

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 15 FOR 2019



April 12, 2019

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

APRIL 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 8:45am Executive Session 4pm Work Session	3	4	5	6
7	8	9 3pm Executive Session 4pm Work Session	10	11 4pm Hagerstown Historic District Commission Meeting 4pm Board of Traffic & Parking Meeting	12	13
14	15	16 3pm Executive Session 4pm Work Session	17 7pm Board of Zoning Appeals Meeting	18	19 HOLIDAY City Offices Closed	20
21	22 10am Earth Day Celebration @ University Plaza	23 4:30pm Executive Session 5:30pm Work Session 7pm Regular Session	24 7pm Hagerstown Planning Commission Meeting	25	26 11am Arbor Day Celebration @ Hager House/City Park	27
28	29	30 No M&C Meeting				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

IEDC Training. DCED Director Jill Thompson attended the IEDC/NDC Economic Development Credit Analysis Course in Washington, DC this week. Course highlights included business credit analysis and deal structuring/restructuring; economic development finance concepts; review of lending programs and overview of real estate financing and lending tools.

Burobox:

- Staff hosted an Open House at the BuroBox for interested businesses to see the space and learn more about the center.
- Two business sessions were held this week at the BuroBox, "Is A Franchise Right for You" and "The Hiring Process and After".

Volunteer Expo: Staff attended the United Way Volunteer Expo on Wednesday, April 10th and presented information on volunteer opportunities including the Hagerstown Youth Advisory Council, Neighborhoods 1st, Main Street Hagerstown, and Imagine Hagerstown.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
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House Fires	2	Community Risk Reduction	127
Building Fires	1	Public Service	12
Medical Assistance	27	Personal Injury Collision	10
Assist other Fire Departments	12	Fuel/Hazard Spills	1
Automatic Fire Alarms	8	Gas Leaks	0
Downed Power Lines/Electrical Hazards	4	Investigation: Carbon Monoxide Incident	1
Water/Steam Leak	1	Dumpster/Outside Fires	1

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Curb & Sidewalk Notices:** Staff issued approximately 90 violation notices this week for deteriorated curb and sidewalks adjacent to the streets that will be milled and paved in 2020. Those who receive notices have until June 1, 2020 to make repairs.

In addition, a citizen provided the Engineering Division with a list of approximately 100 properties that they felt should receive violation notices. Since these are not adjacent streets we plan to pave (Mulberry, East Avenue, North Avenue, John Street, Cannon Avenue, Broadway, Wayside and Randolph), we will follow our policy's criteria and only send notices to ones our policy deems to be a "hazard". We will wait until June to issue these notices as there are simply not enough contractors in the area to address all of these notices.

2. **Board of Traffic & Parking:** The Board will discuss the following:
 - Memorial at Reynolds: Cut-through traffic
 - Park Lane Parking: Request to remove parking from one side
 - North Cannon Avenue: Request to make one-way

3. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 4/7/19	Calendar Year 2019 TOTALS
Traffic complaints received	2	59
Work Orders completed	3	38
Traffic counts completed	0	19
CONSTRUCTION PROJECTS		
Description	Week of 4/7/19	Calendar Year 2019 TOTALS
Projects advertised for bids	2	6
RFP's Advertised	0	4
Projects under construction	9	9
Projects completed	1	3

PARKS DIVISION

1. **Municipal Stadium.** We are completing the extensive repairs to the 3rd base bleachers and are putting up the canopies for the April 11 Opening Day.
2. **Thomas Kennedy Park.** Construction of this new park continues with the installation of the irrigation system, tree planting and turf establishment.
3. **Fairgrounds Park Dog Park.** We have completed our annual reseeding of both sides of the Dog Park. A large section of the “big dog” area is closed as we allow grass to establish again. Additionally, we are installing pavers underneath the park benches.
4. **Cultural Trail.** We are assisting the electrical contractor installing new services along the Cultural Trail for the “*Imagine Hagerstown*” event.
5. **Community Yard Sale.** The next Community Yard Sale takes place this Saturday, April 13th from 7 a.m. – 2 p.m. at Fairgrounds Park. Stalls are almost sold out.
6. **NEW Tinkergarten Outdoor Classes.** Outdoor classes for the new Tinkergarten at City Park begin this Saturday. Join the fun of families learning together through well-designed, play-based outdoor activities with a certified Tinkergarten leader. Ages 18 months - 8 years. Only 12 children per class. A parent or guardian must stay with child.
7. **Hager House.** The Hager House opens for the season this Friday, April 12! Hours of Operation are Friday and Saturday 10 a.m. – 4 p.m. Standard admission rates apply. New this year:

Featured Exhibits

May	German Smiths & Early American Industries
June	From Farm to Fashion: 18 th Century Textiles & Clothing
July	Hidden Treasures from the Hager
August	Colonial Cooking & Gardening
September	Making a Living: Colonial Era Occupations

Hager House Kids

Tour included: \$4/person, 17 & under

May 18	Write like a Colonial- Create a letter using a quill pen and sealing wax
June 15	Fabric of History- Learn to weave and decorate your own paper doll
July 13	Dig It! Archaeology for kids
August 17	Make your Own Butter
August 25	Butterfly Wing Making Workshop:

Helping Hands at the Hager

The last Saturday of each month, spend a little time making friends and enjoying nature, while providing light gardening such as weeding and watering flower beds and keeping water ways pristine and clean.

PLANNING & CODE ADMINISTRATION

Service with a Smile: Once again, staff responded to the development community's need for quick processing of plans for development. Ferguson HVAC on Sweeney Drive desired to expand its storage warehouse on the back of its property by adding a 15,000-square-foot addition to the front of it. Time was of the essence, as they desired to start construction this Spring. The site plan was submitted on February 15 and was approved by the Planning Commission on March 27th (in 40 days). Staff promotes the responsiveness of the site plan review process, advising potential developers that a site plan can be approved by our Planning Commission in as little as 45 days, barring unforeseen complications or complexity in regulations or site complexity. For Ferguson, we beat our normally stated period by five days.

Weekly Activity Report: April 1–5, 2019

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	13	Residential -	7	Commercial -	4	Other -	2	5
Electric	16	Residential -	8	Commercial -	7	Other -	1	16
Plumbing	13	Residential -	9	Commercial -	3	Other -	1	14
Mechanical	5	Residential -	2	Commercial -	3	Other -	0	5
Engineering Dept.	3							4
TOTAL	50		26		17		4	44

<u>Est. Value of Issued Building Permit Projects:</u>		<u>FY19 Fiscal Year Totals:</u>
Residential	\$ 21,850.00	\$ 5,577,163.00
Commercial	\$ 652.00	\$ 43,834,908.00
Apartment	\$ 55,000.00	\$ 2,837,749.00
Sign	\$ 0.00	\$ 214,571.00
TOTAL	\$ 77,502.00	\$ 52,464,391.00

Projects of Interest
 - Repairs to water damaged unit at 224 North Potomac Street - \$55,000

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of Apr. 1 – Apr. 5	5	5
New applications issued week of Apr. 1 – Apr. 5	2	2
Total 2018-2019 registered (includes additions and subtractions since 5/2/18)	3,704	9,284
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.

<u>PAYMENT</u>	
Weekly payment received	\$ 375
Weekly adjustment/credits	\$ 0

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	42
Electrical	38
Plumbing	29
Mechanical	7
Safety	16
Neighborhood Vitality	24
Quality of Life	7
Preventive Maintenance	0
Planning & Zoning	2

INSPECTIONS KEY:

<u>Categories of Conditions</u>	
Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: 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:	1,470	Field Interviews:	13
Arrests/Warrants Served:	30	Moving Violations:	66
Domestic Violence Calls:	23	Safety Repair Orders:	7
DUI Arrests:	2	Warnings:	69
Reports Filed:	163		

REPORTS

04/04/19: Officer Brady responded to Guilford Avenue for a reported disturbance for an intoxicated male on private property. When the officer arrived he instructed the male to leave the property and not return. The male left and traveled north on Guilford Avenue toward Memorial Boulevard. A short time later the officer was dispatched back to Guilford Avenue for the return of the intoxicated male. The officer pointed out to the male the No Trespass sign that was posted on the porch of the residence. The male was transported to Central Booking and charged with Trespass Private Property and Fail to Obey Lawful Order.

