

City of Hagerstown, Maryland Status & Information Report No. 7 for 2014

February 21, 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 Hagerstown Magazine Celebration is scheduled 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.
- 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. The event is March 6, 2014 at 7:00 PM at the Maryland Theatre.
- The Western Maryland Blues Fest will be going live soon with a new website. It will be responsive to all mobile devices.
- Applications for all events that have food or craft vendors went out this week. The applications can be found on the City's website.

- 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. A press conference was held this week 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 technical support for the 2014 Utility Relief Concert. It will be held on April 30, 2014.
3. **A&E District**
- The Arts and Entertainment District Board met this week at the Maryland Theatre. They toured the facility and were updated on the capital projects that the organization is undertaking for the building.
 - The Arts and Entertainment District partnered with the Washington County Arts Council to sponsor a lecture/workshop entitled Copyright Basics for Artists. It will be held at the Washington County Museum of Fine Arts on Saturday, April 5 at noon.
 - The Artist Review Committee for the Artist Lofts at 40 North Potomac Street are conducting interviews this week with applicants of the lofts. This board will only recommend to the City the compatibility of the applicant.
4. **Fundraising**
- Sponsorship packets have been created and distributed for the St. Patty's Day Run and the Western Maryland Blues Fest.
5. **City Market**
- This weekend we're happy to have Lou Scally on-site with Live with Lou from WJEE. He will be talking to vendors and customers from 8:30-10 AM.
 - We also will be welcoming within the next couple of weeks, Denise Smith of Etc. Crafts & Gifts; she will be a new vendor in Market Alley.
6. **This Week's Headlines and Media Releases**
- City Seeking Input for Potential Community Garden
 - Advisory: Yard Waste Collection Resuming in March
 - Traffic Advisory: Bridge Inspections
 - E-casts:
 - Community Asked to Share Ideas for Downtown Development
7. **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

8. **Websites**

- *City Website*

- About 5,300 users visited www.hagerstownmd.org for the week of February 9, 2014 - February 16, 2014.
- Top entrances (first page users accessed on the website):
 - ▶ Home page 2,687 users
 - ▶ Jobs page 335 users
 - ▶ Utility Billing page 251 users
- Top Searches
 - ▶ "snow removal"
 - ▶ "trash pick up"
 - ▶ "apartments"
 - ▶ "live Hagerstown"
 - ▶ "parking"
- Desktop Users: 3,727
- Mobile Users: 1,561

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Development Cases**

- McDonald's – 1737 Dual Highway – minor site plan for drive-thru reconfiguration and an addition to an existing trash corral.

2. **Board of Zoning Appeals:** The BZA heard one case on February 19. The board granted a variance request by Praxair Distribution Mid-Atlantic, LLC, t/a GTS-Welco, 400 West Memorial Boulevard, to install a six-foot fence in the front setback.

3. **Planning Commission:** The Planning Commission will meet on February 26 to review the following:

- West City Elementary School – design to relate to Hager's Crossing Drive streetscape
- Fairgrounds Park – approval of site plan for dog park parking lot
- Meeting with Urban Partners

4. **Historic District Commission:** The February 13 HDC meeting was canceled due to snow. The two matters on the agenda were continued to the February 27 meeting. Two additional workshop sessions have been added for the February 27 meeting for advice on replacement windows at 67 West Franklin Street and 49 Jonathan Street.

5. **Black History Month** – On Sunday, Steve Bockmiller and Eric Hastings participated in a local Black History Month program at the Robert Johnson Community Center. Their contribution was to talk about Jacob Wheaton and the recent restoration of his grave and installation of a State Highway Administration historical marker near his burial spot at Rose Hill Cemetery. This was followed by a screening of the City's documentary "Divided Valor – Hagerstonians in the Civil War". Two of the documentary's six stories contained material relevant to African-American history.

6. **Weekly Activity Report:** February 10–14, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	2	Residential -	1	Commercial -	0	Other -	1	3
Electrical	14	Residential -	10	Commercial -	4	Other -	0	14
Plumbing	7	Residential -	3	Commercial -	3	Other -	1	7
Mechanical	3	Residential -	3	Commercial -	0	Other -	0	2
Engineering Dept.	0							0
TOTAL	26		17		7		2	26

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	\$ 25,000.00	\$ 7,059,706.00
Commercial	\$ 75,000.00	\$ 7,684,457.00
Apartment	\$ 0.00	\$ 6,337,690.00
Sign	\$ 5,500.00	\$ 222,113.00
TOTAL	\$ 105,500.00	\$ 21,303,966.00

Interior renovations to Bob Evans at 1721 Dual Highway - \$75,000

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	1	1
New Applications Issued	1	1
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	\$ 50
Adjustments	\$ 50

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	29
Electrical	32
Plumbing	20
Mechanical	7
Safety	91
Neighborhood Vitality	21
Quality of Life	12
Preventive Maintenance	8
Planning & Zoning	2

The inspectors have been working diligently on keeping the sidewalks clear of snow and ice the past several weeks. They have posted 311 notices of violation to date this winter for snow & ice on sidewalks, 288 in the last two weeks alone. Each notice followed an earlier door hanger, which reminded the owner/occupant of City snow ordinances. Numerous phone calls were also made in an attempt to motivate residents to clear sidewalks. Thus far, hazardous conditions caused by ice and snow at 94 properties have been abated by the City contractor.

