

City of Hagerstown, Maryland

Status & Information Report No. 20 for 2014

May 23, 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 3pm Executive Session 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 Grand Opening/Ribbon Cutting was held for Hospice of Washington County, Inc.'s Community Life Center at 20 West Washington Street on May 16, 2014.
 - A Grand Re-Opening/Ribbon Cutting and a Five-Year Anniversary Event was held for Planet Fitness at 1121 Maryland Avenue. They have just finished remodeling.
2. **Events**
 - Morris Frock Post 42, American Legion, will be hosting the Memorial Day Wreath Laying Ceremony at the Washington County Courthouse on Sunday, May 25, 2014 at 2:00 PM.

The Jonathan Street Community and the Robert W. Johnson Community Center (RWJCC) will be hosting the "Honoring Our Veterans" program, Sunday, May 25, 6:00 PM at Wheaton Park. Local Veterans from the community will lead the event.

- Staff is working on all aspects for the Western Maryland Blues Fest. The event will be May 29, 30 and 31 and June 1, 2014. It now has over 90 sponsors, and the 40-page blues booklet went to print this week. The booklet will be distributed with the Herald-Mail on Sunday, May 25.
- MIHI, Inc. and the Western Maryland Hospital Center Auxiliary are hosting their inaugural 5K Run/Walk, Roll-or-Stroll and Kids Fun Run on Saturday June 7th. This day is designed to promote healthy living and provide an opportunity for those who need wheelchairs or other ambulatory devices to enjoy a fun day with family and friends. At 9:30 AM MIHI is sponsoring a 5K Run/Walk that will begin and end on the grounds of the Western Maryland Center, 1500 Pennsylvania Avenue, Hagerstown. Prizes will be awarded for top finishers in each category, with timing provided by Racine Multisports. At 10:00 AM WMHC Auxiliary will hold a Roll-or-Stroll along a specially designed course on the hospital grounds. Anyone, but especially seniors and those who use a wheelchair or have assistance walking, is invited to bring friends and family to roll and stroll through the Fletcher Fitness Trail. Staff reviewed the route for safety and ease of the course.
- Asbury United Methodist Church is planning their Second Annual Believers Unity Walk on Saturday, June 21st. Staff reviewed the route.
- St. Mary Catholic Church is doing a procession on the sidewalks from St. Mary down Washington Street, to Potomac Street (City Square), then turning left and turning left again at Franklin Street to return to St. Mary on Sunday, June 22, 2014. The purpose is to celebrate Corpus Christi Sunday (June 22) and the 15th anniversary of the Adoration Chapel (at St. Maria Goretti).

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. Staff organized a press conference to talk about the way individuals can give and preview the Bare Necessities Fundraiser that was held at the Washington County Museum of Fine Arts over the weekend. The promotions of this fundraising event will now begin. An initial e-mail was sent out. Currently \$2,750 is confirmed. The goal is \$12,000.

4. **City Market:** The City of Hagerstown was recognized and was awarded a Preservation Award for City Farmers Market. It is for outstanding, long-term dedication and commitment of resources to the Preservation and Operation of the Historic City market established in 1783.

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

- Advisory: Trash, Recycling and Yard Waste Delay for Memorial Day
- Traffic Advisory: Dewey Avenue
- E-casts:
 - DCED Alert: Info for City Center Businesses During Blues Fest

6. **Channel 25**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - "The Fishing Lesson" Public Art at City Park Press Conference
 - Building Safety Month Tips
 - Blues Fest Preview

- Jonathan Hager House History
- Engage Hagerstown Commercial
- Special Broadcasts:
 - Reno Post and Lyon Post Dedication Ceremony - Fri, Sat, Sun at Noon
 - Divided Valor - Daily at 5:00 PM
- In production:
 - Bicycle Safety video
 - Neighborhoods 1st group videos

7. **Websites**

- **City Website:**
 - About 6,300 users visited www.hagerstownmd.org for the week of May 12, 2014 - May 18, 2014.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,686 users
 - ▶ Utility billing page 346 users
 - ▶ Jobs page 316 users
 - Top Searches:
 - ▶ "hotels"
 - ▶ "fence permit"
 - ▶ "pools"
- **engageHagerstown:**
 - Total Participants: 180
 - Unique Visitors: 1,830
 - Page Views: 16,434
 - Current topics:
 - ▶ How can we celebrate diversity in our community?
 - ▶ Where would you like to see more green space in our City Center?
 - ▶ What do you incorporate in your daily routine to lead a healthy lifestyle?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued:**

- 12911 Yellow Jacket Road – Tenant Interiors Group – home office for a commercial general contractor.

