

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 16 FOR 2019



April 18, 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 4pm 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 7pm M&C Community Forum Meeting @ Elgin Station				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street: The monthly business forum was held this week. Scott Nicewarner was the guest speaker presenting about **Gigabit Internet**. He gave an overview of what it is, how it can improve efficiencies in your business, and how it can be used as a tool in attracting tenants to your property. Rodney Tissue also attended to provide updates on the street closures related to the Urban Improvement Project.

Upcoming Forums include:

- May 16: Imagine Hagerstown and USA Cycling Event Updates
- June 20: Adopt a Block Program
- July 18: TBD
- August 15: Maryland Theatre Expansion Updates

Pop Up Trivia: Pop Up Trivia will be at Jerry's Sports Bar on Tuesday, April 23 at 6:30 p.m.

A&E District: Staff attended the Arts & Entertainment District Management Board monthly meeting.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE

Cooking Fires	1	Community Risk Reduction	175
Building Fires	2	Public Service	6
Medical Assistance	26	Personal Injury Collision	8
Assist other Fire Departments	6	Fuel/Hazard Spills	1
Automatic Fire Alarms	9	Gas Leaks	2
Arcing Wires/Electrical Hazard	1	Investigation: Carbon Monoxide Incident	0
Water/Steam Leak	1	Dumpster/Outside Fires	2

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Hagerstown Eastern Panhandle Metropolitan Planning Organization.** HEPMPO submitted their "Road Safety Audit" for Washington Avenue and Washington Street through Hagerstown with a number of recommendations. Since this street is U.S. Rt. 40 and under State Highway jurisdiction we anticipate that City may not need to fund much of these recommendations. A public meeting is planned for June 5th.
2. **Northern Avenue Gasline Work.** Columbia Gas will start the project Monday, April 22nd and it will take several months.
3. **Pavement Preservation.** C. Wm. Hetzer is returning next week to complete work they didn't get completed last Fall including Pinecrest Avenue, Brookside Terrace and Valleybrook Drive. The intersection of Burhans and Antietam will also be completely milled and re-paved.
4. **Board of Traffic & Parking.** The Board met on April 11th and made the following recommendations:
 - Welcomed new member David Haller who was sworn in on April 9th.
 - Memorial Boulevard at Reynolds Avenue Cut-Thru Traffic: They suggested we advise the property owner that there are things they can do now on their property to reduce cut-thru traffic, but suggested the City develop a CIP for right-turn lane improvements.

- Park Lane: Leave the parking as it now exists.
 - North Cannon Avenue: In response to citizen complaints about the number of sideswipe accidents, the Board asked us to evaluate the request to make this street one-way northbound.
5. **Carr Street and West First Street Sidewalk Project.** We sent drawings to the Utilities Department to advise them of this project and ask if they have any work planned in the area before the new sidewalks are installed. We expect to advertise this contract next week and present bid results to M&C in June.
6. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 4/14/19	Calendar Year 2019 TOTALS
Traffic complaints received	1	60
Work Orders completed	2	40
Traffic counts completed	6	25
CONSTRUCTION PROJECTS		
Description	Week of 4/14/19	Calendar Year 2019 TOTALS
Projects advertised for bids	0	6
RFP's Advertised	0	4
Projects under construction	9	9
Projects completed	0	3

PARKS DIVISION

1. **Earth Day & Arbor Day Events.** Staff is preparing for two upcoming events: Earth Day (Monday, April 22nd at University Plaza) & Arbor Day (Friday, April 26th at the Hager House).
2. **Parks Activities this Week.**
- Installed new partitions in the City Park main restrooms.
 - Began installing new play equipment in the south end of City Park.
 - Completed electrical upgrades along the Cultural Trail.
 - Working on various projects in the Fairgrounds Park Dog Park.
 - Continue to mulch in all our parks and playgrounds.
 - Continue to improve the golf course, adding sand traps and spring activities.
3. **New part-time staff.** New part-time staff are being trained at Jonathan Hager House Museum and City Park Train Hub.

PLANNING & CODE ADMINISTRATION

Zoning Certificates Issued:

- 201 Prospect Avenue, Suite 157 -- Miss Mobile Massage: Massage services and future basic manicure, pedicure, waxing, brow tinting services.

