

City of Hagerstown, Maryland Status & Information Report No. 1 for 2014

January 10, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

| JANUARY 2014 | | | | | | |
|--------------|--|---------------------------|---|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | 1 HOLIDAY CITY OFFICES CLOSED | 2 | 3 | 4 |
| 5 | 6 | 7 4pm Work Session | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 4pm Work Session | 15 | 16 | 17 | 18 |
| 19 | 20 HOLIDAY CITY OFFICES CLOSED | 21 4pm Work Session | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 7pm Regular Session | 29 | 30 | 31 | |

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Openings**

- A Grand Opening and Ribbon Cutting was held on Thursday, January 9 at 4:30 PM for Frugals Thrift & Consign at 1057 Maryland Avenue. The owner is Iretha McCullough.
- Join us in congratulating Owners Cynthia Millsop and John Gordon and their staff on Gordon Grocery Inc.'s 90 years of being in business. A special event to recognize this milestone will be held at 101 Cypress Street in Hagerstown. It will be on Monday, January 13 at 4:30 PM.
- Join us in cutting a ribbon for Yumminess Bakery & Café at 4 East Franklin Street on Wednesday January 15, 2014 at 4:30 PM.
- Join us in congratulating Kate Rader, owner/publisher, and her staff on Hagerstown Magazine's 10th Anniversary. A special event to recognize this milestone will be held at 10 Public Square #4 Hagerstown, MD 21740. It will be on Thursday, January 23 at 4:30 PM.

2. **Events**

- *What's NXT presents Krumpe's New Year's Eve Donut Drop.* The first ever Donut Drop was held on December 31, at 6 PM in City Center Hagerstown to celebrate the new year and enjoy free coffee, free hot chocolate, free popcorn and of course, Krumpe's Donuts. Approximately 2,000 gathered to countdown the official drop of the giant donut!

- The full *Calendar of Events* will be ready next week so individuals can plan to have fun and celebrate in the City of Hagerstown all year round.
3. **City Market**
- Our third counter vendor begins Saturday, January 11 - Jeff Paules of Sweet Dreams Deli is bringing a little slice of his restaurant menu and skills to Market. He will have a lunch based menu including pretzel sandwiches, a variety of made-on-site salads and pizzas and plenty of other treats for the delight of customers.
 - Don't forget Saturday, January 18, the Master Gardeners are back in Market Alley with the Children's Learning Activities. Meet the MG's from 9 AM to 11 AM for a horticulture themed lesson and activity.
4. **This Week's Headlines and Media Releases**
- Project Committee Members Selected for Downtown Redevelopment Strategy
 - New Consignment Shop Will Benefit Women's Non-Profit
 - E-casts:
 - Good News, Hagerstown!
 - A Special Invitation for a 90th Anniversary Celebration - Gordon's Grocery
5. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:
- Hub City 100 Miler Kick-Off
 - Hub City 100 Miler Promo
 - Clearing the Way: On the Streets With Public Works
 - 140 South Potomac Street Revitalization Project
6. **Websites**
- City Website
Website analytics for www.hagerstownmd.org for the week of December 30, 2013 - January 5, 2014:
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,530 users
 - ▶ Hub City 100 Miler 637 users
 - ▶ Jobs page 222 users
 - Site Search Keywords:
 - ▶ Christmas tree pick-up 9 searches
 - ▶ Christmas tree 4 searches
 - ▶ 100 miler 4 searches
 - YouTube: The City's YouTube channel now has 98 subscribers and has logged 23,238 video views. New uploads to YouTube this week:
 - January 7, 2014 Mayor and Council Work Session
 - What's NXT Presents: Krumpe's New Year's Downtown Donut Drop
 - Reindeer Run and Elf Trot Presented by PAL

