

City of Hagerstown, Maryland Status & Information Report No. 22 for 2013

June 7, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JUNE 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Blues Fest @ Central Lot
2 Blues Fest @ City Park	3	4 4pm Work Session	5	6	7	8
9	10	11 4pm Work Session	12	13	14	15
16	17	18 7pm Regular Session	19	20	21	22
23 MML Annual Convention	24 MML Annual Convention	25 No Meeting MML Annual Convention	26 MML Annual Convention	27	28	29
30						

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 N. 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 St. 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.
 - Another Grand Opening and Ribbon Cutting will be held in City Center on Wednesday, July 10 at 4:30 PM. The event is being held to celebrate Wertman Photography moving into downtown. The business is owned by Monika Wertman, and is located at 245 North Potomac Street.

2. **Events:**
 - The Western Maryland Blues Fest was a big success. The four day festival featured national, regional and local artists. The Thursday Blues Prelude included a special visitor, Peter Franchot.
 - Flag Day will be held on June 14 at 4:00 PM. in University Plaza, and then the Tour of Washington County bicycle races 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.
 - Miss Maryland and Miss Maryland Outstanding Teen Pageant will be held from June 19 to June 21, 2013 in Hagerstown at the Maryland Theatre.
3. **Fundraising:**
- Augustoberfest Event fundraising is underway.
 - Dog Park Task Force has a goal of \$20,000. They are currently at \$14,600 raised.
4. **Arts and Entertainment:** The Annual Meeting for the Arts and Entertainment Districts was held in Baltimore this week. Mary Anne Burke, Andrew Sargent and Karen Giffin attended the event. It focused on incentives, promotions and funding for the districts.
5. **This Week's Headlines and Media Releases:**
- Tour of Washington County Kicks Off in City Center
 - Children and Seniors Invited to Pangborn Park for Fishin' Frenzy
 - City Park Becomes New Racing Venue for Sailboat Skippers
 - Special Olympians, Law Enforcement Bring "Flame of Hope" to City Center
 - Traffic Advisory: Tour of Washington County Kick-Off Criterium
6. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - City Center Hosts Tour of Washington County Kick-Off Criterium Race
 - Washington County Arts Council Moves Gallery in City Center
 - Western Maryland Blues Fest Wrap-Up
 - Also airing at select times:
 - "Divided Valor: Hagerstonians in the Civil War" daily at 3:00 p.m.
 - 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.
7. **Websites:**
- YouTube:
 - The City of Hagerstown's YouTube channel can be accessed at www.youtube.com/cityofhagerstown
 - Facebook: Pages administered by the City of Hagerstown:

□ Western Maryland Blues Fest	2,900 likes
□ Hagerstown Police Department	1,606 likes
□ City of Hagerstown - Municipal	1,353 likes
 - City Website:
 - Website analytics for www.hagerstownmd.org for the week of May 31 - June 6:
 - ▶ Nearly 6,300 users viewed more than 15,800 pages.
 - ▶ Top Content:

▪ Home page	5,882 visits
▪ Calendar	431 visits
▪ Jobs page	370 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses:**
 - 846 West Washington Street, 1st Floor – William Merrick, t/a Remarkable Designs – office for graphic design firm.
 - 355 Yorkshire Drive – D. C. Mills & Associates, LLC – home work station for a transportation/freight broker.
 - 1065 Maryland Avenue – Rik's Café, LLC – restaurant.
 - 40 North Potomac Street – Thai Zap – restaurant
2. **Planning Commission** – The Planning Commission will meet on June 12. Topics of discussion include recommendations to the Mayor and Council on the PUD amendment for the West City Elementary School at Hager's Crossing and multiple text amendments to the Land Management Code; and discussion on proposed Future Land Use Map amendments.
3. **Historic District Commission** – The HDC was scheduled to review five design review cases on June 13; however, the meeting had to be canceled because of no quorum. Two of the cases on the agenda were carryovers from the May 23 meeting. Staff is attempting to arrange a special meeting before the next regularly scheduled meeting on June 27.
4. **New Housing Starts:** New housing starts are up compared to this time last year. As of May 31st, we have issued 28 permits for new housing units this year. Last year at this time, we had issued 12 and ended the year with a total of 34. Most of the activity this year is occurring by Beazer at Collegiate Acres (development on MD 58) – combination of single-family detached and townhomes. The developer of the proposed apartments at Collegiate Acres is scheduled for APFO discussion with the County Commissioners on June 11th. Other active developments within the past year are Greenwich Park ("duplexes" off Mt. Aetna Road), Cortland Villas ("duplexes" at back of Cortland), and Potomac Manor (single families behind Potomac Heights elementary school). The developer of Hillside Manor (single families off Eastern Boulevard) is looking for a new builder. The developer of Hager's Crossing (PUD behind Wal-Mart) is optimistic that construction of a new elementary school in his development will attract building activity to his remaining lots.
5. **Code Administration Weekly Activity Report:** May 27–31, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	2	Commercial -	1	Other -	0	13
Electrical	7	Residential -	4	Commercial -	2	Other -	1	7
Plumbing	9	Residential -	7	Commercial -	2	Other -	0	9
Mechanical	3	Residential -	3	Commercial -	0	Other -	0	3
Engineering Dept.	19							16
TOTAL	41		16		5		1	48
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential				\$ 499,900.00				\$ 8,334,241.00
Commercial				\$ 274,938.00				\$ 29,687,417.00
Apartment				\$ 0.00				\$ 2,157,604.00
Sign				\$ 0.00				\$ 277,824.00
TOTAL				\$ 774,838.00				\$ 40,457,086.00
Interior tenant fit-out of entire building for Mattress Warehouse at 93-99 Eastern Boulevard - \$80,000								
Construct five townhomes in Collegiate Acres - \$400,000								