04/04/19: Officer Koontz was dispatched to Citizens National Bank on Potomac Avenue for a fraud report. The bank's manager stated that a female entered the bank and requested a check be cashed. The manger noticed that the line that states "pay to the order of" had been altered. Since the check had been altered, the bank could not cash it. The female became upset and asked for the check back. The check was returned to the female and the bank manager contacted the payer of the check. The payer was advised that someone had tried to cash a check where the payee was altered. The payer stated that the check was written out to a local business not the female in question. The bank manager pulled up the surveillance camera footage and the officer was able to identify the female by using her MVA photo. The investigation is continuing.

04/05/19: Officer K. Hill responded to Otterbein United Methodist Church for a trespassing complaint. The caller was the pastor of the church and she stated she came to the church to do some paperwork and found a male hiding in the parlor of the church. She advised that two weeks ago this same male was found hiding in the bathroom of the church. It was at that time the male was issued a No Trespass Letter from the church. Once the officer verified the No Trespass was on file and active, the male was arrested and charged with Trespassing Private Property.

04/07/19: Officer K. Hill was dispatched to Winter Street for an assault report. Upon arrival the officer made contact with the victim and noticed a large laceration to his left eye. The left side of his face was swollen and blood was coming from his eye. It was apparent that the male was under the influence of alcohol as his words were slurred and an odor of alcohol was emitting from his breath. The victim stated he left a local tavern and began to walk to his home on Winter Street when four juvenile males on bicycles approached and attacked him. The victim stated the juveniles, one white male and three black males, pushed him down, punched him, and kicked him. He estimated the males to be around 16 years of age. There were no witnesses and no cameras in the area. No suspects have been identified at this time.

04/08/19: Officer Branche responded to Action Products on Sweeney Drive for a reported malicious destruction of property. An employee of the business stated that six of the company's construction vehicles had windows that had been damaged. The value was estimated to be around \$2,500 for each window. The employee was able to pull up the security camera footage and provided the officer with the pictures of the suspects. The Hagerstown Police Department will attempt to identify the suspects using these photos. No further details are currently available.

04/09/19: Officer C. Kelley was dispatched to Chestnut Street for a theft that had just occurred. The victim stated he had just returned home and noticed his bicycle was missing from his back porch. He had observed several construction workers in the area and asked if they had seen anyone in his yard. One worker stated he saw two juveniles in the yard and they left with a bicycle. He described the juveniles as one black male and one white male that wore hooded jackets with their faces covered by the hoods. The stolen bike was a 15 speed Huffy Mountain Bike which was grey in color with black trim. It had two white reflectors attached to the seat post. The bike is valued at \$250. There are no suspects at this time.

OTHER NEWS/INFORMATION

Police Cadets: The Hagerstown Police Department has narrowed down the pool of applicants to four individuals. These applicants have successfully completed both the written and physical test. It is the goal to have two hired by Summer.

Washington County Police Academy: The Hagerstown Police Department has hired six officer trainees. These trainees include Ehab Mazloum, Tyler Moser, Tyler Repp, Abell Romero, Austyn Smith and Joseph Williams. They will attend the Washington County Police Academy beginning April 15, 2019. We wish them much success during their six month session in the Academy.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	193	192
	University District Deck	377	375
Number of Student Permits	Central, Market, Rochester Lots	21	21
Number of Patrons Using Decks	A & E Deck	619	1739
	University District Deck	1276	2102
Number of Citations Issued	(Includes Warnings)	286	330
Late Payment Notifications		25	26
Peak Occupancy (%)	A & E Deck	*100% Fri @ 6 PM	95% Fri @ 6 PM
Peak Occupancy (%)	University District Deck	55% Thu @ 10 AM	62% Tue @ 2 PM

