

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 10 FOR 2019



March 8, 2019

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

MARCH 2019

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	7am State of the City @ Hager Hall 3pm Executive Session 4pm Work Session	6	7	8	9
10	11	12 4pm Work Session	13 4pm Hagerstown Planning Commission Meeting	14 4pm Board of Traffic & Parking Meeting 4:30pm Hagerstown Historic District Commission Meeting	15	16
17	18	19 4pm Work Session	20	21	22	23
24	25	26 7pm Regular Session	27 7pm Hagerstown Planning Commission Meeting	28 4:30pm Hagerstown Historic District Commission Meeting	29	30
31						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street Update: Main Street Hagerstown hosted their second Pop Up Trivia event at 28 South. Eight teams participated in the event. Congratulations to the "Save The Clocktower" team. The next event will be March 12th at Pretzel and Pizza Creations with registration beginning at 6:30 p.m.

Hagerstown Youth Advisory Council: Applications are currently being accepted until April 30, 2019. Interested applicants may visit www.hagerstownmd.org/hyac for the form.

Neighborhoods 1st: The Neighborhoods 1st leadership group had their monthly meeting this week with approximately 20 attendees.

Burobox: Staff finalized details for a Business Seminar Series to be held throughout the Spring at the BuroBox. Ten business topics are being presented through the end of May. Interested business owners can register for an unlimited amount of topics through Eventbrite (<https://www.eventbrite.com/e/series-2019-business-seminars-tickets-56672194058>). This series is being held in partnership with Western Maryland Small Business Development Center.

PARKS & ENGINEERING

ENGINEERING DIVISION

- Safe Routes to School Potomac at Howard Signal Replacement.** Received the 65% drawings from consultant to rebuild the signal and add accessible sidewalk ramps to all four corners. These will be submitted to SHA after staff reviews them.
- 2019 Marsh Run Concrete Wall Repairs.** We are preparing minutes and an addendum to respond to questions from bidders prior to the March 12th bid opening.
- Street Cutting Permits.** We recently billed \$103,000 for completed street cut repairs made by utilities.
- Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 3/3/19	Calendar Year 2019 TOTALS
Traffic complaints received	3	39
Work Orders completed	3	23
Traffic counts completed	0	12
CONSTRUCTION PROJECTS		
Description	Week of 3/3/19	Calendar Year 2019 TOTALS
Projects advertised for bids	0	2
RFP's Advertised	0	4
Projects under construction	9	9
Projects completed	0	0

PARKS DIVISION

- Potterfield Pool.** While it doesn't feel like it outside, we held the second pre-season meeting with the pool management company to discuss pool start-up, managers, schedules, events, and improvements being made by the City and pool rentals.

POLICE DEPARTMENT

STATS

Calls for Service:	1,377	Field Interviews:	11
Arrests/Warrants Served:	17	Moving Violations:	44
Domestic Violence Calls:	19	Safety Repair Orders:	11
DUI Arrests:	5	Warnings:	97
Reports Filed:	127		

REPORTS

02/28/19: Officer Wertz was parked in the Central Parking Lot, owed by the City of Hagerstown, as part of his daily patrol. He observed a blue Mazda enter the lot at a high rate of speed. The vehicle made a left turn through the parking lot heading east. The officer left his parking spot to follow the vehicle. The officer observed the vehicle drive in reverse at a high rate of speed and strike the curb and shrubbery located behind it. A black male exited the vehicle and began walking around the vehicle commenting on the damage. The officer asked the driver his age and he stated he was 15 years old but the officer later discovered the driver was 14 years old. Inside the vehicle were two passengers who were also juvenile males. The driver had a green vegetable matter in his left pants pocket. The owner of the vehicle was contacted and she stated the only person she gave permission to drive the vehicle was her son, however her son was not the driver or passenger in the vehicle. It was discovered that the son had given permission to a friend to drive the vehicle. The driver was transported to HPD and was later released to his mother. The juvenile was charged with Driving without a License and Possession of Marijuana. The report will be forwarded to Juvenile Services.

