

City of Hagerstown, Maryland Status & Information Report No. 18 for 2014

May 9, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

MAY 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 3pm Executive Session 4:30pm Work Session	7	8	9	10
11	12	13 3pm Delegate McIntosh @ Library 5pm Special Session 5:15pm Work Session 7pm Budget Hearing	14	15	16	17
18	19 4pm Budget Work Session	20 4pm Work Session	21	22	23	24
25	26 HOLIDAY CITY OFFICES CLOSED	27 7pm Regular Session	28	29 5pm - 7pm Western MD Blues Fest	30 4pm - 9:30pm Western MD Blues Fest	31 12pm - 9:45pm Western MD Blues Fest

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries/Press Conference**
 - A Ribbon Cutting was held on Monday, May 5 at 4:30 PM for Burkett's Deli expanded patio. The event was a large success and the highlight was free hot dogs and beverages.
 - A Grand Opening Ribbon Cutting will be held for Laber's Office Furniture at 1344 Wesel Blvd on May 14, 2014 at 4:30 PM
 - Please mark your calendars now for a Grand Opening/Ribbon Cutting for Hospice of Washington County, Inc.'s Community Life Center at 20 West Washington Street at 4:30 PM on May 16, 2014.
 - Please mark your calendars now for a Re-Grand Opening/ Ribbon Cutting and a Five-Year Anniversary Event for Planet Fitness at 1121 Maryland Avenue. They have just finished remodeling. This will be held on Saturday, May 17 at 11 AM We hope to see you there.

2. **Events**

- The United Way did a Youth Day Event downtown on May 3. They had approximately 400 attendees. This was a youth event with a number of appropriate activities.
- Maymart occurred in Public Square on May 8, 2014 from 8:00 AM to 2:00 PM. We had approximately 28 vendors participate. Public Square was busy, and it was a beautiful day.
- Staff are working on all aspects for the Western Maryland Blues Fest. The event will be May 29, 30 and 31 and June 1, 2014.

3. **Fundraising**

- Sponsorship packets have been created and distributed for Western Maryland Blues Fest. The Blues Fest Fundraising Committee have met and exceeded their \$96,000 goal. The funds raised are now at \$107,000. Please note they have raised over \$125,000 of in-kind services.
- Staff finalized the fundraising package for the Fishing Lesson Public Art Sculpture in City Park. The promotions of this fundraising event will now begin. An initial e-mail was sent out. Currently \$2,500 is confirmed. The goal is \$12,000.

4. **City Market:** Next activity at Market - Market Appreciates Moms - May 10 - Beginning 9:00 AM. The first 125 Mom's to Market will receive a free gift. Children's activities will be going on in conjunction with the gift giveaway.

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

- 19th Annual Western Maryland Blues Fest Will Rock City Center
- Blues Fest Poster Artist Will Showcase Portfolio at Arts Council
- City of Hagerstown Celebrates National Bike Month
- Blues Fest Media Credentials
- Traffic Advisory: Summit Avenue
- Traffic Advisory: Wind Down Friday

6. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Building Safety Month Tips
 - Blues Fest Preview
 - Jonathan Hager House History
 - Engage Hagerstown Commercial
- Special Broadcasts:
 - State of the City Full Presentation - Mon, Wed, Fri at 7:00 PM
 - Reno Post and Lyon Post Dedication Ceremony - Fri, Sat, Sun at Noon
 - Divided Valor - Daily at 5:00 PM
- In production:
 - Neighborhoods 1st group videos

7. **Websites:**

- *City Website:*
 - About 5,900 users visited www.hagerstownmd.org for the week of April 28, 2014 - May 4, 2014.