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**
 - 761 East Wilson Boulevard, Suite B – Vaporless LLC, d/b/a SS Vape – retail sales of smokeless nicotine.
 - 1101 Frederick Street – Bank of Charles Town – branch bank office.
2. **New Development Cases**
 - 30 West Baltimore Street – Auto Spa – minor site plan for parking lot reorganization, building addition, landscaping at the former Baltimore Street Car Wash site.
3. **Planning Commission:** The Planning Commission is scheduled considered the following at its workshop meeting on January 8:
 - Kiwanis Park – 371 Dynasty Drive – approved site plan for a parking lot.
 - West City Elementary School Concept Plan – consultants for the school board updated commission members on progress to date. They hope to present the stormwater management plan to the commission in early February, with site plan approval slated for the second Planning Commission meeting in February. If all progresses according to schedule, they plan to apply for building permits at the end of May. Construction will begin sometime in August 2014.
 - Local Conversion District Status Review.
4. **Historic District Commission:** The HDC will review the following items on January 9:
 - 911 Potomac Avenue – Douglas and Kathy Wright - replace dormer windows.
 - Cemetery Map and Inventory – discussion.
5. **Board of Zoning Appeals:** The BZA hearing scheduled for January 15 was canceled since no cases were filed by the filing deadline.
6. **2013 Development Activity at Active Residential Developments:** In 2013, the City issued permits for 143 new housing units at our active residential development projects. The vast majority of the new permits pulled in 2013 were for the developments at Collegiate Acres, a parcel annexed into the city in 2003. Sixty-eight of those units were for three buildings in phase one of The Reserve at Collegiate Acres, multi-family development by Dynacorp. Thirty-two permits were pulled for townhouse units at Collegiate Acres by Beazer. Forty-three permits were pulled for single-family units at Collegiate Acres, Potomac Manor, Cortland Villas (single-family attached), and Greenwich Park (single-family attached). At the end of the year, construction was still underway on two units at Cortland Villas, 92 units at Collegiate Acres, two units at Greenwich Park, and one unit at Potomac Manor. Platted but not yet built at those four projects are 406 units. Seven residential developments remained inactive in 2013: Hager's Crossing (228 SFR and 6 TWN units), Fairchild Heights (10 TWN units), Hillside Manor (37 SFR units), Scarlet Hills (36 MF units), Old Trail Estates (4 SFR units), Poplar Square (204 TWN units), and New Haven (376 mixed units – no plan approval yet). Loss of builders has hampered a number of the inactive developments.
7. **Civil War 150th Observances:** The City's last of three events will be held in conjunction with our Independence Day celebration on July 4 at Fairgrounds Park. We are going to bring the event to the crowds, rather than try to get crowds to come to the event. Plans are in the works for a museum of artifacts related to the ransom, living history programs and travelling exhibits from historic sites in and out of the area. Talks and other smaller activities are also being explored for the anniversary date (July 6). Staff met on Tuesday with jurisdictions and groups in the region that are focusing on the ransom theme and all want to work together to collectively market our events throughout July. Locations include Hagerstown (July 4 and 6), Frederick (July 5), Middletown (July 7, 9 and 12), Chambersburg (July 18-20) and Hancock (July 26).

8. **Long-Range Transportation Plan for HEPMPO:** The consultants working on the long-range transportation plan for the Hagerstown/Eastern Panhandle Metropolitan Planning Organization reviewed their draft project list for future transportation improvements with local staff on January 8th. The project list was prioritized based on need and fiscal constraints. The consultants are working on the conformity analysis for environmental issues. The draft plan will be ready in early February and the public hearing will be scheduled for later that month or March. The next MPO meeting is January 15th in Martinsburg.
9. **Update on Downtown Implementation Plan Project:** A kick-off conference call was held with City reps and Urban Partners on January 6th to prepare for the Kick-off Meeting with the Project Committee on January 14th. The members of the Project Committee have been confirmed. Urban Partners expect to be in town on January 8th as they do field research on market conditions. Following the Project Committee meeting on January 14th, Urban Partners will be present at the Mayor and City Council meeting to introduce themselves to the Mayor and City Council and the community and to outline the project they will undertake for us. The public input meeting is scheduled tentatively for some time in February.
10. **Code Administration Weekly Activity Report: December 16 – December 20, 2013:**

| PERMITS | | | | | | | | |
|---|----------------------------|---------------|------------|--------------|----------------------------|---------|---|---------------|
| TYPE | NUMBER OF NEW APPLICATIONS | | | | | | | NUMBER ISSUED |
| Building | 4 | Residential - | 2 | Commercial - | 0 | Other - | 2 | 11 |
| Electrical | 8 | Residential - | 3 | Commercial - | 2 | Other - | 3 | 7 |
| Plumbing | 9 | Residential - | 5 | Commercial - | 1 | Other - | 3 | 9 |
| Mechanical | 5 | Residential - | 5 | Commercial - | 0 | Other - | 0 | 5 |
| Engineering Dept. | 2 | | | | | | | 2 |
| TOTAL | 28 | | 15 | | 3 | | 8 | 34 |
| Est. Value of Issued Building Permit Projects: | | | | | Fiscal Year Totals: | | | |
| Residential | \$ 503,075.00 | | | | \$ 6,979,656.00 | | | |
| Commercial | \$ 204,124.00 | | | | \$ 3,639,707.00 | | | |
| Apartment | \$ 280.00 | | | | \$ 6,210,940.00 | | | |
| Sign | \$ 4,500.00 | | | | \$ 186,663.00 | | | |
| TOTAL | \$ 711,979.00 | | | | \$ 16,304,987.00 | | | |
| Convert existing portion of showroom space into Laundromat at 13015 Salem Avenue - \$150,000 | | | | | | | | |
| Construct four, three-story townhomes in Collegiate Acres - \$480,000 | | | | | | | | |
| RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013 | | | | | | | | |
| NUMBER | | | FACILITIES | | | UNITS | | |
| Registrations Received | | | 15 | | | 113 | | |
| New Applications Issued | | | 3 | | | 3 | | |
| Total Registered (includes those added since 5/1/13) | | | 3124 | | | 8675 | | |
| Percentage of total invoiced that are registered | | | 96.2% | | | 97.9% | | |
| Notes: The 2013-2014 rental license renewals for 8,678 units in 3,220 facilities were printed and mailed on May 1, 2013. | | | | | | | | |
| PAYMENT | | | | | | | | |
| Total Payments Received | | | \$ 5,650 | | | | | |
| Adjustments | | | \$ 250 | | | | | |

