

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 12 FOR 2018



March 23, 2018

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

MARCH 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 7pm Blues Bash @ Maryland Theatre	2	3
4	5	6 7am State of the City @ Hager Hall 3pm Executive Session 4pm 34 th Special Session 4:10pm Work Session	7	8 4pm Board of Traffic & Parking 4:30pm Hagerstown Historic District Commission Meeting	9	10
11	12	13 4pm Work Session	14 4pm Hagerstown Planning Commission Meeting	15	16	17 7:30am St. Patrick's Day Run Fest @ City Center 10am-2pm Main Street Sweets on the Street @ MD Theatre Lobby & Courtyard
18	19	20	21 7pm Board of Zoning Appeals Meeting	22 4:30pm Hagerstown Historic District Commission Meeting	23	24
25	26	27 3 pm Work Session 7pm Regular Session	28 7pm Hagerstown Planning Commission Meeting	29	30 HOLIDAY City Offices Closed	31

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street Update: Sweets on the Street was held Saturday, March 17th with an estimated 300 people attending. All 12 vendor spots were filled and goodies offered included cupcakes, donuts, cake pops, gelato, cookies and more! The hot chocolate bar was out of hot chocolate within an hour of opening. The YMCA volunteered to help with the cookie decorating station and Main Street volunteers assisted with setup, staffing during the event, and teardown.

Business Development Update: DCED attended the Mugs and Pitches event at the Technical Innovation Center at HCC. This is a monthly networking event coordinated by the Entrepreneur Council of Washington County featuring coffee, pastries and pitches. Rodgers Lawn Care, LLC, and Valsatech Corp. pitched their companies this month.

INFORMATION TECHNOLOGY, COMMUNICATIONS & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

- City Offices Closed During Snow Storm

- E-casts:
 - o USA Cycling National Championships are Coming to Hagerstown

Channel 25:

- Watch the **Hub City Now** Newsroom at the top of every hour. This week's news stories include:
 - o Mulberry Lofts Renovation
 - o Bester Community of Hope "Keep Our City Clean" PSA
 - o Vicki Scuri "Rail Switch" Public Art Feature

- Special Broadcasts:
 - o State of the City - full presentation
 - Monday, Wednesday, Saturday at 7 PM
 - Sunday at 3 PM
 - o MTA Commuter Connection
 - Thursday at 7 PM
 - Saturday at 1 PM

- On-going productions:
 - o See Something, Say Something PSA
 - o Neighborhoods 1st Celebration Video

Websites:

- **City Website:**
 - o About **8,100** users visited www.hagerstownmd.org for the week of March 12-18, 2018 (+400 visitors from last week)

 - o Top entrances (first page users accessed on the website)
 - Home Page 2,100
 - Utility Billing Page 803
 - St. Patrick's Day Run Advisory 262
 - Police Page 199
 - Jobs Page 189

- Top Searches:
 - "jobs"
 - "employment"
 - "residential application"
 - "taxes"
 - "yard waste collection"

PLANNING & CODE ADMINISTRATION

Planning Commission: The Planning Commission is scheduled to review these items at its March 28 meeting:

- 733 Dual Highway – Lidl US Operations – site plan for a new grocery store.
- 211 South Locust Street – Peter Jones – workshop for a proposed used car dealership.

Board of Zoning Appeals: The BZA hearing was postponed until Thursday, March 22, due to inclement weather.

Weekly Activity Report: March 12–16, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	7	Residential -	2	Commercial -	4	Other -	1	10
Electric	5	Residential -	4	Commercial -	1	Other -	0	5
Plumbing	9	Residential -	6	Commercial -	2	Other -	1	10
Mechanical	12	Residential -	7	Commercial -	1	Other -	4	12
Engineering Dept.	8							6
TOTAL	41		19		8		6	43
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 17,380.00				\$ 4,366,893.00			
Commercial	\$ 273,000.00				\$ 16,067,066.00			
Apartment	\$ 10,000.00				\$ 1,512,970.00			
Sign	\$ 0.00				\$ 306,484.00			
TOTAL	\$ 300,380.00				\$ 22,253,671.00			
Projects of Interest								
<ul style="list-style-type: none"> - Install new racks in pickup cooler & freezer. Replace exterior door, directional signs at 17850 Garland Groh Boulevard - \$116,000 - Interior demo work due to a fire at 214 North Potomac Street - \$45,000 - Ceiling tile and HVAC modifications on 3rd floor at 138 West Washington Street - \$40,000 - Repair and replace rubber roof at 29-31 East Washington Street - \$55,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018								
		PROPERTIES		UNITS				
Registrations received week of Mar 12 – Mar 16		0		0				
New applications issued week of Mar 12 – Mar 16		0		0				
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)		3,616		9,357				
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, 2017, six property owners were fined for failure to register as a rental facility.								
PAYMENT								
Weekly payment received		\$ 0						
Weekly adjustment/credits		\$ 225						

