

# City of Hagerstown, Maryland

## Status & Information Report No. 32 for 2013

August 30, 2013

To Mayor Gysberts and Members of the City Council:

### UPCOMING MEETINGS

SEPTEMBER 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>HOLIDAY CITY OFFICES CLOSED</b>	3 4pm Work Session	4	5	6 4pm Executive Session	7
8	9	10 4pm Work Session	11	12	13	14 12pm/Noon ColorSplash5K @ Fairgrounds Park
15	16	17 4pm Work Session	18	19	20	21
22	23	24 7pm Regular Session	25	26	27 Thunder in the Square	28 2pm Faire off the Square @ City Center
29	30					

### DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

#### BUSINESS & COMMUNITY RELATIONS DIVISION

**1. Grand Opening/Anniversaries:**

- On Thursday, August 29, 2013, City of Hagerstown and Owner Pietro Priola hosted a Grand Opening/Ribbon Cutting at 4:30 PM for Greens-n-Grains Market Café located at 2 West Washington Street. Green-n-Grains is a casual and inviting café market restaurant which offers light, delicious American food.
- Please mark your calendars now for a Grand Opening/Ribbon Cutting for Creation Station at 28 South Potomac Street, Studio 301 in City Center and in the Arts and Entertainment District. The event will be Friday, August 30 at 5 PM. The owner is Andy Iverson. Creation Station offers art classes to students that love art. The classes are afterschool during the school year and during the summer, camps are offered. We hope to see you there.

**2. Events:**

- Wind Down Fridays are continuing each week at the Maryland Theatre.
- The 18th Augustoberfest event was held on August 24 and 25. This was the largest attended Augustoberfest event ever. There were over 4,000 people in attendance. We would like to thank staff, volunteers and sponsors for a great event.
- Zumba Fitness Party is scheduled for September 13 from 5:30 PM to 7:30 PM in the Elizabeth Hager Center Lot and will benefit the Community Free Clinic.

- Thunder in the Square will occur on Friday, September 27 at 5 PM in City Center. Staff is meeting with the Alsatia Club on promoting the event this week.
- Staff is working with the Downtown Alliance to roll out jazz nights in City Center at the end of September and beginning of October.

3. **This Week's Headlines and Media Releases:**

- Statement from the Mayor: Future of the Suns and a Stadium
- Rock & Rollin' in City Park on September 1<sup>st</sup>
- Two Businesses Celebrating Grand Openings This Week
- Family Farmers Will Make Dairy Products in Former Unilever Facility
- Media Event Advisory: Announcement of Facility Acquisition
- E-casts:
  - A Special Invitation Grand Opening for Creation Station
  - A Special Invitation Grand Opening for Greens -n- Grains

4. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - City of Hagerstown Assists in Duvinage Business Expansion
  - Pooch Plunge at Potterfield Pool
  - Color Splash 5K Promotion
  - Washington County Museum of Fine Arts Profile
- In Production:
  - Dog Park Educational Video
  - Bicycle Safety Video

5. **Websites:**

- *City Website:*
  - Website analytics for [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of August 22 - August 28:
    - Web traffic was average for the week with about 5,400 people viewing more than 14,000 pages on the City website.
  - Top Content:
    - Home page 4,751 visits
    - Jobs page 799 visits
    - Calendar 536 visits

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **New Businesses:**

- 73 West Side Avenue – Café Manna – café/restaurant.

2. **Board of Zoning Appeals:** Two cases have been filed for the September 18 hearing:

- 30 West Baltimore Street – WLR Holding Company – addition to a nonconforming car wash.
- 49 East Baltimore Street – B'nai Abraham Congregation – variance for a staircase enclosure.

