

City of Hagerstown, Maryland Status & Information Report No. 6 for 2014

February 14, 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 6:30pm Urban Partners Public Input Meeting	28	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- The celebration for Hagerstown Magazine has been rescheduled for February 27, 2014 at 4:30 PM. Join us in congratulating Kate Rader, owner/publisher, and her staff on Hagerstown Magazine's 10th Anniversary. A special event to recognize this milestone will be held at 10 Public Square #4, Hagerstown, MD 21740.
- 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 Blvd in Hagerstown. The contact is Denise Orsino.

2. **Events**

- All details for the Cabin Fever Blues Bash are being finalized (see attached flier. The event will occur on Thursday, March 6 at the Maryland Theatre, and 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. Carl Disque will be on WJEJ on February 21st and on the Your Four State Today Show on WHAG promoting the bash.

- 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 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 are working with a group on the upcoming Taste of the Arts Event on April 24, 2014. The event will benefit the Maryland Theatre, the Washington County Arts Council and the Barbara Ingram School for the Arts.
 - 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. **Fundraising:** Sponsorship packets have been created and distributed for the St. Patty's Day Run and the Western Maryland Blues Fest.
4. **This Week's Headlines and Media Releases**
- Community Asked to Share Ideas for Downtown Development
 - Advisory: Winter Storm Will Delay Trash and Recycling Collection
 - Eric Steckel Band to Perform at Cabin Fever Blues Bash
 - E-casts:
 - Important Opportunity to Promote Your Business at Event!
 - Blues Fest Sponsorships Now Available
5. **Channel 25**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - First-Third Grant Promotion
 - Live Hagerstown Promotion
 - City Buildings for Competitive Negotiated Sale
 - In production:
 - 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 February 3, 2014 - February 8, 2014.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,952 users
 - ▶ Jobs page 365 users
 - ▶ Utility Billing page 279 users
 - Top Searches:
 - ▶ "snow removal"
 - ▶ "trash pick up"
 - ▶ "billing"

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued:**

- 943 Main Avenue – Loudin's Painting, Inc. – home work station for a painting contractor (painting of vacant spaces only).
- 301 West Howard Street – Noorco Halal Meat – home work station for a business office for a wholesale meat business.
- 109 North Mont Valla Avenue – Dyme Piece Boutique – home work station for off-site sales of clothing (at flea markets or online).

2. **New Development Cases**

- 351 North Cleveland Avenue – Fairgrounds Park – site plan for a parking lot at the dog park.

3. **Planning Commission:** The Planning Commission met on February 12 and considered the following:

- West City Elementary School – approved the Concept Plan for Storm Water Management.
- Update on the Urban Partners' downtown project.

4. **Plan Review Responsiveness:** The Concept Plan for Storm Water Management for West City Elementary School was submitted on January 31 and approved by the Planning Commission on February 12. Elapsed plan review and approval duration: 12 days.

5. **New Interpretation Marker:** PCAD will be working to install one new historic interpretive panel at the Maryland Theatre. It will be twice the size of the standard markers seen around town but it will contain two stories. It will interpret the theater's history as well as that of Gruber's Print Shop, which occupied the site in the early 1800s. Gruber originated the *Hagerstown Almanack* and also published a songbook in late 1814 which was the first to contain the *Star Spangled Banner* as a musical work. The marker will be unveiled in October – the bicentennial of the printing of Gruber's songbook. An educational and entertainment program is being planned for the occasion. The marker is funded by the theatre and the *Hagerstown Almanack*. City staff will manage the contract but no City funds are involved.

6. **Urban Partners' Project on the Downtown:** The community engagement process is in full swing. The individual interviews are underway. The seven focus group meetings have been scheduled for the weeks of 2/17 and 2/24: Neighborhoods, Housing, Arts/Culture/Education, Next Generation, Downtown Alliance, Chamber/Greater Hagerstown Committee, and Large Employers. Urban Partners will meet with the Planning Commission on 2/26. The public input meeting has been scheduled for 2/27 from 6:30-8:30 p.m. at the library. The public input meeting will include a presentation of the market analysis findings, break-out "individual stations" on specific topic areas to allow for identification of catalyst project ideas by the participants, and a wrap up that will also describe the next steps in the process.

