

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 41 FOR 2017



October 13, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

OCTOBER 2017						
For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at http://www.hagerstownmd.org/calendar.aspx						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 4pm 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 3pm Executive Session 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 Mummers 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's Business Relations Work Group met for their monthly meeting this week. Mr. Richard Griffin, Director of Economic Development for the City of Frederick, attended to share some of what the City and their Main Street organization collaborate and partner on to accomplish similar goals.
- The Arts & Entertainment District Management Board met this week for their monthly meeting. The discussion included updating goals for the A&E District with the number one goal of improving awareness of the tax credit programs available.

City Farmers Market: This week at the Market:

- Mark your calendars for October 28th and attend the market FALL FEST! Activities include a Pumpkin Carving Contests judged by Mayor Bruchey, a farm animal petting zoo, vendor Trick or Treat, and more!

Events:

- City Center Ghost Tours: Friday, October 20 – Tour Downtown Hagerstown's most haunted locations with enthusiastic tour guides to discover all of Hagerstown's hidden secrets. Guided walking and hayride tours available. Register at Eventbrite <https://www.eventbrite.com/o/city-of-hagerstown-15311383643>
- 2 Mile Spooky Sprint: Saturday, October 28 at 5 p.m. Sponsored by North Hagerstown High School, The City of Hagerstown, and the Alsatia Club of Hagerstown. Costumes are highly encouraged. All Participants dressed in costume will be judged and awards will be given to the registered Runner/Walker with the best costumes during the Award Ceremony. Register at <https://www.imathlete.com/#/legacy?url=%2Fevents%2FEventDetails.aspx%3FfEID%3D66645>
- Alsatia Mummies Parade: Saturday, October 28 – 6 p.m.
- 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 Theatre
- City Center Tree Lighting: The City Center Tree Lighting Event will occur on Friday, November 17. More details to follow.
- Hollyfest: The 28th Annual Hollyfest will take place at the Maryland Theatre on Saturday, December 2 at 7 p.m.

INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

Media Releases:

- Upcoming HPD Release
- Parks & Recreation Releases 2017/2018 Fall-Winter Guide

E-Casts:

- Now Accepting Applications for Artist Live/Work Space

Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o Hub City Now Mayor & Council Wrap-Up
 - o Valley CoOp promotion
 - o HPD PSA Theft from Motor Vehicles
 - o Montage of Hagerstown Cultural Trail June 17th
 - o BuroBox promotion
 - o Maryland Annual Report

Websites:

- **City Website:**

- o About **7,600** users visited www.hagerstownmd.org for the week of October 2 - 8, 2017.
- o Top entrances (first page users accessed on the website)
 - Home Page 1,958
 - Utility Billing Page 514
 - Calendar Page 291
 - Jobs Page 257
 - Police Page 227
- o Top Searches:
 - "jobs"
 - "city-wide trick or treat"
 - "calendar"
 - "pay bill"
 - "procurement"
 - "solicitations"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Signal Coordination Wesel/Massey Corridor.** The signal coordination for the eight signals in this corridor is implemented and traffic now flows much better. Our consultant completed a benefit to cost analysis that shows substantial savings to the public in reduced delay time, gas saving, fewer stops and less chances of rear-end collisions. The gas savings alone for all drivers is expected to be about \$114,000 per year. This was completed under budget for a total amount of \$16,000, of which County will pay \$9,000.
2. **Traffic Calming.** At the request of the South End Neighborhoods 1st, we are delivering letters to the residents of Maryland Avenue to present the traffic calming option that the group feels will be most effective. The Neighborhood group will then take a petition around and if 75% of the residents sign the petition they will present to Mayor & Council for approval. This option is to construct 40-foot long medians in the center of Maryland Avenue at the three un-signalized intersections of First Street, Garrett Street and Garlinger Avenue.