03/01/19: Officer Daveler responded to East Avenue for a report of a robbery. Dispatch advised the suspects were no longer at the scene and the victim may need medical assistance. The victim stated he and a friend went to Sheetz on East Washington Street to withdraw money from an ATM. They were headed back to East Avenue when someone struck him from behind knocking him to the ground. The suspects displayed a knife and then took the victim's wallet. The victim's friend ran to get help but when he returned the suspects had fled the scene. The suspects are described as black males – one with a tall and thin build and the other with a short and stocky build. The officers searched the area but no suspects were located. The victim received an injury to the left eye. No additional information is available at this time.

03/02/19: Officer McKinley was dispatched to High Street for a reported burglary. The caller and owner of the property advised someone had tried to break into his house. The owner's mother currently rents the house from him, but due to the language barrier, the son spoke and answered questions for his mother. He stated that his mother left the residence around 6:30 p.m. and when she returned at approximately 8:30 p.m. she noticed that someone had shattered a window on the ground floor. The owner stated they did not find anything missing from the house. It will cost approximately \$600 to replace the window. There are no suspects at this time.

03/05/19: Officer Todaro responded to Mid-Atlantic Veterinary Hospital on Professional Court for an irate male advising he was going to blow up the place. An employee advised that the male was upset because he was unable to get the needed paperwork to fly his dog out of the country. The employee stated it typically takes three weeks for the processing of the necessary paperwork for the animal transport. The male was moved to a room for privacy where a supervisor tried to speak to the male in an effort to calm him. When the officer arrived he asked the male to leave the private property due to his disorderly behavior. The male left without further issues.

OTHER NEWS/INFORMATION

Promotional Interviews Scheduled. The Hagerstown Police Department has scheduled interviews for the position of lieutenant. There are eight sergeants who have expressed an interest in advancing their law enforcement career. The sergeants are as follows: Douglas Hay, Stewart Heckman, Eric Knode, Scott Leeney, Andrew Lewis, John Murray, Edward Plummer, and Mark Renner.

It is a common procedure for the Hagerstown Police Department to conduct an oral interview for the position of lieutenant. Each sergeant is required to submit a presentation to the interview panel. This presentation should represent and reflect the sergeant's strengths, knowledge of the law, experiences that include emergency situations such as shootings, hostage situations and leadership qualities. The oral interview panel, which consists of Chief Paul Kifer, Captain Thomas Alexander and Captain Thomas Langston, will then be asking questions regarding the presentation the sergeant submitted. The panel will be seeking a sergeant that has the personality to endure the pressure packed, mentally fatiguing, and problem-solving dilemmas that the lieutenants' position will require.

HPD extends well wishes to all eight sergeants in their endeavors to work their way through the ranks to serve the City of Hagerstown.

PLANNING & CODE ADMINISTRATION

Development Review:

- 37 Jonathan Street – Washington County Board of County Commissioners – site plan for a parking lot.
- McCleary Hill – final plat for Phase II (12 lots).
- 325-327 South Burhans Boulevard – minor subdivision plat.

Planning Commission: The Planning Commission will be considering these matters on March 13:

- 1301 Potomac Avenue – Potomac Dental Center – minor site plan (part of Local Conversion District Overlay approval).
- 59 Winter Street – West End Baptist Chapel – site plan for parking lot improvements.
- 595 Dual Highway – BAI Hagerstown LLC – final plat.
- 1034 West Washington Street – workshop for a used car facility.
- 2020 Census.

Historic District Commission: The HDC considered two workshops on February 28. The first was for a modification to an already approved application for the carriage house behind 37 South Prospect Street; the second was for guidance on replacement windows at 433 North Potomac Street.

