

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 48 FOR 2017



December 8, 2017

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

DECEMBER 2017 <i>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</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 6pm City Park Lighting	2 6pm HollyFest
3	4	5 11:30am Washington County Legislative Day @ Hager Hall 4pm Work Session 6:30pm Executive Session	6 7pm Planning Commission Meeting	7 4pm Board of Traffic & Parking 4:30pm Historic District Commission Meeting	8	9
10	11	12 4pm Work Session	13	14	15	16
17	18	19 7pm Work Session	20 7pm Board of Zoning Appeals	21	22 HOLIDAY CITY OFFICES CLOSED	23
24	25 HOLIDAY CITY OFFICES CLOSED	26 No Meeting	27	28	29	30
31						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Neighborhoods 1st: On Tuesday, December 5th, staff attended a neighborhood group meeting in the West End to assist residents interested in restarting a Neighborhoods 1st group. Approximately 50 people attended including Mayor Bruchey, Councilmember Corderman, and staff from HPD and DCED.

Main Street/Downtown Updates: Staff assisted with Main Street Hagerstown’s Christkindle Markt on Saturday December 1st. Over 20 food and artisan vendors participated offering handmade items and German and American food. Approximately 400 people came to the event. Barbara Ingram’s School for the Arts brass musicians played a selection of holiday music, the Maryland Entertainment Group caroled holiday favorites, and Santa greeted and took pictures with kids throughout the day.

Convention & Visitors Bureau (CVB): Staff attended the CVB Annual Meeting on Tuesday. The CVB was celebrating their 20th anniversary. A special presentation was made to all the 20 year members recognizing their commitment to tourism. The City was honored as one of the original members.

Community Development Block Grant (CDBG): The CDBG Public Hearing for FY19 Grant disbursement will be held on Wednesday, December 13th at 5:30 p.m. at the Washington County Free Library, Hagerstown Branch, Community Rooms 1&2.

City Farmer’s Market: Make your way to the Historic Hagerstown City Farmers Market to participate in fun, festive events every Saturday leading up to Christmas! The Four Saturdays of Christmas will include something for everyone this season at the Market. The Market will open at 5 a.m. and events will begin at 9 a.m.

- December 9: Vendor Christmas Cookie Contest, Free Hot Chocolate, Musical Performance; “Children in Need” Clothing Drive continues.
- December 16: Christmas Ornament Make & Take; Tree Decorating, Santa Visit; “Children in Need” Clothing Drive continues.
- December 23: Letter to Santa - Creation Station; Reindeer Treats Make & Take; Free Hot Chocolate, and last day for the “Children in Need” Clothing Drive.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	1	Community Risk Reduction	12
Building Fires	0	Public Service	4
Medical Assistance	31	Personal Injury Collision	9
Assist other Fire Departments	8	Fuel/Hazard Spills	0
Automatic Fire Alarms	7	Elevator Service Call	1
Carbon Monoxide	2	Investigation: Odor, Smoke, Fire	2
Downed Power Lines/Electrical Hazard	3	Dumpster/Outside Fires	0

INFORMATION TECHNOLOGY, COMMUNICATIONS & SUPPORT SERVICES

COMMUNICATIONS

Media Releases:

- Shelley McIntire Selected to Join City Council

Channel 25:

- Watch the **Hub City Now** Newsroom at the top of every hour. This week’s news stories include:
 - o Beyond the Headlines: Ask the Chief
 - o Alison Sigethy “Fantastical Garden” Feature
 - o Hub City 100 Miler commercial
 - o Valley Coop commercial

- GigaHub City Promotion
- BuroBox commercial
- Special Broadcasts:
 - Urban Improvement Project Public Information
 - Wednesday at 7 p.m.
 - Sunday at 12 p.m.

Special Programming:

- Beyond the Headlines: Ask the Chief - December 7, 2017 at 7 p.m.
 - Facebook Live:
 - Unique viewers: 2,279
 - Average watch time: 0:55
 - Minutes viewed: 4,546
 - Peak live viewers: 130
 - YouTube Live:
 - 63 views
 - Also broadcast on Hub City Now (Antietam cable channel 25), viewership stats not available

Websites:

- *City Website:*
 - About **7,500** users visited www.hagerstownmd.org for the week of November 27 – December 1, 2017 (+2,000 visitors from last week)
 - Top entrances (first page users accessed on the website)

▪ Home Page	1,990
▪ Utility Billing Page	664
▪ City Park Lighting	479
▪ Jobs Page	209
▪ Police Page	201
 - Top Searches:
 - “jobs”
 - “weekly report”
 - “online bill pay”
 - “yard waste”
 - “community garden”

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Prospect Avenue Crosswalk at Forest Drive.** Community Development has given us the go ahead to advertise this project which we expect to do next week. Construction should occur in March/April 2018.
2. **2017 Alley Reconstruction Program.** The contractor has completed Alley 2-074 and is expected to start Alley 3-015 and portions of Alley 4-49 in the next few days.