3. **Bridge Repairs.** L.S.Lee has completed the guardrail repairs at four bridges and Odd-Job Contractors is starting the sidewalk repairs at five bridges on October 16th.
4. **Pavement Markings.** Alpha Space Control is working on the pavement markings for the streets that are being slurred and overlaid as the overlay is completed. They are also placing the bike lanes on nine streets included in the 2017 Bikeway Grant from the State. Our expectation is that the overlay and bike lanes will all be completed this calendar year weather permitting.
5. **Board of Traffic and Parking.** The Board met this week to discuss two items : Parking meters on 200 block of North Potomac Street and speeding on McComas Street.
6. **Engineering Statistics.**

Traffic issues		
Description	Week of 10/8/17	2017 TOTALS
Traffic complaints received	7	138
Work Orders completed	8	105
Traffic counts completed	2	50
Construction Projects		
Description	Week of 10/8/17	2017 TOTALS
Projects advertised for bids	0	13
Projects under construction	7	10
Projects completed	0	4

PARKS DIVISION

1. **Harvest Hoedown.** Saturday, October 14th, 1-4 p.m. – New this year the Harvest Hoedown is adding a hay maze! This event features scarecrow making, pumpkin painting, balloon giveaways, hay wagon and barrel cart rides, petting zoo, vendors and face painting at Fairgrounds Park! The first 1,000 children ages 12 & under receive a free apple and pumpkin.
2. **Community Yard Sale.** Saturday, October 14th, 7 a.m. – 2 p.m. All 72 stalls are rented for this event! Plan to attend the Annual Fall Community Yard Sale in the stalls at Fairgrounds Park located at 521 North Cannon Avenue. Come enjoy a multitude of vendors and find new treasures for your home!
3. **Hager House Ghost Tours.** October 13th, 14th, 21st & 27th. Tour times are 7 p.m., 8 p.m. and 9 p.m. Learn the haunting tales that keep this 18th century residence of town founder Jonathan Hager at the top of Maryland’s most haunted sites. Take an hour tour and learn common legends of ghosts of the Hager House. The Oculus Paranormal Team will be accompanying each tour. Pre-registration online strongly recommended. \$7/tour. www.hagerstownmd.org/hagerhouse
4. **City Park Ghost Tours.** October 13th, 14th, 21st & 27th, Tour times are 8 p.m. and 9 p.m. Take an hour guided outdoor walking tour through City Park. Learn of spooky stories and haunting legends of Historic City Park. The Oculus Paranormal Team will be accompanying each tour. Pre-registration online strongly recommended. \$7. www.hagerstownmd.org/hagerhouse

PLANNING & CODE ADMINISTRATION

1. **New Development Cases:**
 - 224 West Washington Street – St. Mary’s Church – minor site plan for fence/wall barrier.
2. **Planning Commission:** The Planning Commission considered these matters at its October 11 meeting:
 - McCleary Hill – denied the applicant’s waiver request to not face three blocks of townhouses on a public street.

- Home2 Suites by Hilton – 1681 Pullman Lane – approved the site plan for a new hotel.
 - Comprehensive Plan Update – reviewed comments from Maryland Department of Planning.
3. **Timely Service:** The site plan for the hotel referenced above was submitted on September 6. It was routed, commented upon, reviewed by the Plan Review Committee, revisions submitted, and approved by agencies. The Planning Commission reviewed and approved it on October 11. Time elapsed: 35 days.
4. **Weekly Activity Report:** October 2–6, 2017

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	2	Commercial -	5	Other -	0	6
Electric	20	Residential -	7	Commercial -	12	Other -	1	20
Plumbing	5	Residential -	2	Commercial -	0	Other -	3	5
Mechanical	10	Residential -	6	Commercial -	3	Other -	1	10
Engineering Dept.	9							4
TOTAL	51		17		20		5	45
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 47,050.00				\$ 1,317,657.00
Commercial				\$ 56,700.00				\$ 9,323,249.00
Apartment				\$ 3,000.00				\$ 192,290.00
Sign				\$ 0.00				\$ 147,839.00
TOTAL				\$ 106,750.00				\$ 10,981,035.00
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018								
					<u>PROPERTIES</u>			<u>UNITS</u>
Registrations received week of Oct 2 – Oct 6					22			28
New applications issued week of Oct 2 – Oct 6					12			14
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)					3,510			9,184
Percentage of rental license renewals that have registered as of October 6, 2017					96.9%			98.3%
Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. A Notice of Violation is being prepared for those few who still haven't registered and will be mailed and posted shortly, warning of pending fines.								
PAYMENT								
Weekly payment received								\$ 2,350
Weekly adjustment/credits								\$ 75
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	31							
Electrical	35							
Plumbing	18							
Mechanical	23							
Safety	48							
Neighborhood Vitality	113							
Quality of Life	6							
Preventive Maintenance	25							
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:	1,853	Field Interviews:	57
Arrests/Warrants Served:	21	Moving Violations:	24
Domestic Violence Calls:	29	Parking Violations:	173
DUI Arrests:	2	Safety Repair Orders:	6
Reports Filed:	174	Warnings:	59

