

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 15 FOR 2018



April 13, 2018

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

APRIL 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 4pm Special Session & Work Session	4	5	6	7
8	9	10 3pm Executive Session 4pm Work Session	11 4pm Hagerstown Planning Commission Meeting	12 4pm Board of Traffic & Parking Meeting	13	14
15	16	17 3pm Executive Session 4pm Work Session	18 7pm Board of Zoning Appeals Meeting	19	20	21
22	23	24 7pm Regular Session	25 7pm Hagerstown Planning Commission Meeting	26 4:30pm Hagerstown Historic District Commission Meeting	27	28
29	30					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street Update:

- Main Street Hagerstown's Business Relations Work Group met this week to draft goals and determine some budgeting needs for the upcoming fiscal year. Continuing with business visits and focus groups were definite goals for the Group as well as working with the City to act as ambassadors or hosts to any business prospects.
- The Arts & Entertainment District Management Group met for their monthly meeting. Items discussed included updates on Main Street activities, creating a workshop series for artists on running a business, and updates from the various A&E businesses.

Economic Development: DCED attended a Chamber of Commerce "Eggs & Issues" event where Jesse McCree, CEO of SCPa Works, gave a presentation on Regional Workforce Development Challenges and Opportunities.

Farmers Market: Stop by this Saturday to get breakfast and pick up some seedlings for your garden! The Market will be hosting musician Tim Seals on Saturday, April 21st. Tim is a local resident who plays a variety of string instruments in styles ranging from blues to country to folk.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	0	Community Risk Reduction	151
Building Fires	4	Public Service	1
Medical Assistance	34	Personal Injury Collision	4
Assist other Fire Departments	10	Fuel/Hazard Spills	0
Automatic Fire Alarms	2	Extrication	1
Cooking Fire	1	Aircraft Standby	1
Electrical Hazard	1	Dumpster/Outside Fires	1

INFORMATION TECHNOLOGY, COMMUNICATIONS & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

- Traffic Advisory: Pangborn Boulevard
- "See Something, Say Something" PSA with HPD
- Shoe Factory Transformed into Mulberry Lofts video

Channel 25:

- Watch the **Hub City Now** Newsroom at the top of every hour. This week's news stories include:
 - o Neighborhoods 1st Celebration video
 - o See Something, Say Something PSA
 - 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 HPD Out of State License Plates PSA

Websites:

- **City Website:**
 - o About **7,900** users visited www.hagerstownmd.org for the week of April 2-8, 2018 (+6000 visitors from last week)

- Top entrances (first page users accessed on the website)
 - Home Page 2,043
 - Utility Billing Page 842
 - Police Page 206
 - Jobs Page 177
 - Incentive Programs Page 162

- Top Searches:
 - "pay water bill"
 - "jobs"
 - "parking"
 - "taxes"
 - "utility billing"
 - "yoga"

PLANNING & CODE ADMINISTRATION

Zoning Certificates Issued:

- 1110 Opal Court, Suites 4 and 5 – Weight Loss & Sleep Disorder Center of Western Maryland, LLC – offices.

New Development Cases:

- 231-291 Eastern Boulevard North – Kensington Commercial Center – final plat.

Planning Commission: The Planning Commission reviewed these items on April 11:

- Review of proposed FY 2019 Capital Improvements Program – recommended approval to the Mayor and Council with an additional recommendation to address water pressure issues in the east end of the city.
- Workshop: Valleybrook Road/Potomac Manor Residual Parcel Quitclaim and Resubdivision.
- Doub Farm – heard a presentation by the City Engineer on current efforts to prepare the site for development by gaining State Highway Administration approval of an access plan to the Dual Highway.

Weekly Activity Report: April 2-6, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	6	Residential -	4	Commercial -	1	Other -	1	1
Electric	12	Residential -	6	Commercial -	5	Other -	1	12
Plumbing	12	Residential -	6	Commercial -	4	Other -	2	12
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	8							6
TOTAL	43		20		11		4	36
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 0.00				\$ 4,538,893.00
Commercial				\$ 2,766.00				\$ 16,860,148.00
Apartment				\$ 0.00				\$ 1,512,970.00
Sign				\$ 0.00				\$ 306,484.00
TOTAL				\$ 2,766.00				\$ 23,218,753.00

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018		
	PROPERTIES	UNITS
Registrations received week of Apr 2 – Apr 6	1	1
New applications issued week of Apr 2 – Apr 6	0	0
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)	3,622	9,371
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	\$ 75	
Weekly adjustment/credits	\$ 150	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	31	
Electrical	49	
Plumbing	35	
Mechanical	19	
Safety	44	
Neighborhood Vitality	20	
Quality of Life	4	
Preventive Maintenance	11	
Planning & Zoning	0	
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.	