*Performance at BISFA

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

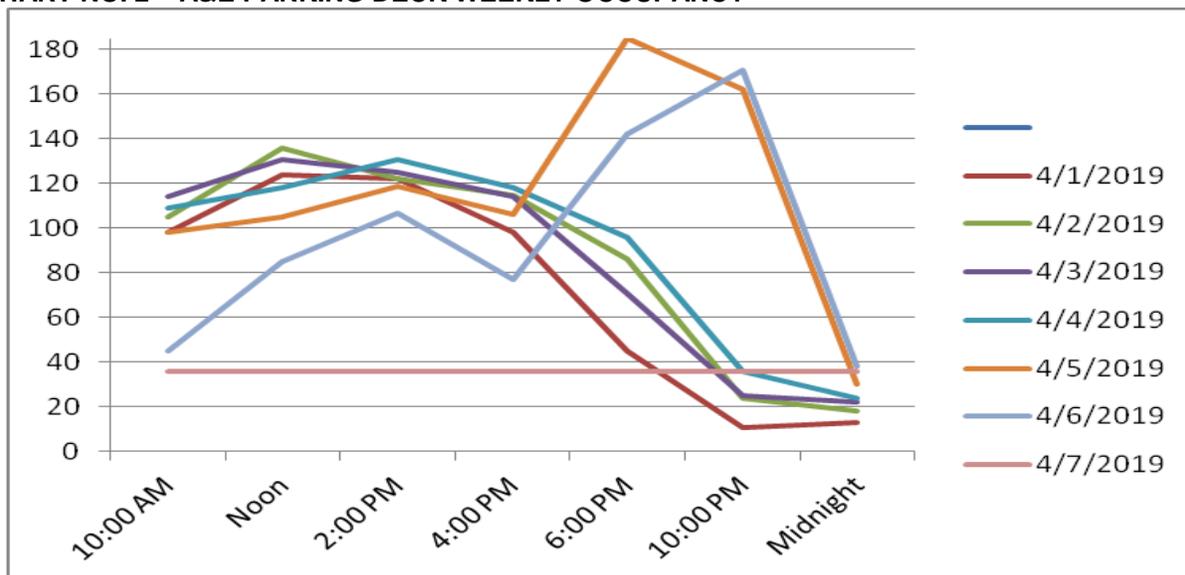
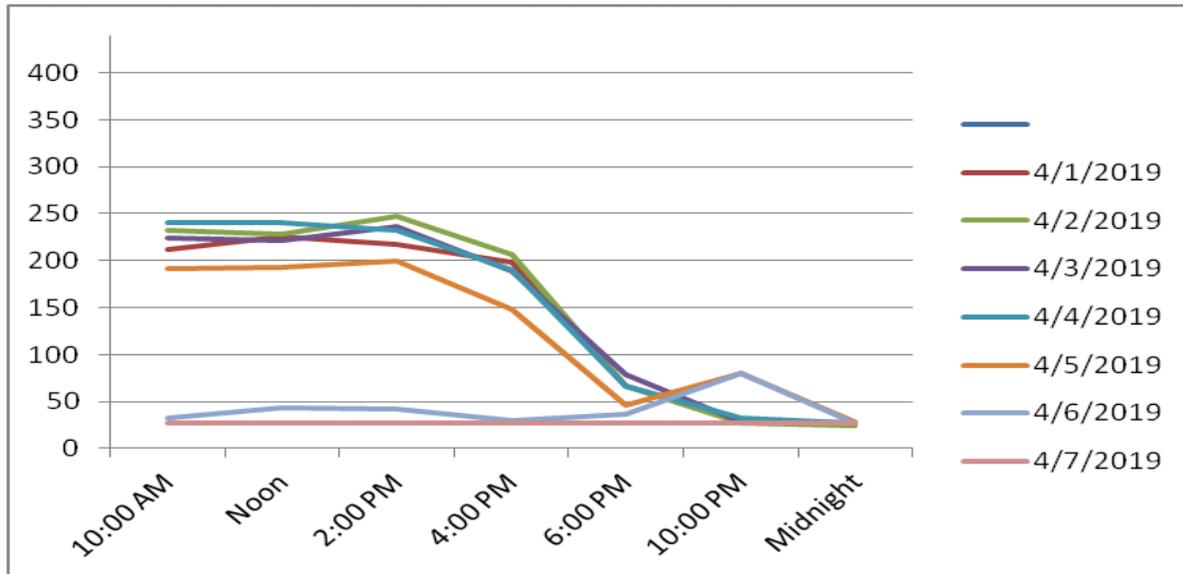