3. **Bike Lanes.** Using a grant from State Highway, we have added bike lanes on the following streets:
 - Oak Hill Avenue north of Northern Avenue
 - Security Road
 - Frederick Street
 - Mitchell Avenue
 - East Antietam Street
 - Sharrows on: Florida Avenue, Marshall Street, West Antietam Street, Pangborn Boulevard
4. **Engineering Statistics.**

Traffic issues		
Description	Week of 12/3/17	2017 TOTALS
Traffic complaints received	1	163
Work Orders completed	0	117
Traffic counts completed	0	61
Construction Projects		
Description	Week of 12/3/17	2017 TOTALS
Projects advertised for bids	0	13
Projects under construction	7	10
Projects completed	3	7

PARKS DIVISION

1. **November Golf Course Data.**

Golf Course	Nov 2015	Nov 2016	Nov 2017
<i># of Golfers</i>	730	609	447
<i>Greens Fees</i>	\$7,746.00	\$6,425.00	\$4,342.00
<i>Concessions</i>	\$473.75	\$409.25	\$405.75
<i>Merchandise</i>	\$121.50	\$94.50	\$61.00
<i>Rentals</i>	\$98.00	\$662.00	\$2,083.50
<i>Turkey Cup</i>	\$385.00	\$525.00	\$560.00
<i>Total Revenue</i>	\$8,824.25	\$8,115.75	\$7,899.25
<i>City Residents</i>			63
<i>Non-City Res</i>			93

The last day for the 2017 season will be Sunday, December 10th.

2. **Thomas Kennedy Park.** The Center has setup a website to fundraise and provide information: <http://www.thomaskennedycenter.org/>
3. **Hager House.**
 - German Christmas Tours at the Hager House: December 8th, 9th & 10th. Friday & Saturday, 10 a.m. – 4 p.m., Sunday, 12-5 p.m. Tours continue this weekend.
 - Hager House Ornament: Start a holiday tradition by purchasing a costume Hager House ornament. Purchase an ornament during a German Christmas Tour for a special discounted price of \$15. Available also at the Parks & Recreation Office for \$17.

4. **Community Garden.** Located at 513 South Potomac Street, staff constructed concrete pads for the mulch pile and leaf grow pile.

PLANNING & CODE ADMINISTRATION

- .1. **New Zoning Certificates Issued:**
- 400 North Potomac Street – Blown Dry Bar – hair salon.
- .2. **Planning Commission:** The Planning Commission reviewed these matters on December 6:
- 1301 Potomac Avenue – Eklund Family, L.L.C. c/o William C. Wantz, Attorney – public review meeting for a Local Conversion District Overlay to permit an ambulatory medical office – no one testified in opposition to the request.
 - 733 Dual Highway – Lidl US Operations – approved two forest conservation variances.
 - 531 Dual Highway – BAI Hagerstown – approved the final plat (Lot 1) to create a single lot for the new Krispy Kreme.
 - 1400 Haven Road – Stone Ridge Apartments – approved a site plan for parking lot expansion.
 - Preliminary Consultation: Kensington Commercial Park (Champion Drive).
 - Comprehensive Plan Update –recommended approval of *vision*Hagerstown 2035 to Mayor and City Council.

Weekly Activity Report: November 27 – December 1, 2017

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	3	Commercial -	0	Other -	2	9
Electric	17	Residential -	9	Commercial -	7	Other -	1	17
Plumbing	12	Residential -	10	Commercial -	2	Other -	0	12
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	5							6
TOTAL	44		26		10		3	49
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential	\$ 45,475.00				\$ 1,944,767.00			
Commercial	\$ 71,600.00				\$ 12,655,116.00			
Apartment	\$ 293,225.00				\$ 1,341,065.00			
Sign	\$ 5,000.00				\$ 181,923.00			
TOTAL	\$ 415,300.00				\$ 16,122,871.00			
Projects of Interest								
<ul style="list-style-type: none"> - Rebuild apartment building damaged by fire at 12911 Little Elliott Drive - \$250,000 - Tenant fit-out for suite 313 and 321 at 22 North Mulberry Street - \$50,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of Nov 27 – Dec 1					12	13		
New applications issued week of Nov 27 – Dec 1					2	3		
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)					3,571	9,279		
Percentage of rental license renewals that have registered as of November 3, 2017					99.0%	99.0%		
Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. On November 21, 2016, six property owners were fined for failure to register as a rental facility.								