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Projects to be Bid.** As soon as the Community Development Department advises us that the environmental reviews are complete, we have two contracts ready to advertise for: Langdon Street Widening and Mulberry at Antietam Signal Replacement. These will likely be submitted to Mayor & Council in June for approval.

2. **Board of Traffic & Parking.** The Board of Traffic met this week and discussed the following:
 - o Left turn phases on Northern Avenue
 - o Traffic in Cramer Alley
 - o Parking on Liberty Street, east of Cleveland Avenue
 - o Handicap Parking Policy: Creating a policy that would put a limit on the number of handicap parking spaces that can be assigned in a specific area (especially in the downtown area at apartments). There are currently parking concerns with residents in downtown requesting handicap spaces from the MVA, specifically in the "00" block of East Washington Street. Unfortunately, if too many spaces are given by the MVA, this could have an adverse effect on downtown businesses. If established, the policy would be reviewed by the City Attorney and then brought before the Mayor and Council for review and consideration.
3. **Sidewalk Ramps.** The contract for installing handicap accessible ramps started this week.
4. **Engineering Statistics.**

Traffic issues		
Description	Week of 4/9/18	Calendar Year 2018 TOTALS
Traffic complaints received	6	53
Work Orders completed	4	31
Traffic counts completed	0	5
Construction Projects		
Description	Week of 4/9/18	Calendar Year 2018 TOTALS
Projects advertised for bids	0	4
RFP's Advertised	0	3
Projects under construction	4	4
Projects completed	0	0

PARKS & RECREATION DIVISION

1. **Parks and Recreation Odds & Ends.**
 - The Saylor House Archaeology Program begins at Kiwanis Park this Saturday, April 14th.
 - A Community Yard Sale at Fairgrounds Park will be held on Saturday from 7 a.m. until 2 p.m.
 - We have two private party rentals of the Fit Room at Fairgrounds Park this weekend. The Fit Room schedule is attached.
 - The City's parks have been opened for the season. Water has been turned on in restrooms, and park attendants are in place. WE are currently still looking to fill a few seasonal positions.
 - Helped Little Leagues to be ready for opening day
 - Staff completed 90% of the work in the Pangborn Park bathrooms. Some of the work completed includes installation of new doors.
 - Construction work continues on the grill concession at Municipal Stadium. The post and roof are built.
 - A new gutter system on the shade shelters on the Cultural Trail have been installed. Refinished shade shelter benches have also been reinstalled.

POLICE DEPARTMENT

STATS

Calls for Service:	1,588	Field Interviews:	52
Arrests/Warrants Served:	36	Moving Violations:	20
Domestic Violence Calls:	22	Safety Repair Orders:	3
DUI Arrests:	0	Warnings:	85
Reports Filed:	180		

REPORTS

04/05/18: Officer Bricker responded to Byers Stop N Go on Burhans Boulevard for a report of a stolen vehicle. The victim stated he left his vehicle running while he went into the store. When he returned to the parking lot his vehicle was gone. He was only in the store for a few minutes. The vehicle is a 2007 black Ford Focus with a Maryland temporary tag. Inside the vehicle was his iPhone valued at \$800. There are no suspects at this time.

04/07/18: Officer Campbell was dispatched to Sheetz on Eastern Boulevard for an active disturbance involving two females. Upon arriving at the scene, the officer was advised by dispatch that one female had fled the scene in a black Honda Civic. The female on scene stated that another female acquaintance stood on the hood of her vehicle and began to stomp causing dents to the hood and damaged the windshield wipers. She then jumped from the hood, assaulted the victim, and then fled the area. The victim advised she believes this is in retaliation of an incident with the other female that occurred earlier in the day. The officer met with the other female and she stated she was assaulted by the victim earlier in the day and she was just "getting even". After speaking with some witnesses, the officer concluded the females assaulted one another so they could press assault charges against each other at District Court if they wished. However, the female that did damage to the vehicle was transported to Central Booking and charged with one count of Malicious Destruction of Property.

04/08/18: Officer G. Anderson responded to South Mulberry Street in reference to an assault. The victim stated that he was walking on Mulberry Street when a group of six to seven black teens began to smack him. The victim reached for his phone to call the police when the group knocked his phone to the ground. The group circled around the victim and began to assault him. When the victim began to defend himself the group fled the area. The victim advised that he did not need an ambulance. There are no suspects and no witnesses at this time.

04/09/18: Officer Eichelberger was dispatched to Broadway in reference to a burglary report. The victim reported to the officer that someone had broken into his rented garage overnight. The garage is used to store his work tools as well as a vehicle. He could tell someone was in the garage since a power tool was missing and the tools were out of place. The suspect gained access into the garage by kicking in the door and damaging the frame. The damage was estimated at approximately \$300 and the victim stated he would contact his landlord about the incident. There are no suspects at this time.

