Electrical Hazards	2	Investigation: smoke	2
Water/Steam Leak	1	Dumpster/Outside Fires	0

INFORMATION TECHNOLOGY, COMMUNICATIONS & SUPPORT SERVICES

COMMUNICATIONS

Media Releases:

- St. Mary's County Resident Selected as 2018 Blues Fest Visual Artist
- Traffic Advisory: John Street
- Traffic Advisory: Wilson Boulevard

Channel 25:

- Watch the **Hub City Now** Newsroom at the top of every hour. This week's news stories include:
 - o Bester Community of Hope "Keep Our City Clean" PSA
 - o HENSE "Building Blocks" Mural Feature

- Hub City 100 Miler Commercial
 - Valley Co-op Commercial
 - GigaHub City Promotion
 - BuroBox Commercial
- Special Broadcasts:
- MTA Commuter Connection
 - Thursday at 7 PM
 - Saturday at 1 PM
- On-going productions:
- State of the City
 - Mulberry Lofts Renovation Feature

Websites:

- **City Website:**

- About **10,800** users visited www.hagerstownmd.org for the week of January 29 – February 4, 2018 (+3,500 visitors from last week) ***NOTE: these figures were not available for the previous week’s report.**
- Top entrances (first page users accessed on the website)
 - Police Officer Charged Release 2,712
 - Home Page 2,105
 - Utility Billing Page 780
 - Police Page 420
 - Red Light Cameras Page 371
- Top Searches:
 - “weekly reports”
 - “jobs”
 - “online billing”
 - “grants”
 - “water”
 - “bids”

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Professional Boulevard.** The operation of the intersection at Professional and Eastern was re-evaluated recently and determined that a split-phase will work best so we are working with the County to make some changes in the design drawings. We have also met with several property owners concerned about the proposed median limiting their access.
2. **Security Road.** Public Works removed a deteriorated storm drain inlet and found a broken pipe so they asked for a design. After reviewing several options we decided on one and will send the plan to Public Works.
3. **Sportsplex.** The Selection Committee was busy reviewing eight proposals from firms all around the country that will do feasibility studies.
4. **SW Utility.** Kickoff meeting with AMEC Foster Wheeler Environmental & Infrastructure, Inc. is Friday.

5. **Engineering Statistics.**

Traffic issues		
Description	Week of 2/12/18	Calendar Year 2018 TOTALS
Traffic complaints received	3	29
Work Orders completed	3	13
Traffic counts completed	1	4
Construction Projects		
Description	Week of 2/12/18	Calendar Year 2018 TOTALS
Projects advertised for bids	2	3
RFP's Advertised	1	3
Projects under construction	3	3
Projects completed	0	0

PARKS DIVISION

1. **Summer Camps.** Staff met with Girls, Inc, Girls & Boys Club, and the YMCA in the past two weeks to discuss partnerships, camps, use of the pool, and other issues. These are strong partner relationships.
2. **Cycling in Hagerstown.** Hagerstown Magazine will do a feature article on cycling in the City for their May edition. We are also updating our Bike Map (4th Edition) and our May Bike Month events.
3. **Paddle Boats.** An agreement with River & Trait Outfitters is being discussed to continue paddle boats on City Park lake for the 2018 season. Dates include: May 19th (Railroad Heritage Days), evening of June 15th (Outdoor Movie Nite), June 16th (in support of new Chalk Walk event on Cultural Trail) and Sept 15th for Fall Fest
4. **2018 Spring/Summer Parks & Rec Guide.** Staff is compiling content for the guide that showcases parks, programs, events and facilities from April 2018 – September 2018. The guide is being scheduled for delivery by March 20th.
5. **2018 Hub City 100 Miler.** T-shirts are in and will be sorted and delivered to sponsors and registrants starting next week.
6. **Golf Course.** Tee marker and scorecard sponsors continue to be recruited. Tee markers are being painted today.
7. **Tree Maintenance.** We continue to remove climbing ivy from numerous trees in our parks & playgrounds.

PLANNING & CODE ADMINISTRATION

New Development Cases:

- 58 South Potomac Street – Schmankerl Stube Bavarian Restaurant – minor site plan for a 1,550 square-foot addition.
- Kensington Commercial Center (231-291 Eastern Boulevard) – site plan for a shopping center.
- 180 and 186 South Edgewood Drive – Bricker Realty-One, LLC – final plat.