3. **HEPMPO Meeting:** The Hagerstown Eastern Panhandle Metropolitan Planning Organization met in Martinsburg on August 28<sup>th</sup>. WV Department of the Environment has submitted a request to EPA to remove Berkeley County's air quality non-attainment status for PM 2.5 (fine particulate matter). MDE is working on a similar request for Washington County. MD SHA is launching an access management plan study for MD 65 from Wilson Boulevard to MD 68. The Metroquest on-line survey for the Long-Range Transportation Plan update project received 307 responses and revealed the top three priorities for types of transportation related activities to be maintain existing highways, bike and pedestrian improvements, and promote economic development, and six of the top 10 priorities for the road improvements in the current Long-Range Plan were highway improvement projects. There will be a webinar on September 24<sup>th</sup> from 10:00 a.m. to noon with the consultant on the status of the Long-Range Transportation Plan update project. Updates on this project can be tracked at [www.hepmo.com](http://www.hepmo.com).
4. **County APFO Amendments:** The County Commissioners continued discussions on the APFO Amendments at their August 27<sup>th</sup> meeting. They voted to make some revisions to the proposal: the elderly exemption will not be deleted, the County Commissioners will be required to assess the figures and formulas in the APFO at the end of the second year of each term, the mitigation fee must be paid prior to recordation of plats, and the language will be struck that says "regardless of whether it is over capacity" on the formula for assessing the fee on affected schools. The Commissioners will formally vote on the ordinance at a future meeting after the changes have been made.
5. **Weekly Activity Report:** August 19–23, 2013

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	11	Residential -	7	Commercial -	4	Other -	0	5
Electrical	20	Residential -	13	Commercial -	7	Other -	0	20
Plumbing	12	Residential -	11	Commercial -	1	Other -	0	13
Mechanical	11	Residential -	10	Commercial -	1	Other -	0	10
Engineering Dept.	3							3
<b>TOTAL</b>	<b>57</b>		<b>41</b>		<b>13</b>		<b>0</b>	<b>51</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential				\$ 190,000.00				\$ 1,874,323.00
Commercial				\$ 129,155.00				\$ 548,552.00
Apartment				\$ 0.00				\$ 28,500.00
Sign				\$ 0.00				\$ 40,080.00
<b>TOTAL</b>				<b>\$ 319,255.00</b>				<b>\$ 2,491,555.00</b>
Construct a single family home with garage and deck at 479 Thames Street - \$130,000								
Interior renovations and firewall at 431-433 Mechanic Street - \$60,000								
Remove and replace existing upper raised section of roof membrane at City Market - \$123,760								
<b>RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013</b>								
<u>NUMBER</u>		<u>FACILITIES</u>			<u>UNITS</u>			
Registrations Received		19			37			
New Applications Issued		3			3			
Total Registered		2848			7875			
Percentage of total invoiced		88.4%			90.7%			
<b>Notes:</b> The 2013-2014 rental license renewals for 8678 units in 3220 facilities were printed and mailed on May 1, 2013. The second "Past Due" notice was mailed on August 5 to those still outstanding. This included a \$50 per facility late fee.								
<b>PAYMENT</b>								
Total Payments Received		\$ 1,850						
Adjustments		\$ 0						

<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	44
Electrical	37
Plumbing	24
Mechanical	9
Safety	40
Neighborhood Vitality	70
Quality of Life	5
Preventive Maintenance	9
Planning & Zoning	11
<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.	
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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. **Project Updates**
  - **Projects currently under construction include:**
    - Annual Overlay/Slurry/Patches: Slurry is complete and patches will be complete in the next week.
    - Frederick Street Culvert: Contractor is expected to pour footers on the west side this week.
    - Park Circle Multi-Use Path: Concrete work should be complete this week, followed by plants and bituminous repairs. We expect to complete the project by the end of next week.
    - Sidewalk Repair caused by street tree damage.
    - Handicap ramps
    - Mills Park Phase II Trail

- University Parking Deck Repairs
- Potterfield Pool Canopies
- Market House Roof Repairs
- **Projects currently in the bid process are:**
  - Asbestos removal 49-53 West Washington Street
  - Repairs to the rear of 170 West Washington Street
  - Street Trees installation with Chesapeake Bay Trust Grant
- **Projects under design:**
  - Kiwanis Park
  - Memorial Park Plaza
  - Burhans Bridges Reconstruction
  - Marsh Run Wall Repairs
  - Broadfording Road Reconstruction
  - Removal of Rear of 49/53 West Washington Street
  - Pangborn Park Lake & Stream Restoration

2. **Arts in the Park** Held in City Park on August 25<sup>th</sup>, more than 200 people enjoyed the "Sail the Park" on the lake, an event that included a mini model boat regatta and a boat building workshop. The next Arts in the Park event is scheduled for this Sunday, September 1<sup>st</sup>, 1:00pm – 2:00pm, in the Band Shell, featuring "American Rock & Roll" with musical duo Brian Keith & Kerch. FREE.
3. **The Greens at Hamilton Run Golf Course** The Greens hosted its first Chamber of Commerce glow ball tournament/mixer on August 23<sup>rd</sup> with thirty-two golfers participating.
4. **City Park Lake** We continue to point up loose stone and repair the lake walls. In addition, there is a problem with scum on the lake near Key Street caused because the 100-year old overflow drains that are collapsed/clogged with roots. These should be replaced next year as well as a storm drain along Virginia Avenue that is also collapsed/plugged.