7. **2014 Maryland Bicycle Symposium:** Planning Staff attended this event on February 11th. The symposium is hosted annually by Bike Maryland in the Senate Office Building in Annapolis during the legislative session. Topics covered at the symposium include bike sharing programs, upcoming State legislation involving bicycling safety on roadways, and complete streets policies and bicycling infrastructure planning. Over 150 attended the event with periodic appearances from various Delegates and Senators.

8. **HEPMPO Long Range Transportation Plan Update:** The staff and board members of the Hagerstown/Eastern Panhandle Metropolitan Planning Area are reviewing the MPO consultant's draft update to the Long Range Transportation Plan. The draft will be made available for public review from about March 3-April 2. Public meetings will be held in mid March. The draft plan will be posted on the HEPMPO web site.

9. **Weekly Activity Report:** February 3–7, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	3	Commercial -	2	Other -	1	3
Electrical	9	Residential -	5	Commercial -	4	Other -	0	9
Plumbing	10	Residential -	9	Commercial -	1	Other -	0	10
Mechanical	5	Residential -	2	Commercial -	3	Other -	0	5
Engineering Dept.	4							4
TOTAL	34		19		10		1	31
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 22,300.00				\$ 7,034,706.00			
Commercial	\$ 132,500.00				\$ 7,609,457.00			
Apartment	\$ 0.00				\$ 6,337,690.00			
Sign	\$ 0.00				\$ 216,613.00			
TOTAL	\$ 154,800.00				\$ 21,198,466.00			
Interior alterations to existing CVS, adding mini clinic at 10 East Wilson Boulevard - \$125,000								
RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013								
<u>NUMBER</u>			<u>FACILITIES</u>			<u>UNITS</u>		
Registrations Received			6			24		
New Applications Issued			0			0		
Total Registered (includes those added since 5/1/13)			3170			8888		
Percentage of total invoiced that are registered			99.0%			99.0%		
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			\$ 1,200					
Adjustments			\$ 0					
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	16							
Electrical	40							
Plumbing	16							
Mechanical	18							
Safety	31							
Neighborhood Vitality	14							
Quality of Life	10							
Preventive Maintenance	9							
Planning & Zoning	1							
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.

DEPARTMENT OF PARKS & ENGINEERING

- Removal of stone bleachers in City Park.** In the next couple weeks, we plan to remove the stone bleachers near the City Park ball fields. The bleachers are in poor condition, the steps are very high, stones and boards are loose, and they are rarely used. We will replace them with some smaller metal bleachers.
- Grant Application.** We are applying for a \$170,000 grant to add a green median and island at Park Circle, construct a bio-retention to filter Walnut Street runoff, and to plant street trees at city-wide locations. The City match for this would be about \$90,000 to overlay Park Circle/Memorial Boulevard as part of the Pavement Preservation CIP.
- Storm Clean-up.** The recent snow/ice storms have kept our crews busy removing hazardous trees and broken limbs. We have also been clearing the parking lots and sidewalks in the parks.
- Engineering Division Items**

Traffic issues		
Description	Week of 2/8/14	Calendar Year to date
Traffic complaints received	3	15
Work Orders completed	9	15
Traffic counts completed	0	0
Construction Projects		
Description	Week of 2/8/14	Calendar Year to date
Projects advertised for bids	2	4
Projects under construction	5	5
Projects completed	0	0

POLICE DEPARTMENT

STATS

Calls for Service:	1,519	Field Interviews:	83
Arrests/Warrants Served:	14	Moving Violations:	47
Domestic Violence Calls:	23	Parking Violations:	11
DUI Arrests:	1	Safety Repair Orders:	19
Reports Filed:	147	Warnings:	78

REPORTS

- 02/09/13: Officer C. Kelley responded to South Potomac Street in reference to a burglary. The victim, who is in the hospital, had family members report the incident. It was discovered that numerous valuable items, over \$100,000, had been stolen from the residence. The Criminal Investigation Division had been called to assist with the case. No further information is available at this time.