REPORTS

10/05/17: Officer Moczydlowsky was dispatched to Frederick Street for a reported burglary. The victim advised he left his home for a brief period of time and when he returned he his door was ajar. He did not have the door secured because his wife was due home and she had forgotten her key. The unknown suspect took three swords and a Bolo knife. There were other swords and knives in the residence however those were left undisturbed. The officer will be checking the surveillance cameras in the area. No further details are available.

10/06/17: Officer Bobetich responded to National Park on West Washington Street for a disturbance. The victim stated there was a large group of juveniles causing a disturbance and destroying the Park. They were yelling vulgar language and pulling out the flowers from the park planters. The group threatened the victim for calling the police. The victim was hit in the head with a rock but refused medical treatment. The officer removed all the subjects from the Park and closed it for the evening to prevent further disturbances and damage.

10/07/17: Officer Bobetich was dispatched to Washington Avenue for an assault in progress. The victim stated that a group of juveniles assaulted her and her daughter. She stated that her daughter answered the door to be greeted by a female who then began to hit and pull her hair. When the mother tried to break up the fight, the juvenile began to hit her in the head. Other juveniles then came and joined in the assault against the mother and daughter. The juvenile female was transported to her home and her mother was advised of the assault and that charges would be forthcoming against her daughter.

10/08/17: Officer M. Anderson responded to Broadway for a report of stolen property. The victim stated that she often orders items from Amazon but lately her packages have been stolen. She has contacted Amazon to confirm delivery, but the packages are not on her porch when she returns home. Amazon representatives advised her to start reporting each stolen package to her local police department and offered several alternatives on how to rectify the continuous thefts of her packages. No additional details are available.

10/10/17: Officer Biden was dispatched to East Washington Street for a reported theft. The victim advised she went to her bank to use the ATM and was notified her account was over-drawn. The victim requested a copy of her bank statement which showed nine charges from various locations which she did not make. The unauthorized purchases totaled to \$253.37. The victim suspects perhaps it may be a family member that made the purchases. The case will remain open for further investigation.

10/11/17: Officer McKinley responded to Blaine Windows on Pennsylvania Avenue for a reported burglary. An employee of the business stated that when he arrived at the warehouse he found an unsecured door. He further discovered that red bronze, red brass, nickel bronze, aluminum and steel, together weighed approximately 2,500 pounds, were missing from the warehouse. Given the weight, a vehicle had to of been used to remove the items from the warehouse. The officers will be reviewing surveillance cameras in the area. The investigation is on-going.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	212	211
	University District Deck	418	442
	Parking Lots	355	352
Number of Patrons Using Decks	A & E Deck	1804	1662
	University District Deck	1987	2069
Sales of Discount Coupons		0	30
Number of Citations Issued	(Includes Warnings)	207	192
Number of Cars Booted		2	0
Late Payment Notifications		34	85
Peak Occupancy (%)	A & E Deck	64% Tue @ 2 PM	*92% Fri @ 8 PM
	University District Deck	68% Tue @ Noon	68% Fri @ Noon

