

City of Hagerstown, Maryland Status & Information Report No. 5 for 2014

February 7, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

FEBRUARY 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 4pm Work Session	5	6	7	8
9	10	11 4pm Work Session	12	13	14	15
16	17 HOLIDAY CITY OFFICES CLOSED	18 NO M&C MEETING	19	20	21	22
23	24	25 7pm Regular Session	26	27	28	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- The Bank of Charles Town at 1101 Frederick Street in Hagerstown had a grand opening event this week, and the Mayor officially opened the site with a ribbon cutting.
- Hagerstown's SCORE Chapter celebrated their national organization's 50th anniversary and the chapter's 30th anniversary of offering expert, free counseling for startup and continuing small businesses. The City of Hagerstown assisted with the event and Mayor Gysberts spoke.
- Please mark your calendar now for a Grand Opening/Ribbon Cutting being held on Thursday, March 27 at 4:30 PM for Roccograndi Management LLC - DBA: Charles Schwab. The business is located at 18045 Garland Groh Boulevard in Hagerstown. The contact is Denise Orsino.

2. **Events**

- All details for the Cabin Fever Blues Bash are being finalized. A flier is attached on the event. The event will occur on Thursday, March 6 at the Maryland Theatre, and it will feature Eric Steckel. He is youngest guitarist ever to be invited onstage to perform with English blues legend John Mayall, and capable of displaying guitar techniques and sounds recalling those of legends Jimi Hendrix, Stevie Ray Vaughn and Joe Bonamassa, this 23-year-old could just be one of the next superstars of the blues.

- Plans are being made for the St. Patty's Day Run for Your Luck Event in City Center on Saturday, March 16. The event is a combined effort of the City of Hagerstown, Washington County Recreation Department and the Community Free Clinic. We will be hosting a press conference on Tuesday, February 11 at 2 PM to discuss new aspects this year so that more participants of all ages can become a part of this St. Patrick's Day tradition!
- Staff met with representatives of the Hagerstown Municipal Band to see how the City could assist with the 100th Anniversary Event being held this summer.
- Staff met with representatives of the Suicide Prevention Walk to see how to better the route and provide some safety support. It will be held on September 27 starting at City Park.
- The Maryland Theatre Board of Directors has agreed to donate the rental of the Theatre and the tech support for the 2014 Utility Relief Concert. It will be held on April 30, 2014.

3. **City Market**

- A new vendor will be starting in Market Alley in the next couple of weeks; her name is Denise Smith she works with special type of embroidery. Her focus will be custom items.
- The Girl Scouts will be returning to the Market with the Girl Scout Cookies Sale at the end of February.

4. **This Week's Headlines and Media Releases**

- Press Conference: New Features of St. Patrick's Day Run
- Expanding Community Engagement for Urban Partners Initiative
- E-casts:
 - 4 Minute City Center Housing Survey

5. **Channel 25**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Live Hagerstown Promotion
 - City Buildings for Competitive Negotiated Sale
- In production:
 - First-Third Grant Promotion
 - Cabin Fever Blues Bash Preview
 - Black History Month Tribute
 - State of the City

6. **Websites**

- **City Website**
 - About 5,800 users visited www.hagerstownmd.org for the week of January 27, 2014 - February 2, 2014.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,937 users
 - ▶ Jobs page 570 users
 - ▶ Utility Billing page 268 users
 - Top Searches:
 - ▶ "hotels"
 - ▶ "city planner"

- ▶ "bulk trash"
- Mobile vs. Desktop Users:
 - ▶ Desktop 4,275 users
 - ▶ Mobile 1,547 users