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	1	1
Human Resources	0	0
Light	6	3
Parks & Engineering	2	0
Police	9	10
Public Works	5	5
Wastewater	3	3
Water	2	2
Weekly Totals	28	25
Yearly Total	304	

AFTER HOUR CALL BACKS

- Saturday, April 6, 2019 @ 10:00 AM: Fire alarm panel at City Hall signaled a trouble alarm. This issue usually indicates a bad battery. Staff repaired the issue on Monday the 8th.
- Saturday, April 6, 2019 @ 4:30 PM: Fuel dispensing program went offline stating No Host Communication. Staff had to reset the program to bring it back online.

SEASONAL STAFF BEGINS WORK: Seasonal employees began work on April 1, 2019, assisting with litter patrol, trash collection and mowing. Employees generally work up to 7 months of the year depending on work load and weather.

TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS DIVISION

This Week's Headlines & Media Releases:

- Dozens Go 'Over the Edge' of Alexander House to Raise Thousands
- Hagerstown Considers Waiving Vendor Fees From Farmers' Market for a Year
- Project to Add More Sidewalks Along Dual Highway to Begin Late Summer
- Hagerstown Eyes City Park Holiday Lighting Improvements
- South Potomac Street Closures Planned for Weekdays Through April 19
- Maryland Theatre Places Final Beam on Expansion Project
- Press Release: Parks Season Opener
- Press Release: Demolition of Properties

- Press Release: New Park Hours, Policies
- Traffic Advisory: South Potomac Street April 10-19

This Week’s Video Projects:

- Mayor & City Council Work Session
- MD Theatre Beam Signing and Topping Ceremony
- Investment Promotion Video Meeting

Channel 25 Hub City Now Programming:

- PCAD Informational Session Video
- “State of the City” Video
- “State of the City” Event Video
- “Open For Business” Video
- “Fantastical Garden – Alison Sigethy” Video
- “Action Now – Washington Goes Purple” Videos
- “Giga Hub City” Video
- Hagerstown Greens :30 Spot
- Bird Watching in City Park :30 Spot
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 8,392 user visits for the week of April 1-7, 2019.

- The most popular top entrances (the first page users accessed on the website):

• Home Page	2,007
• Utility Billing Page	868
• Police Page	273
• Jobs Page	191
• Parks & Recreation Page	159
• Bids Page	97
• Hub City 100-Miler Page	91
• Fairgrounds Park Page	88
• Firefighters Page	87
• Dine Downtown Page	81

- Top Searches:

- “True”
- “Jobs”
- “What bills can I pay online?”
- “Pay bill”
- “CDBG”

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls:

- Fri. 4/5 - 715 North Potomac Avenue: Partial outage; triplex service and transformer fuse replaced. Time Out: 16.0-17.9
- Sat. 4/6 - 31 East Washington Street: Total outage; customer’s main breaker tripped. Time Out: 9.9-10.6
- Sun. 4/7 - 419 South Potomac Street: House fire; the service was disconnected and meter removed due to fire. Time Out: 2.9-4.0

- Mon. 4/8 - 806 The Terrace: Miss Utility locate emergency locate for replacement of a water line. All HLD facilities were clear. Time Out: 16.5-17.5
- Tues. 4/9 - Bowman Avenue and Frederick Street: Miss Utility locate; emergency locate for Columbia Gas Company to make repairs to a gas main break. Time Out: 2.5-3.5
- Summit Avenue and Hood Street: Pole damaged; vehicle struck street light pole #38 in accident. Time Out: 17.5-18.0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Upgrade of HLD's SCADA system began and will continue over the next couple of weeks.
- Engineering staff completed design of a job to replace and relocate poles along Frederick St. to alleviate contact issues with the passing of large vehicles.