Board of Zoning Appeals: The BZA heard these cases on April 17:

- 401 South Cannon Avenue – Stephen Parrotte, t/a Stadium Grill and Tavern: Granted a variance to add a roof over an existing outdoor seating area.
- 369 Fridinger Avenue – Pastor Clarence Hurd, Peoples Gospel Tabernacle: Granted a special exception for a parking lot for the church.

Planning Commission: The Planning Commission will be considering these matters on April 24:

- Comprehensive Rezoning – begin discussions on proposed properties for comprehensive rezoning.
- Review of Proposed Capital Improvements Program – FY 2020
- Election of Officers.

Weekly Activity Report: April 8–12, 2019

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	16	Residential -	9	Commercial -	6	Other -	1	14
Electric	10	Residential -	5	Commercial -	4	Other -	1	10
Plumbing	10	Residential -	5	Commercial -	3	Other -	2	10
Mechanical	7	Residential -	5	Commercial -	1	Other -	1	7
Engineering Dept.	38							36
TOTAL	81		24		14		5	77
Est. Value of Issued Building Permit Projects:					FY19 Fiscal Year Totals:			
Residential	\$ 471,900.00				\$ 6,049,063.00			
Commercial	\$ 1,267,050.00				\$ 45,101,958.00			
Apartment	\$ 0.00				\$ 2,837,749.00			
Sign	\$ 3,800.00				\$ 218,371.00			
TOTAL	\$ 1,742,750.00				\$ 52,464,391.00			
Projects of Interest								
<ul style="list-style-type: none"> - Interior renovations & ADA upgrades converting school to church at 59 Winter Street - \$700,000 - Construct two single family homes in Hager's Crossing - \$310,000 - Interior renovations to structure at 341 South Burhans Boulevard - \$110,900 - Modifications to first floor for additional courtroom, offices & bath at 95 West Washington Street - \$500,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019								
					PROPERTIES	UNITS		
Registrations received week of Apr. 8 – Apr. 12					3	4		
New applications issued week of Apr. 8 – Apr. 12					1	1		
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.								
PAYMENT								
Weekly payment received		\$ 300						
Weekly adjustment/credits		\$ 0						
INSPECTIONS								
TYPE	NUMBER CONDUCTED							
Building	44							
Electrical	45							
Plumbing	24							
Mechanical	5							
Safety	36							
Neighborhood Vitality	156							
Quality of Life	5							
Preventive Maintenance	15							
Planning & Zoning	2							

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:	1,470	Field Interviews:	18
Arrests/Warrants Served:	22	Moving Violations:	66
Domestic Violence Calls:	18	Safety Repair Orders:	7
DUI Arrests:	3	Warnings:	97
Reports Filed:	137		

REPORTS

04/11/19: Officer C. Kelley was dispatched to Kinslow Street for a theft from a motor vehicle. The victim stated that someone had entered his unlocked vehicle overnight and stole a chain saw. A witness advised that at 2 a.m. he walked into his backyard to let his dog out when he observed a male holding a bottle in the back seat of the victim's vehicle. Shortly thereafter, the witness heard the car door shut and the male exited the vehicle and walked away. The officer was able to lift several prints, one from the bottle and other prints from items in the vehicle. The stolen tool is described as an orange and white Stihl 32 inch chain saw valued at approximately \$1,500-\$2,000. This saw is property of the victim's employer. The officer will be checking pawn transactions as well as other local sale sites. No further information is available at this time.

04/12/19: Officer M. Hill responded to Monet Drive for a report of damaged property. The caller advised when she was upstairs in her residence when she heard what sounded like a window break. She went downstairs and noticed a window was broken out from the back room of her residence. She observed her husband standing outside of the window with his hands covered in blood. She told him she was going to call the police and get an ambulance for him. It should be noted the victim's husband was evicted from the property per a final protective order between the two. The officer was unable to locate the husband and the victim stated she is unsure of her husband's current address. The husband is being charged with Burglary 4th Degree, and Malicious Destruction of Property.

