

City of Hagerstown, Maryland Status & Information Report No. 21 for 2013

May 31, 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:**

- Please join us for a Grand Opening and Ribbon Cutting for Ridgecrest Property Management, 223 North Prospect Street, Suite 204. The event will be held on Tuesday, June 18 at 2:00 PM.
- Draper & McGinley, PA and Edward Jones Investments both located at 140 South Potomac Street will celebrate their grand openings with a Ribbon Cutting Ceremony on Thursday, June 27, 2013 at 4:30 PM. Contacts for the businesses are Michael McGinley for Draper & McGinley, PA and Shelby McGinley for Edward Jones Investments.

2. **Events:**

- The Western Maryland Blues Fest is being held May 30 through June 2, 2013. Staff is gearing up for all aspects of the event. The Thursday Blues Prelude was a big success with a special visitor, Peter Franchot. The Washington County Arts Council hosted the Blues Fest Poster Art Exhibit Opening also featuring the Children's T-Shirt Art Contest. Erin Mettille, Blues Fest Poster Artist, sold 1/3 of her art the first night.

- Flag Day will be held on June 14 at 4:00 PM. in University Plaza, and then the Tour of Washington County bicycle race will begin at 5:00 PM that same evening.
 - On June 15, the Fishin Frenzy will be held at Pangborn Park starting at 8:00 AM.
3. **Fundraising:**
- Augustoberfest Event fundraising is underway.
 - Dog Park Task Force has a goal of \$20,000. They are currently raised \$14,600.
4. **This Week's Headlines and Media Releases:**
- Mayor & Council Participating in Memorial Day Observances
 - *Faire off the Square* kicks off Outdoor Market
 - Traffic Advisory: Frederick Street
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
 - Also airing at select times:
 - "Divided Valor: Hagerstonians in the Civil War" daily at 3:00 PM.
 - In partnership with the Department of Parks & Engineering, staff completed informational videos that will be incorporated with new signage at City Park. The signs will have a QR code that visitors can scan with their smart phones to watch the videos. The videos include: the Hager House, Hagerstown's History, the Peter Buys Bandshell, and the Washington County Museum of Fine Arts.
6. **Websites:**
- YouTube: The City of Hagerstown's YouTube channel can be accessed at www.youtube.com/cityofhagerstown
 - Blues Fest video views:

| | |
|---|-----------|
| 18 th Annual Western Maryland Blues Fest | 199 views |
| Thursday Sneak Peek | 175 views |
| Friday Sneak Peek | 129 views |
| Saturday Sneak Peek | 115 views |
| Sunday Sneak Peek | 85 views |
 - City Website:

Website analytics for www.hagerstownmd.org for the week of May 24 - May 30:

 - Web traffic was significantly higher this week with over 7,400 users visiting more than 19,600 pages. This could again be an indication of people looking for Blues Fest information.
 - Top Content:

| | |
|-------------|--------------|
| ▶ Home page | 6,970 visits |
| ▶ Calendar | 591 visits |
| ▶ Jobs page | 424 visits |