These cases are scheduled to be reviewed on March 14:

- 433 North Potomac Street – Meredith and Ed Williams – replacement windows.
- 127 East North Avenue – Carolyn Clouser – roof replacement.
- 53-59 North Potomac Street – Dori Carr/WLR Property Management – remove awnings.
- 53-59 North Potomac Street – Wertman Photography – signs.
- 127 East North Avenue – workshop concerning a chimney removal.

Hagerstown Goes National: On Saturday evening March 2nd, C-Span broadcast a talk by Stephen Recker (a member of the City's Circle of Achievement Advisory Board) on his research and book about post-battle photography at Antietam Battlefield. This is relevant to the city in that most of the prominent photographers he discussed were Hagerstown photographers, and he incorporated images, including a contemporary photo of the High Rock Building on Public Square. Those interested in watching Mr. Recker's 75-minute talk discussing how he found the images and determined their locations, dates and connections to historic events can view it from C-Span's archives by visiting www.c-span.org. Enter "Recker" into the search engine near the top of the page.

Weekly Activity Report: February 25, 2019 – March 1, 2019

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	4	Residential -	2	Commercial -	1	Other -	1	8
Electric	13	Residential -	6	Commercial -	5	Other -	2	13
Plumbing	8	Residential -	5	Commercial -	2	Other -	1	7
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	2							2
TOTAL	32		17		9		4	35
Est. Value of Issued Building Permit Projects:				FY19 Fiscal Year Totals:				
Residential				\$ 193,000.00				\$ 4,878,278.00
Commercial				\$ 0.00				\$ 40,005,956.00
Apartment				\$ 152,000.00				\$ 2,781,749.00
Sign				\$ 4,500.00				\$ 186,821.00
TOTAL				\$ 349,500.00				\$ 47,852,804.00
Projects of Interest								
<ul style="list-style-type: none"> - Construct a single family home at 12427 Gemstone Drive - \$165,000 - Interior alterations in all units at 185-199 Berkson Place - \$150,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019								
					PROPERTIES		UNITS	
Registrations received week of Feb. 25 – Mar. 1					1		1	
New applications issued week of Feb. 25 – Mar. 1					2		2	
Total 2018-2019 registered (includes additions and subtractions since 5/2/18)					3,629		9,241	
Percentage of rental license renewals that have registered as of May 2, 2018					99.5%		99.5%	
Notes: The 2018-2019 rental license renewals for 9,489 units in 3,747 properties were mailed on May 2, 2018.								
PAYMENT								
Weekly payment received		\$ 75						
Weekly adjustment/credits		\$ 300						
INSPECTIONS								
TYPE				NUMBER CONDUCTED				
Building				56				
Electrical				31				
Plumbing				21				
Mechanical				18				
Safety				23				
Neighborhood Vitality				14				
Quality of Life				8				
Preventive Maintenance				7				
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.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	192	193
	University District Deck	380	380
Number of Patrons Using Decks	A & E Deck	1537	1276
	University District Deck	1972	1356
Number of Student Permits	Central, Market, Rochester Lots	17	13
Number of Citations Issued	(Includes Warnings)	245	95
Number of Cars Booted		0	0
Late Payment Notifications		13	5
Peak Occupancy (%)	A & E Deck	*80% Fri @ 6 PM	*71% Sat @ 6 PM
	University District Deck	62% Thu @ 2 PM	58% Thu @ 2 PM