- Top entrances (first page users accessed on the website):
 - ▶ Home page 2,518 users
 - ▶ Jobs page 318 users
 - ▶ Utility billing page 226 users
- Top Searches:
 - ▶ "housing"
 - ▶ "permit"
 - ▶ "shopping"
- *engageHagerstown*:
 - Total Participants: 164
 - Visitors: 1,415
 - Page Views: 14,215
- Current topics:
 - How can we enhance the City Farmer's Market?
86 interactions
 - How do we attract more artists to live and create in our downtown?
59 interactions
 - How often do you recycle in your home?
45 interactions

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses:**
 - 842 Guilford Avenue – A. J. Simonse Electric Co. – home office for an electrical contractor.
2. **Planning Commission:** The Planning Commission will meet on May 14 to consider the following matters:
 - Preliminary Consultation: 350 East Washington Street – Jessie Unger – alternate landscaping plan and waivers.
 - 246 Eastern Boulevard North – Professional Center (former Food Lion site) – parking lot amendments.
3. **Western Maryland Local Government Exchange:** Planning staff will attend this year's WMLGE at The Plaza on May 9th. Topics include strengthening local housing stock, implementing environmental regulatory mandates, recap of 2014 legislative session, and the changing face of energy in Western Maryland.
4. **Land Management Code Amendments:** Staff are continuing to work on the draft package of land management code amendments. The goal is to have the package before the Planning Commission for their initial discussion on May 28th.
5. **Intern:** The Division welcomes our new intern, Christopher Wren. Christopher is a recent graduate of James Madison University and will be interning with the Planning staff to gain experience in the planning field as he plots his next career move. He will be working mostly with special projects, GIS projects and historic preservation activities. Welcome, Christopher!

6. **Code Administration Weekly Activity Report: April 28 – May 2, 2014**

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>						<u>NUMBER ISSUED</u>	
Building	9	Residential -	3	Commercial -	3	Other -	3	6
Electrical	12	Residential -	9	Commercial -	3	Other -	0	12
Plumbing	15	Residential -	9	Commercial -	1	Other -	5	15
Mechanical	6	Residential -	2	Commercial -	4	Other -	0	6
Engineering Dept.	7							5
TOTAL	49		23		11		8	44

<u>Est. Value of Issued Building Permit Projects:</u>		<u>Fiscal Year Totals:</u>
Residential	\$ 13,100.00	\$ 7,648,342.00
Commercial	\$ 0.00	\$ 12,550,172.00
Apartment	\$ 0.00	\$ 6,427,140.00
Sign	\$ 169.00	\$ 264,075.00
TOTAL	\$ 13,269.00	\$ 26,889,729.00

Projects of interest:

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013		
<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
2013-2014 Registrations Received	1	1
New 2013-2014 Applications Issued	4	4
Total 2013-2014 registered (includes changes since 5/1/13)	3237	8967
% of total invoiced that are registered (2013-2014)	99.9 % +	99.9% +

Notes: The 2014-2015 rental license renewals for 8,958 units in 3,312 facilities were printed and mailed on May 2, 2014.

<u>PAYMENT</u>	
Total Payments Received	\$ 150
Adjustments	\$ 0

INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	33
Electrical	46
Plumbing	21
Mechanical	10
Safety	76
Neighborhood Vitality	60
Quality of Life	8
Preventive Maintenance	95
Planning & Zoning	2

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.
	Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

PARKS & ENGINEERING

- Winter Utility Patches.** Rough, uneven temporary street cuts from the past winter are all over the City. Our current count from our permit system is as follows:

Columbia Gas – 212 Wastewater – 10 Water - 55

We have contacted the utilities to remind them that the patches are required by Code to be complete/permanent repairs by May 30th.