2. **Board of Zoning Appeals:**

- The BZA heard one appeal on May 21:
 - 802 Forest Drive – Ashley and David Wood – Fence and Garden Shed. – APPROVED.
- The Board had to postpone the following administrative appeal to its next meeting due to lack of quorum created by two member absences and a third having to recuse in this case:
 - 29-31 Summer Street – CES Properties LLC, Michael Stanford, Agent – administrative appeal of a zoning violation.

3. **Planning Commission:** The Planning Commission will meet on May 28 to consider the following items:
 - Begin Review of Proposed Amendments to the Land Management Code (2014).
Site Plan – ZS-2013-03 – North Market Plaza (tentative).
 - Site Plan – ZS-2014-02 – West City Elementary School (tentative).
4. **Maryland Department of Planning's Planning Directors Roundtable:** Planning staff have been invited to speak at the next roundtable on June 5th in Baltimore on what the City has been doing to facilitate infill, redevelopment and revitalization. MDP is collecting data for a report to the Smart Growth Commission on that topic. City staff have already been interviewed for that project, which no doubt sparked the speaking request. On June 5th, staff plans to present on the Urban Partners project, the City's incentives for businesses attraction/retention and property revitalization, and the City's acquisition activities in the City Center. This will provide an opportunity to promote our activities to a room full of MDP staff and planning directors from around the state.
5. **Community Legacy Application:** Staff have begun reviewing potential projects for a FY 2015 Community Legacy application. We anticipate Urban Partners' recommendations featuring prominently in the City's application this year. The deadline to the State is July 15th. Following Urban Partners' presentation on June 17th, staff will bring ideas for Mayor and City Council consideration in early July.
6. **Code Administration Weekly Activity Report:** May 12–16, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	5	Commercial -	1	Other -	1	10
Electrical	21	Residential -	9	Commercial -	9	Other -	3	22
Plumbing	8	Residential -	6	Commercial -	1	Other -	1	7
Mechanical	7	Residential -	4	Commercial -	3	Other -	0	7
Engineering Dept.	24							26
TOTAL	67		24		14		5	72
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 12,000.00				\$ 7,786,615.00
Commercial				\$ 165,850.00				\$ 13,285,022.00
Apartment				\$ 15,600.00				\$ 6,442,740.00
Sign				\$ 2,190.00				\$ 266,265.00
TOTAL				\$ 195,640.00				\$ 27,780,642.00
Projects of interest:								
Interior renovations for Pediatric Urgent Care at 188 Eastern Boulevard - \$149,300								
RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2014								
	<u>NUMBER</u>			<u>FACILITIES</u>			<u>UNITS</u>	
Registrations received				285			622	
New applications issued				11			30	
Total 2014-2015 registered (includes changes since 5/1/14)				325			669	
% of total invoiced that are registered				9.8 %			7.5 %	
Notes: The 2014-2015 rental license renewals for 8,958 units in 3,312 facilities were printed and mailed on May 2, 2014.								
PAYMENT								
Total Payments Received	\$ 31,100							
Adjustments	\$ 1,700							

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	36
Electrical	41
Plumbing	31
Mechanical	22
Safety	35
Neighborhood Vitality	190
Quality of Life	9
Preventive Maintenance	68
Planning & Zoning	3
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.

PARKS & ENGINEERING

1. **Bids** With the FY15 Budget basically finalized, we move into full gear getting CIP projects underway. Accessible Sidewalk Ramps, Pavement Preservation, Sidewalk contracts, and Pavement Marking contracts are all being bid or finalized for review with Mayor and Council in June.
2. **Memorial Park** Funded by Program Open Space and CDBG, Phase II construction of the "Circle of Achievement" plaza has begun. This week we transplanted trees and are digging for water lines, drain lines and concrete footers.
3. **Bike Month Events** Here is a summary of the events:
 - Evening Social Ride: 15 riders rode about 12 miles in the north end neighborhoods
 - Ride with the Mayor: 25 riders on the Hub City Bike Loop.
 - Downsville Jaunt: 8 Riders rode 22 miles that included ice cream in Downsville
 - Ride of Silence: 40 riders on the Hub City Bike Loop.
 - Bike In Movie: tonight at the Library at 6:30
 - Saturday morning rides on the Hub City Bike Loop: About 10 to 15 riders typically each week, starts at 8:30 at Hub Cycles, all summer long.
 - Ride to Work day: Canceled due to 3.8 inches of rain!