*NOTE: Event at the Maryland Theater

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

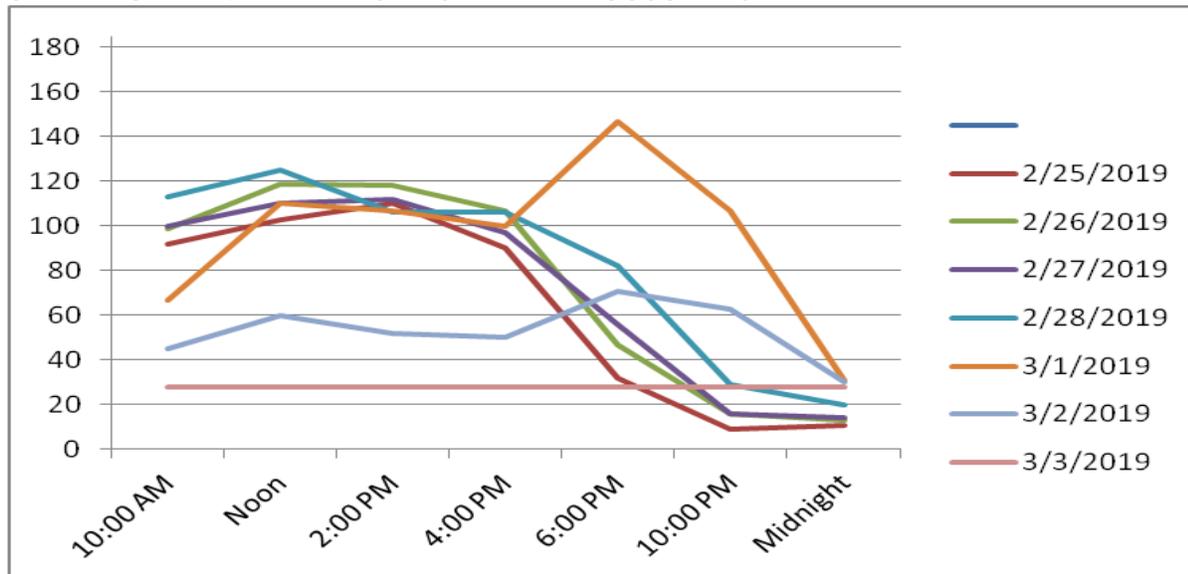
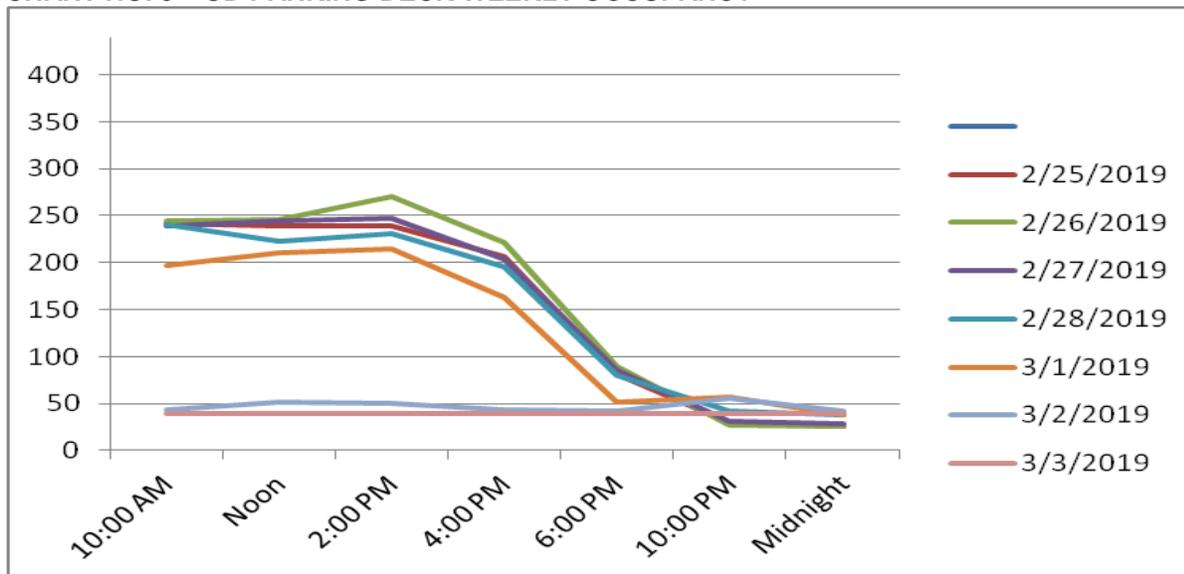


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	0
Human Resources	0	0
Light	3	0
Parks & Engineering	5	0
Police	14	8
Public Works	2	0
Wastewater	1	1
Water	2	3
Weekly Totals	29	12
Yearly Total	178	

AFTER HOUR CALL BACKS

- Monday 2/25/19 @ 12:17 a.m.: High winds broke a traffic signal head at the intersection of South Potomac Street and Memorial Boulevard. The signal head was removed and could not be installed until Tuesday when the winds had calmed.