- Potterfield Pool.** Hard to believe, but pool season starts in two weeks. The 2014 City of Hagerstown Swim Lessons at Potterfield Pool has been announced with online registration up and running. Pool Party rentals are being booked for evenings at the Pool. We are advertising an Adult Fitness Swim (18 years and older) that will occur Mondays – Fridays from 7am – 8:30am.
- Bird Watching Walks in the Park Program.** Saturday, May 3rd Bird Walk at Mills went well, as everyone seemed to enjoy the experience with very positive feedback. The walk was planned for 30-45 minute and actually went 1 hour 45 minutes. The group was pleased with the species identified, including a pair of Red-bellied Woodpeckers, three Baltimore Orioles, a flyover Great Blue Heron, one ruby-crowned Kinglet, and one, very unexpected Rose-breasted Grosbeak were the highlights of the morning.
- Greenfields at Collegiate Acres.** Located off Salem Avenue extended, a new park currently under construction and not yet accepted by the City of Hagerstown, we are in the process of installing nine new park benches and six trash cans, all purchased by the contractor.
- Ice & Sports Complex.** At the request of the HIAAA Board, we are removing concrete and blacktop in preparation of a new blacktop pad for their Zamboni ice cutting machine to dump "snow". Currently they are using hot water to melt the snow which adds to our utility costs.
- Bike Racks.** We are installing five new bike racks in various locations downtown, including Washington County Court house, USPS, Market House, Robert W Johnson Center, and MLK Center.
- City Park Band Shell.** Installation of the new seating is now complete, including two permanent picnic tables and landscaping. We are struggling getting the grass seeded due to wet weather.
- Dog Park.** Due to public demand, we have re-opened the large dog cell after using the month of April to try to restore grass in the cell.
- Engineering Division Items**

Traffic issues		
Description	Week of 5/2/14	Calendar Year-to-date
Traffic complaints received	10	66
Work Orders completed	4	52
Traffic counts completed	1	4
Construction Projects		
Description	Week of 5/2/14	Calendar Year-to-date
Projects advertised for bids	1	11
Projects under construction	8	10
Projects completed	1	4

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,749	Field Interviews:	110
Arrests/Warrants Served:	18	Moving Violations:	52
Domestic Violence Calls:	29	Parking Violations:	7
DUI Arrests:	2	Safety Repair Orders:	10
Reports Filed:	188	Warnings:	70

2. REPORTS

- **05/01/14:** Officer Oates responded to Advance Auto Body on Frederick Street in reference to a burglary. An employee had stated that someone had broken into the business and had stolen tools. The suspect had gained entry through a rear window and exited out the side door in the garage area. Approximately \$5,000 worth of tools had been taken. No additional information is available at this time.
- **05/03/14:** Officer Lapp was dispatched to Wal-Mart on Garland Groh Boulevard for an assault in progress. The victim stated she was looking at merchandise when she saw an individual going through her purse that was in her cart. She began screaming for help and followed the suspect through the store. He forcefully threw the purse back at her. Another shopper heard the scream and attempted to assist in retrieving her money for her. The Good Samaritan was able to intervene and stop the suspect from exiting the store. The suspect returned all the money back to the victim, except a one hundred dollar bill. The officer later found the bill in the suspect's sock. The suspect was charged with Assault 2nd Degree and Theft of less than \$1,000.
- **05/06/14:** Officer Craft took a report in the HPD lobby regarding medication stolen from Security Road. The victim stated her medication was stolen from her apartment. The victim advised she went to Sheetz at approximately 1 p.m. and when she returned she could not locate her medication. There are no suspects at this time.

3. PRESS RELEASES

- **05/01/14:** Officers from the Hagerstown Department of Police and Community Rescue (CRS) responded to a residence within the 100 block of North Potomac Street for a male who was not breathing and had no pulse. The male, indentified as Clyde Sheldon Clukey, was found face down on the bathroom floor. Clukey was pronounced dead at the scene. Preliminary investigation revealed Clukey may have died from a drug overdose. Clukey's body was sent to the State of Maryland Medical Examiner's Office for cause of death to be determined.