PAYMENT	
Weekly payment received	\$ 1,075
Weekly adjustment/credits	\$ 575
INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	30
Electrical	35
Plumbing	17
Mechanical	13
Safety	71
Neighborhood Vitality	11
Quality of Life	3
Preventive Maintenance	34
Planning & Zoning	3
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:	1,627	Field Interviews:	62
Arrests/Warrants Served:	28	Moving Violations:	21
Domestic Violence Calls:	24	Parking Violations:	205
DUI Arrests:	2	Safety Repair Orders:	4
Reports Filed:	165	Warnings:	67

REPORTS

11/30/17: Officers Patterson and White responded to Summit Avenue for a reported vandalism. The victim stated that someone had broken off pieces of a security fence and gained access to the inside of the property. The property is owned by Ugo Property Management. A maintenance employee came to the site to secure the property and determine the estimated value of the damage. Officer White found a broken Direct TV DVR at the site which the victim said did not belong to him. The DVR was confiscated and placed into HPD evidence. The investigation is on-going.

12/01/17: Officer Kimmel was dispatched to Frederick Street for a reported fraud. The victim advised that money had been stolen from her social security card. The victim saw the first unauthorized purchase with her card on November 10, 2017. The card was used again on December 1, 2017. Total loss to her account is approximately \$900. The officer advised the victim to contact her bank and the Social Security Department. No further information is available.

12/03/17: Officer McKoy responded to Monet Drive for a reported theft. The victim stated that someone had stolen her daughter's basketball gear. Her daughter went outside to place her black Nike bag, Nike basketball shoes, Apple iPhone and a North Face jacket in their vehicle for practice that night. However, the vehicle was locked so she placed her gear next to the vehicle and went inside the house to grab dinner before leaving for practice. When they returned to the vehicle, all the basketball gear was gone. Neighbors were contacted however no one witnesses anyone suspicious by the vehicle. No further details are available.

12/04/17: Officer Eichelberger was dispatched to North Mulberry Street for a burglary report. The victim stated to the officer that while she was at work someone had broken into her residence and stole numerous items. She was missing US currency, two gray hoodies, and a newly refilled prescribed medication. There are no suspects and no further information is available at this time.

12/05/17: Officer Decker responded to Garland Groh Boulevard for a reported theft. The victim advised that someone entered her unsecured vehicle and stole her company's laptop. The victim's vehicle was parked in the parking lot of Panera Bread at the time of the theft. The laptop belongs to First Data Corporation. No further information is available.

OTHER NEWS/INFORMATION

The Cub Scouts Tour HPD. The Cub Scouts recently toured the Hagerstown Police Department to work towards earning a badge regarding community helpers. The tour was led by Captain Mike Pannill of the Auxiliary Police Unit. The Scouts were able to view the police report room, roll call room, the empty prisoner cells, and see a K9 police partner. The boys were eager to learn and had some very good questions. Captain Pannill also gave a talk on bicycle safety and instructed the scouts on how to park and store their bicycles in a safe place and keep them secured at all times.



PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	204	221
	University District Deck	425	424
	Parking Lots	361	359
Number of Patrons Using Decks	A & E Deck	1794	1045
	University District Deck	2016	989
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	215	144
Number of Cars Booted		2	0
Late Payment Notifications		69	59
Peak Occupancy (%)	A & E Deck	63% Fri @ 2 PM	60% Mon @ 2 PM
	University District Deck	59% Tue @ 2 PM	55% Tue @ Noon