¹AFTER HOURS CALL BACK DATA

	Issues for 2019	February	January
Street Issue	Tree in street	1	
Parking System	Elevator, POF not working	2	
Traffic Signal	Knock down, flash, wind damage	4	2
Traffic Signs			
Building Maintenance			1
Fleet Maintenance	Fuel island failure	1	3
Weather Related	Icy street	1	3
Misc.			
Total		9	9
Total Call Backs 2019		18	

¹After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. Field personnel may or may not be contacted depending upon the issue.

STREET SWEEPING DATA

Month 2019	Number of Miles of Streets Swept
January	509
February	423
Total Miles Swept for 2019	932

BULK TRASH COLLECTIONS

Month 2019	Number of Collections
January	21
February	25
Total Bulk Trash Collections for 2019	46

PROPERTY ABATEMENTS COMPLETED

Month for 2019	Number of Property Abatements
January	16
February	5
Total Abatements by PW for 2019	21

TECHNOLOGY & SUPPORT SERVICES**COMMUNICATIONS DIVISION****This Week's Headlines & Media Releases:**

- Doleman Officials Clear Air, Continue Mission for Permanent Home
- \$84K Stolen From Hagerstown Fire Company
- Edwards Hopes to Expand the Opportunities in Special Development Zones
- 26 Apply for Hagerstown City Administrator Job
- Bicycle Championships Returning in June
- Bruchey: 'Urgency' Needed to Capitalize on City's Momentum
- Press Release: HYAC Seeking Participants
- Traffic Advisory: Revision to South Potomac Street

This Week's Video Projects:

- Mayor & City Council Special & Work Sessions
- "State of the City" Video Post Production
- "State of the City" Event

Channel 25 Hub City Now Programming:

- "See Something, Send Something" App Video
- "Open For Business" Video
- "Action Now – Washington Goes Purple" Videos
- "Giga Hub City" Video
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 8,465 user visits for the week of Feb. 25-Mar. 3

- The most popular top entrances (the first page users accessed on the website):
 - Home Page 2,115
 - Utility Billing Page 964
 - Police Page 257
 - Jobs Page 183
 - Bids Page 170
 - Parks & Recreation Page 109
 - Fire Page 93
 - Calendar Page 89
 - Hub City 100-Miler Page 82
 - Firefighters Page 79

- Top Searches:
 - "True"
 - "Jobs"
 - "Online billing payment – Munis link"
 - "Citizen self service – pay fees"
 - "Pay water bill"

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls:

- Fri. 3/1
 - 308 North Cannon Avenue: Partial outage; line crews made repairs to broken neutral. Time Out: 15.7-16.7
 - 216 West Wilson Boulevard: Reconnect service for new customer. Time Out: 17.7-18.7
- Sat. 3/2
 - 952 Frederick Street: Scheduled overtime for line crews to assist HBP with an upgrade to their underground service. Time Out: 6.5-9.0
- Sun. 3/3
 - 952 Frederick Street: Scheduled overtime for line crews to complete the HBP upgrade. Time Out: 12.5-13.3