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

1. **No Smoking in Parks** Staff is doing several things to prepare for the parks season:
 - We are hiring a part time Park Ranger that will focus on enforcing park rules including smoking, dogs and other issues.
 - We plan to install the large "variable message" electronic signs in City Park and Fairgrounds Park.
 - Working with the Tobacco Free Washington County Coalition, we are planning two events to raise awareness including in observances of **Kick Butts Day** (Wednesday, March 19th) and **World No Tobacco Day** (we were looking at Tuesday, May 27th and partnering with one of our Little Leagues or others that day).
2. **City Park Bandshell** Band shell benches were approved today by Program Open Space and we have ordered them. We will start the concrete bases as soon as the weather allows us, hopefully next week
3. **Parking Lot at the Dog Park** As requested to provide access to the dog park for people who have ambulatory issues, plans have been submitted to the Planning Department for a six space lot near the park, and we anticipate construction by the end of April.
4. **Guardrail Contract** Based on feedback from our biannual inspections, we need to address some guardrail issues. We received bids and the low bidder was Chesapeake Guardrails at \$40,906. This will be submitted to Mayor & Council in March.
5. **Out to Bid This Week** We advertised the following five contracts this week:
 - Additional Handicap Sidewalk Ramps (CDBG funded)
 - Three at Memorial Park – for granite insets & honor walls, historic markers, and plaques (CDBG funded)
 - City Park Octagon Shelter (POS funds)
6. **Engineering Division Items**

Traffic issues		
Description	Week of 2/15/14	Calendar Year to date
Traffic complaints received	4	19
Work Orders completed	4	19
Traffic counts completed	0	0
Construction Projects		
Description	Week of 2/15/14	Calendar Year to date
Projects advertised for bids	5	9
Projects under construction	5	5
Projects completed	0	0

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,280	Field Interviews:	56
Arrests/Warrants Served:	22	Moving Violations:	41
Domestic Violence Calls:	16	Parking Violations:	5
DUI Arrests:	3	Safety Repair Orders:	19
Reports Filed:	117	Warnings:	77

2. **REPORTS**

- **02/14/14:** Officer Cox responded to South Potomac Street for a report of an assault in progress. The victim was bleeding from the face and his shirt was covered in blood but refused medical treatment at that time. The victim stated that he was beaten by two individuals he knew. They were demanding money from the victim and he refused to give it to them. During the incident the victim's cell phone was taken. Both suspects will be charged with 1st and 2nd Degree Assault and Reckless Endangerment.
- **02/15/14:** Officer L. Dean was flagged down by a victim who advised that he had just been robbed. It was determined the robbery took place to the rear of Bikles Ski Shop. The victim advised that someone came up behind him, shoved him to the ground and took his wallet. No description of the suspect could be given. The police will follow up by checking the video surveillance in that area. No additional information is available at this time.
- **02/18/14:** Officer Hostetter was dispatched to Maryland Avenue for a report of a burglary. An employee who works for Capitol Supply said that his company is remodeling the old Lowe's building on Maryland Avenue. When the employee arrived at work he found the gate was open and the chain and lock were missing. It was confirmed the gate was locked the prior afternoon. There are no suspects at this time.
- **02/16/14:** The victim reported to the Hagerstown Police Department that he was walking in the area of East Washington and Locust Streets when he was approached by three black male suspects. The victim stated that one of the suspects struck him in the head with a baseball bat. The suspects then removed cash from the victim. The victim was transported to the hospital with non life threatening injuries. Anyone with information is requested to contact the Hagerstown police Department at 301-790-3700.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	175	173
	University District Deck	398	399
	Downtown Parking Lots	382	382
Number of Patrons Using Decks	A & E Deck	1,694	1,568
	University District Deck	1,718	1,496
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	82	90
Number of Late Payment Notifications		33	22
Number of Cars Booted		0	0

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	1	3
Human Resources	0	1
Light	0	0
Parks & Engineering	0	0
Police	3	9
Public Works	2	1
Wastewater	1	1
Water	0	2
Weekly Totals	7	18