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013		
NUMBER	FACILITIES	UNITS
Registrations Received	347	1004
New Applications Issued	2	3
Total Registered	1527	3869
Percentage of total invoiced	47.4%	44.6%
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	\$ 50,200	
Adjustments	\$ 450	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	30	
Electrical	32	
Plumbing	17	
Mechanical	11	
Safety	25	
Neighborhood Vitality	63	
Quality of Life	2	
Preventive Maintenance	2	
Planning & Zoning	3	
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

- City Park "Fun Regatta"** A group of remote-controlled model sailboats tested the waters of City Park Lake around a marked course on June 5th. Seven skippers from the White Rose Model Yacht Club in York, PA., the State College Model Yacht Club in State College, PA, and the Maryland Model Yacht Club in Columbia, showed up to see if the lake could be used for races or regattas. Staff will be meeting with the skippers to gather feedback on their experience to determine possibilities for future events.

2. **Potterfield Pool** The pool opens for its regular public swim schedule beginning this Friday, June 7th. It will be open daily, 12:30-5:30pm, except for Mondays. New this year, fitness swims will be open to the public every Monday, Wednesday & Friday, 6am – 7:30am. The cost is \$5 if you are not a pool member.
3. **Dog Park** At Fairgrounds Park, we continue to clean and paint the existing chain link fence. Digging for the concrete access entrance is complete, and we are now adding stone and forming up for concrete. We are also preparing for concrete for a second pavilion and installing the light pole bases and conduit. The relocated basketball court is now paved and will be striped next week.
4. **Hagerstown Downtown Signal System** After several months of requests, SHA staff evaluated the system and made several timing tweaks based on observations and complaints we sent them. Hopefully we will see some improvements at various locations.
5. **University Plaza Stage** We cleaned and primed the steel canopy; the next step is to paint it, then we will install the metal roof.
6. **Downtown Improvements** Two small improvements we are working on include installation of metal tree boxes around all the trees (not in the planters) in the Square. We expect these to be installed next week. Secondly, we are soliciting prices for the banners for the University, based on Council's endorsement Tuesday night.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,551	CDS Arrest:	0
Criminal Arrest/Warrants:	22	DUI Arrests:	0
Moving Violations:	49	Search Warrants Executed:	0
Safety Repair Orders:	14	Field Interviews:	53
Warnings:	93	Parking Tickets:	12

2. REPORTS

- **05/30/13:** A counterfeit \$20 bill was passed at the McDonald's on East Washington Street and then \$100 bills were passed at Walgreen's on the Dual Highway. The suspect purchased gift cards with the counterfeit money. Walgreen's surveillance video captured the suspect. It appears the same suspect may have been passing bills at both locations. Detective Ackerman is conducting the investigation.
- **06/01/13:** Several officers responded to the area of Wolfpack Way for a report of shots fired. Officers met with the complaint and she stated that about five minutes prior to their arrival she heard six or seven shots. The shots were very loud and in succession of each other. The area was checked however nothing suspicious was observed or found. No further information is available at this time.