| INSPECTIONS | |
|---------------------------------|---|
| TYPE | NUMBER CONDUCTED |
| Building | 72 |
| Electrical | 43 |
| Plumbing | 34 |
| Mechanical | 12 |
| Safety | 32 |
| Neighborhood Vitality | 12 |
| Quality of Life | 5 |
| Preventive Maintenance | 3 |
| Planning & Zoning | |
| INSPECTIONS KEY: | |
| Categories of Conditions | |
| Safety | Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails |
| Neighborhood Vitality | Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure. |
| Quality of Life | Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens |
| Preventive Maintenance | Conditions which are technical violations and need addressed to prevent deterioration. Example: Mortar deterioration, clogged gutters, minor rotting wood |
| Planning & Zoning | Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations. |

Code Administration Weekly Activity Report: December 23 – December 27, 2013:

| PERMITS | | | | | | | | |
|---|-----------------------------------|---------------|-----------|----------------------|----------------------------|---------|----------|-------------------------|
| TYPE | NUMBER OF NEW APPLICATIONS | | | | | | | NUMBER ISSUED |
| | | | | | | | | |
| Building | 3 | Residential - | 0 | Commercial - | 1 | Other - | 2 | 3 |
| Electrical | 6 | Residential - | 5 | Commercial - | 0 | Other - | 1 | 6 |
| Plumbing | 10 | Residential - | 7 | Commercial - | 3 | Other - | 0 | 10 |
| Mechanical | 3 | Residential - | 2 | Commercial - | 1 | Other - | 0 | 3 |
| Engineering Dept. | 15 | | | | | | | 15 |
| TOTAL | 37 | | 14 | | 5 | | 3 | 37 |
| Est. Value of Issued Building Permit Projects: | | | | | Fiscal Year Totals: | | | |
| Residential | | | | \$ 3,000.00 | | | | \$ 6,982,656.00 |
| Commercial | | | | \$ 103,750.00 | | | | \$ 3,743,457.00 |
| Apartment | | | | \$ 0.00 | | | | \$ 6,210,940.00 |
| Sign | | | | \$ 0.00 | | | | \$ 186,663.00 |
| TOTAL | | | | \$ 106,750.00 | | | | \$ 17,123,716.00 |
| Construct 28 foot gazebo at 18257 Hurricane Court - \$100,000 | | | | | | | | |

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013

| NUMBER | FACILITIES | UNITS |
|--|------------|-------|
| Registrations Received | 10 | 77 |
| New Applications Issued | 2 | 5 |
| Total Registered (includes those added since 5/1/13) | 3134 | 8752 |
| Percentage of total invoiced that are registered | 96.6% | 98.6% |

Notes: The 2013-2014 rental license renewals for 8,678 units in 3,220 facilities were printed and mailed on May 1, 2013.

PAYMENT

| | |
|-------------------------|----------|
| Total Payments Received | \$ 3,850 |
| Adjustments | \$ 0 |

INSPECTIONS

| TYPE | NUMBER CONDUCTED |
|------------------------|------------------|
| Building | 25 |
| Electrical | 26 |
| Plumbing | 18 |
| Mechanical | 3 |
| Safety | 12 |
| Neighborhood Vitality | 17 |
| Quality of Life | 2 |
| Preventive Maintenance | 18 |
| Planning & Zoning | 0 |

INSPECTIONS KEY:

Categories of Conditions

| | |
|------------------------|---|
| Safety | Conditions which are or reasonably present a hazard to occupant or public. |
| | Example: No smoke alarms, improper wiring, handrails |
| Neighborhood Vitality | Conditions which cause or tend to cause diminution to property |
| | Example: Weeds, trash, debris, junk vehicles, deterioration of a structure. |
| Quality of Life | Conditions which negatively impact occupants. |
| | Example: Damaged surfaces, damages elements, missing screens |
| Preventive Maintenance | Conditions which are technical violations and need addressed to prevent deterioration. |
| | Example: Mortar deterioration, clogged gutters, minor rotting wood |
| Planning & Zoning | Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. |
| | Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations. |