One final item, we are installing new signs in a couple weeks about feeding the ducks. The signs discourage feeding bread and encourage corn or seed. They also encourage to not feed on the sidewalks.

5. **Engineering Division Items**

Traffic issues		
Description	Week of 8/26/13	Year-to-Date
Traffic complaints received	2	92
Work Orders completed	1	83
Traffic counts completed	0	17
Construction Projects		
Description	Week of 8/26/13	Year-to-Date
Projects advertised for bids	3	22
Projects under construction	7	11
Projects completed	0	4

## POLICE DEPARTMENT

### **STATS:**

Calls for Service:	1,852	Field Interviews:	27
Arrests/Warrants Served:	38	Moving Violations:	62
Domestic Violence Calls:	36	Parking Violations:	19
DUI Arrests:	3	Safety Repair Orders:	17
Reports Filed:	196	Warnings:	94

### **REPORTS:**

- **08/24/13:** Officer Brashears responded to East Franklin Street for a personal injury accident. The victim reported she was walking down an alley near East Franklin Street when a blue Dodge struck her and then sped away. Officer Crowder later conducted a felony stop with a blue Dodge that matched the description of the hit and run vehicle. The driver and passenger were transported to HPD for questioning and it was determined they were driving a stolen vehicle when they struck the victim. The vehicle was searched and the officer discovered two weapons. The driver of the vehicle was later charged with theft of motor vehicle, handgun in vehicle, leaving the scene of an accident and other related charges.
- **08/25/13:** Officer Weedon was dispatched to Edgewood Circle for a theft report from a vehicle. The victim stated sometime between 1 a.m. and 4 p.m. someone entered his vehicle and took several items. Victim not sure if his vehicle was locked. There were no witnesses and there are no suspects at this time.
- **08/27/13:** Officer Johnson was conducting a patrol check on West Washington Street when he noticed two males sleeping on a back porch that was clearly marked "No Trespassing". The males stated they were looking for a place to spend the night. Both males were charged with trespassing on a posted property.
- **08/28/13:** Officers responded to Linganore and McDowell Avenues for reports of burglaries that occurred overnight. Both victims stated they had their sheds secured with a lock. The locks had been broken and items from both sheds were missing. There were no witnesses and there are no suspects at this time.

## PUBLIC WORKS

### **PARKING SYSTEM DATA**

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	176	176
	University District Deck	309	280
	Downtown Parking Lots	375	375
<b>Number of Patrons Using Decks</b>	A & E Deck	1,986	1,567
	University District Deck	2,137	1,377
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	152	172
<b>Number of Late Payment Notifications</b>		33	20
<b>Number of Cars Booted</b>		0	0

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	<b>Current Week</b>	<b>Previous Week</b>
DCED	1	4
Fire	0	1
Human Resources	0	0
Light	0	2
Parks & Engineering	0	1
Police	12	8
Public Works	11	3
Wastewater	1	2
Water	8	6
<b>Weekly Totals</b>	<b>33</b>	<b>27</b>

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**

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

  - Fri. 8/23 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.7
  - Various locations – (reconnections for non-payment). Time Out: 18.0-18.8
  - Sun. 8/25 - Central Parking lot – removal of decorative arch at the conclusion of the Augustoberfest festivities. Time Out: 17.7-18.5
  - Mon. 8/26 - 1037 West Washington Street- lines down; lineman found no damage to any pole or facilities. Time Out: 5.0-6.5
- 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.
  - In coordination with the HLD Engineering staff, the Line crews are continuing the removal of unneeded overhead wires, hardware, and equipment as part of our effort to maintain and improve our facilities. This project will simplify inspection, repair and restoration of service to our valued customers.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
5	0	1	0

- Engineering** Staff worked on the following projects:

  - Engineering staff reviewed and completed multiple permits and electrical service upgrades on HLD's system.