3. OTHER NEWS/INFORMATION

- **Congratulations and Best Wishes!**
 - ***Officer Andrew Eichelberger*** will be certified for solo patrol effective Tuesday, June 4, 2013. He has been assigned to Baker Platoon under the command of Lt. Chad Woodring. We wish him well as he begins his police career.
 - ***Officer Brian Barnhart*** will be retiring June 15. He was hired by the City of Hagerstown on July 07, 1986. He is assigned to the Warrant Squad.
 - ***Officer Patricia Shantz***, a K-9 officer, will be retiring June 30. She was hired by the City of Hagerstown on July 6, 1982. She is assigned to the Charlie Platoon, along with her K-9 partner, Jessie.
 - ***Sgt. Curtis Wood*** will be retiring June 30. He was hired by the City of Hagerstown on July 24, 1984. He is assigned to the Narcotics Task Force.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	155	159
	North Potomac Deck	270	265
	Downtown Parking Lots	373	380
Number of Patrons Using Decks	A & E Deck	1,685	1,820
	North Potomac Deck	2,141	1,617
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	173	222
Number of Late Payment Notifications		NA	77
Number of Cars Booted		3	3

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	1	2
Human Resources	0	0
Light	5	3
Parks & Engineering	0	3
Police	9	13
Public Works	8	5
Water	5	10
Wastewater	0	0
Weekly Totals	29	36

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.

¹AFTER-HOURS CALL OUT DATA

	Issues for May	May 2013	April 2013
Street Issue	Limb in street	1	1
Parking System		0	2
Traffic Signal	Multiple locations	2	7
Traffic Signs		0	0
Building Maintenance	Fire alarm panel low battery alarm	1	0
Fleet Maintenance	Fire truck repair	1	0
Weather Related		0	0
Property Issues		0	1
Total		5	11

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. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

STREET SWEEPING DATA

Month	Number of Miles of Streets Swept
January	402
February	806
March	762
April	1,111
May	999

Public Works typically operates 2 street sweepers everyday from Monday through Friday. Sweepers do not run on city designated holidays, heavy rain days, severe inclement weather (heavy rain, snow, etc.) or when temperatures are much below 32° F. Many streets in the core of the downtown are permanently posted for weekly cleaning. Streets outside of these areas are manually posted by staff on a regular basis.

Blues Fest 2013: One word – HOT! This year's artist lineup was hot as was the weather. Beautiful sunshine for the first 3 days with a little bit of rain on Sunday in City Park. Staff worked to coordinate the set up and clean up of the event downtown in the Central Lot. Both went well as the program was ready to go earlier than expected. Clean up from the main event ended in the wee hours of Sunday morning. Staff set over 1,100 chairs, 100 tables, 100 trash boxes, installed signs and managed the electrical power for the vendors and stage. Overall, they did a great job!

UTILITIES DEPARTMENT

ELECTRIC DIVISION

- Problem Areas.** Recent call-outs included:
 - Sat. 6/1 - Various locations- (reconnections for non-payment). Time Out: 8.7-9.1
 - 837 Concord Street- lines arcing; tree limbs were trimmed from primaries to correct problem. Time Out: 16.4-17.6
 - Sun. 6/2 - Various locations (Storm Trouble) - total outages, trees on lines, etc. Several trees were trimmed from power lines and line fuses replaced to correct problem and restore power. Time Out: 16.0-19.0
 - Mon. 6/3 - 123 Garlinger Avenue- total outage; lineman replaced (1) 10T fuse & cutout to restore power. Time Out: 0.5-1.5
 - Various locations- reconnections for non-payment). Time Out: 16.0-17.1
 - 444 Jonathan Street- total outage; squirrel caused line fuse to operate; (1) 15T fuse replaced to restore power. Time Out: 18.5-19.0
 - Tues. 6/4 - North Burhans Blvd & Pennsylvania Avenue- total outage; (1) 6T fuse was replaced to restore power. Time Out: 6.2-7.0
 - 1028 Mulberry Avenue- tree on lines; tree limb removed from primary to correct problem. Time Out: 15.6-16.5
 - 326 Summit Avenue- total outage; squirrel caused line and transformer fuses to operate; both a 25T and a 40T fuse were replaced restore power. Time Out: 19.7-20.7
- Distribution** Recent activity included:
 - Metering Department received one high bill complaint this week; upon testing, meter was found to have met all Public Service Commission requirements.
 - 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
13	2	3	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.
- Engineering staff distributed more safety materials to electric distribution employees to assist them with daily duties and protect them from incidents that could occur when operating devices on HLD's system.
- The Staff Engineer began review and preliminary designs of multiple major projects affecting HLD electric infrastructure.

