

# City of Hagerstown, Maryland Status & Information Report No. 22 for 2014

June 6, 2014

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

JUNE 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 12-5pm Blues Fest @ City Park	2	3 3pm Executive Session 4pm Work Session	4	5	6	7
8	9	10 No Meeting – MML Convention/Ocean City	11	12 8am-2pm Market Faire in the Square @ Public Square	13 5:30 pm Kick-Off Classic Criterium @ City Center	14 7am-2pm Community Yard Sale @ Fairgrounds Park  8am MiHi Fishin' Frenzy @ Pangborn Park
15	16	17 4pm Work Session	18	19	20	21
22	23	24 7pm Regular Session	25	26	27	28 8am Bird Walk @ Pangborn Park
29	30					

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Events**

- The Western Maryland Blues Fest was held last weekend. The Thursday, Friday and Saturday Night Events were very successful in the downtown, and on Sunday the City Park was filled with blues lovers. The Blues Fest Poster Artist Matt Long had a successful showing.
- The MSO is Celebrating their 33rd Season Launch in City Center this week. They had an Open House on June 2 from 11:00 AM to 4:00 PM. They are also hosting lunchtime concerts. A proclamation was presented to the MSO by the Mayor and City Council at the Work Session on June 3. Mayor Gysberts will present a proclamation to Elizabeth Schulze at the Season Launch on June 5 at the Washington County Library.
- MIHI, Inc. and Western Maryland Hospital Center Auxiliary are hosting their inaugural 5K Run/Walk, Roll-or-Stroll and Kids Fun Run on Saturday June 7<sup>th</sup>. 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 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 assistance walking, are invited to bring friends and family to roll and stroll through the Fletcher Fitness Trail. Staff reviewed the route for safety and ease of course.

- Market Faire On-The-Square will be held on June 12 from 8:00 AM to 2:00 PM. Get a taste of fresh, local produce, fruits, flowers and much more the outdoor Market Faire!
- Tour of Washington County Bike Race will be held on June 13 at 5pm in City Center Hagerstown. Two-wheeled speedsters will take to the streets to kick off Tour of Washington County bike races. The event gets under way with the Kick-Off Classic Criterium in the City Center's A&E District. The Tour of Washington County continues Saturday and Sunday, when cyclists participate in races in and around Smithsburg, Boonsboro and Williamsport.
- The MIHI Fishin Frenzy will be held on June 14 at Pangborn Park beginning at 8 a.m. This delightful day in the park will feature excellent food, entertainment for children, and a fishing extravaganza open to all senior citizens, children, and people with disabilities. This special day is a cooperative effort between MIHI, the City of Hagerstown, the Maryland Department of Natural Resources, and the Antietam Bassmasters.
- The City of Hagerstown will host their Flag Day Ceremony at the Pangborn Park on Saturday, June 14 at 10:00 AM in conjunction with the MIHI Fishing Frenzy.
- Asbury United Methodist Church is planning their Second Annual Believers Unity Walk on Saturday, June 21st. Staff reviewed the route.
- Miss Maryland and Miss Maryland's Outstanding Teen Pageants will be held in Hagerstown at The Maryland Theatre in June. Preliminaries will be held Wednesday-Friday, June 25-27, at 7:30 PM. Saturday, June 28, 2014 will be the final night at 7:00 PM. Come watch Maryland's best as they vie for the title of Miss Maryland and Miss Maryland's Outstanding Teen. The Miss Maryland/Miss Maryland Outstanding Teen Pageants are official preliminaries to Miss America and Miss America's Outstanding Teen competitions, the world's largest scholarship organization for woman. The Mayor's Luncheon will be held on Friday, June 27 at noon at Bulls and Bears Restaurant.

## 2. **Fundraising**

- Sponsorship packets have been created and distributed for Augustoberfest. Over \$10,000 has been raised to date.
- 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 the Bear Necessities Fundraiser being done at the Washington County Museum of Fine Arts this 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.

## 3. **This Week's Headlines and Media Releases:**

- Traffic Advisory: Roll-or-Stroll Event
- E-casts:
  - DCED Alert: Summer Fitness Series at University Plaza is in full swing!
  - Outdoor Movie in City Park June 6

## 4. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - The Greens at Hamilton Run Promo
  - Bicycle Safety Tips
  - "The Fishing Lesson" Public Art at City Park Press Conference

- Special Broadcasts:
  - Reno Post and Lyon Post Dedication Ceremony - Fri, Sat, Sun at Noon
  - Divided Valor - Daily at 5:00 p.m.
- In production:
  - Neighborhoods 1<sup>st</sup> group videos

5. **Websites:**

- City Website:

- About 6,800 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of May 26, 2014 -June 1, 2014.

- Top entrances (first page users accessed on the website):

- ▶ Home page                    2,553 users
- ▶ Potterfield Pool page    416 users
- ▶ Utility billing page        293 users

- Top Searches:

- ▶ "pool"
- ▶ "permits:
- ▶ "hotels"
- ▶ "property tax"
- ▶ "swimming pools"

- engageHagerstown:

- Total Participants:            192

- Unique Visitors:            2,194

- Page Views:                    17,943

- Current topics:

- ▶ What are your dreams for downtown Hagerstown?
- ▶ How often do you spend time downtown?
- ▶ How can we make our neighborhoods, businesses and community gathering places more connected and walkable?
- ▶ How can we celebrate diversity in our community?

