

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 40 FOR 2017



October 6, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

<h3 style="margin: 0;">OCTOBER 2017</h3> <p style="font-size: small; margin: 0;">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</p>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 4pm Mayor & Council Work Session 5:30pm Special Session	4	5	6	7
8	9	10 4pm Mayor & Council Work Session	11 4pm Planning Commission Meeting	12 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting	13	14 1-4pm Harvest Hoedown @ Fairgrounds Park
15	16	17 4pm Mayor & Council Work Session	18	19	20	21
22	23	24 7pm Mayor & Council Regular Session	25 7pm Planning Commission Meeting	26 4:30pm Historic District Commission Meeting	27 11am Welcome Reception for Wesel Delegation	28 11am-1pm Howl-O-Ween Dog Costume Parade @ Dog Park at Fairgrounds Park 6pm 92 nd Annual Alsatia Mummies Parade
29	30	31 No Mayor & Council Meeting 6-8pm City-Wide Trick-Or-Treat				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street Update: Main Street Hagerstown met this week for their monthly meeting. Organization, Design, Promotion, and Clean Safe and Green Work Groups met to plan future events for downtown as well as update the entire group on the planning for Christkindle Markt on December 2nd.

City Farmers Market: This week at the Market:

- We are welcoming a new vendor! Leigh Ann Hixon of Snix Snax Shax is a gourmet baker of anything from wedding cakes to caramel apples. She will be a great addition to the Market and already has her stall set up with festive fall decor!
- Each vendor this week will be distributing a free Market tote bag to customers with a purchase of \$5 or more (one per customer, while supplies last). If received well and the demand is high, we will consider making these tote bags a staple at the Market and will make them available for purchase in the future.
- The Market has added a suggestion box for vendors and customers, a cork board for a market information center, and linen table clothes to make our community tables a bit more welcoming.
- Mark your calendars for October 28th and attend the Market FALL FEST! Activities include a Pumpkin Carving Contests judged by Mayor Bruchey, farm animal petting zoo, vendor Trick-or-Treat, and more!

Wind Down: The final Wind Down for the 2017 season is Friday, October 6th from 6–9 p.m. featuring Back Roads Blues.

Events: Staff are coordinating details for the following upcoming events:

- Gridiron Challenge: The 2017 Gridiron Challenge will be at North Hagerstown Mike Callas Stadium on Friday, November 3 at 7 p.m.
- Boards & Commission Appreciation Luncheon: Tuesday, November 14 at 11:30 a.m. at the Academy Theater.
- City Center Tree Lighting: The City Center Tree Lighting Event will occur on Friday, November 17.
- Hollyfest: The 28th Annual Hollyfest will take place at the Maryland Theatre on Saturday, December 2 at 7 p.m.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	0	Community Risk Reduction	0
Building Fires	0	Public Service Call	6
Medical Assistance	20	Personal Injury Collision	8
Assist other Fire Departments	6	Fuel/Hazard Spills	1
Automatic Fire Alarms	4	Gas Leaks	2
Vehicle Fires	0	Investigation: Odor, Smoke, Fire	0
Carbon Monoxide Incident	1	Dumpster/Outside Fires	2

INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

COMMUNICATIONS

E-Casts:

- 2017 Par Fore Pink Tournament This Friday!

- Fit for Fall – New Indoor Fitness Classes and Fall Events!

Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o Valley CoOp promotion

 - o Fall Fest and Porchfest promotion

 - o HPD PSA Theft from Motor Vehicles

 - o Hagerstown Cultural Trail Feature Art

 - o Montage of Hagerstown Cultural Trail June 17th

 - o BuroBox promotion

 - o Thunder in the Square promo

 - o Maryland Annual Report

Websites:

- *City Website:*
 - o About **6,069** users visited www.hagerstownmd.org for the week of September 25, 2017 – October 1, 2017.

