

City of Hagerstown, Maryland Status & Information Report No. 20 for 2013

May 24, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

MAY 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 4pm Work Session	8	9 8am-2pm MayMart @ Public Square	10	11
12	13 National Bike To Work Week	14 National Bike To Work Week 4pm Work Session	15 National Bike To Work Week 7pm Ride of Silence @ Fairgrounds Park	16 National Bike To Work Week 5-8pm Taste of the Arts – City Center	17 National Bike To Work Week	18 9am Ride With The Mayor @ Fairgrounds Park
19	20	21 7pm Regular Session	22	23	24	25 9am-2pm Faire off the Square
26	27 Memorial Day City Offices Closed	28	29	30 5-7pm Western MD Blues Fest @ University Plaza	31 4-10pm Western MD Blues Fest @ City Center Lot	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:** A Grand Opening and Ribbon Cutting was held for Right at Home located at 223 North Prospect Street, Suite 203. The owners are Steve Luber, Jean Long and Eileen McLaughlin. The Community Relations Officer is Ryan Burns.

2. **Events:**
 - Pairing great restaurants and entertainment, the Taste of the Arts was held in Hagerstown's Arts and Entertainment District on Thursday, May 16, 2013. The event had 122 participants which means the Maryland Theatre, Washington County Arts Council and the Barbara Ingram School for the Arts Foundation will receive \$813.33 each.

 - Morris Frock American Legion Post # 42 is hosting its Annual Memorial Day Wreath Laying Ceremony at the Washington County Courthouse at 2:00 PM on Sunday, May 26.

- The Medal of Honor Neighborhood 1st Group will be hosting "Honoring Our Veterans" on May 26, 2013 at 6:00 PM. It will start with a wreath laying at the Medal of Honor Triangle and then proceed to Wheaton Park.
 - Faire Off the Square will start on May 25, 2013 from 9:00 AM to 2:00 PM in the North Potomac Street Parking Lot. It is coordinated by the Downtown Alliance, and the first event will benefit the Humane Society.
 - The Western Maryland Blues Fest will be held May 30 through June 2, 2013. Staff is gearing up for all aspects of the event.
3. **Fundraising**
- Staff are in the midst of their fundraising campaigns for the Western Maryland Blues Fest. They have raised \$98,000 to date (which exceeds their goal).
 - Dog Park Task Force has a goal of \$20,000. They are currently at \$14,600 raised.
4. **This Week's Headlines and Media Releases:**
- Mayor and Council Participate in Memorial Day Observances
 - Blues Fest Preview: Press Conference on May 28th
 - Thai Restaurant Coming to City Center
 - Right at Home Opens New Adult Care Offices in Downtown Hagerstown
 - Potterfield Pool Offers New Amenities in 2013
 - Traffic Advisory: North Prospect Street
 - Trash & Recycling Collection Delayed One Day for Memorial Day
 - Video Blasts: BluesFest Dailies
 - E-casts: Hagerstown Advance News
5. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Western Maryland Blues Fest Dailies - Preview of each day of the festival
 - Preview of the 18th Annual Western Maryland Blues Fest
 - WCPS Student Art Exhibition at Washington County Museum of Fine Arts
 - University Plaza and City Park in Full Bloom
 - In production:
 - Four videos to be used for QR Code signs in City Park
 - Also airing at select times:
 - "Divided Valor: Hagerstonians in the Civil War" - daily at 3:00 PM
6. **Websites:**
- **YouTube:**
 - The City of Hagerstown's YouTube channel can be accessed at www.youtube.com/cityofhagerstown
 - **New videos this week:**
 - Blues Fest Daily Previews
 - **City Website:**
 - Website analytics for www.hagerstownmd.org for the week of May 3 - May 9:

- ▶ Web traffic was significantly higher this week with over 7,700 users visiting more than 18,500 pages. This could be an indication of people looking for Blues Fest information.
- ▶ Top Content:
 - Home page 6,923 visits
 - Calendar 483 visits
 - Jobs page 455 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses:**
 - 920 South Potomac Street – Michael Spielman – auto body repair garage
2. **Board of Zoning Appeals:** The Board of Zoning Appeals heard two cases on May 15:
 - 449 North Prospect Street – Antietam Office & Storage, LLC – applicant withdrew its administrative appeal for a social club in an industrial zoning district.
 - 323 Belview Avenue – Dixie E. Hart – granted applicant’s request for a variance to construct a carport.
3. **Planning Commission:** The Planning Commission will meet on May 29 to consider the following matters:
 - Public review meeting for an amendment to the PUD for Hager’s Crossing to allow the development of an elementary school.
 - Public review meeting for various text amendments to the Land Management Code.
 - Discussion on proposed Future Land Use Map amendments.
4. **Maryland Bicycle & Pedestrian Master Plan:** On May 20 Planning Staff attended a stakeholders meeting on the 2013 State Bicycle and Pedestrian Plan Update in Cumberland. Staff met with representatives from Maryland Department of Transportation and discussed how state and local governments can be more effective partners in improving environments for better bicycling and pedestrian transportation and key issues and opportunities that the Plan update should address. Topics discussed included funding, education and enforcement of existing facilities, and opportunities for more bicycle lane connectivity between state and local roads.
5. **Weekly Activity Report:** May 13–17, 2013

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	8	Residential -	3	Commercial -	4	Other -	1	15
Electrical	17	Residential -	9	Commercial -	7	Other -	1	17
Plumbing	14	Residential -	13	Commercial -	1	Other -	0	15
Mechanical	5	Residential -	2	Commercial -	3	Other -	0	5
Engineering Dept.	30							30
TOTAL	74		27		15		2	82
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 868,299.00				\$ 7,825,241.00
Commercial				\$ 156,500.00				\$ 28,945,673.00
Apartment				\$ 2,000.00				\$ 2,157,604.00
Sign				\$ 5,900.00				\$ 277,824.00
TOTAL				\$ 1,032,699.00				\$ 39,206,342.00

Construct 4 three-story townhomes at Collegiate Acres - \$420,000		
Construct single family home at Collegiate Acres - \$180,000		
Interior renovations to create church at 319 West Howard Street - \$80,000		
RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013		
NUMBER	FACILITIES	UNITS
Registrations Received	448	1466
New Applications Issued	4	4
Total Registered	824	2105
Percentage of total invoiced	25.6%	24.3%
Notes: The 2013-2014 rental license renewals for 8678 units in 3220 facilities were printed and mailed on May 1, 2013.		
PAYMENT		
Total Payments Received	\$ 73,300	
Adjustments	\$ 600	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	46	
Electrical	47	
Plumbing	25	
Mechanical	17	
Safety	70	
Neighborhood Vitality	128	
Quality of Life	34	
Preventive Maintenance	39	
Planning & Zoning	11	
Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.		
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.	

PARKS & ENGINEERING

1. **Upcoming Projects** So far this year, staff have completed work at Greenawalt Park, Memorial Park, University Plaza stage and the City Park Bandshell. Staff anticipates completing the following projects in the rest of 2013:
 - ▶ June – Dog Park & Pool Shade Canopies
 - ▶ July – Miscellaneous smaller projects
 - ▶ August – Mills Park Trail Phase II

- ▶ September – Kiwanis Park Phase I
- ▶ October – Memorial Park Phase II (Plaza)

2. 2013 Grants we are applying for:

Grant Name/Project	Amount Requested	Comments
Safe Routes To Schools	\$100,000	Path at Bester Elementary School
Chesapeake Bay Trust – Green Streets	\$35,000 Design Funds	Reduce impervious surfaces
Bikeways Grant	\$70,000	Bike lanes, sharrows, bike racks and storm drains
Recreational Trails Grant	TBD	<ul style="list-style-type: none"> • Rotary Park Bridge & Trail • City Park Trails Resurfacing
Chesapeake Bay Trust – Stream Restoration	TBD	In order of priority: <ul style="list-style-type: none"> • Kiwanis Park • Pangborn Park • Stream adjacent The Terrace