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses:**
 - 1057 Maryland Avenue – Frugal’s Thrift & Consign, LLC – retail sales of used items.
2. **Historic District Commission** – The HDC met on May 23 and reviewed the following applications:
 - 100 North Potomac Street – Blackwell², LLC – approved a façade grant application to repaint the Patterson Hotel building.
 - 121 Broadway – Rose Greenawalt – approved application for replacement windows on the east and west (side) facades.
 - 145 West Washington Street – Robert Goldsack – approved application for a projecting sign and a sign grant.
 - 43 South Potomac Street – Flying Pie Co. – approved application for a sign and grant.
 - 34-36 South Potomac Street - Washington County Arts Council – approved application for a sign and grant.
 - 37 West Antietam Street – Somerlock and Stolz, LLP – approved application for a sign and a grant.
 - 37 West Antietam Street – East Coast Bail Bonds – sign (approved as amended to change material of sign)
 - 53 North Potomac Street/One West Franklin Street – Kurt Cushwa – railing with signage (case continued to next meeting for more information)
3. **Planning Commission** – The Planning Commission met on May 29 and considered the following:
 - Public Review Meeting for a change to the Hager’s Crossing PUD to allow for an elementary school in place of a multi-family development. Two neighborhood residents spoke in favor of the proposed PUD amendment.
 - Public Review Meeting for various text amendments to the Land Management Code. Four people spoke in opposition to the amendments as they pertain to car sales facilities.
 - Future Land Use Map Amendments – The Commission began reviewing proposed changes to the Future Land Use Map in the 2008 Comprehensive Plan. The proposed changes to the Future Land Use Map “clean up” discrepancies between the Plan and existing zoning, as well as several areas where the future land use designations could be changed to reflect changing market conditions and to set up the land use framework for a future comprehensive rezoning.
4. **Board of Zoning Appeals** – One case was filed for the June 19 hearing. The Board is slated to hear an administrative appeal made by Hub Scrap Metals, LLC, of the Zoning Administrator’s letter of November 7, 2012, regarding remaining outstanding violations of the Zoning Ordinance and approved site plan for the property located at 625 North Prospect Street.
5. **Hagerstown/Eastern Panhandle Metropolitan Planning Organization** – The MPO technical advisory committee met with the consultants to kick off the next Long-Range Transportation Plan update on May 22nd. City staff members are putting together comments to update the transportation list for Hagerstown. The next regular meeting of the MPO will be held on June 5th at the Hagerstown airport.
6. **West City Elementary School** – The Planning Commission held a public hearing on May 29th on the proposal to amend the Hager’s Crossing PUD to replace the multi-family plan with an elementary school.

7. **Land Management Code Text Amendments** – The Planning Commission held a public hearing on May 29th on various planned amendments to the Land Management Code. Many of the proposed changes are what might be termed “clean up” following the 2012 comprehensive amendments project. Other changes are more substantial, including revisions to the auto sales requirements; new sign regulations for on-premise signs throughout the city, and having the BZA hear appeals on the billboards ordinance (rather than the Board of Technical Appeals).
8. **Weekly Activity Report: May 20–24, 2013**

| PERMITS | | | | | | | | |
|---|-----------------------------------|---------------|----|----------------------|----------------------------|---------|---|-------------------------|
| TYPE | NUMBER OF NEW APPLICATIONS | | | | | | | NUMBER ISSUED |
| Building | 10 | Residential - | 5 | Commercial - | 5 | Other - | 0 | 6 |
| Electrical | 18 | Residential - | 6 | Commercial - | 10 | Other - | 2 | 18 |
| Plumbing | 11 | Residential - | 7 | Commercial - | 4 | Other - | 0 | 11 |
| Mechanical | 13 | Residential - | 4 | Commercial - | 8 | Other - | 1 | 13 |
| Engineering Dept. | 26 | | | | | | | 30 |
| TOTAL | 78 | | 22 | | 27 | | 3 | 78 |
| Est. Value of Issued Building Permit Projects: | | | | | Fiscal Year Totals: | | | |
| Residential | | | | \$ 9,100.00 | | | | \$ 7,834,341.00 |
| Commercial | | | | \$ 466,806.00 | | | | \$ 29,412,479.00 |
| Apartment | | | | \$ 0.00 | | | | \$ 2,157,604.00 |
| Sign | | | | \$ 0.00 | | | | \$ 277,824.00 |
| TOTAL | | | | \$ 475,906.00 | | | | \$ 39,682,248.00 |
| Construct a commercial shell building on gravel at 93-99 Eastern Boulevard - \$250,000 Renovations to existing cosmetology area to upgrade HVAC system - \$88,000 Replace existing antennas at 360 North Cannon Avenue - \$40,000 Demolish three story brick/block building at 12 North Prospect Street - \$42,517 | | | | | | | | |
| RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013 | | | | | | | | |
| NUMBER | FACILITIES | | | UNITS | | | | |
| Registrations Received | 356 | | | 760 | | | | |
| New Applications Issued | 2 | | | 3 | | | | |
| Total Registered | 1180 | | | 2865 | | | | |
| Percentage of total invoiced | 36.6% | | | 33.0% | | | | |
| 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 | \$ 38,000 | | | | | | | |
| Adjustments | \$ 1,150 | | | | | | | |
| INSPECTIONS | | | | | | | | |
| TYPE | NUMBER CONDUCTED | | | | | | | |
| Building | 49 | | | | | | | |
| Electrical | 42 | | | | | | | |
| Plumbing | 39 | | | | | | | |
| Mechanical | 16 | | | | | | | |
| Safety | 15 | | | | | | | |
| Neighborhood Vitality | 113 | | | | | | | |
| Quality of Life | 14 | | | | | | | |
| Preventive Maintenance | 9 | | | | | | | |
| Planning & Zoning | 2 | | | | | | | |
| 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. **Dog Park.** Many items are taking shape for the June 29th opening. The ribbon cutting will be held at 11 a.m. and several events are planned that day. Staff is actively working on the contracts and the water and lighting installations. The fence contractor will start in a week or two. We decided to salvage the existing fence as replacing it would cost almost \$12,000. Since the fence will not be that visible from the dog park due to the new landscape buffer and privacy screening fabric, we felt that cleaning up the fence and having seasonal employees paint it would be adequate. The sand volleyball and basketball courts were removed and we expect the new basketball court to be paved next week.
2. **Pool.** Potterfield Pool opened this past weekend. The pool is open only on weekends until June 7th when it opens for regular daily public swim hours. Private parties are booking up for the season. There are eleven parties already scheduled for June. Every weekend in June is booked.
3. **Frederick Street Culvert Extension.** This project will commence next week. Huntzberry Brothers is the contractor.
4. **Pavement Preservation Contract.** Bids were opened this week on the contract. Craig Paving was again the low bidder and the prices were very good. We will bring the contract to Council in June and plan to start paving in July.
5. **Hager House and Train Museum.** Tours are booking quickly for both facilities.
6. **Golf Course.** Leagues are scheduling events. The City Championship Tournament is being planned tentatively for July.