Code Administration Weekly Activity Report: December 30 – January 3, 2014:

| PERMITS | | | | | | | | |
|-------------------|-----------------------------------|---------------|----|--------------|---|---------|---|----------------------|
| TYPE | NUMBER OF NEW APPLICATIONS | | | | | | | NUMBER ISSUED |
| | | | | | | | | |
| Building | 2 | Residential - | 0 | Commercial - | 2 | Other - | 0 | 5 |
| Electrical | 10 | Residential - | 7 | Commercial - | 3 | Other - | 0 | 10 |
| Plumbing | 10 | Residential - | 6 | Commercial - | 4 | Other - | 0 | 10 |
| Mechanical | 0 | Residential - | 0 | Commercial - | 0 | Other - | 0 | 0 |
| Engineering Dept. | 4 | | | | | | | 3 |
| TOTAL | 26 | | 13 | | 9 | | 0 | 28 |

| Est. Value of Issued Building Permit Projects: | | Fiscal Year Totals: |
|---|----------------------|----------------------------|
| Residential | \$ 9,000.00 | \$ 6,991,656.00 |
| Commercial | \$ 209,800.00 | \$ 3,953,257.00 |
| Apartment | \$ 0.00 | \$ 6,210,940.00 |
| Sign | \$ 6,200.00 | \$ 192,863.00 |
| TOTAL | \$ 225,000.00 | \$ 17,123,716.00 |

Interior fit-out for tenant space on second floor at 1165 Imperial Drive - \$204,000

| RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013 | | |
|--|-------------------|--------------|
| NUMBER | FACILITIES | UNITS |
| Registrations Received | 14 | 86 |
| New Applications Issued | 6 | 12 |
| Total Registered (includes those added since 5/1/13) | 3148 | 8838 |
| Percentage of total invoiced that are registered | 96.9% | 98.9% |

Notes: The 2013-2014 rental license renewals for 8,678 units in 3,220 facilities were printed and mailed on May 1, 2013.

| PAYMENT | |
|-------------------------|----------|
| Total Payments Received | \$ 4,300 |
| Adjustments | \$ 1,000 |

| INSPECTIONS | |
|------------------------|-------------------------|
| TYPE | NUMBER CONDUCTED |
| Building | 23 |
| Electrical | 17 |
| Plumbing | 27 |
| Mechanical | 1 |
| Safety | 11 |
| Neighborhood Vitality | 16 |
| Quality of Life | 1 |
| Preventive Maintenance | 0 |
| Planning & Zoning | 0 |

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. |

FIRE DEPARTMENT

1. Monthly Fire Report for December 2013

| | <u>TOTAL</u> | <u>LOSS</u> |
|---|--------------|-------------|
| <i>Breakdown By Incident Type:</i> | | |
| Fire | 23 | \$49,605 |
| Rescue & EMS Incident | 111 | |
| Hazardous Condition (no fire) | 19 | |
| Service Call | 23 | |
| Good Intent Call | 13 | |
| False Alarm & False Call | 33 | |
| Special Incident Type | 2 | |

| | | |
|---|------------|-----------------|
| <i>Breakdown By Property Type:</i> | | |
| Assembly | 8 | \$ 10 |
| Educational | 3 | |
| Health Care, Detention & Correction | 6 | |
| Residential | 109 | \$24,595 |
| Mercantile, Business | 15 | \$20,000 |
| Industrial, Utility | 2 | |
| Manufacturing, Processing | 2 | |
| Storage | 10 | |
| Outside Property | 69 | \$ 5,000 |
| TOTAL INCIDENTS | 224 | \$49,605 |

| | | | |
|-------------------------------------|--------|-----|---------|
| <i>Incident By District:</i> | | | |
| Maugansville Fire | (Co13) | 1 | .44 % |
| Halfway Fire | (Co26) | 3 | 1.33 % |
| Long Meadow Fire | (Co27) | 11 | 4.91 % |
| Funkstown Fire | (Co10) | 18 | 8.03 % |
| Fairplay Fire | (Co12) | 1 | .44 % |
| Hagerstown | (HFD) | 190 | 84.82 % |

| | |
|--------------------------------------|-------------------------------------|
| AVERAGE TURNOUT PER INCIDENT: | 6 |
| INJURIES: | Civilians - 1 Firefighters - 2 |
| AVERAGE TIME OF ARRIVAL: | 4 minutes 25 seconds |
| FIRE SCENE PROPERTY VALUES: | \$2,536,695 |
| FIRE LOSSES: | \$49,605 - 1.92% |
| PROPERTY SAVED: | \$2,586,300 - 98.08% |