 - o Top entrances (first page users accessed on the website)
 - Home Page 1,977
 - Utility Billing Page 540
 - Police Page 234
 - Jobs Page 215
 - Calendar Page 161

 - o Top Searches:
 - "true"
 - "jobs"
 - "june 17 urban partners presentation"
 - "bill pay"
 - "city-wide trick or treat"
 - "events"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Signal Timing Wesel/Massey.** City and County staff worked together to implement a new signal coordination plan. The timing optimization combined with some of the detection repairs that were made have provided a considerable improvement in travel time along the corridor. The overall travel time reduction will be in the neighborhood of 35%-38%.
2. **MDOT Tour.** Rodney Tissue attended a meeting with State Deputy Secretary of Transportation, State Delegation, and County officials to discuss the area's transportation priorities. We raised the issue of Highway User Revenue and other items on the Mayor & Council's priority list from March.
3. **Engineering Statistics.**

Traffic issues		
Description	Week of 10/1/17	2017 TOTALS
Traffic complaints received	2	131
Work Orders completed	0	97
Traffic counts completed	8	48
Construction Projects		
Description	Week of 10/1/17	2017 TOTALS
Projects advertised for bids	0	13
Projects under construction	7	10
Projects completed	1	4

PARKS DIVISION

1. **Golf Course.** The 5th Annual Par Fore Pink tournament is being held today (October 6) with a 1:30 p.m. shotgun start! There are 32 golfers pre-registered for the event! Fifty percent of the proceeds benefit Breast Cancer Awareness – Cumberland Valley, and the event is sponsored by The Broad Axe, Chic-Fil-A and 101.5 Bob Rocks.
2. **Hager House.** Staff is preparing for the annual Ghost Tours which begin next Friday, October 13th. We are also partnering with Historic City Park Neighborhood's 1st Group and will be offering City Park Ghost Tours on the same evenings.
3. **Fit Room Classes.** New classes begin this week: Unravel and Restore Yoga and CPR.
4. **Railroad Pavilion.** We continue to construct a pavilion at the Hagerstown Railroad Museum.
5. **Basketball Courts.** At Wheaton Park and Hellane Park, staff added topsoil and landscaped around the edges of the recently overlaid basketball courts. We also readjusted the heights of the basketball nets.

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
 - 223 Brynwood Street – Quality Pre-Owned Cars – home workstation for a wholesale used car sales business (dealer-to-dealer at auctions only).
 - 14 Nottingham Road – Anna's Hair Salon.
 - 431 Dual Highway – Jpmimo – coffee shop.

2. **Planning Commission:** The next Planning Commission meeting is scheduled for October 11, at which time the following matters will be considered:
 - McCleary Hill – Waiver Request.
 - Home2 Suites by Hilton – 1681 Pullman Lane – site plan for a new hotel.
 - Comprehensive Plan Update – review comments from Maryland Department of Planning.
3. **Historic District Commission:** The HDC approved the following matters on September 28:
 - 138 South Prospect Street – Edward Lapole – approved a retaining wall in the rear yard.
 - 15 West Washington Street – Douglas Zaruba – approved an application for signage.
 - 118 South Prospect Street – CKW Properties – approved a guardrail.
 - 19 South Potomac Street – Bowman Development Corporation – approved plans for new Urban Education Complex.

The HDC will be reviewing the final design for the Maryland Theatre Lobby expansion project on October 12.