*Wind Down/Thunder in the Square

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

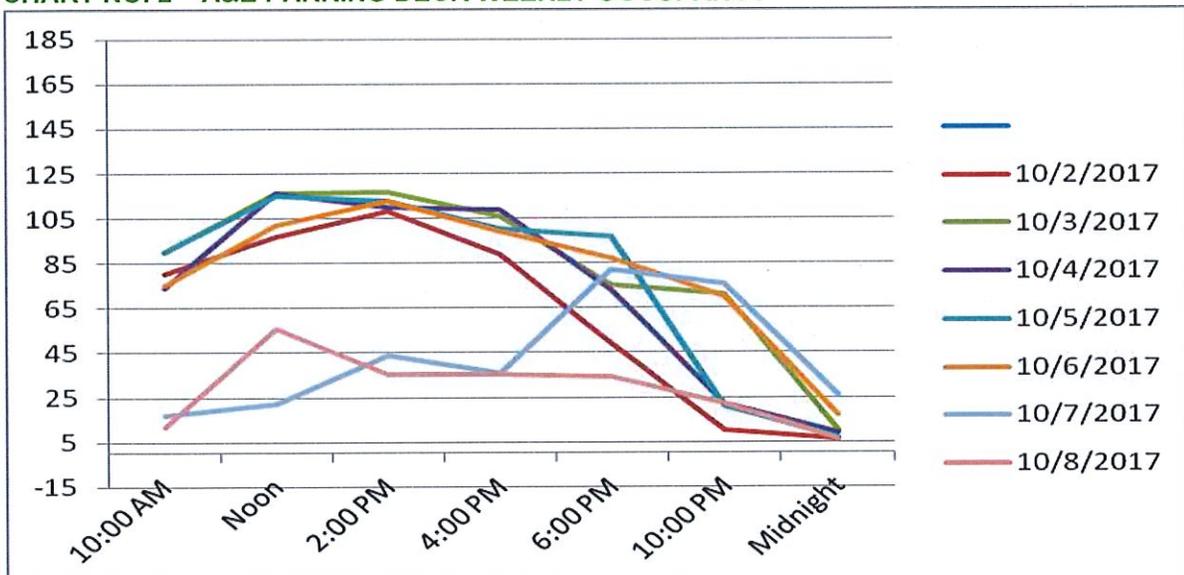
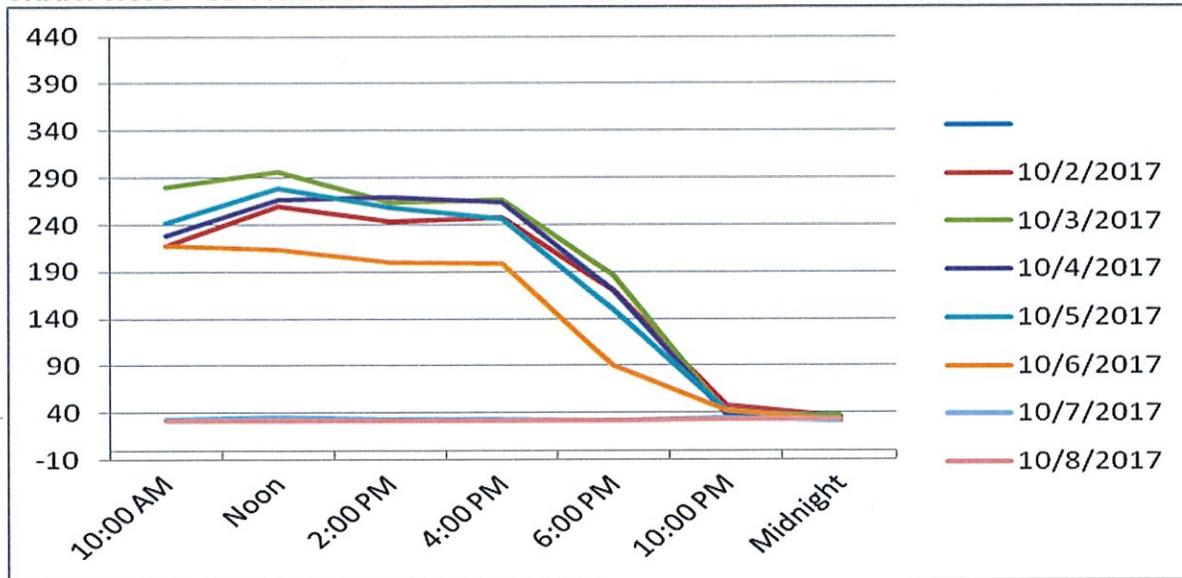