04/10/18: Officer Molineaux responded to Los Amigos on North Burhans Boulevard for a male who was refusing to leave the restaurant. Employees advised the male came into the restaurant, placed an order, ate the food, and refused to pay or leave the business. He began to yell at the employees and began acting in a disorderly manner. The officer asked him to leave the establishment and again he refused. The male was charged with one count of Trespassing Private Property.

OTHER NEWS/INFORMATION

Congratulations to Sgt. Scott Leeney. Sergeant Scott Leeney was recently certified as an NCIC instructor by The National Crime Information Center (NCIC) for the Hagerstown Police Department. Sgt. Leeney accepted the task of attending classes and passing required tests to gain his instructor status. Prior to his certification as an instructor, all HPD personnel and officers found it necessary to travel to other agencies for their training and certification renewals.

NCIC manages a vast system of data storage and retrieval that is among the most secure in the world. It contains the personal information and criminal histories of millions of people throughout the United States and its territories. To access and operate the system, personnel must be trained and certified to do so. Because NCIC information is exceptionally sensitive and integral to law enforcement and national security operations, access and operation of the system is restricted to personnel who have a bona fide need to know and whose jobs, usually in law enforcement or intelligence, require access and immediate viewing of the data. NCIC ensures that personnel are skilled and qualified to access, navigate and otherwise operate the system without compromising confidentiality.

The FBI will prosecute even the slightest violation of NCIC information access and handling regulations. Divulging information or allowing system access by an unauthorized person is a felony under federal law. Part of the certification process includes signing a statement of understanding regarding the criminal consequences of security breaches.

Congratulations, Sgt. Leeney on your NCIC Instructor status and thank you for helping the Department reduce training costs and keeping police officers and police personnel current with certifications.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Thur. 4/5 - 816 Pope Avenue- lines down; the service was torn from the residence by a tree branch. Time Out: 16.1-16.8
- Fri. 4/6 - 718 Forrest Street- lines down; line crews reattached service that had pulled away from house. Time Out: 23.0-0.5
- Sat. 4/7 - 553 Papa Court- Miss Utility locate; emergency locate for Hagerstown Water Department to make emergency repairs. Time Out: 6.8-7.5
- Sun. 4/8 - 232 South Mulberry Street- partial outage; customer's main breaker was found to be bad. Customer informed to contact electrician for needed repairs. Time Out: 13.0-13.8
- Wed. 4/11 - Areas of, Dewey Avenue and Mulberry Street- total outage; squirrel caused (1) transformer and (1) line fuse to operate. Time Out: 19.6-20.4

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Staff coordinated multiple aerial device vehicle repairs that were discovered by the inspection and test center last week.
- The Staff Engineer continued work on distribution feeder protective device coordination.
- Engineering Staff reviewed tools used by line crews to terminate underground conductor and began specifying new tools to replace the old and/or provide easier and more reliable terminating.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 4, 2018	8.44	0.01
Thursday, April 5, 2018	8.59	0.00
Friday, April 6, 2018	8.36	0.00
Saturday, April 7, 2018	7.77	0.00
Sunday, April 8, 2018	7.64	0.00
Monday, April 9, 2018	7.55	0.01
Tuesday, April 10, 2018	7.47	0.00
Weekly – Avg. Flow / Total Rainfall	7.97	0.02
April - Avg. Flow/Total Rainfall	8.02	0.80

Miscellaneous

- Replaced power supply module on Modicon PLC at ENR Building.
- Troubleshoot false/inaccurate readings from UV PLC.
- Replaced lighting in shop with LED fixtures.
- Continued demo work in polymer room.
- Cleaned cooling tower and switched Oxygen compressors.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	8,17,20,28	743'	294'	15
Flushing	3	6,533'		

Collection System Maintenance Task

- Cleaned wet wells at Pump Stations 9, 19 & 21.
- Took Unit #518 to Rausch for drive motor issue on camera unit.
- Pump Station 17, replaced both check valves and both shut off valves.
- Grinder Pump call, 1661 Woodlands Run, no issues found.
- Grinder Pump call, 20003 Boxwood Circle, Tank damaged, scheduled for repair.
- Sewer Back up, 863 Dewey Avenue, cleared blockage in the main.
- General pump shop repair work.
- Dropped enzyme bags at various lift stations and trouble spots in the system.
- Continued working on repair of Pump Station access lanes for 4 and 11.
- Excavated and replaced bad section of the mainline at 612 Sunset Avenue.

- Completed sidewalk concrete and black top repairs at 146 West Church Street.

Administration

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	2	0	0	0	0	4
YTD 2018	21	33	1	3	2	31	91

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

Engineering

- Staff met with a utility contractor regarding installation of a commercial low pressure sewer line.