2. Year End Fire Report for 2013

| | <u>TOTAL</u> | | <u>LOSS</u> | |
|---|--------------|------------------|------------------|-------------------|
| Breakdown By Incident Type: | | | | |
| Fire | 307 | 11.59 % of calls | \$966,770 | 99.84 % of losses |
| Overpressure Rupture, Explosion, Overheat | 020 | .75 % | \$ 275 | .02 % |
| Rescue & EMS Incident | 1,190 | 44.93 % | \$ 0 | .00 % |
| Hazardous Condition (no fire) | 318 | 12.00 % | \$ 1,250 | .12 % |
| Service Call | 266 | 10.04 % | \$ 0 | .00 % |
| Good Intent Call | 101 | 3.81 % | \$ 0 | .00 % |
| False Alarm & False Call | 395 | 14.91 % | \$ 0 | .00 % |
| Severe Weather | 005 | .15 % | \$ 0 | .00 % |
| Special Incident Type | 046 | 1.73 % | \$ 0 | .00 % |
| TOTAL INCIDENTS | 2,648 | | \$968,295 | |

| | | | | |
|-------------------------------------|-------|----------------|-----------|-----------------|
| Breakdown By Property Type: | | | | |
| Assembly | 142 | .56 % of calls | \$ 260 | .03 % of losses |
| Educational | 048 | 1.81 % | \$ 5 | .00 % |
| Health Care, Detention & Correction | 114 | 4.30 % | \$ 500 | .05 % |
| Residential | 1,317 | 49.73 % | \$809,260 | 83.58 % |
| Mercantile, Business | 204 | 7.70 % | \$ 75,045 | 7.75 % |
| Industrial, Utility | 007 | .26 % | \$ 0 | .00 % |
| Manufacturing, Processing | 017 | .64 % | \$ 0 | .00 % |
| Storage | 092 | 3.47 % | \$ 8,300 | .86 % |
| Outside Property | 707 | 26.69 % | \$ 74,925 | 7.74 % |

| | | | | | |
|------------------------------|----|--------|-------------------------|-------|---------|
| Incident By District: | | | | | |
| Maugansville Fire (Co13) | 17 | .64 % | Fairplay Fire (Co12) | 11 | .41 % |
| Halfway Fire (Co26) | 34 | 1.28 % | Funkstown Fire (Co10) | 146 | 5.51 % |
| Smithsburg Fire (Co 7) | 5 | .18 % | Leitersburg Fire (Co 9) | 4 | .15 % |
| Long Meadow Fire (Co27) | 83 | 3.13 % | Out Of County (OUT) | 14 | .52 % |
| Williamsport Fire (Co 2) | 4 | .15 % | Hagerstown (HFD) | 2,326 | 87.83 % |
| Clear Spring Fire (Co 4) | 2 | .07 % | | | |

AVERAGE PERSONNEL TURNOUT PER INCIDENT: 6

INJURIES: Civilians - 14 Firefighters - 3

DEATHS: Civilians 0

AVERAGE TIME OF ARRIVAL: 4 minutes 22 seconds

FIRE SCENE PROPERTY VALUES: \$52,198,265

FIRE LOSSES: \$968,295 1.86%

PROPERTY SAVED: \$51,229,970 98.14%

PARKS & ENGINEERING

- Accolades for City Park** A nice way to start the New Year, we were thrilled that our City Park was rated the **MOST BEAUTIFUL CITY PARK IN AMERICA** by *EscapeHere.com*, a website dedicated to showcasing incredible tourist destinations! They selected City Park over other great urban parks like Central Park in New York City. We plan to install a banner at Park Circle acknowledging this distinction and also note it on our webpage. This would never have been possible without the dedicated efforts of Parks staff to maintain and beautify City Park every day. They are great stewards of a world-class treasure!
- Hub City 100 Miler** Over 500 people have registered for this inaugural community challenge event! A kick-off event was held on a very frigid January 6th evening but 200 people braved the weather to stop in and get their 'goody bags' and some chose to stay and get in their first mile walking, biking or taking an outdoor Zumba class. This event also received some national coverage as it was noted in USA Today on January 7th

3. **CSX Railbanking Project** CSX does not object to the railbanking of the corridor. They will have their GIS staff update the maps to accurately show the railbanking corridor to the north side of Eastern Boulevard. They will do an appraisal (over the next 60 days) and send to the City. We will do appraisal after we get theirs. Our staff surveyor will start working on a metes and bounds survey of the corridor. A final decision on railbanking by the City Council will be needed after the various appraisals and surveys are completed.

CSX will begin to expedite the removal of the road crossings. They will take up the track and ties next summer.

CSX feels we have a very good chance at using these crossing closures as "collateral" to create a new crossing, possibly on a trail adjacent Memorial Blvd from Municipal Stadium to City Park.