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

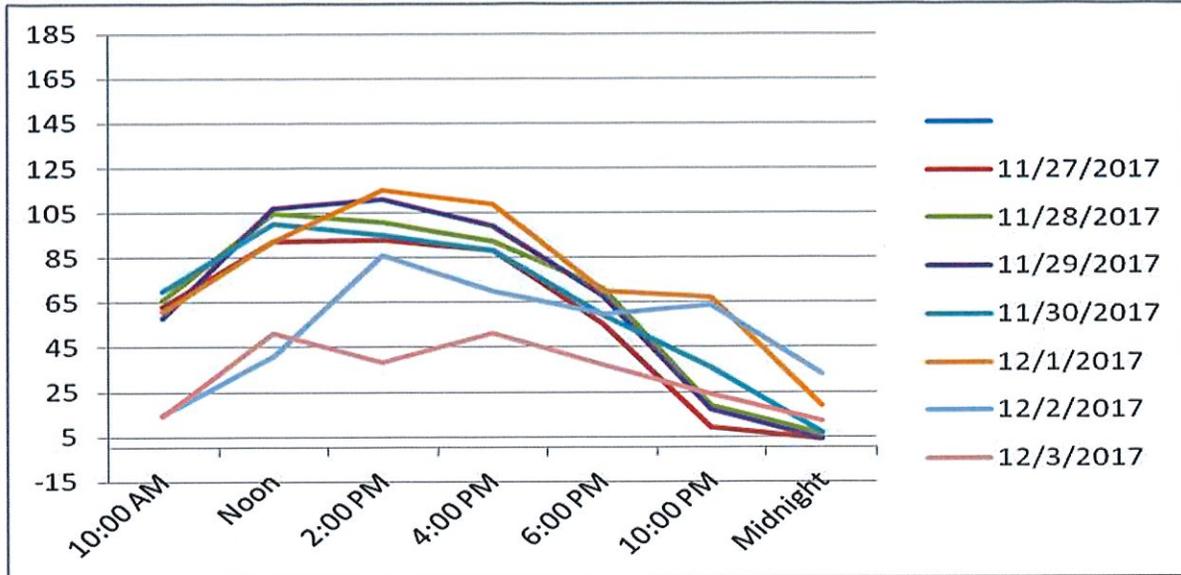
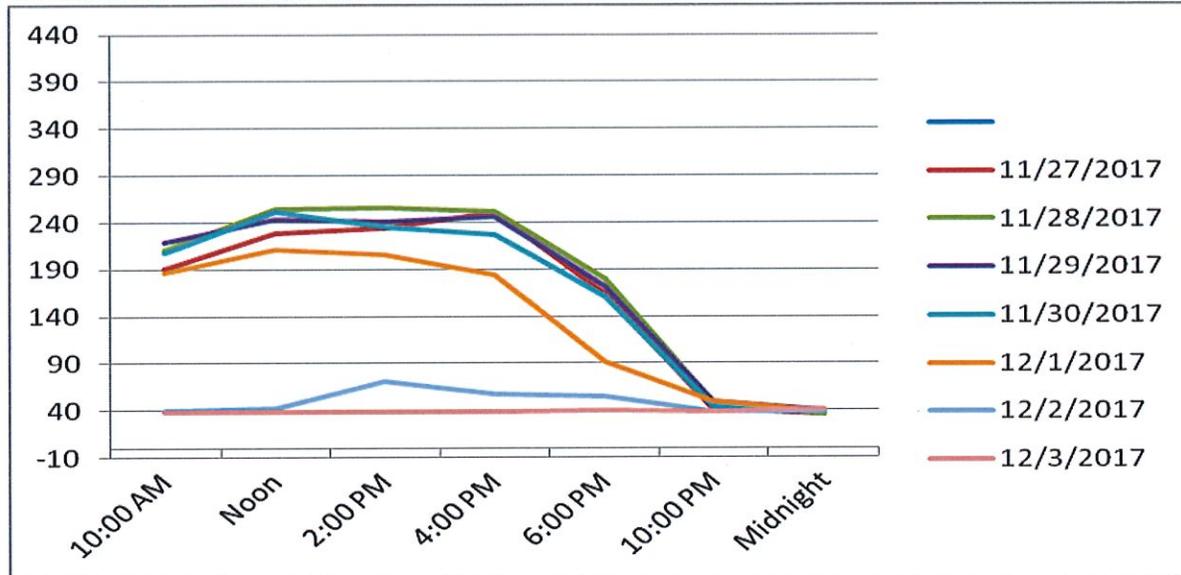


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	3	1
Human Resources	0	0
Light	0	0
Parks & Engineering	1	0
Police	10	5
Public Works	2	2
Wastewater	1	0
Water	0	5
Weekly Totals	18	13

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	0
Human Resources	0	0
Light	3	2
Parks & Engineering	1	2
Police	3	12
Public Works	4	7
Wastewater	3	2
Water	5	2
Weekly Totals	21	27

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
October	920
November	842

¹AFTER-HOURS CALL OUT DATA

	Issues for November 2017	November	October
Street Issue	Debris in street	2	
Parking System			
Traffic Signal			
Traffic Signs			2
Building Maintenance			
Fleet Maintenance			
Weather Related			
Property Issues	Market House security	1	
Misc.	Christmas tree on lake	1	
Total		4	2