POLICE DEPARTMENT

1. **STATS**

| | | | |
|---------------------------|-------|---------------------------|----|
| Calls for Service: | 1,648 | CDS Arrest: | 1 |
| Criminal Arrest/Warrants: | 19 | DUI Arrests: | 1 |
| Moving Violations: | 59 | Search Warrants Executed: | 2 |
| Safety Repair Orders: | 11 | Field Interviews: | 50 |
| Warnings: | 144 | Parking Tickets: | 26 |

2. **REPORTS**

- **05/25/13:** At 9:22 AM, HPD responded to Susquehanna Bank located at 940 Frederick Street for a reported bank robbery. A white male suspect fled on foot and remains at large.
- **05/26/13:** K & D Convenience Store located at 100 North Potomac Street reported a burglary. Entrance was made through a rear glass door. No merchandise was taken.
- **05/28/13:** Campbell Insurance Agency located 1200 Dual Highway reported a burglary. A Campbell employee stated that cash was stolen and property damage had occurred.
- **05/29/13:**
 - At 9:56 PM, HPD responded to 807 Hamilton Boulevard for an armed attempted robbery. The victim stated that two black males forced their way into the residence, but then fled on foot. One suspect, a Rodney Murchison, was located in the area and charged. Mr. Murchison was also wanted by Frederick City Police and Frederick County Sheriff's Departments on two outstanding warrants. The second suspect remains at large. Assistance in the search for the suspects was provided by the MSP helicopter. **NOTE:** This location is under investigation for drug violations.
 - At 11:26 PM, a weapon discharge was heard in the 100 block of Buena Vista Avenue. No suspect information available.

3. **OTHER NEWS/INFORMATION**

- **Closing of the West End Pub:** HPD presented information at a Liquor Board hearing this week relating to several serious incidents which had taken place at the West End Pub. Most recently was a shooting in late March that resulted in two victims being shot. The Licensing Board decided to revoke the liquor license of the West End Pub which is to take effect in two weeks.