4. **Ice & Sports Complex Management** Staff continues to meet weekly with the interested parties at the Ice and Sports Complex. Members of the various user groups have been appointed to the new Board of Directors and next week they plan to elect officers. A draft *Articles of Incorporation and By Laws* are complete as well as a draft Operating Agreement between the new group [called the Hagerstown Ice Amateur Athletic Association (HIAAA)] and the City. We expect the group may be ready to take over the management in April.
5. **Kiwanis Park** Staff obtained final approvals of the plans for Phase I which includes the parking lot, entrance sign and lighting. Construction of phase I will commence this spring. We also received the Waterway Construction Permit for the boat access to the Antietam Creek but no funding is currently available for this second phase. A pavilion is funded by POS and will be constructed this summer overlooking the Creek.
6. **Hager House** A tour group of 30 people from the Smithsonian visited the Hager House on Tuesday. Although the House is closed for the winter, we made an exception for this group. Staff is partnering with the Historical Society to plan the 275th Anniversary of the Hager House this summer!
7. **Engineering Division Items**

| Traffic issues | | |
|------------------------------|----------------|--------------------|
| Description | Week of 1/3/14 | Calendar Year 2013 |
| Traffic complaints received | 8 | 169 |
| Work Orders completed | 3 | 149 |
| Traffic counts completed | 0 | 29 |
| Construction Projects | | |
| Description | Week of 1/3/14 | Calendar Year 2013 |
| Projects advertised for bids | 0 | 27 |
| Projects under construction | 6 | 15 |
| Projects completed | 1 | 12 |

POLICE DEPARTMENT

1. STATS

| | | | |
|--------------------------|-------|-----------------------|----|
| Calls for Service: | 1,330 | Field Interviews: | 33 |
| Arrests/Warrants Served: | 15 | Moving Violations: | 48 |
| Domestic Violence Calls: | 11 | Parking Violations: | 6 |
| DUI Arrests: | 1 | Safety Repair Orders: | 26 |
| Reports Filed: | 135 | Warnings: | 72 |

2. **REPORTS**

- **01/02/14:** Officer Lam responded to Avalon Avenue in reference to a reported assault. The victim was walking behind Camelot Florist when two subjects assaulted him from behind. The victim was knocked to the ground, kicked in the ribs, and hit twice in the head. CRS responded and took victim to Meritus Medical as a precaution. The suspects took \$20 from the victim. No further information is available at this time.
- **01/04/14:** HPD responded to George Street for a burglary that had just occurred. Dispatch advised that two white males entered the house through an unlocked door and one brandished a black semi-automatic handgun. Three residents were in the house at the time of the entry. The suspects were wearing masks and went walking through the house. One suspect went upstairs and was bear hugged by a member of the household. Another member of the household pulled the mask from one of the suspects and her arm was injured in the process. Suspects fled the house and ran towards Salem Avenue. The injured victim was transported to Meritus Medical to receive treatment for her injuries. No further information is available at this time.
- **01/05/14:** Officer Mikash responded to Frederick Street for a report of credit card fraud. The victim stated that she just discovered her credit card was missing. After checking her account, the card had already been used for four charges totaling \$402. There are no suspects at this time.
- **01/07/14:** Sgt. Heckman spoke with a victim at HPD when he reported his Proscan Tablet stolen. It was reported that the tablet was left at a friend's house on George Street. The friend will not return the tablet and refuses to answer calls or texts. Charges have not been filed.

3. **OTHER NEWS/INFORMATION:**

- **Congratulations:** Officer Kristin Craft and Officer Benjamin Lapp are now certified for solo patrol and assigned to the Patrol Division. Officer Craft will remain on Delta Squad under the command of Sgt. Mark Renner. Officer Lapp will remain on the Alpha Squad under the command of Sgt. Joe Zimmerer. We wish them well as they move forward with their police career.

PUBLIC WORKS

PARKING SYSTEM DATA

| | | Current Week | Previous Week |
|---|--------------------------|--------------|---------------|
| Number of Permit Holders | A & E Deck | 166 | 166 |
| | University District Deck | 271 | 271 |
| | Downtown Parking Lots | 380 | 380 |
| Number of Patrons Using Decks | A & E Deck | 1,229 | 1,142 |
| | University District Deck | 760 | 377 |
| Sales of Discount Coupons | | 0 | 0 |
| Number of Citations Issued | (Includes Warnings) | 79 | 65 |
| Number of Late Payment Notifications | | 52 | NA |
| Number of Cars Booted | | 0 | 1 |

Note: The drop in permits to the University District Parking Deck (permit holders were as high as 422) is due to the Christmas break at USMH and student passes being turned off. The number will peak once school resumes.