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

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
October	23
November	23

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
October	31
November	5

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- 12/3 - 65 West Side Avenue- total outage; bird caused transformer fuse to operate. Time Out: 8.6-9.1
- 327-339 Belview Avenue- total outage; squirrel caused both line and transformer fuses to operate. Time Out: 9.1-9.7
- 525 Maryland Avenue- total outage; squirrel caused line fuse to operate. Time Out: 9.1--10.4

Distribution

- Line crews completed the first phase of our required work to energize the Alevo battery storage system located at our Frederick Street Substation.
- Crews are continuing with our project to verify fuses on our distribution system. Once this survey is complete, the Staff Engineer will be able to accurately coordinate HLD's fusing scheme. This will help to improve our system reliability for our customers.
- The Line Department continues with our tree trimming throughout our service territory. This project has contributed to a reduction and duration of outages.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
21	0	1	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- A representative from Tesco metering products introduced staff to a testing device that will determine the accuracy of current transformers in operation. This device will assure us that our metering facilities are operating properly as a result of less system loss and proper billing.

Administration

- Staff reviewed a new type of equipment that may be introduced to daily operating procedures which should result in improving customer reliability and safety by protecting the customer's meter socket and HLD facilities.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, November 29, 2017	5.56	0.00
Thursday, November 30, 2017	5.71	0.00
Friday, December 1, 2017	5.53	0.00
Saturday, December 2, 2017	5.23	0.00
Sunday, December 3, 2017	5.43	0.00
Monday, December 4, 2017	5.37	0.00
Tuesday, December 5, 2017	5.71	0.28
Weekly – Avg. Flow / Total Rainfall	5.50	0.28
Nov – Avg. Flow /Total Rainfall	5.63	0.00
Dec – Avg. Flow/Total Rainfall	5.40	0.28

Miscellaneous

- Located and removed obstruction from discharge piping on #2 & #3 scum pumps.
- Replaced faulty wiring on #2 digester feed pump.
- Flushed digester feed piping to storage tanks.
- Troubleshoot motor starters and controls on ASPS makeup air unit and exhaust fans.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	In Shop			
Flushing	#1	9,408'		

Collection System Maintenance Task

- Odor Complaint 1433 Howell Road, no issues found, flushed the mainline as a precautionary measure.
- Assisted Broadmore Facility, 1175 Professional Court, by vacuuming out their wet well and checking the operation of their pumps.
- Cleaned Wet Well for AR&E.
- Continued work on test SCADA for Station #7.
- General pump shop repair work.
- Cleaned and inventoried Pole Barn.
- Excavated and replaced check valves on grinder pumps at 1656 and 1678 Kensington Drive.
- Excavated and replaced discharge assembly and check valve, as well as installed new Homa grinder pump at 1638 Kensington Drive.
- Dropped enzymes at various lift stations and trouble spots in system.

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	59	88	8	6	1	83	244

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

Laboratory

- Completed Annual Inspection of Pinnacle Foods.
- Replaced Mixed-Bed tanks for Deionized Water System.
- Ordered chemicals and supplies for lab.
- Completed annual inspection of Autoclave.
- Collected Industrial Pretreatment sample of Significant Industrial User.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
11/30/17	10.05		10.05
12/01/17	10.19		10.19
12/02/17	9.94		9.94
12/03/17	10.22		10.22
12/04/17	10.23		10.23
12/05/17	10.15		10.15
12/06/17	10.10		10.10
Average:			10.12

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/Pump Stations – Staff worked on facility maintenance and routine preventative maintenance.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at .7 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 main leak on East Avenue. Hydrants on Jade Court and Jefferson Boulevard were also repaired. New services were added in the Westfields community.

Laboratory

- Completed monthly Bacteria Report.
- Completed 4th quarter DBP report.
- Collected disinfectant residual sample from Smithsburg and Cavetown.
- Submitted Bacteria Sampling Summary and Report to Town of Smithsburg.
- Completed annual inspection of Autoclave.
- Process and regulatory testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	-
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	12	1

- Staff met with a county engineering project manager to discuss a water main upgrade for the Southern Boulevard project.
- Staff met with a consultant regarding a site plan for an industrial expansion project.
- Staff met with the Board of Education Facilities Maintenance Manager regarding a conflict between a proposed fence and an existing main.



Respectfully submitted,

Valerie A. Means/dj
Valerie A. Means
City Administrator



JONATHAN HAGER HOUSE ORNAMENT

Start a holiday tradition of your own. Purchase this brass etched, custom-cut commemorative Jonathan Hager House ornament for just **\$17** (includes sales tax). Limited stock. Call 301.739.8577 x170 or go online to purchase:

www.hagerstownmd.org/hagerhouse