Laboratory

- Met with Pinnacle Foods representatives to clarify requests made by the City to Pinnacle regarding their Equalization tank and the quality of the wastewater in the tank.
- Confirmed Pinnacle foods Equalization tank ammonia and COD residuals were within tolerance. Pinnacle’s DAF is operating normally.
- Analyzed drinking water samples for simple nutrients.
- Assisted the County lab with their Nitrate/Nitrite analysis.
- Discussed options with the County lab for their pure water system.
- 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>
04/05/18	9.58		9.58
04/06/18	9.79		9.79
04/07/18	9.51		9.51
04/08/18	9.64		9.64
04/09/18	9.67		9.67
04/10/18	9.71		9.71
04/11/18	9.87		9.87
<i>Average:</i>			9.68

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 batteries on the SCADA UPS.
 - RC Willson – Additional repairs are being made to the North Flash Mixer.
 - RC Willson – Work is in progress on the upcoming flocculator project.
 - RC Willson – Upgrades were made to the solar panels.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 3.3 feet. 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 completed in the Westfields Development. A hydrant was replaced on Earley Drive. Repairs were made to a water main break on Papa Court. A service line was replaced on Elm Street.

Laboratory

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

Engineering

Reviews:	<u>City</u>	<u>County</u>
Site Plans	4	-
Preliminary Plats	-	-
Grading Plan	-	-
Final Plat	2	-
Building Permits	23	8

- Staff met to discuss water service for the proposed truck terminal in the Vista Business Park.
- Staff met with a residential contractor regarding water service for a proposed dwelling in the County.



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

Fit Room at Fairgrounds Park at Fairgrounds Park

Monthly Calendar For April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9a-10a Tai Chi for Balance & Movement (April-May) #5966 5:45p-6:45p Yoga For Weight Loss - returning student #5876	3 5:45p-6:45p Calm by Candlelight- Warm Slow Flow Yoga #5869 7p-8p Zumba #5840	4 5:45p-6:45p Yoga For Weight Loss - returning student #5876	5 5:45p-6:45p Beginner Yoga Series #5981	6 7p-8p Aikido for Teens & Adults #5969	7 9a-10a Tai Chi for Balance & Movement (April-May) #5966 11a-12p Zumba #5838 12p-1p PiYo #6002
8 10a-1:30p Child and Babysitter Safety #5963	9 9a-10a Tai Chi for Balance & Movement (April-May) #5966 5:45p-6:45p Yoga For Weight Loss - returning student #5876	10 5:45p-6:45p Calm by Candlelight- Warm Slow Flow Yoga #5869 7p-8p Zumba #5840	11 5:45p-6:45p Yoga For Weight Loss - returning student #5876	12 5:45p-6:45p Beginner Yoga Series #5981	13 7p-8p Aikido for Teens & Adults #5969	14 7a-10a Blocked for Yard Sale #1425 11a-12p Zumba #5838 2p-5p Birthday Party Rental- Fit Room - Jessika Crews
15 12p-1p Insanity #6001 2p-4p Square Dance- April #5973 4p-9p Private Party Rental- Fit Room	16 9a-10a Tai Chi for Balance & Movement (April-May) #5966 5:45p-6:45p Yoga For Weight Loss - returning student #5876	17 5:45p-6:45p Calm by Candlelight- Warm Slow Flow Yoga #5869 7p-8p Zumba #6016	18 5:45p-6:45p Yoga For Weight Loss - returning student #5876	19	20 7p-8p Aikido for Teens & Adults #5969	21 7a-11a 100 Miller Finale 11a-12p Zumba #5838 12p-1p PiYo #6002 2p-3:30p GeoCaching in the Parks (FREE INTRO TO GEOCACHING) #6008 5p-8p 100-Miller Finale #1449
22 12p-1p Insanity #6001	23 9a-10a Tai Chi for Balance & Movement (April-May) #5966 5:45p-6:45p Yoga For Weight Loss - returning student #5876	24 5:45p-6:45p Calm by Candlelight- Warm Slow Flow Yoga #5869 7p-8p Zumba #6016	25 5:45p-6:45p Yoga For Weight Loss - returning student #5876	26 5:45p-6:45p Beginner Yoga #6044 7p-8p Hoop Dance Class, Adults #6014	27 10a-12p CPR and First Aid #5960 5:30p-6:45p Butl Yoga- Preview Class #6070 7p-8p Aikido for Teens & Adults #5969	28 9a-10a Tai Chi for Balance & Movement (April-May) #5966 11a-12p Zumba #5838 12p-1p PiYo #6002
29 12p-1p Insanity #6001	30 9a-10a Tai Chi for Balance & Movement (April-May) #5966 5:45p-6:45p Yoga For Weight Loss - returning student #5954					