Planning Commission: Planning Commission members reviewed the following on February 14:

- 37 Jonathan Street – Washington County Commissioners – approved a final plat.
- 1010 & 1014 Pope Avenue (Lots 30 and 31) – Habitat for Humanity –approved a final plat.
- 1929 Dual Highway – Hamilton Nissan – approved a final plat.
- 350 East Washington Street – Zod Vaji – workshop for a car dealership.
- 2017/2018 Zoning Text Amendment Package.

Historic District Commission: The HDC will review these cases on February 22:

- 28 East North Avenue – Ross Lesznar – chain link fence.
- 58 South Potomac Street – Schmankerl Stube Bavarian Restaurant – 1,550 square-foot addition along East Antietam Street.

Weekly Activity Report: February 5–9, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	6	Residential -	4	Commercial -	1	Other -	1	8
Electric	17	Residential -	13	Commercial -	2	Other -	2	18
Plumbing	7	Residential -	4	Commercial -	1	Other -	2	7
Mechanical	3	Residential -	2	Commercial -	1	Other -	0	3
Engineering Dept.	10							10
TOTAL	43		23		5		5	46
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 213,632.00				\$ 3,354,903.00
Commercial				\$ 284,850.00				\$ 15,403,066.00
Apartment				\$ 0.00				\$ 1,502,970.00
Sign				\$ 100.00				\$ 267,484.00
TOTAL				\$ 498,582.00				\$ 20,528,423.00
Projects of Interest								
- Construct two story single family home at 12502 Olivine Court - \$160,000								
- Demolish existing marquee on front of building, repairs to roof and bell tower at 105 North Potomac Street- \$230,000								
- Demolish welded steel tanks at 551 Eastern Boulevard - \$54,850								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018								
		PROPERTIES			UNITS			
Registrations received week of Feb 5 – Feb 9		1			1			
New applications issued week of Feb 5 – Feb 9		1			1			
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)		3,611			9,339			
Percentage of rental license renewals that have registered as of November 3, 2017		99.0%			99.0%			
Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. On November 21, 6 property owners were fined for failure to register as a rental facility.								
PAYMENT								
Weekly payment received		\$ 75						
Weekly adjustment/credits		\$ 75						

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	16
Electrical	31
Plumbing	6
Mechanical	6
Safety	23
Neighborhood Vitality	6
Quality of Life	3
Preventive Maintenance	6
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:	1,498	Field Interviews:	49
Arrests/Warrants Served:	24	Moving Violations:	38
Domestic Violence Calls:	11	Parking Violations:	297
DUI Arrests:	1	Safety Repair Orders:	5
Reports Filed:	168	Warnings:	61

REPORTS

02/08/18: Officer Patterson responded to Armstrong Avenue for a vehicle theft report. Dispatch advised the caller's vehicle had been stolen from her residence. The victim stated she started the vehicle and then needed to go back into the house for a brief moment. When she returned to her vehicle it was nowhere to be found. A neighbor witnessed a young black male wearing a long blue coat get into the vehicle and then leave the area. HPD was later contacted by the Washington County Sheriff's Department stating they found the stolen vehicle on Maple Leaf Court in Halfway Manor. The maintenance man of Halfway Manor stated he saw two vehicles come to Maple Valley Court and park and the drivers and a passenger left the vehicles and fled on foot. Dispatch advised that the suspects were seen at Family Dollar on Maryland Avenue. They were later apprehended on West Wilson Boulevard. Charges are forthcoming.

02/09/18: Officers Kimmel and Molineaux were dispatched to AC&T on Dual Highway for a report of an intoxicated male asking customers for money. The suspect stated he was trying to get a ride home. The officer suggested calling a cab to transport him home. The suspect began searching his pockets to see if he had enough cash for the cab fare. In the process of searching his pockets a small pill bottle came into view of the officers. The bottle contained a green leafy substance and the bottle was confiscated by the police as suspected marijuana. The suspect became angry and started shouting at the officers. At one point the suspect took off his coat and stated he would fight anyone that got into his face. The officer asked the suspect to lower his voice but he did not comply and was subsequently arrested.

02/10/2018: Officer C. Koontz responded to Jonathan Street for the report of an assault in progress. The victim stated she was chased into her residence by three known females. The three females proceeded to kick at the door. When unsuccessful in gaining access through the door, they entered the residence through a window. The victim was then assaulted in the head. The three females then took her purse and phone. An application for statement of charges will be submitted to the District Court of Washington County requesting these three females be charged with Burglary 1st and 3rd Degree, Theft Less \$100, Theft \$100-\$1,500, and Assault 2nd Degree.