4. **Weekly Activity Report:** September 25–29, 2017

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	7	Residential -	3	Commercial -	1	Other -	3	11
Electric	16	Residential -	8	Commercial -	6	Other -	2	17
Plumbing	9	Residential -	8	Commercial -	1	Other -	0	9
Mechanical	8	Residential -	7	Commercial -	1	Other -	0	8
Engineering Dept.	7							6
TOTAL	47		26		9		5	51
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 97,200.00				\$ 1,270,607.00
Commercial				\$ 347,600.00				\$ 9,266,549.00
Apartment				\$ 4,665.00				\$ 189,290.00
Sign				\$ 48,000.00				\$ 147,839.00
TOTAL				\$ 497,465.00				\$ 10,874,285.00
Projects of Interest								
<ul style="list-style-type: none"> - Repair to floor 5, 6 and 7 at 50 Summit Avenue - \$140,000 - Repairs due to fire damage at 326 North Mulberry Street - \$35,000 - Remove and replace McDonald's sign at 17601 Garland Groh Boulevard - \$48,000 - Tenant fit-out of suite 314 for Billwood Properties at 22 North Mulberry Street - \$50,000 - Tenant fit-out of 2nd floor for expanding WCCAC offices at 117 Summit Avenue - \$50,000 - Repairs to exterior wall and partition on interior wall at 507 Dual Highway - \$45,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018								
					PROPERTIES	UNITS		
Registrations received week of Sep 25 – Sept 29					19	127		
New applications issued week of Sept 25 – Sept 29					0	0		
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)					3,456	9,156		
Percentage of rental license renewals that have registered as of Sept 29, 2017					95.4%	98.0%		
Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. A 3rd past due notice, which now includes a \$100 late fee, was mailed in early September to those that remain outstanding. The next notice, if needed, will be a Notice of Violation warning of pending fines.								

PAYMENT	
Weekly payment received	\$ 5,420
Weekly adjustment/credits	\$ 375
INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	51
Electrical	58
Plumbing	16
Mechanical	16
Safety	35
Neighborhood Vitality	70
Quality of Life	9
Preventive Maintenance	36
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:	1,830	Field Interviews:	55
Arrests/Warrants Served:	16	Moving Violations:	14
Domestic Violence Calls:	29	Parking Violations:	227
DUI Arrests:	1	Safety Repair Orders:	4
Reports Filed:	154	Warnings:	35

REPORTS

09/28/17: Officer Moczydlowsky was dispatched to Clarendon Street for a reported burglary. The victim advised that someone had entered his residence and took three televisions, a blue ray player, a DVD player and a gold necklace. The windows were all locked and the doors were secured with no signs of forced entry. There is a person of interest that has a key to the residence however the officer has been unsuccessful in reaching this individual. No further information is available.

09/28/17: Officer Young responded to Armstrong Avenue for a report of a theft from a vehicle. The victim stated that an unknown person had entered her and her husband's vehicles during the night. Items missing include US currency, a folding pocket knife, iPhone head phones, and a pair of sunglasses. Both vehicles were unsecured during the night. There are no suspects or witnesses.

10/02/17: Officer Ault was dispatched to Sheetz on East Washington Street for a trespassing complaint. An employee stated that a male wearing a black and gray hoodie with blue jeans and white slippers was served a No Trespass Letter just 24 hours earlier. The officer questioned the male as to why he was in the store when he was just served with a No Trespass Letter. The male did not respond verbally, just shrugged his shoulders. The male was charged with one count of Trespass-Private Property.

10/03/17: Officer Mikash responded to High Street for a report of a possible stabbing. The officer made contact with the victim and requested EMS to the scene. The victim stated he had been stabbed by an unknown black male wearing a white shirt and dark pants in the Madison Street area. The officer searched that area but was unsuccessful in locating the suspect. Detectives Blankenship and Filges responded to Meritus to assist with investigation. While there, a nurse contacted the Detectives to inform them of a fight about to happen in the waiting room. It was learned that a black male wearing a white shirt, covered in blood, was in the lobby of the hospital. An unidentified female stated that the man in the white shirt had been involved in the stabbing. No further information is available and the investigation is on-going.

10/04/17: Officer Young was dispatched to Merrbaugh Drive for a report of a stolen vehicle. The registered owner reported that he loaned his vehicle to a female friend and while the vehicle was in her custody it was stolen. The friend stated that she had gone to her sister's residence. When she was getting ready to leave her sister's home, she started the vehicle and left it running while she ran back inside the home momentarily. Upon exiting house, she noticed a black female behind the wheel of the vehicle as the suspect began to drive off. She yelled for the woman to stop, however the female sped down the street. The friend stated that her wallet containing her driver's license and other important cards were also in the vehicle. The vehicle was valued at \$3,500. No further information is available.