PUBLIC WORKS

PARKING SYSTEM DATA

| | | Current Week | Previous Week |
|---|-----------------------|--------------|---------------|
| Number of Permit Holders | A & E Deck | 159 | 156 |
| | North Potomac Deck | 265 | 370 |
| | Downtown Parking Lots | 380 | 380 |
| Number of Patrons Using Decks | A & E Deck | 1,820 | 2,021 |
| | North Potomac Deck | 1,617 | 2,347 |
| Sales of Discount Coupons | | 0 | 0 |
| Number of Citations Issued | (Includes Warnings) | 222 | 253 |
| Number of Late Payment Notifications | | 77 | 46 |
| Number of Cars Booted | | 3 | 2 |

CENTRAL MAINTENANCE GARAGE REPAIR DATA

| | Current Week | Previous Week |
|----------------------|--------------|---------------|
| DCED | 0 | 0 |
| Fire | 2 | 2 |
| Human Resources | 0 | 0 |
| Light | 3 | 1 |
| Parks & Engineering | 3 | 1 |
| Police | 13 | 9 |
| Public Works | 5 | 2 |
| Water | 10 | 3 |
| Wastewater | 0 | 3 |
| Weekly Totals | 36 | 21 |

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.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

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

- Thur. 5/23 - 111 East Baltimore Street- total outage; squirrel caused transformer fuse to operate, (1) 10T fuse replaced to restore power. Time Out: 17.0-17.7
- Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
- Sun. 5/26 - 98 Park Avenue- lines down; truck tore down 3-wire service to garage, the service was replaced with triplex cable. Time Out: 16.0-17.2
- 226 Landis Road- Miss Utility locate; emergency locate for Potomac Edison to make repairs to underground facilities. Time Out: 16.6-17.3

2. **Distribution** Recent activity included:

- Metering Department 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 |
|----------------|--------------------|------------|------------------|
| 7 | 0 | 0 | 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.
- Engineering staff continued updates and enhancements to the Electric Distribution model in the GIS environment.
- The Staff Engineer reviewed multiple power quality inquiries from HLD customers.
- The Substation Technician began vegetation remediation within HLD substations.

4. **Administration:**

- The new brush chipper that was delivered from Vermeer on Friday. HLD and CMG staff will review the machine prior to use. The new unit will replace our aging Gravelly model that we are having trouble locating repair parts for.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|-------------------------|------------|-------------------|
| Wednesday, May 22, 2013 | 6.04 | 0.27 |
| Thursday, May 23, 2013 | 6.16 | 0.00 |
| Friday, May 24, 2013 | 5.89 | 0.00 |
| Saturday, May 25, 2013 | 5.44 | 0.00 |
| Sunday, May 26, 2013 | 5.24 | 0.00 |
| Monday, May 27, 2013 | 5.53 | 0.00 |
| Tuesday, May 28, 2013 | 5.61 | 0.00 |
| Weekly Average/Total | 5.70 | 0.27 |
| Monthly Average/Total | 6.05 | 2.98 |

Projects:

- Filter One continues work on cleaning the ENR filters.
- Mike Callandrelle with I.T.S. is on site to continue work on the OAB deck related to the oxygen sensors and controls.

Miscellaneous:

- Maintenance continues working on OAB project. They installed three DO probes on the OAB Deck in Trains 2, 4, and 5. Also programmed DO Controller to read DOs and transmit reading to the K-Panel PLC.
- We ran a split pH test to resolve any questions on the pH differences.
- Maintenance continues to troubleshoot the ChemScan problems.
- Maintenance installed the safety valves on the PSA pressure vessels.

Wastewater Collection

SSES Weekly Progress

| Activity | Districts | L. F. main | Feet of lateral | # inspected |
|----------------------|-----------|---------------------|-------------------|------------------------|
| Flushing | 12 | 2950 | | |
| Point Repairs | | # of Repairs | Reason | L.F. of Repairs |
| Main Line Only | 11 | 1 | Roots | 27 |
| Lateral Only | 3, 21 | 2 | Roots Broken Pipe | 39 |
| Manholes | 1 | 1 | I&I | Grouted |

Collection System Maintenance Task

- CCTV Service connection at 34 Moller Parkway; roots in Service Connection, pretty bad along with some missing pipe. Notified owner we would replace service connection within the next two months.
- Large grease deposits on Maryland Avenue.
- New PLC and analog card replaced at station 8, station back on line for weekend with bypass float back up for emergency.
- Premier Representative was a no show for station 26, currently feeding 212 gallons per day of Magnesium Hydroxide.
- Cleaned wet wells at 2, 19, 22, 23 and 28.
- Chlorinated at 2 and 23.