4. **The Greens at Hagerstown Run** The recent heavy rains have caused the bank along #2 fairway to break down, causing flooding at #2 fairway. To correct this problem, we cleaned up the bank and packed it with rock and clay. We also had to remove all the debris and mud from #2 fairway.
5. **Ice & Sports Complex** The ice will be "taken out" June 10th through 29th to make major repairs to dashboards and the ice making system. We are preparing an area to be blacktopped and used for the Zamboni equipment to dump "snow" that is routinely shaved from the ice.
6. **City Park Mansion House** We finished repairing the porch and re-landscaping the surrounding area.
7. **Memorial Day Weekend** This is our unofficial opening of the parks and the official opening of the Potterfield Pool. Our parks are always busy during this weekend.
8. **Engineering Division Items**

Traffic issues		
Description	Week of 5/16/14	Calendar Year-to-date
Traffic complaints received	10	79
Work Orders completed	3	58
Traffic counts completed	2	8
Construction Projects		
Description	Week of 5/16/14	Calendar Year-to-date
Projects advertised for bids	1	13
Projects under construction	8	10
Projects completed	1	4

POLICE DEPARTMENT

1. STATS

Calls for Service:	4010	Field Interviews:	**
Arrests/Warrants Served:	19	Moving Violations:	**
Domestic Violence Calls:	25	Parking Violations:	**
DUI Arrests:	0	Safety Repair Orders:	**
Reports Filed:	181	Warnings:	**

** - Statistics were not provided by appropriate person due to Vacation.

2. REPORTS

- 5/17/14 @ 8:25 p.m. -- AT&T Store -1640 Dual Highway – Theft. Officers responded to the 1600 block of Dual Highway for a reported theft. Employees reported that two black male suspects entered the store, examined merchandise, selected Items and then ran out of the store without making payment for the items.
- 5/17/14 @ 11:58 p.m. – 200 block of West Franklin Street – 2nd Deg. Assault. Officers responded to the 200 block of West Franklin Street for a disturbance. Upon arrival, officers found 10-15 individuals involved in an altercation which resulted from a dispute within a local bar. The crowd dispersed upon the police arrival. One subject reported that he was assaulted resulting in minor facial injuries. No subject has been identified as the suspect in this matter.
- 5/18/14 @ 2:12 a.m. – 1000 block of Security Road – Forced Entry Burglary. Officers responded to Washington Garden Apartments, 1000 block of Security Road, for a reported weapons discharge and glass breaking complaint. The caller witnessed a subject enter the broken window to a bottom floor apartment. Upon arrival, officers found the apartment front door ajar and two flat screen televisions sitting outside the apartment in the building hallway. Neighbors advised viewing two males wearing dark clothing and ski masks in the complex courtyard. One male entered the apartment window while other walked to the apartment's front door. Both males exited the apartment and fled. No further information is available at this time.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	183	179
	University District Deck	402	400
	Downtown Parking Lots	389	384
Number of Patrons Using Decks	A & E Deck	2334	2,342
	University District Deck	2396	2,085
Sales of Discount Coupons		50	0
Number of Citations Issued	(Includes Warnings)	221	335
Number of Late Payment Notifications		NA	42
Number of Cars Booted		0	0

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	1
Fire	2	1
Human Resources	0	0
Light	3	1
Parks & Engineering	2	1
Police	9	8
Public Works	5	9
Wastewater	1	4
Water	4	4
Weekly Totals	27	29

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:

 - Thur. 5/15 - 110 Bryan Place – Total outages; tree limb tore the customer's service down, Lineworkers reattached the service. Time Out: 17.8-19.8
 - 327 Bethune Avenue – Report of wires arcing; Lineworkers trimmed a maple tree away from the primaries. Time Out: 22.0-23.5
 - 645 Westwood Drive (rear) – Report of wires down and wires arcing; Line crews responded to find our 34.5 sub-transmission line had burnt down due to trees. Lineworkers cleared the line and the decision was made to defer repairs until the following week. Time Out: 2.0-5.0
 - Sun. 5/18 - Terps Boulevard – Street light hit by vehicle; Lineworker removed the damaged fixture, secured the base. The light was replaced on 5/21. Time Out: 16.8 -17.3
 - Wed. 5/21 - 1071 Ross Street (area) Total outages; Lineworker found an arrester had blown causing a fuse to blow. Lineworkers replaced the failed arrester and refused the primary. Time Out: 2.3 – 3.3

2. **Distribution** Recent activity included:
- Metering Staff received no high bill complaints this week.
 - 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 HPD, the Line crews performed a lighting upgrade in several areas near Broadway. This project involved upgrading some of the existing lighting and the installation of additional lights. Hopefully this will help deter an increase in vandalism and other crime. Additionally, in coordination with HPD, Line crews trimmed trees which were impeding the lighting in the 800-1000 blocks of Oak Hill Ave and Hamilton Blvd.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
7	0	2	0