04/14/19: Officer Patterson was dispatched to Potomac Avenue for a reported assault. The victim was holding a towel up to his eye and blood was all over the floor and his clothing. He was uncooperative at first but when the paramedics arrived they were able to calm him. The victim stated that a black male, whom he only knows by his street name, came to his residence to collect money that was owed him. The victim stated he did not have the money and the black male took out a small black handgun and pistol whipped him a few times in the face and then fled the area. The black male is described as about 6'1, 185 pounds with long deadlocks. The victim was unsure of the current address of the suspect. This case has been forward to the Criminal Investigation Unit. No further details are available.

04/15/19: Officers responded to Fremont Street for a report of a disturbance. The caller stated that her neighbor came to her house screaming she needed help to get her child from her husband. The neighbor then called the police. Upon arrival, officers spoke with the husband who stated his wife has mental issues and she had tried to barricade the family inside saying she heard voices. When her husband confronted her about this issue she became upset and left the home with two of the children and went to a neighbor's house. She then left her neighbor's house and started to put the children in her vehicle to leave the area. Due to her erratic behavior, the officer tried to prevent her from leaving with the children. At this point for the safety of everyone involved she was placed in handcuffs. She became irate and bit the officer. The female was then transported to Meritus Medical Center to be treated for a cut foot which occurred prior to the arrival of the police. She was charged with Disorderly Conduct and Assault 2nd Degree for biting the officer. No further details are available.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	193	193
	University District Deck	379	377
Number of Student Permits	Central, Market, Rochester Lots	21	21
Number of Patrons Using Decks	A & E Deck	1790	619
	University District Deck	1340	1276
Number of Citations Issued	(Includes Warnings)	269	286
Late Payment Notifications			25
Peak Occupancy (%)	A & E Deck	*92% Fri @ 6 PM	*100% Fri @ 6 PM
Peak Occupancy (%)	University District Deck	57% Wed @ Noon	55% Thu @ 10 AM

*Performance at BISFA

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

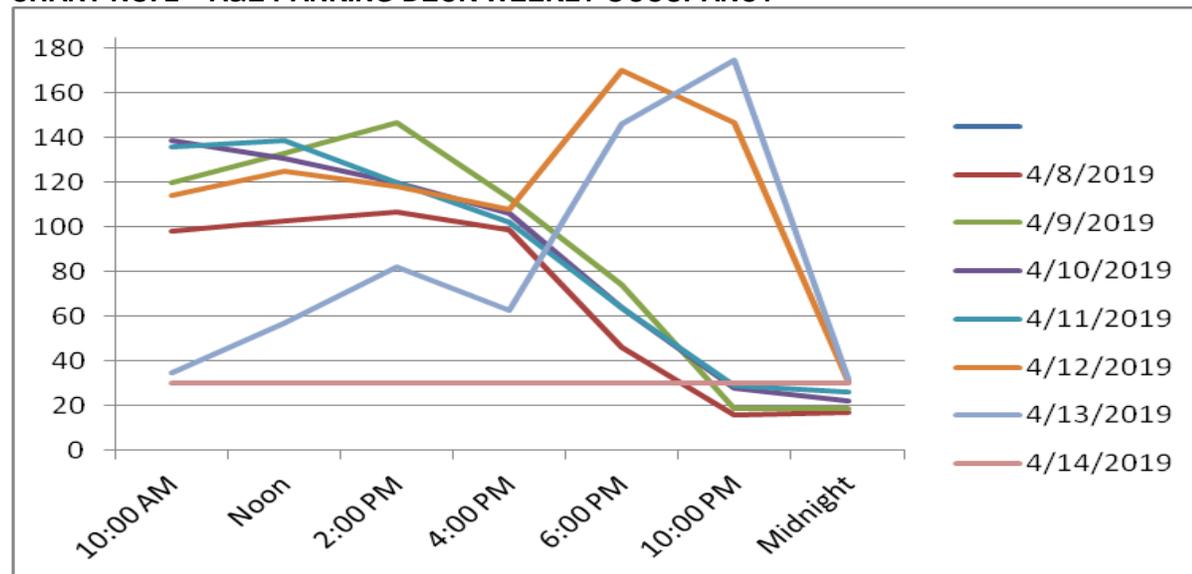
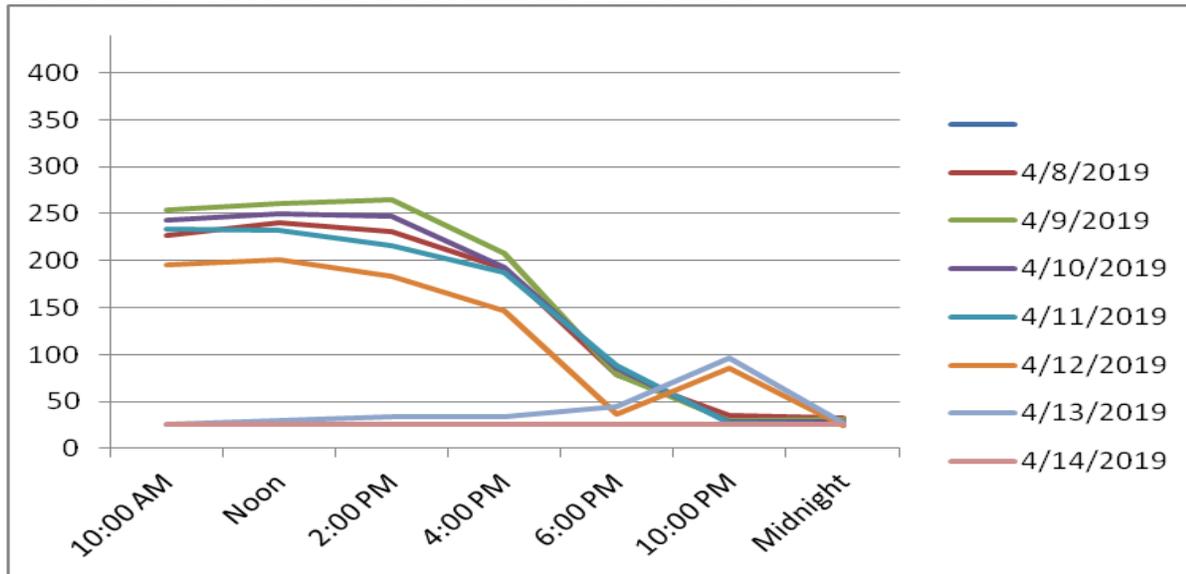