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	28
Electrical	38
Plumbing	19
Mechanical	17
Safety	48
Neighborhood Vitality	68
Quality of Life	5
Preventive Maintenance	92
Planning & Zoning	3
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:	1,435	Field Interviews:	54
Arrests/Warrants Served:	29	Moving Violations:	32
Domestic Violence Calls:	16	Safety Repair Orders:	3
DUI Arrests:	1	Warnings:	54
Reports Filed:	141		

REPORTS

03/15/18: Officer Wolfe was dispatched to South Locust Street for the report of an assault in progress. The victim advised he was walking on Bester Street when two vehicles pulled up to him. The driver of one of the vehicles began to yell at him and he recognized the driver as a former neighbor of his. Two black males were in the other vehicle. All three males exited their vehicles and began assaulting the victim. The victim was able to run from the suspects, however, he dropped his bike and cell phone during the incident. The officer will check the RAPIDS system to see if the victim's items have been pawned. No further information is available at this time.

03/16/18: Officer Campbell responded to Hayes Court for a report of a burglary. The caller advised that someone had stolen US currency and two pair of sneakers from her son's room at their residence. The mother indicated that several of her son's friends knew he was saving his money to purchase a special item. She is suspicious that perhaps one of his friends may have committed the burglary. The investigation is continuing.

03/17/18: Officer Brady responded to Walmart on Garland Groh Boulevard for a reported disturbance. The victim was in the checkout line in Walmart when four females behind him became agitated that the checkout was taking too long. The victim and the females engaged in a verbal argument. The victim left the store, entered his vehicle, and was leaving the parking lot when the females began shouting at him. The victim and the females exchanged words and then one female took a cart and pushed it into the victim's vehicle. The females then entered their EZ-Transport van and left the area. The disturbance alerted the Walmart security and they called the police. Later, a Deputy from the Washington County Sheriff's Officer pulled over the EZ-Transport van for a traffic violation. Officer Patterson responded to the traffic scene to receive information from the Deputy. The female that pushed the cart into the vehicle was identified and charges are pending further investigation.

03/19/18: Officers were dispatched to the Family Diner on the Dual Highway. Officer St. Clair was advised by an employee that a customer had just placed a food order however this individual was not permitted on the premises. Officer St. Clair verified that the Letter of No Trespass was served on the customer and was valid. The customer advised Officer St. Clair that he had no money to pay for the meal he ordered. The individual was transported to Central Booking and charged with Trespass Private Property and Theft Less \$100.

PRESS RELEASES

On 03/13/18, the Hagerstown City Police Department was made aware of a threat that was posted to Facebook by 24 year old Devin Tyler Howard of Hagerstown. Detectives investigated the threat and located Howard in the unit block of North Locust Street. He was subsequently detained and transported to Meritus Medical Center for an Emergency Evaluation. Upon his release from Meritus Medical Center, he was served an arrest warrant charging him with Threat of Mass Violence and Disturbing School Operations. Howard was transported to Washington County Detention Center where he is currently being held without bond.

PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	0	0
Human Resources	0	0
Light	0	0
Parks & Engineering	4	3
Police	9	9
Public Works	8	9
Wastewater	2	3
Water	7	4
Weekly Totals	31	28

Spring Snow Storm – March 20, 2018: Crews worked several days on an unusually heavy snow storm that arrived on the first day of Spring. Snow continued for two days as crews plowed streets and opened sidewalks. The snow costs to date **PRIOR** to this storm are as follows:

Labor	\$53,097
Contracted Services	\$15,175
Salt	\$51,419
Misc Operating Supplies	\$8,106
Vehicle & Equipment Repairs	\$22,448
Total Expense	\$150,245
Snow/Ice Budget	\$404,011
Budget Balance	\$253,766