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:
 - Mon. 2/17 - 1319 West Church Street- fire; meter and service was removed due to house fire. Time Out: 21.5-23.0
 - Tues. 2/18 - 736 West Franklin Street- Miss Utility locate; emergency locate for Columbia Gas to make repairs to gas main break; our services were found to be clear. Time Out: 19.0-19.5
 - Wed. 2/19 - 913 Guilford Avenue (rear) - tree on line; large tree branch removed from service wires to correct problem. Time Out: 17.2-18.1
 - Potomac Avenue and Eastern Blvd. - lines down; triplex service tore loose by large tree limb; tree limb removed and service reattached to correct problem and restore power. Time Out: 18.2-19.3
2. **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
3	0	1	1

3. **Engineering** Staff worked on the following projects:
 - Engineering staff coordinated repairs to HLD line operations vehicles. The manufacturer will be onsite to inspect the issues and suggest a fix.
 - Engineering staff requested demo units of various high voltage recording devices to assist HLD with monitoring the operation values of its distribution system. We will evaluate these devices and recommend the best fit for our network.
 - The Staff Engineer specified a new "riser" system for installing underground facilities on HLD poles. This system will allow termination of underground cable on the ground rather than up in a bucket truck, speeding up cable preparation time, and eliminating cumbersome conduit installations up poles. This can also be used to replace existing broken conduit installations without extensive sidewalk excavation.
4. **Administration:**
 - Staff has received and is in the process of completing a data response from the Office of People's Counsel regarding Public Service Commission case 9505(h).

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Feb 12, 2014	8.04	0.00
Thursday, Feb. 13, 2014	7.76	0.37
Friday, Feb. 14, 2014	8.04	0.00
Saturday, Feb. 15, 2014	7.83	0.03
Sunday, Feb. 16, 2014	7.74	0.00
Monday, Feb. 17, 2014	7.49	0.00
Tuesday, Feb. 18, 2014	7.57	0.04
Weekly - Avg. Flow / Total Rainfall	7.78	0.44
Monthly - Avg. Flow / Total Rainfall	8.45	2.90

Miscellaneous

- Primary Sludge Pump #1 needs replaced. Getting pricing from Envirep for replacement.
- Troubleshoot #2 Scum pump in ASPS Building. Pump needs rebuilt.
- Troubleshoot pneumatic control valves that feed O2 to the OAB. Valves have been erratic unable to adjust in auto.
- Pulled Final Clarifier #1 motor and gear reducer, ordered new bearings and seals.
- Routine PM's and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	29	1,306	NA	NA

Collection System Maintenance Task

- Cleaned wet wells at stations 9 & 18.
- Plowed snow at Collections Dept. parking lot, WWTP, Admin Building, pumping station access roads and sidewalks at stations 1, 2, 3, 15, 26 & 28.
- Inspecting collection system for I&I in districts 10, 11 & 12.
- Downloading meters at Newgate and Meritus interceptor.
- Installed Bio-Bags throughout infrastructure to control FOG.
- Automatic Transfer Switch for Generator at station 28 was repaired by AR&E.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	0	0
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 Wastewater Operations Manager and Collections Division staff regarding the draft Traffic Control Plan for the Pump Station # 12 Interceptor construction project.

Wastewater Laboratory

- The annual DMRQA proficiency testing requirements notice has been received from the USEPA.
- Study 34 begins March 21st. Testing materials will be ordered from the provider in the next couple weeks.
- Notice of the new NPDES discharge permit was received. We will begin drafting a request for quotes for the WET testing requirement.
- 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>
2/13/14	12.50		12.50
2/14/14	12.82		12.82
2/15/14	12.25		12.25
2/16/14	12.57		12.57
2/17/14	12.64		12.64
2/18/14	12.22		12.22
2/19/14	12.52		12.52
Average			12.50

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 – Replaced the turbidimeter head on filter #8
 - R C Willson – Installing new lights in the chlorine tank room

Water Production at Breichner

- The Edgemont Reservoir is currently at -9.58' in preparation for the snow melt and rain. 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 Pennsylvania Avenue and Northern Avenue and are resuming work on Buford Drive.

Laboratory

- The testing of proficiency samples for the lab's annual recertification continues.
- Annual nitrate sample test results are completed and will be sent to MDE for both treatment plants. Results were typical and well within regulatory levels.

- There has been a problem acquiring sampling materials for the third quarter of the USEPA regulation UCMR 3. The contract lab sent us the wrong City's materials. They were contacted and the correct sampling materials are being sent.
- Quarterly THM/HAA samples were collected.
- Process and regulatory testing was routine for the week.

Engineering

Reviews: City County
Building Permit 3

- Staff met with the Water Operations Manager regarding daily monitoring of the Edgemont Reservoir.

Respectfully submitted,


Bruce Zimmerman
City Administrator