02/11/18: Officer Patterson was dispatched to Police Headquarters for the report of found property. Upon arrival, Officer Patterson spoke to a male who had found the property in the area of Aldi's on the Dual Highway. The individual said he noticed a small pill bottle on the ground and when he looked inside and saw pills, he thought it should be given to the police. The police examined the bottle and discovered a small amount of marijuana, four Adderall pills, two amphetamine pills, and \$20 in cash. It was submitted as found property and entered into the Hagerstown Police Evidence Drop.

OTHER NEWS/INFORMATION

Congratulations to Lt. John Lehman. Sergeant John Lehman was promoted to Lieutenant on Thursday, February 15, 2018. The ceremony was held at the Hagerstown Police Department. Lt. Lehman's wife was given the honor of pinning him with his Lieutenant badge and his children pinned him with his Lieutenant bars. Lehman has been employed by the City of Hagerstown since November of 2000 and was assigned to the Patrol Division. He was promoted to Sergeant in August of 2009 and served in the Patrol Division as well as the Criminal Investigation Division. He has now been assigned as Commander in the Criminal Investigation Division. We wish him well with his new assignment.

Congratulations to Officers Lucas and Vogel. Officer Steven Lucas and Officer Dustin Vogel have been selected as Officers of the Month for January 2018. Officer Lucas has been employed by the City of Hagerstown for four years and Officer Vogel has been employed for three years. Both are currently assigned to the Patrol Division.

In January 2018, Officer Lucas conducted a traffic stop on a vehicle. Upon contacting the occupants of the vehicle, Officer Lucas detected the odor of marijuana emanating from the vehicle. Officer Vogel subsequently arrived to assist Officer Lucas with the traffic stop. As Officer Lucas began to check the passenger for weapons, he discovered a handgun in the passenger's pocket. When he asked the passenger about the handgun, the passenger began to struggle with and assault Officer Lucas and Officer Vogel in an attempt to get away. The struggle continued onto the ground where the passenger attempted to retrieve the handgun from his pocket. Officer Lucas and Officer Vogel were eventually able to restrain the subject after a brief scuffle and were then able to safely recover the loaded handgun. Based on evidence located in the vehicle, the suspect was subsequently charged with firearms and drug related charges.

Due to their quick, decisive reaction and effective use of tactics, Officer Lucas and Officer Vogel were able to safely disarm a violent individual without serious injury to anyone involved. Because of this incident, Officer Lucas and Officer Vogel have been selected as the Hagerstown Police Department Officers of the Month for January 2018. The Hagerstown Police Department is proud to have dedicated officers such as Officer Lucas and Officer Vogel as some of its own and congratulates them for a job well done.

PUBLIC WORKS

PARKING DECK EQUIPMENT UPDATE. Work is progressing very well. The A&E Parking Deck is close to being back in operation. Training for staff will begin next week on the new equipment, pay stations and cashiering. The UD Deck equipment is set but there is a lag in pulling the wires needed to run the equipment. The complete failure of the old equipment accelerated the project throwing off the schedule of the contractors. Staff will continue to push to place the decks back in operation.

Associated with the long down time, staff has received numerous concerns from clients paying for parking while others use the decks for free. It has been decided to provide a refund to the permit holders in the form of not charging for a month of parking. Parking invoices for permits in advance. The invoice for April will go out March 1st. Therefore, permit holders will not be charged for parking in April. Some permit holders will actually be refunding money since they pay for parking well in advance or in six months blocks of time. The approximate refund amount will be in the \$18,000 to \$20,000 range.

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	1	
Human Resources	0	0
Light	2	0
Parks & Engineering	0	1
Police	5	6
Public Works	4	8
Wastewater	0	2
Water	0	2
Weekly Totals	12	23

SEASONAL STAFF EMPLOYMENT. Spring will be here soon and advertising for seasonal employees has been placed. The seasonal employees typically begin work in early April to assist with spring cleanup, mowing and property abatements. The minimum wage increases to \$10.10 per hour on July 1, 2018. The new employees will be paid \$10.10 per hour.