OTHER NEWS/INFORMATION

Welcome to Mark Chaney. The City of Hagerstown has hired Mark Chaney as the Support Services Administrator at the Hagerstown Police Department. He comes to HPD with 29 years of experience in the finance and administration field. He retired as a Finance Director for the US Government and has now brought his expertise to the City of Hagerstown. We wish him well with his new position.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	211	209
	University District Deck	442	440
	Parking Lots	352	348
Number of Patrons Using Decks	A & E Deck	1662	1610
	University District Deck	2069	2184
Sales of Discount Coupons		30	0
Number of Citations Issued	(Includes Warnings)	192	215
Number of Cars Booted		0	1
Late Payment Notifications		85	39
Peak Occupancy (%)	A & E Deck	*92% Fri @ 8 PM	62% Wed @ 2 PM
	University District Deck	68% Fri @ Noon	66% Wed @ Noon

**Wind Down/Thunder in the Square*

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

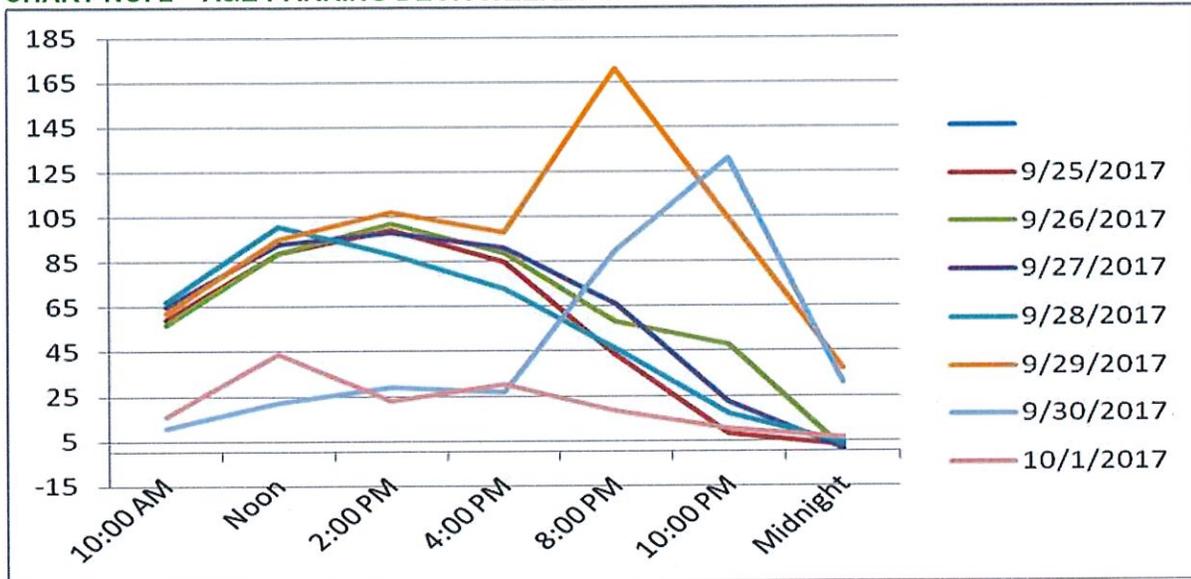
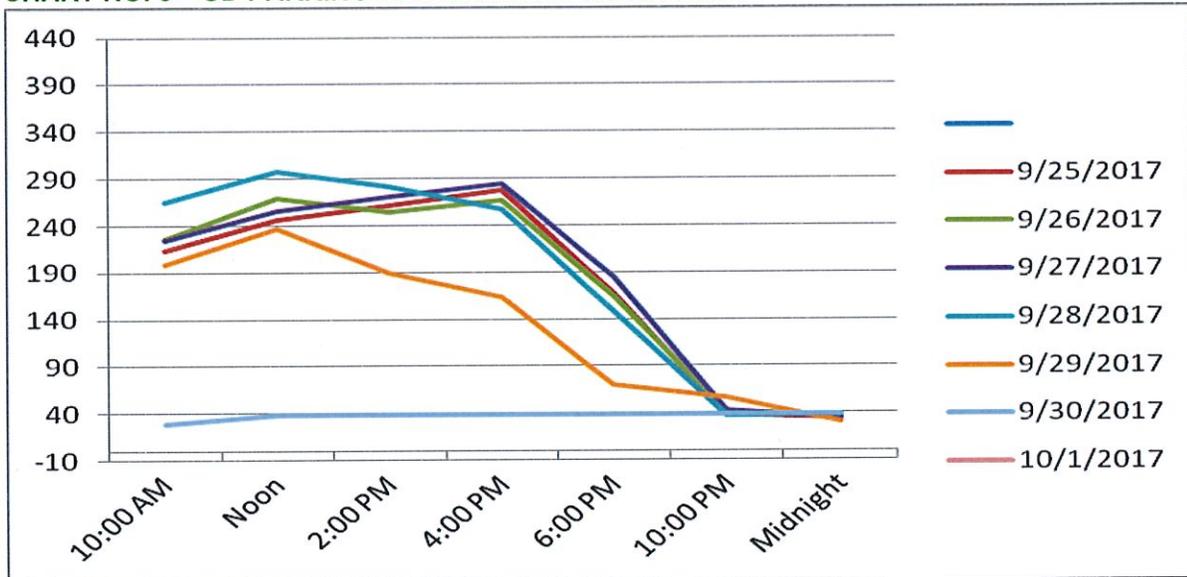