3. **Engineering** Staff worked on the following projects:
- Engineering staff completed multiple permit reviews and service upgrade requests.
 - The Staff Engineer reviewed bids on stock HLD material for purchase.
 - The Staff Engineer reviewed existing sub-transmission and distribution routes for future relocation and rebuild.
 - Engineering staff assisted with HLD's phone upgrade.
4. **Administration:**
- Staff completed and filed a request of the Public Service Commission regarding Case 9340 that involves customer delinquencies. Most of this information is not applicable to our operations, because the inquiries are focused on third party generation companies.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 14, 2014	6.56	0.00
Thursday, May 15, 2014	7.06	0.71
Friday, May 16, 2014	23.24	2.53
Saturday, May 17, 2014	17.01	0.00
Sunday, May 18, 2014	13.19	0.00
Monday, May 19, 2014	11.65	0.00
Tuesday, May 20, 2014	10.86	0.00
Weekly - Avg. Flow / Total Rainfall	12.79	3.24
May - Avg. Flow /Total Rainfall	9.25	4.00

Miscellaneous

- On Friday 05/16/14 the area received about 3 inches of rain in less than 12 hours. The plant maxed out at 31.5 MGD. The excess flow caused some back up in the final and primary clarifier tanks due to one of the effluent pumps being out of service for repairs. The plant did not experience any violations during the event.

- Excavated and repaired leak on underground utility water line outside Synagro.
- Prepared emergency/backup equipment in preparation for upcoming storm.
- Routine maintenance (MP 2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	5,14	535	391	14
Flushing	1	11,297		
Point Repairs	Districts	# of Repairs	Reason	L.F. of Repairs
Main Line Only	16	On Going	By-Pass PS-12	130

Collection System Maintenance Task

- Installed 130 ft. of 12 inch gravity line at Western Maryland Parkway as part of the PS 12 interceptor project.
- Cleaned Wet Well at Potomac Ridge for AR&E.
- Blockage calls at 1040 Mt. Aetna Road, 1020 Valley Brook Drive and 651 Court at J&R Garage.
- Installed Bio-Bags throughout infrastructure to control FOG.
- Primed and painted pump base at station 25 and contacted Electric Division about setting new pole and adding a new light.
- Fueled rental equipment at Western Maryland Parkway and pushed off spoil pile.
- Grinder pump calls at 1529 Woodlands (grease in tube); 20004 Boxwood; replaced pump core and 20134 Teakwood; reset breaker.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	4	3	0	0	0	4	11
YTD	31	44	7	1	0	30	113

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

Engineering

- Staff attended a development review meeting at the County Planning Office.
- Approximately 30 % of the Pump Station # 12 interceptor pipeline construction is complete near Western Maryland Parkway.

Wastewater Laboratory

- 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.
- One of the chemicals necessary for the testing of Total Kjeldahl Nitrogen is getting difficult to acquire in the grade necessary. We have several sources searching.

- The lab's analytical weights were calibrated by Henry Troemner, LLC and are back in service. The thermometers are still being calibrated.
- 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>
5/15/14	12.02		12.02
5/16/14	11.50		11.50
5/17/14	11.71		11.71
5/18/14	11.85		11.85
5/19/14	12.29		12.29
5/20/14	11.97		11.97
5/21/14	12.21		12.21
Average			11.93

Water Production at RC Willson

- *Operations*

- Routine cleaning
- Routine PMs

- *Maintenance*

- R C Willson – Routine PMs
- Edgemont – Installed a second air tank on the air compressor at Edgemont Reservoir

- *Instrumentation*

- R C Willson – Started the sodium hypo systems at P.S #3, 4 and 6
- Pump Stations – Cleaned the sodium hypo tank at P.S. #6
- Pump Stations – Drained the Henson Hortonsphere

Water Production at Breichner

- The Edgemont Reservoir is currently at +.2'; the bypass is open and the hydrant is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We are finishing work on Franklin Street and have completed the installation of the new 8" water main on Robinwood Drive. We will be testing the main the week of May 26.

Laboratory

- This year's Consumer Confidence Report has been distributed to Williamsport, Funkstown, and Smithsburg. We will continue distribution to other required locations.
- The lab has begun contacting residents for the USEPA Lead and Copper regulation. Sampling materials with instructions will begin being distributed in early June per the regulation.
- The lab's analytical weights were calibrated by Henry Troemner, LLC and are back in service. The thermometers are still being calibrated.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	1	1
Preliminary Plat		1
Replat		1
Final Plat		1
Grading Plan		1
Building Permit	9	7

- Staff attended a development review meeting at the County Planning Office.
- Staff met with the County Engineering staff regarding three water main conflicts with storm drainage structures on the Robinwood Corridor II project.
- Staff met with County Engineering staff to discuss a water meter impacted by a sink hole in the Westfields subdivision.

Respectfully submitted,


Bruce Zimmerman
City Administrator