- Engineering staff continue to process orders for Arc Resistant clothing for employees that are required to wear AR/FR clothing each day while performing electrical duties at HLD.
- The Staff Engineer reviewed hardware items necessary for use on HLD's electric infrastructure.
- Engineering staff performed underground utility locate requests.
- The Staff Engineer supported construction operations at the CSX rail yard for HLD's upgrade of facilities in conjunction with Verizon and CSX.
- Engineering, Administration, and Distribution staff coordinated and performed the inspection, upgrades, and energization of the electrical sources for the former Good Humor Breyers Ice Cream plant to prepare it for the change in ownership and future operations.
- The Staff Engineer covered Distribution Superintendant duties.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 21, 2013	5.61	0.00
Thursday, August 22, 2013	5.27	0.00
Friday, August 23, 2013	5.38	0.15
Saturday, August 24, 2013	5.15	0.00
Sunday, August 25, 2013	5.29	0.00
Monday, August 26, 2013	5.37	0.00
Tuesday, August 27, 2013	5.26	0.00
Weekly - Avg. Flow / Total Rainfall	5.33	0.15
Monthly - Avg. Flow / Total Rainfall	5.48	2.27

**Miscellaneous**

- Maintenance started dismantling the damaged skimmer arm in the Final Clarifier # 6.
- CS Composites were in to start work with the fiberglass wraps on the 24 inch filter feed piping but left the plant due to issues with Parkson. Filter 1 has been placed back in service.
- Replaced the plant camera DVR system and started installing additional cameras.
- Replaced 36 of the bulbs in the plants UV disinfection system.
- No major projects this week

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
Flushing	19,20,31	12,467		
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>L.F. of Repairs</b>
Lateral Only	50	1	Broken Pipe	5.1
Main & Lateral	8	1	Broken Pipe	18.4
Manholes	10,15	4	Structure Repair	V.F. 28

**Collection System Maintenance Task**

- Blockage call to 430 Central Avenue, customer problem.
- Repaired Broken 1 ¼" pipe at 20011 Cherry Hill Circle.
- Replaced pump core at 601 Fair Meadows.
- Chlorinated wet wells at 2, 15 and 23.
- Spread topsoil, seed and straw at station 24.
- Changed oil in emergency generator at station 27.
- Replaced burnt receptacle at station 23.
- Painted and sealed manhole 15075 with Sel 80 Epoxy then power washed and grouted manhole 15076 requiring traffic control with flaggers.
- Repaired bench in manhole 15122 with Emaco 400 and painted with Sel 80.
- Replaced riser in manhole 10080, lid would not open.
- Dropped bio bags throughout infrastructure to control FOG.
- Cleaned collection bathrooms and locker area.
- Checked unfinished Street patches and measured completed patches
- Excavated main and lateral at 636 North Prospect Avenue for broken pipe.

**Administration**

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	7	0	0	0	2	10
YTD	53	43	9	7	8	47	167

\* 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 continued working with the City Permits staff on streamlining the water permits process.

**Wastewater Laboratory**

- A sampler was set at PS# 17 to try to detect the cause of a fibrous material blocking the station pump. The sampler will run through the weekend.
- 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>
8/21/13	12.39		12.39
8/22/13	12.27		12.27
8/23/13	11.89		11.89
8/24/13	11.78		11.78
8/25/13	12.06		12.06
8/26/13	12.26		12.26
8/27/13	12.40		12.40
Average			12.15

**Water Production at RC Willson**

*- Operations*

- Completing routine PMs.

*- Maintenance*

- R C Willson – Performing routine PMs.

*- Instrumentation*

- R C Willson – Repairing the trac-vac conduit on the south pre-sed basin.
- Pump Stations – Completed new communications at Orchard Hills and Mack Tanks.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -8.0'; the bypass and the hydrant are 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 checking streets that are on the overlay list and are upgrading services as needed and are gearing up to start the main replacement on Ewell Drive. We repaired a service leak on Brightwood Drive and repaired a hydrant on Beechwood Drive.

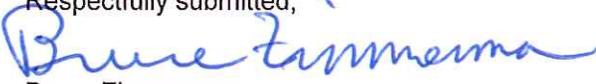
**Laboratory**

- A few of the UCMR 3 results were reported on the USEPA cdx website. None of the contaminants reported were detected. One of the methods used by our contract lab requires the report of the disinfectant method used by the plant. Our contract lab, ALS, was notified.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Building Permit	14	11

- Staff attended a development review meeting at the County Planning Office.
- Staff continued working with City Permits staff on streamlining the water permits process.

Respectfully submitted,  
  
 Bruce Zimmerman  
 City Administrator