Administration

- Members from several City departments met this week with Innolith, a battery storage company to review the processes for the construction of future sites that will interconnect to our subtransmission system.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 3, 2019	9.09	0.00
Thursday, April 4, 2019	8.81	0.00
Friday, April 5, 2019	8.77	0.13
Saturday, April 6, 2019	8.39	0.00
Sunday, April 7, 2019	8.30	0.05
Monday, April 8, 2019	8.39	0.05
Tuesday, April 9, 2019	8.19	0.00
Weekly – Avg. Flow / Total Rainfall	8.56	0.23
April – Avg. Flow/Total Rainfall	8.75	0.23

Miscellaneous

- Replaced bearings in #1 vent blower on OAB deck.
- Worked with MTD to integrate new DAF equipment into PLC 1.
- Removed blockage from primary clarifier suction piping.
- Removed defective ENR Drain Station pumps and repaired lift rails. Installed temporary pumps until new ones arrive.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	6	893'	214	14
Flushing	15	4,510'		

Collection System Maintenance Task

- Cleaned storm drain for Public Works on Magnolia Avenue.
- Pump Station #4, painted floors upper and lower level.
- Pump Station #5, prepared SCADA for installation.
- Pump Station #23, Cleaned wet well.
- Installed test Liberty grinder pump unit at 1529 Kensington Drive.
- 128 North Mulberry Street, replaced Manhole frame and cover with a new style, replaced broken sidewalk as well as handicap ramp.
- 550 Virginia Avenue, replaced sidewalk from previous sewer line repair.
- Sewer backup, 585 Northern Avenue, cleared obstruction from lateral.
- Sewer backup, 20218 Mt. Aetna Road, problem on the private side.
- Dropped enzyme bags at various lift stations and trouble spots in the system.
- General pump shop repair work.
- Cleaned 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	1	1	0	0	0	5	4
YTD 2019	15	21	2	0	0	26	64

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

Engineering

- Staff attended a Utilities Staff meeting with the Utilities Director.
- Staff attended a development review meeting at the County Planning Office.
- Staff met to discuss the impact of a proposed commercial development on Pump Station # 9.
- Staff attended Plan Review Committee meeting at City Planning.

Laboratory

- Continued cross-training lab personnel on Lachat operation.
- Began training new lab personnel.
- Collected paint sample for lead analysis.
- Met with staff and Pinnacle Foods to discuss Industrial Discharge Permit requirements.
- 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>
04/04/19	8.93		8.93
04/05/19	9.73		9.73
04/06/19	9.56		9.56
04/07/19	9.65		9.65
04/08/19	9.44		9.44
04/09/19	9.97		9.97
04/10/19	8.80		8.80
<i>Average</i>			<i>9.44</i>

Water Production at R. C. Willson

- R.C. Willson and Pump Stations—Staff worked on facility maintenance and routine preventative maintenance.
- R.C. Willson and PS4—Working with contractor on pump replacement.
- R.C. Willson—Contractor on-site for traveling screen project.
- R.C. Willson—Yearly maintenance completed on chlorine system.
- Smithsburg Tank—Installed UPS.
- Hellane and Rockwillow—Completed yearly leak test on tanks.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 1.4 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 made to a water main break on Jefferson Boulevard.

Laboratory

- Continued cross-training lab personnel on Lachat operation.
- Completed monthly bacteria report.
- Completed 1st quarter disinfectant residual annual average report.
- Completed annual IOC report for Fluoride and Nitrate.
- Collected composite samples from lagoon discharge.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	1
Preliminary Plats	-	-
Grading Plan	-	-
Final Plat	-	-
Simplified Plat	-	-
Building Permits	24	-
Replat	-	-

- Staff attended a Utilities Staff meeting with the Utilities Director.
- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with representatives of a design/build company, a consultant, the Assistant City Engineer, the Utilities Director and the Water Distribution Superintendent regarding prospective modifications of a vault installation.
- Staff met with a fire protection company to discuss an issue related to an existing industrial fire protection system.



Respectfully submitted,

A handwritten signature in blue ink that reads "Michael Spiker".

Michael Spiker
Interim City Administrator