CENTRAL MAINTENANCE GARAGE REPAIR DATA

| | Current Week | Previous Week |
|----------------------|--------------|---------------|
| DCED | 0 | 0 |
| Fire | 0 | 5 |
| Human Resources | 0 | 0 |
| Light | 1 | 2 |
| Parks & Engineering | 1 | 0 |
| Police | 5 | 7 |
| Public Works | 3 | 2 |
| Wastewater | 0 | 1 |
| Water | 6 | 5 |
| Weekly Totals | 16 | 23 |

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

University District Parking Deck Rehabilitation Update: Construction work has continued through December with work continuing in the stairwells into January. Most of the concrete repairs and replacement has been completed. Caulking of the joints has also been completed in the upper decks. The roofs of both stairwells were completely replaced as both had totally failed. The final, major work item is the coating of the upper floors to prevent water infiltration. This work cannot be completed until there is at least 2 weeks of consistent warm weather of over 40° F. Until then, the upper floors (approximately 125 spaces) will remain closed. With change orders and issues found during construction, the total cost of the project should run approximately at \$307,000.

Winter Weather Update: It is still early in the winter season but costs are escalating due to the timing of the first 5 weather events for the season. Four of the five storms occurred during weekend or evening hours resulting in higher labor costs due to overtime pay. The use of salt for these storms has also been above average due to the temperatures and length of time involved in the storms. The rain on Sunday, January 5th became a sheet of ice across the city as temperatures dropped in the low 20 degrees. To date, 1,800 tons of road salt has been used at a cost of over \$121,500. A breakdown of the current storm costs will be presented in next week's report.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

- Problem Areas.** Recent call-outs included:

 - Thur. 1/2 - 130 East Washington Street- pole damaged; no damages were found to our facilities. Time Out: 23.2-0.3
 - Fri. 1/3 - 634 North Mulberry Street - total outage; transformer was found to be bad, (1) 50 KVA transformer replaced to correct problem. Time Out: 16.0-18.2
 - Sat. 1/4 - Fairchild Avenue & Columbia Road - total outage; (1) 10T transformer fuse replaced to restore power. Time Out: 3.9-5.2
 - 321 Radcliffe Avenue- Miss Utility locate; emergency locate for Columbia Gas to make repairs to gas main break. Time Out: 21.7-22.2
 - Mon. 1/6 - 334 Vista Street – total outage; no problems were found with our facilities and customer was advised to contact electrician for needed repairs. Time Out: 17.4-18.4
 - Tues. 1/7 - 1100 Block Fry Avenue – total outage; (1) 10T fuse replaced to correct problem and restore power. Time Out: 6.6-7.6

- 812 South Potomac Street- partial outage; customer's main breaker was found to be bad, the customer was advised to contact electrician for needed repairs. Time Out: 18.2-18.9
- Ray Street and Potomac Street – total outage; transformer was found to be bad, (1) 50KVA transformer replaced to correct problem and restore power. Time Out: 6.5-8.0
- Wed. 1/8 - 447 West Washington Street – emergency disconnect of service due to water main break. Time Out: 19.0-19.5

Distribution Recent activity included:

- Metering Staff received one high bill complaint this week; upon testing, meter was found to have met all Public Service Commission requirements.
- Line crews began annual feeder inspections for Bulldog Substation.
- Line crews continue trimming trees in various residential locations.
- Line crews performed various service upgrades and meter installations.
- Continued with pole inspections and re-tagging throughout the City.

| Lamps Replaced | New Fixtures Added | Changeouts | Fixtures Removed |
|----------------|--------------------|------------|------------------|
| 15 | 0 | 2 | 0 |

3. **Engineering**

- Staff worked on the following projects:
 - Engineering staff reviewed and completed multiple permits, electrical service upgrades, and site plans on HLD's system.

4. **Administration:**

- Staff is pleased to announce the wholesale power supply contract has been extended and will be presented to Mayor and Council next week. After months of studying forward pricing in the power supply market, we are confident that the lowest price was obtained.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|-------------------------------------|------------|-------------------|
| Wednesday, Jan. 1, 2014 | 8.15 | 0.00 |
| Thursday, Jan. 2, 2014 | 8.13 | 0.18 |
| Friday, Jan. 3, 2014 | 7.90 | 0.00 |
| Saturday, Jan. 4, 2014 | 7.56 | 0.00 |
| Sunday, Jan. 5, 2014 | 7.83 | 0.28 |
| Monday, Jan 6, 2014 | 8.77 | 0.11 |
| Tuesday, Jan. 7, 2014 | 7.07 | 0.00 |
| Weekly - Avg. Flow / Total Rainfall | 7.92 | 1.18 |
| Monthly – Avg. Flow /Total Rainfall | 7.92 | 0.57 |

Miscellaneous

- Maintenance trouble shooting the failure of #2 Filter reject pump
- Maintenance broke off the ice that had built up on the drive chains for final clarifier #1 and placed heaters to help prevent freezing again.
- Water supply line for the O2 cooling tower has frozen up, manually refilling the tower until the line can be thawed out and repaired.