3. **University Plaza Stage.** The steel canopy has been installed on the new stage; we have started painting the metal. The next step will be to install the metal roofing.
4. **Dog Park.** In preparation of installing a new dog park at Fairgrounds Park, we removed the basketball court and the volleyball court. (The basketball court will be relocated to the existing concrete slab near the south pavilion.)
5. **New Bike Rack.** We installed a new bicycle rack in front of the Department of Social Services downtown.
6. **Potterfield Pool.** This weekend, the pool reopens for the summer season, Saturday, Sunday & Monday, May 25th – 27th. The pool will also be open the following weekend (June 1st & 2nd) and beginning June 7th, the pool will be open Tuesday thru Sunday. Public swim time is 12:30pm – 5:30pm; however, the pool is also available in the evenings to rent.
7. **Chamber Mixer.** On May 22nd, The Greens at Hamilton Run golf course hosted a Chamber of Commerce Morning Mixer. More than 60 Chamber members attended the mixer. The event was a success as it exposed area business leaders and local professionals to the improvements and amenities now offered at the course.
8. **Arts in the Park.** In partnership with the Historic City Park Neighborhoods 1st, the first annual Arts in the Park event, held on May 19th was a success and attracted a nice amount of media coverage from WHAG and the Herald-Mail who were on site to cover the event.
9. **Railroad Heritage Days.** Held on May 18th & 19th, the Railroad Heritage Days attracted hundreds of people at the Hagerstown Train Museum in City Park. The event was held in partnership with the Roundhouse Museum and transportation was provided between the two museums.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,749	CDS Arrest:	1
Criminal Arrest/Warrants:	20	DUI Arrests:	0
Moving Violations:	85	Search Warrants Executed:	0
Safety Repair Orders:	5	Field Interviews:	33
Warnings:	127	Parking Tickets:	13

2. **REPORTS**

- 05/18/13: Officer Paglia responded to East Franklin Street for a report of a theft. The victim stated on 05/17/13 he locked all vehicles that were parked on his lot. On 05/18/13 at 8:26 a.m. he discovered three vehicles were unlocked. Nothing appeared to be missing, however the customers were not present to make an assessment. All three vehicles were parked next to each other. No more information is available at this time.

- 05/19/13: HPD responded to 274 East Memorial Boulevard (Municipal Stadium) for a reported theft. Upon arrival contact was made with the Assistant General Manager who advised that sometime between 5/17/13 at 4 p.m. and 05/19/13 at 11:30 a.m., someone entered the stadium and stole some items from the beer garden. They also damaged items there. He advised he does not know who may have done it. Items missing included a 32" Insignia flat screen TV, a ¼ keg of Sam Adams seasonal beer. A Coors Light tap handle had been broken and the tap line to the Bud Light keg had been cut and the tap line taken. He advised the combined cost of the missing items is over \$500. It is unknown how entry was made into the stadium. There were no witnesses to this incident. No further information is available at this time.

- 05/22/13: The Hagerstown Police Department has identified and apprehended three individuals for their involvement in the homicide that occurred on Randolph Avenue back on April 20, 2013. All three were charged with Murder 1st and 2nd degree, Armed Robbery and other related charges. They are currently being held at the Washington County Detention Center where they await trial.

3. **OTHER NEWS/INFORMATION**

- **Congratulations**: Stacey Wilson and Jessica Shaffer have been selected as Employees of the Month for April 2013 for the Hagerstown Police Department. While this honor is typically reserved for sworn police officers, these two employees have demonstrated exemplary work ethic, commitment, and dedication to the department and the citizens of Hagerstown. Both are civilian employees assigned to the Western Maryland Regional Crime Laboratory (WMRCL) at the Hagerstown Police Department. Wilson is a forensic chemist and Shaffer is a forensic technician. Both have been with the WMRCL since 2007.