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued:**
 - 1100 Frederick Street – Shenandoah Family Farms Co-op, Inc. – manufacture of dairy products and ice cream.
2. **Historic District Commission:** The HDC will discuss the following matters on February 13:
 - 926 Oak Hill Avenue – Robert E. Powell – replacement windows.
 - Workshop – 115-117 South Potomac Street – Dale Ford on behalf of Dr. Prasad Reddi – windows and doors.
3. **Planning Commission:** The Planning Commission will meet on February 12 for an update on the Urban Partners' downtown project.
4. **Update on Downtown Project:** We have received our first progress report from Urban Partners on the Economic Analysis and Implementation Plan for Hagerstown's Sustainable Community Plan project. The consultants are 95% complete with the real estate market analysis, 50% complete with the physical analysis of the study area, 50% complete with the market and physical analysis summary report, and 30% complete with the stakeholder interview process. As of February 5th, Urban Partners has interviewed Mayor and City Council members, contacted the County for interviews with the County Commissioners, and contacted 38 individual community representatives for interviews. Upcoming will also be focus group meetings on particular topics of interest or with particular groups. Once their work has been reviewed, Urban Partners will present their findings at a public input meeting and solicit ideas for catalyst projects for further study.
5. **Weekly Activity Report:** January 27–31, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	4	Residential -	0	Commercial -	1	Other -	3	13
Electrical	18	Residential -	11	Commercial -	7	Other -	0	18
Plumbing	5	Residential -	4	Commercial -	1	Other -	0	5
Mechanical	7	Residential -	7	Commercial -	0	Other -	0	7
Engineering Dept.	12							12
TOTAL	46		22		9		3	55
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 6,750.00				\$ 7,012,406.00
Commercial				\$ 429,000.00				\$ 7,476,957.00
Apartment				\$ 85,000.00				\$ 6,337,690.00
Sign				\$ 20,950.00				\$ 216,613.00
TOTAL				\$ 541,700.00				\$ 21,043,666.00
Interior alterations to existing Planet Fitness at 1121 Maryland Avenue - \$139,000 Interior alterations to existing CVS at 34 North Cannon Avenue - \$75,000 Renovations to existing condo #5 at 43 South Prospect Street - \$70,000 Demo of rear portion of the building at 43-53 West Washington Street - \$80,000 Interior renovations on 2 nd floor for Sentinel Capitol Solutions at 38 South Potomac Street - \$35,000								

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	7	11
New Applications Issued	5	6
Total Registered (includes those added since 5/1/13)	3164	8874
Percentage of total invoiced that are registered	98.3%	99.1%

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

PAYMENT

Total Payments Received	\$ 550
Adjustments	\$ 500

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	24
Electrical	36
Plumbing	28
Mechanical	11
Safety	36
Neighborhood Vitality	28
Quality of Life	7
Preventive Maintenance	10
Planning & Zoning	0

INSPECTIONS KEY:

Categories of Conditions

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

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,452	Field Interviews:	30
Arrests/Warrants Served:	22	Moving Violations:	34
Domestic Violence Calls:	24	Parking Violations:	8
DUI Arrests:	1	Safety Repair Orders:	33
Reports Filed:	130	Warnings:	124

2. **REPORTS**

- 01/30/14: Officer T. Helman responded to Salem Avenue for a reported destruction of property. The victim advised his Ford Explorer had the front and back windshield broken. A neighbor advised he was out smoking a cigarette when he heard the glass breaking and saw a black male wearing a knit hat running west in the alley to the rear of the residence. The victim stated he had no idea who may have done the damage.
- 01/31/14: Officer R. Wertz responded to Buena Vista Avenue for a report of a physical disturbance. The victim stated she was employed by Miller's Taxi and received a call for Main Avenue. When she arrived the transport was for four individuals. She stated she would call her boss to get permission to transport four passengers for one fare. It was approved by her supervisor and the individuals entered the taxi. It was only a few seconds when two of the individuals began to assault her. The driver radioed for assistance. The victim was advised how to file charges if she wished to do so.
- 02/02/14: Officers from the Hagerstown Department of Police were dispatched to the area of 35 Manor Drive for a male reporting he had been assaulted. Officers observed the male suffering from multiple contusions and lacerations to his head and face. The victim was transported to Meritus Medical Center for treatment. Further investigation revealed the assault occurred inside 35 Manor Drive, Apt 202, and the suspect assaulted him with a knife. The suspect was arrested and charged with 1st and 2nd degree assault, possession of a deadly weapon with intent to injure, and reckless endangerment.
- 02/05/14: Officer Brashears responded to Jefferson Street for a malicious destruction of property report. The victim advised he came home to find a window broken out. He claims he is fairly certain who may be responsible for the damage. With a name and vehicle description the suspects were located. They were advised that the property owner was going to District Court to file charges against them. The suspects agreed they understood the legal process.

3. **OTHER NEWS/INFORMATION**

- **Temporary Reassignments**: Effective February 10, 2014, not to exceed 30 days.
 - Officer Jon Lippy will be temporarily reassigned to CID under the command of Lt. Jim Hurd.
 - Officer Ron Isaacs will be temporarily reassigned to the Washington County Narcotics Task Force under the command of Sgt. Jim Robison.

We wish them well as opportunity affords them to serve in a different capacity.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	162	164
	University District Deck	393	296
	Downtown Parking Lots	373	382
Number of Patrons Using Decks	A & E Deck	1,717	1,406
	University District Deck	1,901	1,048
Sales of Discount Coupons		300	0
Number of Citations Issued	(Includes Warnings)	86	53
Number of Late Payment Notifications		NA	12
Number of Cars Booted		0	0

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	3	4
Human Resources	0	0
Light	4	2
Parks & Engineering	0	1
Police	4	8
Public Works	6	1
Wastewater	4	0
Water	6	10
Weekly Totals	27	26

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:

- Sat. 2/1 - 818 South Potomac Street- house fire; service disconnected and meter removed due to fire. Time Out: 11.7-12.6
- 20 Snyder Avenue- partial outage; customer's meter socket was bad; the customer was informed to contact an electrician for needed repairs. Time Out: 12.8-13.5
- Sun. 2/2 - Locust Street and Ray Street- pole damaged; vehicle struck utility pole in accident, no damages was found to our facilities. Time Out: 11.0-11.6

Distribution Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue annual feeder inspections for Bulldog Substation.
- Crews performed storm restoration throughout the HLD boundaries.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
10	0	1	0

3. **Engineering** Staff worked on the following projects:

- Engineering staff assisted the department with outage restoration activities in relation to the ice storm.