If you know an individual looking for work for the summer, there is an opportunity to help over the summer months working in the sign department painting traffic lines and curbs. Please have them contact the Human Resources Department for an application or they can contact us directly to discuss the position.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Thur. 2/8 - 1320 Church Street- lines down; triplex service pulled loose from the residence. Time Out: 15.7-16.5
- 909 Corbett Street- lines down; triplex service pulled loose from the residence. Time Out: 17.5-18.5
- Fri. 2/9 - 550 Frederick Street- lines down; triplex service pulled loose from the residence. Time Out: 16.5-17.5
- Sat/ 2/10 - 701 Spruce Street- partial outage; faulty neutral connection. Time Out: 10.0-11.0

- Sun. 2/11 - Howard Street and Guilford Avenue- Miss Utility locate; emergency locate for Hagerstown Water Department. Time Out: 4.7-5.7
- 26 South Mulberry Street- pole damaged; no damage was found to HLD facilities. Time Out: 18.0-19.0
- Wed. 2/14 - 548 West Wilson Boulevard- total outage; vehicle struck a Potomac Edison utility pole causing a 34.5 wire to fall on HLD 13.8 wire. Line crews made repairs to our distribution feeder once Potomac Edison was able to move their facilities. Time Out: 16.2-20.8

Distribution

- HLD crews responded to 154 calls for service during the February 7, 2018 ice/snow storm.

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Engineering staff assisted with outage restoration during the ice storm.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 7, 2018	9.25	0.88
Thursday, February 8, 2018	9.34	0.00
Friday, February 9, 2018	8.08	0.00
Saturday, February 10, 2018	7.68	0.04
Sunday, February 11, 2018	9.73	0.31
Monday, February 12, 2018	9.46	0.00
Tuesday, February 13, 2018	8.93	0.00
Weekly – Avg. Flow / Total Rainfall	8.92	1.23
Feb - Avg. Flow/Total Rainfall	7.86	2.09

Miscellaneous

- Cleaned and calibrated the ChemScan unit.
- Pulled new wire to receptacles and lights on Final Clarifier #6.
- Installed and programmed new Precision Digital display on methanol tank.
- Cleaned roof drains and made temporary repair to rubber membrane on Digester building.
- Cleaned and calibrated DO probes at OAB flow path.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	21	164'	10'	2
Flushing	2, 3	6,245'		

Collection System Maintenance Task

- Grinder Pump call, 11125 Mahogany Drive, replaced tube.
- Odor complaint, 12816 Terrace extended, cleared blockage from main line, CCTV found offset pipe and bad section of pipe in reach 03019 - 03020, will schedule to make repair next week .
- Pump Station #4, prepping station to remove old transfer switch and install new one.
- Snow and Ice Removal around WWTP and Pump Stations.
- General Pump Shop repair work.
- Cleared area around the Collections building and WWTP of debris, leveled ground, for mowing in spring.
- Downloaded data from Mack/Volvo Flow Meter.
- General PM of Construction equipment.

Administration

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	1	1	3
YTD 2018	14	21	1	2	3	18	59

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

Engineering

- Staff met with a consultant regarding final approval of an industrial expansion project.
- Staff attended a Plan Review Committee (PRC) meeting at City Planning.

Laboratory

- Discussed status of several Significant Industrial Users discharge permits with County Pretreatment Manager.
- Ordered supplies for the lab.
- Removed obsolete equipment from the lab.
- Analyzed drinking water samples for simple nutrients.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
02/08/18	10.09		10.09
02/09/18	10.10		10.10
02/10/18	9.76		9.76
02/11/18	9.86		9.86
02/12/18	10.04		10.04
02/13/18	9.88		9.88
02/14/18	10.76		10.76
Average:			10.07

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.
- Instrumentation
 - RC Willson – Repairs continue on the North SCM.
 - RC Willson – Repairs were made on the Ammonia Feed System Pump #2.
 - RC Willson – Replaced an amp on the PA System.
 - PS3 – Pump #1 has been pulled for the rebuild.
 - PS4 – Replaced the coax run on the security camera.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 14.3 feet (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. Repairs were made to water main breaks on Summit Avenue and at the intersection of Howard Street and Guilford Avenue.

Laboratory

- Collected composite samples from lagoon discharges.
- Collected 1st quarter disinfectant byproduct samples.
- Collected distribution samples for monitoring for nitrification.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	3	1
Preliminary Plats	-	-
Replat Plats	-	-
Final Plan	-	-
Building Permits	5	3

- Staff met with a consultant regarding final approval of an industrial expansion project.
- Staff attended a Plan Review Committee (PRC) meeting at City Planning.
- Staff met with a contractor to discuss a modification of a vault installation for an existing commercial building.



Respectfully submitted,
Valerie A. Means
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City Administrator