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	1	1
Human Resources	0	0
Light	6	6
Parks & Engineering	0	2
Police	11	9
Public Works	11	5
Wastewater	2	3
Water	6	2
Weekly Totals	38	28
Yearly Total	342	

AFTER HOUR CALL BACKS

- Thursday, April 11, 2019 @ 4 p.m.: Traffic signal on flash at the intersection of Washington Street and Winter Street. Staff called in to make the repair and place the signal back into proper operation.

TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS DIVISION

This Week's Headlines & Media Releases:

- Downtown Hagerstown Restaurant Owner Considers Trying Something New
- For Community Rescue Service, 40% Cut Possible in Hagerstown Budget
- Hagerstown Lowers Speed Limit at Hagers Crossing
- Mild Weather and Excited Baseball Fans Mark Suns Home Opener
- Hagerstown Trash, Recycling Collection to be Normal for Good Friday
- Hagerstown Supports Wheaton Park Basketball Court Improvements

- Mayor Hopes to have Agreement, Money Released for Doleman Museum Property by End of May
- Press Release: Hagers Crossing Drive Speed Limit
- Traffic Advisory: South Potomac Street – REVISED
- Trash & Recycling Holiday Advisory: Good Friday
- Traffic Advisory: South Potomac Street - April 23

This Week’s Video Projects:

- Mayor & City Council Work Session
- “Imagine Hagerstown” Scripting & Shooting
- “Parks Fitness Challenge” :30 Spot Post Production

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
- “Parks Fitness Challenge” :30 Spot
- “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 8,737 user visits for the week of April 8-14, 2019.

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

• Home Page	1,937
• Utility Billing Page	783
• Police Page	331
• Parks & Recreation Page	200
• Jobs Page	151
• Community Yard Sale Page	124
• Dine Downtown Page	103
• Fairgrounds Park Page	99
• Hub City 100-Miler Page	85
• Bids Page	79

- Top Searches:
 - “True”
 - “Jobs”
 - “Online billing payment – Munis link”
 - “Utility billing”
 - “Yard waste”

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Fri. 4/12 - 333 Linganore Avenue: Total outage; faulty service connectors at the pole. Time Out: 17.0-18.2
- 302 North Locust Street: Total outage; customer’s main breaker was tripped. Time Out: 20.0-20.7
- Mon. 4/15 - 538 West Wilson Boulevard: Lines arcing; line crew removed slack from service wires to correct issues. Time Out: 17.3-18.4

Distribution

- Crews have been assisting with electric service disconnects for non-payment.
- The intersection of Frederick Street and Eastern Boulevard has been reworked to correct pole leaning issues caused by improperly guyed third party attachments.