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	3	1
Human Resources	0	0
Light	1	2
Parks & Engineering	0	1
Police	6	12
Public Works	5	3
Wastewater	1	0
Water	1	2
Weekly Totals	17	21

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Thur. 10/5 - 1002 Jefferson Street- Miss Utility locates; emergency locate for Hagerstown Wastewater Division to make repairs to a main break. Time Out: 21.2-21.9
- Fri. 10/6 - 165 The Terrace- total outage; lineworker made repairs to lug inside meter socket and reset customer's breaker to correct problem. Time Out: 21.1-21.9
- Sun. 10/8 - 100 North Prospect Street- pole damage; vehicle struck utility pole in accident. Lineman found no damage to HLD facilities. Time Out: 15.1-16.0

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
7	0	2	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer met with TSE Industries to discuss overhead conductor pulling equipment.

- Engineering staff coordinated bi-annual testing of HLD line operation vehicles to ensure safe operation.
- The Staff Engineer reviewed specifications for various materials involving HLD and customer projects.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 4, 2017	5.35	0.00
Thursday, October 5, 2017	5.40	0.00
Friday, October 6, 2017	5.08	0.00
Saturday, October 7, 2017	4.93	0.00
Sunday, October 8, 2017	5.22	0.18
Monday, October 9, 2017	14.08	1.53
Tuesday, October 10, 2017	6.13	0.00
Weekly – Avg. Flow / Total Rainfall	6.60	1.71
Oct - Avg. Flow/Total Rainfall	6.15	1.71

Miscellaneous

- Replaced faulty UPS's and maintenance switches in all of the PLC's.
- Cleaned UV channels #1 and #2.
- Disassembled DAF sludge transfer pumps and piping. Located and removed obstruction from the discharge piping.
- Continued 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	2,5,21	1,431'	50'	4
Flushing	21	2,350'		

Collection System Maintenance Task

- Grinder Pump call, 11002 Eastwood Drive, replaced pump.
- Grinder Pump call, 20116 Teakwood Drive, replaced pig tails.
- Grinder Pump call, 1522 Woodlands Drive, excavated and replaced broken discharge assembly.
- Sewer back up at 907 Maryland Avenue, back up in main line.
- Sewer back up at 905 Dewey Avenue, excavated and replaced broken lateral , terminated connection into manhole #05077, reinstated into manhole #05037 to gain additional fall.
- Began quarterly cleaning of trouble spots throughout the collection system.

- Pump Station 2; worked on ultrasonic level controller.
- Dropped enzyme bags at various trouble spots and lift stations in the system to control FOG.
- Continued building 20 new replacement grinder pump units in pump shop.
- General pump shop repair work.
- Hauled four loads of crushed stone for stock pile.
- General cleanup and inventory of shop and pole barn.

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	1	3
YTD 2017	52	71	5	4	1	68	201

** 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 Plan Review and Permitting Office.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff attended a progress meeting for the Southern Boulevard project.

Laboratory

- Prepared reagents for Lachat operation.
- Analyzed drinking water samples for simple nutrients.
- Followed-up with contract lab regarding lost Industrial Wastewater sample.
- Met with Volvo to review industrial wastewater sample collection requirements for Significant Industrial Users (SIUs) (flow-based sampling).
- Reviewed EPA Operating Procedure regarding wastewater flow measurement.
- Discussed potential industrial pretreatment violations and surcharges with County Pretreatment Manager.
- Contacted Lachat Field Services to schedule annual maintenance of Lachat.
- Replaced exhausted mixed bed tanks for pure water system.
- Collected industrial wastewater sample from Pinnacle and Phoenix Color.
- 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>
10/05/17	11.18		11.18
10/06/17	10.66		10.66
10/07/17	10.36		10.36
10/08/17	10.15		10.15
10/09/17	10.50		10.50
10/10/17	10.74		10.74
10/11/17	10.48		10.48
Average:			10.58

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 – Repaired the low service pump #7.
 - RC Willson – Testing was performed on the SCBA equipment.
 - RC Willson – Replaced the backwash pump valve.
 - RC Willson – Staff worked on miscellaneous equipment preventive maintenance.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 4.3 feet (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 hydrant on Woodbridge Drive and Mapleville Road. Maintenance on the Smithsburg tank is almost complete. The tank should be back in service this weekend.