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	1	2
Human Resources	0	0
Light	2	0
Parks & Engineering	1	4
Police	12	10
Public Works	3	3
Wastewater	0	2
Water	2	4
Weekly Totals	21	25

STREET SWEEPING DATA

Month 2017	Number of Miles of Streets Swept
January	941
February	769
March	671
April	689
May	727
June	609
July	1030
August	1090
September	794

¹AFTER-HOURS CALL OUT DATA

	Issues for September 2017	September	August
Street Issue	Tree down in street, debris	2	
Parking System			
Traffic Signal	Signal on flash	1	3
Traffic Signs	Stop signs knocked down	2	
Building Maintenance	Thai Zap kitchen sprinkler	1	
Fleet Maintenance			1
Weather Related			
Property Issues			
Misc.			
Total		6	4

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. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

BULK TRASH COLLECTIONS

Month 2017	Number of Collections
January	14
February	16
March	34
April	22
May	25
June	32
July	21
August	27
September	25

PROPERTY ABATEMENT COMPLETED

Month 2017	Number of Property Abatements
January	3
February	9
March	2
April	13
May	87
June	49
July	35
August	43
September	40

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Sat. 9/30 - 55 East Franklin Street, #7- disconnected service & removed meter from apartment as someone tampered with HLD services. Time Out: 16.1-16.7
- Tues. 10/3 - 929 Kenwood Avenue- partial outage; line crew changed connectors at the pole to correct problem. Time Out: 18.7-19.7
- Wed. 10/4 - 1025 Spruce Street- total outage; lineworker found customer's main breaker was tripped. Time Out: 20.9-21.8

Distribution

- HLD line crews completed all necessary work for a new service to Jamison Door Company.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
9	0	2	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Engineering staff continued to work with electrical contractors involved with Meri-Med's new utility electric service.
- Engineering staff continued progress for vehicle safety programs to reduce HLD vehicle accidents.
- The Staff Engineer specified bus tie switch replacements for two of HLD's electric substations.
- The Staff Engineer and Distribution Superintendent identified areas on HLD's system for improvements and removals.