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer completed bid specifications for the refurbishment of HLD electrical devices.
- Engineering staff met with its substation testing Contractor to formulate a work plan for testing of HLD’s Plant and Fairground Substations as well as oil testing of all HLD substation oil filled equipment. Dissolved gas levels in the oil tell us the health of these units and afford us the ability to schedule maintenance or replacement prior to any issues.
- Engineering staff continued coordination with HLD’s SCADA implementation group as our upgrade continues.

Administration

- Wholesale power rates have taken a rapid decline in the years beyond our 2022 contract. We are reviewing the energy market trends and comparing our current rates for possible extension through 2024.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 10, 2019	8.27	0.00
Thursday, April 11, 2019	7.95	0.00
Friday, April 12, 2019	7.83	0.23
Saturday, April 13, 2019	8.30	0.22
Sunday, April 14, 2019	8.20	0.32
Monday, April 15, 2019	9.37	0.37
Tuesday, April 16, 2019	8.30	0.00
Weekly – Avg. Flow / Total Rainfall	8.32	1.14
April – Avg. Flow/Total Rainfall	8.56	1.37

Miscellaneous

- Cleaned cooling tower and replaced solenoid valve and wiring.
- Troubleshoot the PSA Oxygen Skid, exercised the valves and blew down the sieves.
- Installed shaft driven mechanical oilers on the new digester feed pumps.
- Modified wiring on front gate operators to allow for new keypads.
- Set #2 Nitrified Recycle Pump, connected piping and wired accordingly.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	2,4	575'	259'	17
Flushing	15	13,607'		

Collection System Maintenance Task

- Sewer backup, 63 Broadway, problem is on the private side.
- Pump Station #5, installed new SCADA, new terminal strips, and new control floats.
- Pump Station #7, painted upstairs and did general clean up.
- Pump Station #21, extended driveway and paved area within the gated area, will install decorative rocks next week; everything within the gated area is now maintenance free.
- Excavated and redirected lateral to Manhole #21052 at 738-740 Maryland Avenue.
- General pump shop repair work.
- Dropped enzyme bags at various stations and trouble spots within the system.

Administration

Wastewater Division – Customer Call Log Summary 2018/2019							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	2	2
YTD 2019	15	21	2	0	0	28	66

* 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 Human Resources staff regarding retirement scheduling and checklist items.
- Staff participated in interviews for the Production Plant Superintendent position.
- Staff attended Reasonable Suspicion training.

Laboratory

- Continued cross-training lab personnel on Lachat operation.
- Discussed personnel changes with staff.
- Met MDE Pretreatment Coordinator for annual pretreatment program audit.
- Performed site visits for two of the City’s permitted industries with County Pretreatment Manager and MDE inspector.
- Introduced laboratory operations with prospective candidate.
- Attended substance abuse training at City Hall.
- Confirmed receipt of DMR-QA 39 Study Announcement with MDE DMR-QA Coordinator.
- 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>
04/11/19	9.70		9.70
04/12/19	9.74		9.74
04/13/19	9.49		9.49
04/14/19	9.57		9.57
04/15/19	9.89		9.89
04/16/19	10.00		10.00
04/17/19	10.00		10.00

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.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 3.8 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.
- The meter testing program and flushing program are in progress.

Laboratory

- Continued cross-training lab personnel on Lachat operation.
- Met MDE Pretreatment Coordinator for annual pretreatment program audit.
- Performed site visits for two of the City's permitted industries with County Pretreatment Manager and MDE inspector.
- Prepared reagents for Lachat operation.
- 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	8	-
Replat	-	-

- Staff attended a development review meeting at the County Planning Office.
- Staff participated in interviews for the Production Plant Superintendent position.



Respectfully submitted,

Michael Spiker
Interim City Administrator