4. OTHER NEWS/INFORMATION

- **Click It or Ticket Campaign Begins May 6:** The Hagerstown Police join other Maryland law enforcement and highway safety officials across the country in support for the 2014 "Click It or Ticket" campaign to save lives on our local roadways and interstate highways. From May 6-31, 2014, Hagerstown motor vehicle drivers and passengers can expect to receive tickets if officers find them unbuckled. Hagerstown Police Officers will be out in force both day and night checking for seat belt violators. Chief Holtzman stated, "Speed, Alcohol and a lack of seat belt use are the three major contributing factors in vehicle crash fatalities. Reduce your chances of being involved in a crash by eliminating them from your travel plans. HPD wants everyone traveling our roadways to make it home safe. So take control, buckle-up, respect speed limits and drive sober." For further information visit **Click It or Ticket** headquarters at www.nhtsa.gov
- **Hagerstown Police Department National Police Week Ceremony:** In recognition of National Police Week (May 12-16, 2014) the Hagerstown Police Department invites the citizens of Hagerstown to honor the memory of our fallen officers with a wreath laying ceremony. Following the presentation of colors, and brief remarks by Chief Holtzman and guests, attendees are invited to an indoor reception where they will have an opportunity to see some of the initiatives being undertaken this year by the Police Department to improve public safety. The ceremony is May 14 at 4 p.m. at the Hagerstown Police Department.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	192	192
	University District Deck	403	404
	Downtown Parking Lots	375	375
Number of Patrons Using Decks	A & E Deck	2,096	2,385
	University District Deck	2,110	2,016
Sales of Discount Coupons		50	0
Number of Citations Issued	(Includes Warnings)	267	268
Number of Late Payment Notifications		NA	30
Number of Cars Booted		0	1

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	3
Fire	0	1
Human Resources	0	0
Light	4	1
Parks & Engineering	3	2
Police	9	9
Public Works	7	4
Wastewater	3	0
Water	2	1
Weekly Totals	29	21

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 April 2014	April	March
Street Issue			
Parking System			1
Traffic Signal	Various signals on flash	2	3
Traffic Signs			
Building Maintenance			
Fleet Maintenance	Fire engine break down	1	
Weather Related			1
Property Issues			
Total		3	5

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 2014	Number of Miles of Streets Swept
January	139
February	95
March	778
April	896

Public Works typically operates two 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.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - 5/3/2014 - 822 Concord Street- partial outage; three connectors were replaced. Time Out: 22.8-1.0
 - 5/4/2014 - 800 Block West Washington Street- total outage; a bird caused a transformer fuse to operate. (1) 10T fuse was replaced. Time Out: 104.-11.3
 - 5/7/2014 - Various locations- Street light patrol in downtown Hagerstown in preparation for Friday Night Wind Down festivities. Time Out: 20.0-22.5
2. **Distribution:** Recent activity included:
 - Metering Staff received no high bill complaints this week.
 - Line crews continue trimming trees in various residential locations.
 - Staff proceeded with the installation of the overhead and underground electric service installation for the Boys and Girls Club on Noland Drive.
 - With coordination efforts with the rail yard, crews continue installing overhead conductor across the railroad tracks at Burhans Boulevard and Ridge Avenue.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
15	5	14	0

3. **Engineering** Staff worked on the following projects:
 - Engineering staff completed multiple permit reviews and service upgrade requests.
 - Staff addressed various resident inquiries involving HLD facilities throughout the City.
 - Staff reviewed a demo bucket truck for use by HLD line crews. HLD will have possession of this vehicle for a few weeks to evaluate its performance.
 - The Staff Engineer specified new materials for purchase to improve electric system construction and performance.
4. **Administration:**
 - Staff is collecting data for the Maryland Public Service Commission's Ten Year plan data request and a Data Request of PC 35, which involves competitive purchasing of electric generation.
 - Staff continues to assist Intellitime by providing information regarding our timekeeping and data entry processes.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 30, 2014	9.40	0.66
Thursday, May 01, 2014	8.90	0.01
Friday, May 02, 2014	8.25	0.00
Saturday, May 03, 2014	7.60	0.00
Sunday, May 04, 2014	7.17	0.00
Monday, May 05, 2014	7.37	0.00
Tuesday, May 06, 2014	7.28	0.00
Weekly - Avg. Flow / Total Rainfall	7.99	0.67
April – Avg. Flow /Total Rainfall	7.37	3.12
May – Avg. Flow /Total Rainfall	7.76	0.01