Laboratory

- Collected Distribution samples for monitoring for nitrification.
- Sampled Smithsburg Tank for coliform bacteria prior to being placed in-service. All samples passed.
- 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	-	4
Preliminary Plats	1	1
Final Plats	1	1
Simplified Plat	-	1
Grading Plan	-	1
Building Permits	7	-

- Staff attended a development review meeting at the County Plan Review and Permitting Office.
- Staff attended a plan review committee meeting at City Planning.
- Staff attended a progress meeting for the Southern Boulevard project.
- Staff met with the water inspector regarding completion of the Walmart Rt. 65 water main relocation including details to implement final steps for acceptance.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means". The signature is fluid and cursive.

Valerie A. Means
City Administrator

Saturday

OCTOBER 14

1:00 p.m. – 4:00 p.m.

2017

Harvest
HOEDOWN

AT FAIRGROUNDS PARK

Featuring:

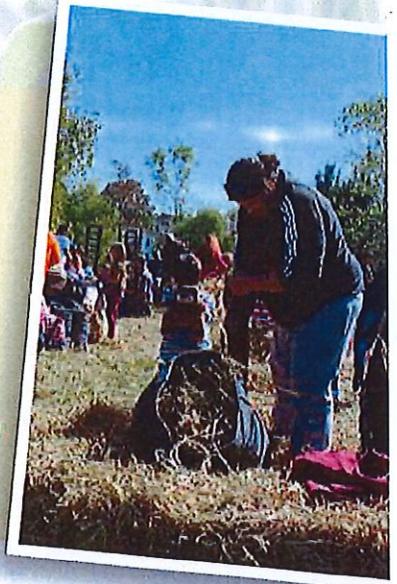
- ❖ Scarecrow Making sponsored by Community Free Clinic*
- ❖ Balloon Bending & Sculpting
- ❖ Pony Rides & Petting Zoo
- ❖ Pumpkin Painting
- ❖ Face Painting
- ❖ Barrel Cart Rides & Hay Rides
- ❖ Rock Climbing Wall
- ❖ Food and Craft Vendors
- ❖ Music & Entertainment

**NEW
THIS YEAR!**
CHILDREN'S HAY MAZE

(for kids ages 10 & under)

**The first 1000 children
(12 and under) receive a free
pumpkin and an apple!***

**while supplies last*



Sponsored by:



The Maryland Apple Promotion Board



THE COLUMBIA BANK

Hagerstown Trust Division

LISTENING IS JUST THE BEGINNING.™



PARKS & RECREATION
CITY OF HAGERSTOWN



For more information,
visit www.hagerstownmd.org
or call 301-739-8577 x883
event activities subject to change

H A G E R S T O W N
FIT F O R Y O U

**HAGER HOUSE
& CITY PARK
GHOST TOURS**
OCTOBER 13, 14, 21 & 27
TOUR TIMES: 7PM, 8PM, 9PM

Learn the haunting tales that keep this 18th century residence of town founder Jonathan Hager at the top of Maryland's most haunted sites. Take a guided outdoor walking tour to learn of spooky stories and haunting legends of Historic City Park.

Pre-registration online, \$7/tour, space is limited. Oculus Paranormal Team will be accompanying each tour.

WWW.HAGERSTOWNMD.ORG/HAGERHOUSE
(301)739-8577 EXT 170
 TOUR TIMES VARY, PLEASE CHECK THE WEBSITE OR CALL FOR MORE DETAILS!

PROOF O.K. BY: _____ O.K. WITH CORRECTIONS BY: _____

PLEASE READ CAREFULLY • SUBMIT CORRECTIONS ONLINE

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