- 02/09/14: Officer Filges was dispatched to South Prospect Street for a reported assault that occurred at the City Wash Tub. The victim stated another female was in the laundromat and was making rude comments to her. The comments led to a physical attack. The victim had a bruised left eye and swollen chin but refused medical attention. The case has been referred to the Criminal Investigation Division.
- 02/12/14: Officer Redman responded to the Clarion Inn for a theft report. The victim, an employee of Clarion, reported her purse had been taken. She was advised to contact her credit card company, as well as her bank, to report the theft of her credit/bank cards. No further information is available at this time.

OTHER NEWS/INFORMATION

- Officer of the Month: Officer Kevin Rutkowski has been selected as the Officer of the Month for January, 2014. Officer Rutkowski has been employed by the City of Hagerstown for seven months and is currently assigned to the Patrol Division.

Officer Rutkowski was nominated for his proactive policing efforts. On January 18, 2014 at approximately 2:05 AM, Officer Rutkowski was actively patrolling in a snow storm when he observed a vehicle driving erratically. Officer Rutkowski initiated a traffic stop on the vehicle; however, the driver of the vehicle failed to stop initially. Eventually, the vehicle came to a stop at a red light and the driver exited the vehicle and fled on foot. Officer Rutkowski ran after the driver and observed him discard several items. Officer Rutkowski chased the driver behind a residence where with the assistance of other officers they were able to corner the suspect who eventually surrendered. Officer Rutkowski then traced the route of the foot pursuit by following the footsteps in the freshly fallen snow. In the process, Officer Rutkowski located several objects which the suspect had discarded, one being a loaded handgun. Subsequent investigation revealed that the suspect had several felony convictions including one for second degree murder.

As a result of his proactive policing which resulted in getting a violent felon "off the streets," Officer Rutkowski was selected as the Hagerstown Police Department Officer of the Month for January 2014. The Hagerstown Police Department is proud to have dedicated officers such as Officer Rutkowski as one of its own and congratulates him for a job well done.

- Congratulations to Officer Brad Helman and Officer Amanda Cline:

- Officer Brad Helman was selected to fill the vacancy in the Warrant Squad. He has been employed by the City of Hagerstown for 23 years as a patrol officer. He will be under the command of Lt. Chad Woodring.
- Officer Amanda Cline is certified for solo patrol and has been assigned to the Patrol Division. She will remain on Charlie Platoon under the command of Sgt. Chris Barnett.

- New Hire: A special welcome to Ashley Roush. She is the new civilian Safe Street Coordinator. She will be working closely with other government agencies and community organizations. A large part of her responsibilities will be tracking criminal activity and high priority offenders, to help keep the streets of Hagerstown safe. Welcome aboard.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	173	162
	University District Deck	399	393
	Downtown Parking Lots	382	373
Number of Patrons Using Decks	A & E Deck	1,568	1,717
	University District Deck	1,496	1,901
Sales of Discount Coupons		0	300
Number of Citations Issued	(Includes Warnings)	90	86
Number of Late Payment Notifications		22	NA
Number of Cars Booted		0	0

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	3	3
Human Resources	1	0
Light	0	4
Parks & Engineering	0	0
Police	9	4
Public Works	1	6
Wastewater	1	4
Water	2	6
Weekly Totals	18	27

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.