On March 5, 2013, the Hagerstown Police Department began an intensive investigation into a rape which had just occurred. Shaffer was instrumental in processing the scene for evidence, and Wilson spent numerous hours looking for microscopic DNA evidence. Through their collaboration with other agencies, Shaffer and Wilson's meticulous efforts resulted in the quick identification and ultimate apprehension of the suspect. Faced with nearly impossible odds, their tireless dedication and commitment made the difference in the case resulting in closure for the victim and increased safety for the community. Due to their dedication, perseverance, and meticulous efforts, Stacey Wilson and Jessica Shaffer were selected as the Hagerstown Police Department Employees of the Month for April 2013. The Hagerstown Police Department is proud to have dedicated employees such as Ms. Wilson and Ms. Shaffer and we congratulate them for a job well done.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	156	155
	North Potomac Deck	370	369
	Downtown Parking Lots	380	380
Number of Patrons Using Decks	A & E Deck	2,021	2,250
	North Potomac Deck	2,347	2,009
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	253	189
Number of Late Payment Notifications		46	49
Number of Cars Booted		2	1

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	1
Human Resources	0	0
Light	1	9
Parks & Engineering	1	4
Police	9	10
Public Works	2	3
Water	3	4
Wastewater	3	3
Weekly Totals	21	34

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.

40 North Potomac: Staff has been working to remodel the restaurant space at 40 North Potomac Street to prepare for Thai Zap, a new Thai restaurant which will be opening later this summer. A large portion of the work is cleaning and painting the space for the incoming tenant. A new drop ceiling needs to be installed as many of the ceiling tiles were damaged or stained. Other work includes replacing the exterior door at the rear of the property and repairing the wood steps of the wood deck. The majority of the work should be complete by early June.

Battery Backup Power for Traffic Signals: Staff has completed the installation of the battery backup systems for the intersections that interconnect with railroad crossings. These include the intersections of Pennsylvania Avenue & Prospect Street, Northern Avenue & Fountainhead Road and Potomac Street/Hamilton Boulevard/Manila Avenue. Staff did an excellent job of modifying the electrical components of the cabinet to incorporate the UPS (uninterruptable power supply) devices.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

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

 - Thur. 5/16 - 442 West Franklin Street- partial outage; customer's main breaker and panel were found to be bad, customer advised to contact electrician for needed repairs. Time Out: 16.8-18.3
 - Sun. 5/19 - 616 Knightsbridge Drive- Miss Utility locate; our facilities were clear for emergency repairs to a water main break. Time Out: 12.3-13.3
 - Mon. 5/20 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.9
 - Tues. 5/21 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
 - 100 Block South Potomac Street- pole damaged; street light knocked down in vehicle accident, light removed temporarily with follow-up repairs completed the following business day. Time Out: 21.5-21.8
 - Wed/ 5/22 - 122 East North Avenue- total outage; bird caused transformer fuse to operate, (1) 6T fuse replaced to restore power. Time Out: 15.1-15.4
 - 103 Cypress Street- lines arcing; tree fell on secondaries causing outage, follow up trimming was completed the next business day. Time Out: 17.5-18.7

2. **Distribution** Recent activity included:
- Metering Staff received no high bill complaints this week.
 - Line crews continue annual feeder inspections for Mitchell 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
5	0	1	0