Administration

- Staff prepared a specification for LED light fixtures to be installed in the garage and stock areas of the building. The building relies a lot on natural sunlight to perform certain tasks which can lower visibility during overcast days. This improvement should help in those instances and instances of emergency restoration efforts during the night.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, September 27, 2017	5.48	0.00
Thursday, September 28, 2017	5.25	0.00
Friday, September 29, 2017	5.04	0.00
Saturday, September 30, 2017	4.86	0.00
Sunday, October 1, 2017	4.97	0.00
Monday, October 2, 2017	5.17	0.00
Tuesday, October 3, 2017	5.20	0.00
Weekly – Avg. Flow / Total Rainfall	5.13	0.00
Sept – Avg. Flow /Total Rainfall	6.36	1.94
Oct – Avg. Flow/Total Rainfall	5.11	0.00

Miscellaneous

- Cleaned injector and piping on Velodyne Polymer system.
- Removed seventy (70) Parkson airlifts, clean screens, inspected and reinstalled.
- Rebuilt plunger on #2 Digester Feed Pump.
- Replaced defective plug and wiring on #2 UV PSU.
- Cut out block wall for new door installation into MCC Room of Control Building.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1,3,4,16	1,137'	125'	4
Flushing	28	7,163'		

Collection System Maintenance Task

- Began assembly of 20 new Homa Grinder Pumps.
- General pump shop repair work.
- Dropped enzyme bags in various lift stations and trouble spots in the system to control FOG.
- Sewer back up at 840 Hamilton Boulevard, problem on us, excavated and repaired lateral.
- Sewer back up at 1028 Pennsylvania Avenue in alley, excavated and repaired lateral.
- Sewer back up at 905 Dewey Avenue, roots in main, temporarily opened, will excavate 10-3-2017.
- Sewer back up at 454 Stratford Avenue, problem on private side.
- Sewer back up at 208 North Potomac Street, problem on private side.
- Grinder pump call for 1635-1637 Woodlands Run, reset pump.
- Downloaded data from flow meters at MHs #12002,12125 and12182.

Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	2	4
YTD 2017	51	69	5	4	1	67	197

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

Engineering

- Staff met with a developer regarding sewer service for a vacant parcel.

Laboratory

- Prepared reagents for Lachat operation.
- Followed-up with contract lab regarding lost Industrial Wastewater sample.
- Recalculated Volvo monthly surcharge for May, June, and July.
- Met with staff regarding Volvo wastewater flow metering.
- Contacted Lachat tech support to request loaner while our unit is repaired.
- 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>
09/28/17	10.88		10.88
09/29/17	10.92		10.92
09/30/17	10.28		10.28
10/01/17	10.18		10.18
10/02/17	11.07		11.07
10/03/17	10.88		10.88
10/04/17	11.10		11.10
<i>Average</i>			<i>10.75</i>

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 – Staff attended CPR training.
 - Henson Tank – Established cell communications for SCADA.
 - Pump Stations – Staff worked on miscellaneous equipment preventive maintenance.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at .3 foot (dry level). 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. Repairs were made to a water service leak on McComas and Locust Streets.

Laboratory

- Collected daily disinfectant residual samples from the Smithsburg area.
- Submitted results of storage-tank sampling to MDE.
- Compared lab thermometers with NIST-certified thermometer.
- Completed Willson Bacteria Report.
- Submitted Smithsburg September Bacteria Report & Sampling Summary to the Town of Smithsburg.

- Completed 3rd quarter Disinfectant Residual Report.
- Submitted Bacteria data to MDE.
- Collected composite sample from lagoon discharge for TSS and Aluminum analyses.
- Submitted lagoon discharge results for the month of September to Water Production Superintendent.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	-
Preliminary Plats	-	-
Final Plats	1	-
Simplified Plat	-	1
Building Permits	13	2
Concept Plan	-	1

- Staff met with a developer regarding water service for a vacant parcel.
- Staff met with a consultant and contractor to discuss subdivision and water service for an existing commercial property.
- Staff met with a fire protection company representative regarding existing service conditions relative to upgrading suppression systems of existing industrial structures.



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