SNOW/ICE STORM COSTS

No.	Date	Labor	Overtime Labor	Totals
1	12/08/13	\$4,125	\$12,431	-\$16,556
2	12/10/13	\$5,711	\$561	-\$6,272
3	12/14/13	\$0	\$16,712	-\$16,712
4	01/02/14	\$3,338	\$10,155	-\$13,493
5	01/05/13	\$1,133	\$6,659	-\$7,792
6	01/10/14	\$903	\$13	-\$917
7	01/18/14	\$0	\$3,590	-\$3,590
8	01/21/14	\$10,857	\$9,760	-\$20,617
9	02/02/14	\$7,547	\$3,361	-\$10,908
10	02/04/14	\$5,605	\$7,463	-\$13,068
11	02/09/14	\$4,306	\$6,088	-\$10,394
12				
	Prep Work/Salt Deliveries	\$4,880	\$107	-\$4,987
	Sub-Totals	\$48,404	\$76,900	-\$125,304
	Salt			-\$158,672
	Vehicle/Equip. Repairs			-\$61,481
	Shovels, bagged salt, etc.			-\$3,373
	Total Expenses			-\$348,830
	Budget Amount			\$399,900
	Budget Balance			\$51,070

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
- Thur. 2/6 - 342 East Franklin Street- customer's meter socket needed repaired; Lineman informed customer to contact electrician for needed repairs. Time Out: 17.2-18.1
 - Sat. 2/8 - 637 Medway Road- Miss Utility locate; emergency locate for Columbia Gas to make repairs to gas main break. Time Out: 10.0-10.5
 - 215 West Side Avenue- lines down; tree limb tore service wire from house, tree branches were cleared from service wires and lines reattached to correct problem and restore power. Time Out: 13.1-14.1
 - 1 Sweet Briar- Miss Utility locate; emergency locate for Columbia Gas to make repairs to gas main break. Time Out: 13.8-14.3
 - Sun. 2/9 - 661 Forest Drive- lines down; tree branch tore service from residence, lines reattached to restore power. Time Out: 10.0-11.1

Distribution Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue annual feeder inspections for Bulldog 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
10	0	0	0

3. **Engineering** Staff worked on the following projects:
- The Staff Engineer created tables of data to import into the Electric GIS environment. This will connect HLD customer data with the "Consumer" elements graphically displayed on the system. We will be able to model the electrical load of each customer once the complete sets of data are created and linked.
 - Engineering and Distribution staff began repairs to HLD's back hoe unit from the early 1980's. The machine has been down for months due to an overheating issue. HLD employees have found the problem and parts are on order for the required repairs. Once replaced we'll have the unit back in use once again.
 - Engineering staff investigated additional safety materials for use by HLD's line crews that would afford more protection from the dangers of daily tasks.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Feb 05, 2014	12.48	1.05
Thursday, Feb. 06, 2014	11.85	0.00
Friday, Feb. 07, 2014	10.39	0.00
Saturday, Feb. 08, 2014	9.26	0.00
Sunday, Feb. 09, 2014	8.87	0.00
Monday, Feb. 10, 2014	8.62	0.00
Tuesday, Feb. 11, 2014	8.25	0.00
Weekly - Avg. Flow / Total Rainfall	9.96	1.05
Monthly - Avg. Flow / Total Rainfall	8.88	2.19

Miscellaneous

- Removed #1 Primary Sludge Pump and took to AR&E for pricing/ repair.
- Replaced defective mixing valve in Methanol Building.
- Disassemble/troubleshoot Scum Pump in ASPS Building.
- Troubleshoot control valve and DO probe on train #5 for erratic O2 readings.
- Disassemble Dezurik valves and piping on suction side of 6M & 7M sludge pumps, located and removed obstruction.
- Routine PM's and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main
Flushing	29	3906

Collection System Maintenance Task

- Grinder calls at 11332 Eastwood Drive and 1633/1635 Woodlands Way; replaced pump cores.
- Vacuumed grease from wet well at station 2.
- Received Vactor 2100 combination Jet-Vac excavator from Maryland Industrial Truck.
- Downloaded flow meters at Meritus and Newgate.
- Bio-Bags throughout infrastructure to control FOG.
- Plowed snow at stations, Admin. and Collection parking lots.
- Painting lunch room.
- Investigating I&I sources in district 12, visually checking manholes and plugging upstream manhole and tributaries.