- Replaced pump off float at station 22, set lead float 2' below real high level alarm.
- Fixed the leak on generator and pulled out the bad lug on station 8.
- Exercised generators, down loaded Newgate flow data.
- Moved jet-vac inside the utility trailer.
- Stored unit 526 under drying bed.
- Manhole rehab at 01197.
- Dropped bio-bags throughout infrastructure to control FOG.
- Pulled and downloaded the three flow meters.
- Opened two manhole lids on George Street for cleaning.

Administration

| Wastewater Division – Customer Call Log Summary 2013 | | | | | | | |
|--|-----------|---------------|-----------------|----------|-----------------|-------|--------|
| Type | Blockages | Grinder Pumps | Odor Complaints | Flushing | WW Pump Station | Other | Totals |
| Weekly | 2 | 0 | 0 | 0 | 0 | 1 | 3 |
| YTD | 35 | 19 | 3 | 4 | 8 | 18 | 87 |

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

Engineering:

- Staff attended a 90% design meeting with the State Highway Administration regarding the Md. 144/Western Maryland Parkway roundabout.
- Staff met with Permits staff to continue streamlining the sewer permits process.
- Staff attended Global Harmonization System (chemical safety right to know) training at the plant conference room.
- Staff met with a residential owner regarding alternate sewer service.

Wastewater Laboratory:

- Annual DMRQA proficiency sample testing continues.
- A problem with the ChemScan unit has occurred. It is reading 2 ppm lower than the lab results on the same sample. Maintenance has contacted the supplier of the unit and they and we are working to correct the problem.
- The new phase contrast microscope for biomass analysis was received and assembled. It is waiting for a computer and monitor.
- 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> |
|-------------|----------------|------------------|--------------|
| 5/22/13 | 12.64 | | 12.64 |
| 5/23/13 | 11.96 | | 11.96 |
| 5/24/13 | 11.34 | | 11.34 |
| 5/25/13 | 11.31 | | 11.31 |
| 5/26/13 | 11.19 | | 11.19 |
| 5/27/13 | 10.23 | | 10.23 |
| 5/28/13 | 12.26 | | 12.26 |
| 5/29/13 | 13.50 | | 13.50 |
| Average | | | 11.80 |

Water Production at RC Willson

- Operations

- Completing routine PMs.
- Calibrated the pH analyzers at the stations.

- Maintenance

- R C Willson – Performed routine PMs.

- Instrumentation

- R C Willson – Investigated a fault on HSP #2.
- Pump Stations – Installed a radio transducer at Orchard Hill Tank.
- Pump Stations – Installed a radio transducer at Mack Tank.
- Pump Stations – Repaired the chlorine feed pump at P.S. #6.
- Pump Stations – Installing generator conduit at P.S. #3.

Water Production at Breichner

- The Edgemont Reservoir is currently -5.0'; the bypass is closed, and the hydrant is open.

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 overlay on Medical Campus Way and Virginia Avenue. We also repaired a leak on Roessner Avenue.

Laboratory

- Process and regulatory testing was routine for the week.
- Results were received for the quarterly THM HAA sampling. They will be submitted to the MDE with the SOC results and other monthly data. All results have been within expected levels.

Engineering

| <u>Reviews:</u> | <u>City</u> | <u>County</u> |
|------------------|-------------|---------------|
| Site Plan | | 1 |
| Preliminary Plat | | 1 |
| Final Plat | 1 | 1 |
| Building Permit | 13 | 8 |

- Staff attended a 90% design meeting with the State Highway Administration regarding the Md. 144/Western Maryland Parkway roundabout.
- Staff met with Permits staff to continue streamlining the water permits process.
- Staff attended Global Harmonization System (chemical safety right to know) training at the plant conference room.

- Staff met with Distribution staff to discuss water pressure at a commercial center.

Respectfully submitted,



Bruce Zimmerman
City Administrator