4. **Administration:**

- Staff has been directed to file for an electric service tariff revision to include late fees as part of our monthly billing process. We started review of the existing language, will make the proposed revisions, and submit to legal counsel for review.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 29, 2013	5.65	0.00
Thursday, May 30, 2013	5.56	0.00
Friday, May 31, 2013	5.54	0.00
Saturday, June 01, 2013	5.19	0.00
Sunday, June 02, 2013	5.63	0.42
Monday, June 03, 2013	6.33	0.49
Tuesday, June 04, 2013	5.92	0.00
Weekly Average/Total	5.69	0.91
Monthly Average/Total	6.00	2.98

Projects:

- Filter One continues work cleaning the ENR filters.
- IST continues Oxygen controls work on the OAB deck.

Miscellaneous:

- Maintenance installed the ENR filter bar screen for cells 4, 5, 6, and 7.
- Maintenance installed three new safety PRVs on the molecular sieves for the O2.
- Maintenance installed new brushes on Final Clarifier # 6 algae sweep.
- Maintenance has been in contact with the Chem Scan representative working on the difference in readings from the lab. After eliminating several possible causes, running known samples, and checking past data, the slope on the unit for NO3 was changed from 1.00 to 1.33. Will monitor.

- Maintenance assisted Mike Calandrella from IST with finishing the installation of the LDO control system for the OAB Basin.
- Maintenance completed 66 preventive maintenance work orders and 50 corrective maintenance work orders in February 2013.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	2, 3, 19	785	149	9
Flushing	14, 15	7994		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	2	1	Roots	12.6
Manholes	1	2	I&I	Grouted

Collection System Maintenance Task

- Completed epoxy and rehab of manhole 01197 on Kensington Avenue.
- Removed scaling concrete and power washed walls and applied Emaco 400 and Epoxied benches in manholes 01198 and 01199.
- Excavated lateral at 26-28 Belview Avenue for roots.
- By-pass pumping at Station 8 for control work; will be in by-pass till Friday.
- Exercised all emergency generators.
- Installed Bio-bags throughout infrastructure to control FOG.
- Downloaded Newgate flow data.
- Jetter crew hydro excavated 26 Belview Avenue.
- Cleaned wet well at Potomac Ridge for A.R.&E.
- Replaced one lug on station 8 generator.
- We are still waiting on radiator from Koogle for station 21.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	2	0	1	5
YTD	35	21	3	6	8	19	92

* 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 City Permits staff to continue updating the sewer permits process.

Wastewater Laboratory:

- Adjustments were made to the ChemScan unit in an effort to get it reading accurately. Last readings taken today show the unit reading accurately again.

- With routine and regulatory testing the lab collected, tested, and processed over 2,000 analyses for the month of May.
- 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>
5/30/13	12.65		12.65
5/31/13	11.83		11.83
6/01/13	12.60		12.60
6/02/13	11.90		11.90
6/03/13	12.62		12.62
6/04/13	11.93		11.93
6/05/13	12.11		12.11
Average			12.24

Water Production at RC Willson

- Operations

- Completing routine PMs.
- 1st stage flocculator work.

- Maintenance

- R C Willson – Performing routine PMs.
- R C Willson – 1st stage flocculator work.
- R C Willson – Running Breichner plant.

- Instrumentation

- R C Willson – Work on communications from Orchard Hills Tank to Station 3.
- Pump Stations – Work on generators at Stations 3 & 6.

Water Production at Breichner

- The Edgemont Reservoir is currently at -5.5'; 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 Virginia Avenue and Brightwood Drive. We also repaired a leak and installed a valve on Jefferson Boulevard.

Laboratory

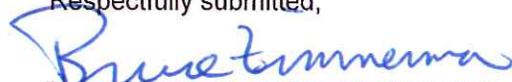
- The lab analyzed some standing water exposed by construction at the plant to determine if it was ground water or river water leaking from the basins or buried plumbing. The results suggest river water.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Building Permit	14	

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a progress meeting for the Willson Phase IV Improvements construction.
- Staff met with City Permits staff to continue streamlining the water permits process.

Respectfully submitted,


Bruce Zimmerman, City Administrator