Wastewater Collection

SSES Weekly Progress

| Activity | Districts | L. F. main | Feet of lateral | # inspected |
|------------------|-----------|--------------|-----------------|-----------------|
| CCTV Inspections | 14, 21 | 535 | 199 | 13 |
| Flushing | 18, 32 | 7099 | | |
| Joint Testing | | | | |
| Point Repairs | | # of Repairs | Reason | L.F. of Repairs |
| Lateral Only | 2, 52 | 2 | Broken pipe | 12.5 |

Collection System Maintenance Task

- Cleaned wet wells at stations 2, 21 and Potomac Ridge for A.R.E.
- Station 18; drained water from #1 limit switch, dried with heat gun, installed dehumidifier in check Valve Vault.
- Grinder calls: 1524 Kensington (replaced leaking o-ring), 11332 Eastwood Dr (removed water/moisture from junction box), 602 Fair Meadows, (reset pressure tube), 11314 Eastwood Dr. (replaced pump core). Frozen goose neck on grinder pumps at Parkwood and Eastwood Dr, used torch to thaw out pipe.
- Cleaned Check valve #1 at station 21.
- Downloaded Flo-Dar meter and Magmeter data for hospital flow monitoring.
- Waxed center bay floor at shop.
- Replaced riser in manhole 33001, broken by snow plow.
- Excavated by hand, to replace grinder pump check valve at 1533 Woodlands Run.
- Assisted contractor at 307 Radcliff Ave, they found two active laterals for that address both were damaged.
- Plowed and salted treatment plant roads on two occasions, also, sidewalks at stations 1, 2, 3, and 26.
- Looked for manhole 11203 for Wastewater Engineering Department, did not find and believe that it does not exist.
- Hauled steel plate to 1304 Oak Hill for property owner convenience; have not heard back to date.
- Installed conversion risers for 2015 Streets overlay.

Administration

| Wastewater Division – Customer Call Log Summary 2014 | | | | | | | |
|--|-----------|---------------|-----------------|----------|-----------------|-------|--------|
| Type | Blockages | Grinder Pumps | Odor Complaints | Flushing | WW Pump Station | Other | Totals |
| Weekly | 2 | 7 | 1 | 0 | 0 | 1 | 11 |
| YTD | 2 | 7 | 1 | 0 | 0 | 1 | 11 |

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

Engineering

- Staff collaborated with County Engineering on redesign of future sewer service casing for the Robinwood Corridor II road expansion project.

Wastewater Laboratory

- Annual method detection limits are being performed on the permit required analytical parameters.
- Lab staff attended a meeting to address changes to the plant's discharge permit.
- Lab staff attended a meeting to establish permit requirements for Shenandoah Family Farms, a new industry that will be discharging to our system.
- 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> |
|-------------|----------------|------------------|--------------|
| 1/2/14 | 11.50 | | 11.50 |
| 1/3/14 | 11.70 | | 11.70 |
| 1/4/14 | 11.90 | | 11.90 |
| 1/5/14 | 12.70 | | 12.70 |
| 1/6/14 | 12.29 | | 12.29 |
| 1/7/14 | 12.51 | | 12.51 |
| 1/8/14 | 13.10 | | 13.10 |
| Average | | | 12.24 |

Water Production at RC Willson

- Operations

- Cleaning
- Routine PMs

- Maintenance

- R C Willson – Routine PMs

- Instrumentation

- R C Willson – Continue working on the new PAC system
- R C Willson – Cold weather prep
- R C Willson – Working on traveling screen valve actuators

Water Production at Breichner

- The Edgemont Reservoir is currently at -2.5'; the bypass is open and the hydrant is closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on frozen meters throughout the system. So far, there have been 85 calls for no water due to freezing. We also repaired leaks on Pennsylvania Avenue, Bower Avenue, Gay Street, Linwood Road, Mohawk Drive and Robinwood Drive.

Laboratory

- A new line installation on Frederick Street culvert was tested and cleared for use.
- Annual and semiannual point of entry and distribution sampling results were submitted to the MDE as part of USEPA's Lead and Copper regulation.
- Annual USEPA regulated metals and fluoride testing results were submitted to the MDE.

- Quarterly chlorine residual monitoring and monthly bacteria monitoring results were submitted to the MDE.
- Process and regulatory testing was routine for the week.

Engineering

| <u>Reviews:</u> | <u>City</u> | <u>County</u> |
|------------------|-------------|---------------|
| Site Plan | 1 | 1 |
| Simplified Plat | | 1 |
| Preliminary Plat | | 1 |
| Replat | | 1 |
| Final Plat | | 1 |
| Building Permit | 9 | 7 |

- Staff attended a progress meeting for the Phase IV Willson Water Treatment Plant Improvements project.

Respectfully submitted,

Bruce Zimmerman
City Administrator