Miscellaneous

- Troubleshoot high torque alarm on Final Clarifier #6.
- Install new Vanton Pump on Lo/Pro Odor Control System for sludge holding tank. Maintenance is in the process of bringing air scrubber back on line.
- Routine maintenance (MP2 Program) and Corrective Work Orders.
- The zero turn mower is out of service due to a broken shaft or pulley on one of the three blades.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	5	525	392	18
Flushing	31	8,471		
Point Repairs	Districts	# of Repairs	Reason	L.F. of Repairs
Main & Lateral	16	1	Roots	6.6

Collection System Maintenance Task

- Blockage call for 22 Moller Parkway; flushed main and removed blockage.
- Cutting roots on Salem Avenue.
- Power restored to grinder pump canister at 11121 Mahogany.
- Dropped Bio-Bags throughout infrastructure to control FOG.
- Blasting contractor started drilling at First Data for PS 12 interceptor project.
- Cleaned trouble spots throughout districts and one run on South Mulberry Street.
- Inspected main on Liberty Street for WW engineering.
- Replaced hose on #1 chemical feed pump at PS 26 and 2" valve on chemical tank.
- Downloaded Flo-dar, Station mag meter and Newgate flow data.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	0	2	3
YTD	26	38	7	1	0	23	95

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

Engineering

- Staff met with a property owner regarding the location of sewer service to the parcel.
- Staff met with an architect on the final review of a site plan for a commercial expansion.

Wastewater Laboratory

- Microbac Laboratories, Coastal Bioanalysts, and the lab prepared a 'Study Plan' for performing whole effluent toxicity testing per the requirements of the recent MDE issued City discharge permit. The Study Plan is being reviewed and will be sent to the Maryland Dept. of the Environment Water Management Administration for their approval.
- The lab continues to work on DMRQA study 34 proficiency testing samples. A couple more parameters are left to run. The study ends 7/11/14.
- The lab's analytical weights and thermometers were sent to Henry Troemner, LLC for their USEPA required five year calibration.
- 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>
5/1/14	11.69		11.69
5/2/14	11.79		11.79
5/3/14	11.53		11.53
5/4/14	11.19		11.19
5/5/14	12.22		12.22
5/6/14	12.26		12.26
5/7/14	11.71		11.71
Average			11.77

Water Production at RC Willson

- *Operations*
 - Routine cleaning
 - Routine PMs
- *Maintenance*
 - R C Willson – Routine PMs
- *Instrumentation*
 - R C Willson – Working on the installation a new fluoride analyzer

Water Production at Breichner

- The Edgemont Reservoir is currently at -4.8'; the bypass is open and the hydrant is open.

Laboratory

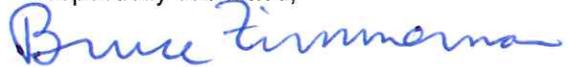
- HBP provided a proof of this year's Consumer Confidence Report.
- The lab continues to compile a list of acceptable residences for the upcoming USEPA Lead and Copper regulation sampling and materials were ordered for the sampling.
- A new line sample was collected and tested off of Marquise Dr. The line was found acceptable for use.
- The lab's analytical weights and thermometers were sent to Henry Troemner, LLC for their USEPA required five year calibration.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Building Permit	19	7

- Staff attended a Phase IV Willson Water Treatment Plant Improvements progress meeting.
- Staff met with a property owner regarding the location of water service to the parcel.
- Staff met with County representatives regarding the HCC water service modifications on the Robinwood Corridor II project.

Respectfully submitted,



Bruce Zimmerman
City Administrator