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	9	17	2	0	0	8	36

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

Engineering

- Staff met with the City Attorney regarding a Deed of Easement and a Letter of Agreement for the Pump Station # 12 Interceptor construction project.

Wastewater Laboratory

- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
2/06/14	13.02		13.02
2/07/14	13.19		13.19
2/08/14	12.85		12.85
2/09/14	12.83		12.83
2/10/14	12.86		12.86
2/11/14	12.89		12.89
2/12/14	13.92	.148	14.07
Average			13.10

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 del-pac system

- Instrumentation

- R C Willson – Installed new lights in the del-pac feed room
- Breichner Plant – Installing a new in-line pH meter and installing new plumbing

Water Production at Breichner

- The Edgemont Reservoir is currently at -7.1'; the bypass is open and the hydrant is closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We repaired leaks on Beechwood Drive, Bottom Road, Summerlin Drive, Medway Road and Green Hill Drive. We are also working with the Street Department on snow removal.

Laboratory

- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	1	
Building Permit	3	

- Staff met with a Washington County Engineering representative, their consultants and Water Division staff regarding the final design of a hydrant relocation on Underpass Way at Railway Lane.

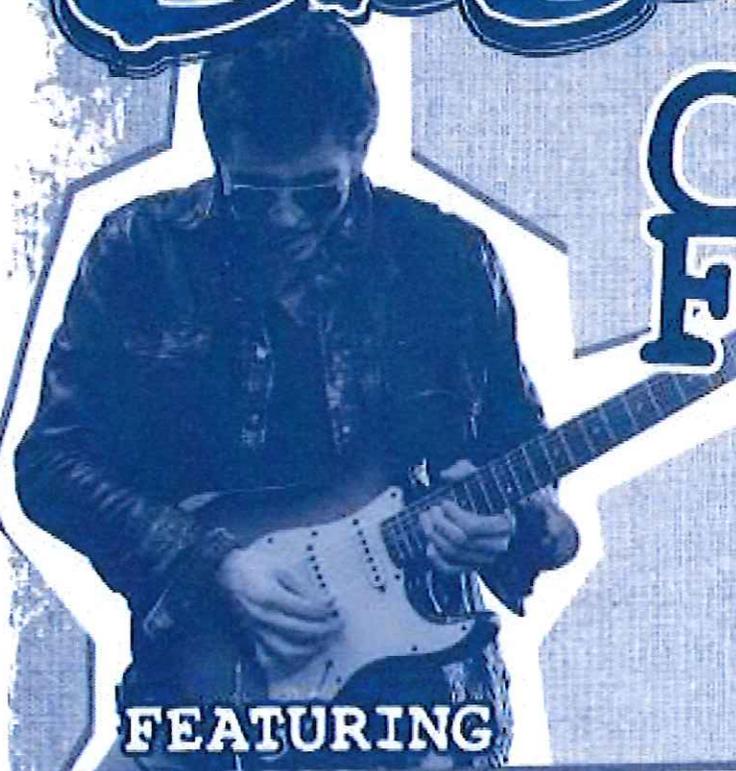
Respectfully submitted,



Bruce Zimmerman
City Administrator

19TH ANNUAL
WESTERN MARYLAND

Blues Fest 2014



CABIN FEVER BLUES BASH

FEATURING

Eric Steckel Band

MARCH 6TH

THURSDAY 7:00 pm | doors open at 6:15 pm

@ The Maryland Theatre
City Center Hagerstown

\$15 GENERAL
ADMISSION

Call 301-790-2000
or visit blues-fest.org
for tickets.

Call 301-739-8577
ext. 116 for more info.



BLUES-FEST.ORG