3. **Engineering** Staff worked on the following projects:
- Engineering staff reviewed and processed multiple building permits regarding fences and new construction involving HLD electrical distribution equipment.
 - The Staff Engineer added more materials to our scrap/surplus list going out for bid in the near future for sale of the material.
 - The Engineering staff coordinated multiple utility line truck repairs and maintenance requirements.
 - The Staff Engineer began review of a street project that will have a large impact on overhead HLD sub-transmission and distribution facilities.
4. **Administration:**
- Staff continues to investigate an RFI issue for one of our customers. The infrared thermal imaging camera located a hot spot in the secondary voltage lines within close proximity to the complaint. A connector was tracking and overheating. The connector was replaced and, for the time being, we believe the source of the interference has been eliminated.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 15, 2013	6.39	0.00
Thursday, May 16, 2013	6.30	0.06
Friday, May 17, 2013	6.10	0.00
Saturday, May 18, 2013	5.75	0.00
Sunday, May 19, 2013	6.00	0.00
Monday, May 20, 2013	6.08	0.00
Tuesday, May 21, 2013	6.09	0.00
Weekly Average/Total	6.10	0.06
Monthly Average/Total	6.16	2.57

Projects

- Filter One continues the cleaning process on the ENR filters.

Miscellaneous

- Maintenance cleaned UV bulbs.
- Maintenance modified grating on the filter influent channel for installation of the filter bar screens.
- Maintenance continues work on the OAB project.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	12	440 private	0	0
Flushing	12	13,415		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main Line Only	11	1	Roots 90% Blocked	27
Manholes	7	1	I&I	Grout walls

Collection System Maintenance Task

- Downloaded Newgate interceptor flow data.
- Pressure washed station 5 and cleaned gutters.
- Moved generator outside fence and placed 6" pump at station 8.
- Inspected 411 Guilford Avenue for the owner to confirm roots removed.
- Finished bypass at station 8 (hard pipe) six inch valve is open.
- Inspected E Russell Hicks from the upstream manhole.
- Pressure washed all concrete at station 23.
- Meeting with owner at 11237 Eastwood; grinder pump canister is broken, owner to make repairs.
- Chemical feed rate at station 26 is 225 GPD.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	0	1	0	0	1	9
YTD	33	19	3	4	8	17	84

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

Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff met with Permits staff to continue streamlining the sewer permits process.
- Staff participated in a Wellness Assessment at the plant conference room.

Wastewater Laboratory

- Annual DMRQA proficiency sample testing continues.
- A sampler was set on the discharge line of the Meritus Medical Center as part of the monitoring of industrial discharge to our system.
- A new phase contrast microscope for biomass analysis was ordered for operations.
- 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>
5/16/13	11.76		11.76
5/17/13	11.93		11.93
5/18/13	11.44		11.44
5/19/13	11.63		11.63
5/20/13	12.14		12.14
5/21/13	12.64		12.64
Average			11.92

Water Production at RC Willson

- Operations

- Completing routine PMs.
- Performed tests at the stations.

- Maintenance

- R C Willson – Performed routine PMs.
- R C Willson – Assisted with repairs to the traveling screen.
- Breichner Plant – Performed routine PMs.

- Instrumentation

- R C Willson – Installing new streaming current monitors.
- Pump Stations – Replaced a sump pump at P.S. #3.
- Pump Stations – Relocated the communications equipment at P.S. #2.
- Pump Stations – Installed air conditioners at P.S #2 and #3.

Water Production at Breichner

- The Edgemont Reservoir is currently -5.0'; 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 meter exchanges throughout the system. We are working on services on North Colonial Drive and are working on Medical Campus Way. Also we repaired a leak on Lynn Court.

Laboratory

- Presort said they were short in the number of CCRs necessary to complete the entire mailing to all accounts. Other copies were made in-house and were taken to Presort to be folded and stuffed.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Rezoning Request	1	
Building Permit	11	2

- Staff attended Gang Awareness training at City Hall.
- Staff attended a development review meeting at the County Planning Office.
- Staff met with Permits staff to continue streamlining the water permits process.
- Staff participated in a wellness assessment.

Respectfully submitted,


 Donna Spickler
 City Clerk