4. **Administration:**

- HLD staff was able to restore electric to all of our customers on Wednesday with final clean-up efforts on Thursday. Two distribution crews were sent to assist Potomac Edison with their storm restoration efforts Friday.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Jan. 29, 2014	6.52	0.00
Thursday, Jan. 30, 2014	6.09	0.00
Friday, Jan. 31, 2014	6.35	0.00
Saturday, Feb. 01, 2014	6.15	0.00
Sunday, Feb. 02, 2014	6.18	0.00
Monday, Feb. 03, 2014	8.07	1.14
Tuesday, Feb. 04, 2014	7.58	0.00
Weekly - Avg. Flow / Total Rainfall	6.70	1.14
Monthly – Avg. Flow /Total Rainfall	8.09	2.19

Miscellaneous

- Troubleshooting control wiring from K-panel in O2 building to OAB deck. Lost signal to control valve that serves trains 1&2. Installed new wire from sub panel (on the deck) to pneumatic control valve.
- #2 Flyght Sandfilter pump is down with a seal failure. Pump needs pulled and taken to AR&E.
- Lost visual (on SCADA) for our Effluent pumps and parts of ENR. Found faulty Modicon fiber optic repeater in PLC #2 at O2 building. Replaced repeater and put system back in operation.
- Troubleshooting faulty control valves that separate our Oxygen piping and old ozone generation system. It appears valves are allowing oxygen to leak by. Need to order SS materials and schedule a shutdown to separate the two systems.
- Completed routine preventive maintenance tasks.

Wastewater Collection

Collection System Maintenance Task

- Painting dump trucks and plowing snow at pump stations, collections building and admin parking lots.
- Installed Bio-bags throughout gravity infrastructure to control FOG.
- Grinder pump calls from 1537 Kensington Drive; ice in back pressure tube, and 11120 Eastwood Drive; frozen goose neck on pump, used heat gun to thaw.
- Downloaded flow meters at Yale Drive and station 13 Newgate interceptor.
- Traveled to MD Industrial Truck located in Baltimore to inspect new Jet-Vac truck to be delivered to the City on 02/06/2014, weather permitting.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	0	0	0	2	5
YTD	8	15	2	0	0	6	31

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

Engineering

- Staff attended a Wellness Committee meeting at Human Resources.

Wastewater Laboratory

- Annual method detection limits continue to be performed on the permit required analytical parameters.
- Total Kjeldahl Nitrogen and Total Phosphorus methods have been reevaluated and tweaked a bit to achieve even better data quality management results.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
1/30/14	12.99		12.99
1/31/14	12.94		12.94
2/01/14	13.11		13.11
2/02/14	13.18		13.18
2/03/14	13.17		13.17
2/04/14	12.84		12.84
2/05/14	12.66		12.66
Average			12.98

Water Production at RC Willson

- *Operations*

- Cleaning
- Routine PMs
- Producing extremely high volumes of water due to main breaks

- *Maintenance*

- R C Willson – Routine PMs
- R C Willson – Continue working on the new PAC system

- *Instrumentation*

- R C Willson – Troubleshooting problems with the security system
- R C Willson – Troubleshooting problems with the valve network
- Breichner Plant – Installing a new in-line pH meter and installing new plumbing

Water Production at Breichner

- The Edgemont Reservoir is currently at -4.09'; the bypass is open and the hydrant is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed throughout the system. We repaired leaks on Robinwood Drive, First Street & Park Place and are working on several hydrants that were damaged during the bad weather.

Laboratory

- The testing of proficiency testing samples for the lab's annual recertification continues.
- Annual nitrate samples for both treatment plants were collected
- Sampling materials for the third quarter of the USEPA regulation UCMR 3 testing were ordered.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		2
Preliminary Plat		1
Final Plat		1
Building Permit	11	

- Staff attended a Wellness Committee meeting at Human Resources.
- Staff attended a progress meeting for the Phase IV Willson Treatment Plant Improvements project.
- Staff attended a Water Planning meeting with the Water Division staff.

Respectfully submitted,



Bruce Zimmerman
City Administrator