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer reviewed SCADA details with Avista Realtime Systems as we undergo redesign of the digital one-line model of our system.
- Engineering staff met with representatives of various manufacturing companies to review materials that can be used on the HLD electric system.
- The Staff Engineer provided switching and tagging training support to the Distribution Department.
- Engineering staff took delivery of a new digger-derrick truck from Altec Industries to replace an aging unit. The new truck has a greater lifting capacity than current units and newer technology that will enable the HLD to begin installation of "screw-in" anchors instead of plate style anchors.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 27, 2019	11.59	0.00
Thursday, February 28, 2019	10.93	0.00
Friday, March 1, 2019	10.69	0.24
Saturday, March 2, 2019	10.96	0.15
Sunday, March 3, 2019	10.53	0.27
Monday, March 4, 2019	11.42	0.16
Tuesday, March 5, 2019	11.08	0.00
Weekly – Avg. Flow / Total Rainfall	11.03	0.82
Feb – Avg. Flow/Total Rainfall	10.66	2.54
March – Avg. Flow/Total Rainfall	10.94	0.82

Miscellaneous

- Replaced pulley and drive belt on #3 Pista Grit Blower Unit.
- Replaced mechanical seals on return sludge pumps in ASPS Building.
- Removed Oxygen Injection pump and back flushed piping.
- Installed new 100 amp breaker/disconnect at Synagro’s transformer.
- Disassembled #2 Primary Sludge pump and removed obstruction.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	4,7,15	879’	56	3
Flushing	14,15,34	13,099’		

Collection System Maintenance Task

- Pump Station 2; installed new Ultra Sonic Sensor, cleaned wet well and stilling well.
- Pump Station 3; Dried, sealed and coated new wet well with SEL 80.
- Pump Station 15; wrote control program and prepared new SCADA unit.
- Odor complaint at Old Food Lion Building Eastern Boulevard, flushed lateral.
- Sewer back up at 546 Dunn Irvin Drive, problem on the private side.
- Sewer back up at 1730 Edgewood Circle, problem on the City side, flushed lateral.
- General pump shop repair work.
- Plowed and salted at WWTP, cleaned walkways on Frederick Street.
- Dropped Enzyme bags at various lift stations and trouble spots in the system.

Administration

Wastewater Division – Customer Call Log Summary 2018/2019							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	1	0	0	0	1	4
YTD 2019	5	18	2	0	0	14	39

* 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 manager of a local concrete plant to coordinate the relocation of the sanitary sewer connection.
- Staff met with a real estate agent to discuss sewer service for several prospective sites.

Laboratory

- Continued cross-training lab personnel on Lachat operation.
- Renewed Industrial Pretreatment Software for managing our permitted industries.
- Met with staff at Volvo's lift station to discuss new sampling procedures.
- Reported Culligan 2018 quarterly flow totals to County Pretreatment Manager.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
02/28/19	10.04		10.04
03/01/19	9.94		9.94
03/02/19	9.81		9.81
03/03/19	9.98		9.98
03/04/19	9.87		9.87
03/05/19	10.01		10.01
03/06/19	10.00		10.00
Average			9.95

Water Production at R. C. Willson

- R.C. Willson and Pump Stations--Staff worked on facility maintenance and routine preventative maintenance.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 3.4 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.
- Crews continue to replace residential meters throughout the water service area.

- Repairs were completed on water main breaks on Iroquois Avenue, the intersection of Virginia Avenue and Hoffman Drive and the intersection of Washington Avenue and Washington Street.

Laboratory

- Continued cross-training lab personnel on Lachat operation.
- Submitted lab certification renewal to MDE Lab Certification Program.
- Completed 1st quarter DBPs report.
- Completed February bacteria report to Water Operations Manager.
- Submitted February TOC removal efficiency to Water Production Superintendent.
- Collected annual nitrate and fluoride sample.
- Collected March TOC removal samples.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	3	-
Preliminary Plats	1	1
Grading Plan	-	-
Final Plat	1	1
Simplified Plat	1	-
Building Permits	8	-
Replat	-	-

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a real estate agent to discuss water and sewer service for several prospective sites.



Respectfully submitted,

Michael Spiker
Interim City Administrator