Street Sweeping Operations: The City operates two street sweepers throughout the City. These street sweepers operate five days per week (weather permitting). Due to the age and condition of the sweepers, the Mayor and Council approved funding for 2 new sweepers at a cost of over \$610,000. An order for the sweepers has been placed and they should arrive in September or October of 2018. Meanwhile, the rear engine of sweeper No. 93 had a major mechanical failure allowing only 1 sweeper to cover the 120 miles of streets. Staff at CMG (Central Maintenance Garage) has removed the engine from the sweeper and begun to tear the engine down to determine the exact cause of the failure. Staff is looking at all the options including repairing the engine, replacing the engine (\$15,000 - \$20,000 possibly) or renting a sweeper (\$8,500 per month). Staff will continue to determine the best course of action to get two sweepers back on the street.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Thur. 3/15 - 120 West Magnolia Avenue- wires down; the neighbor's tree limbs brought down the customer's service wire while the neighbor was trimming.
Time Out: 14.3-15.3
- Sat. 3/17 - 407-409 Wood Street- total outage; squirrel caused transformer fuse and line fuse to operate. Time Out: 8.8-9.6
- Sun. 3/18 - 224 Wakefield Road- total outage; squirrel caused a transformer fuse to operate.
Time Out: 19.2-20.1

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer reviewed bids and invoices for multiple HLD equipment refurbishment projects.
- The substation technician programmed HLD voltage regulator controls and prepared the units for installation at one of the HLD's electrical substations.
- The Staff Engineer and Distribution Foreman reviewed the HLD's draft of a new Grounding Manual. This manual will direct HLD line employees to properly ground de-energized lines and equipment thereby ensuring a safe work area.

Administration

- Staff attended the annual Maryland Public Service Commission hearing for Case 9505(l) in Baltimore on Monday. The hearing determines the just and reasonableness of the calculated Purchase Power Cost Adjustments (PPCA) for February 2017 through January 2018 and any over/under collection of funds as a result of estimated customer kWh use. The calculated over/under collection is used to determine the Annual Cost Adjustment (ACA) applied to customer bills. Pending any appeals, everything was in order and a credit of \$0.00050 will be applied to the PPCA calculation.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 14, 2018	6.90	0.00
Thursday, March 15, 2018	6.98	0.00
Friday, March 16, 2018	6.69	0.00
Saturday, March 17, 2018	6.45	0.00
Sunday, March 18, 2018	6.52	0.00
Monday, March 19, 2018	6.45	0.00
Tuesday, March 20, 2018	6.50	0.49
Weekly – Avg. Flow / Total Rainfall	6.64	0.49
Mar - Avg. Flow/Total Rainfall	7.53	0.85

Miscellaneous

- Continue demo work in polymer room.
- Troubleshoot gate and actuator issues on UV channel #3.
- Replaced wiring on methanol sump pump alarm.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	6,7,19	970'	268'	18
Flushing	3	12,185'		

Collection System Maintenance Task

- Grinder Pump call, 11333 Eastwood Drive, replaced tube.
- Grinder Pump call, 1621 Woodlands Run, pulled and replaced both pumps.
- Pump Station 3, excavated and installed new bypass connection into discharge manhole.
- Pump Station 5, prep work and painted floor.
- Excavated and repaired Manhole #04046 in the rear of 1229 Magnolia Court, removed massive root intrusion, and restored area around excavation with seed and straw.
- General pump shop repair work.
- Dropped enzyme bags at various lift stations and trouble spots in the system to control FOG.

Administration

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	4	0	0	0	1	7
YTD 2018	19	29	1	3	2	28	82

* 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 Plan Review and Permitting Office.
- Staff met with a representative of UtiliQuest regarding field performance discussions with a utility company.

Laboratory

- Collected Industrial Wastewater sample from HBP.
- Prepared reagents for Lachat operation.
- 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>
03/15/18	9.65		9.65
03/16/18	9.64		9.64
03/17/18	9.56		9.56
03/18/18	9.47		9.47
03/19/18	9.60		9.60
03/20/18	9.35		9.35
03/21/18	9.21		9.21
<i>Average:</i>			9.49

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 – Replaced the 12/32 lighting fixture for the main pump floor.
 - PS3, PS4 and PS6 – Scheduled maintenance completed on the generators.
 - Snow removal completed by crews.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at .9 foot. 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. Staff assisted the Street Department with snow removal.

Laboratory

- Collected composite samples from lagoon discharges.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	-
Preliminary Plats	-	-
Grading Plan	-	-
Final Plat	-	-
Building Permits	8	2

- Staff attended a development review meeting at the County Plan Review and Permitting Office.
- Staff met with Distribution Division Supervisors regarding the as-built details of a transmission main structure.
- Staff met with Water Division Staff and a developer regarding details of a recent commercial water service upgrade.
- Staff met with a representative of Utiliquest regarding field performance discussions with a utility company.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means/dj". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Valerie A. Means
City Administrator