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **New Development Cases:**

- 18005 Terps Boulevard (Lot 1) – Collegiate Acres – minor subdivision.

2. **Zoning Certificates Issued:**

- 1826-C Dual Highway – Accent Imaging, Inc. – retail sales of trophies and other promotional items.
- 72 West Washington Street – Washco Homes, LLC – contractor's office.

- 790 Potomac Avenue – KB Carburation, LLC – auto repair business, with limited carburetor repair and rebuild of items shipped to the site.
3. **Planning Commission:** The Planning Commission is scheduled to discuss the following items on June 11:
    - CortPark Apartments - concept plan for expansion of number of apartment units.
    - Continue review of proposed amendments to the Land Management Code (2014).
  4. **Historic District Commission:** The HDC is scheduled to review the following cases on June 12:
    - 901 Potomac Avenue – Bryan Kinch – side porch alterations/repairs.
    - 705 Oak Hill Avenue – John Rohrer – railing.
    - Workshop: 157 South Prospect Street – Kim Winders – rear porch reconstruction.
    - Urban Partners Presentation.
    - Economic Development Demolition Policy.
  5. **Board of Zoning Appeals:** Two appeals are scheduled to be heard on June 18:
    - 29-31 Summer Street – CES Properties LLC, Michael Stanford, Agent – administrative appeal of Zoning Administrator's decision.
    - North Gate Townhomes – variance request for permission to install a six-foot chain link fence in a residential zoning district.
  6. **Urban Partners Update:** Jim Hartling came to town on June 2<sup>nd</sup> to gain input for his detailed development analyses of the catalyst projects. We convened members of the Expert Focus Group in the morning. A separate internal meeting occurred later that same day. Staff will continue to follow up with Jim Hartling as he finalizes his analyses. We are still on track for presentation of UP's final report on June 17<sup>th</sup>.
  7. **Weekly Activity Report:** May 27–30, 2014

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
		Residential -		Commercial -		Other -		
Building	7	4	3	0				5
Electrical	13	9	3	1				13
Plumbing	8	7	1	0				8
Mechanical	4	2	2	0				4
Engineering Dept.	4							3
<b>TOTAL</b>	36	22	9	1				33
<b>Est. Value of Issued Building Permit Projects:</b>								
Residential			\$ 4,550.00					\$ 8,062,915.00
Commercial			\$ 35,500.00					\$ 13,380,522.00
Apartment			\$ 0.00					\$ 6,442,740.00
Sign			\$ 0.00					\$ 338,765.00
<b>TOTAL</b>			<b>\$ 40,050.00</b>					<b>\$ 28,224,942.00</b>
<b>Projects of interest: None</b>								

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations received	201	615
New applications issued	4	4
Total 2014-2015 registered (includes changes since 5/1/14)	851	2,268
% of total invoiced that are registered	25.7 %	25.3 %
<b>Notes: The 2014-2015 rental license renewals for 8,958 units in 3,312 facilities were printed and mailed on May 2, 2014.</b>		
<b><u>PAYMENT</u></b>		
Total Payments Received	\$ 30,750	
Adjustments	\$ 900	
<b>INSPECTIONS</b>		
<b><u>TYPE</u></b>	<b><u>NUMBER CONDUCTED</u></b>	
Building	31	
Electrical	38	
Plumbing	9	
Mechanical	7	
Safety	35	
Neighborhood Vitality	9	
Quality of Life	5	
Preventive Maintenance	13	
Planning & Zoning	1	
<b>INSPECTIONS KEY:</b>		
<b><u>Categories of Conditions</u></b>		
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 DEPARTMENT**

- Ice and Sports Complex Shutdown** The Hagerstown Ice and Sports Complex will be closing June 8, 2014 and will remain closed until approximately June 30, 2014. During this short three week shutdown, many upgrades and clean-up items around the rink will be completed; the largest and most important task is the repair of the dasher boards to insure that they will be safe for many more seasons. For more information on the shutdown, please visit the Ice and Sports Complex website at <http://www.hagerstownice.org/shutdown>, or email Kris Montana at [fm@hagerstownice.org](mailto:fm@hagerstownice.org).
- Memorial Park** Construction has started on Phase II. We installed the utilities, water and drain lines, and have poured concrete footers for the new fountain.

3. **Blues Fest** We cleaned up from this past weekend's Blues Fest.
4. **Exercise Equipment at Fairgrounds Park** We poured concrete for one of three pads. We dug out and formed up for the 2<sup>nd</sup> pad.
5. **MSO Event** The Maryland Symphony Orchestra held a small event at University Plaza on June 4<sup>th</sup>.
6. **Safe Routes to School – Bester Elementary** We received approval of our waiver request to construct an 8-foot wide path instead of 10-foot. We can now submit the complete bid package and drawings to the State for final approval before we advertise for bids.
7. **Chesapeake Bay Trust Grant** We received notification that a \$170,000 grant has been approved to plant \$95,000 of street trees and also reduce impervious area on Memorial Boulevard near Park Circle.
8. **Engineering Division Items**

<b>Traffic issues</b>		
<i>Description</i>	<i>Week of 5/30/14</i>	<i>Calendar Year-To-Date</i>
Traffic complaints received	12	81
Work Orders completed	3	58
Traffic counts completed	5	11
<b>Construction Projects</b>		
<i>Description</i>	<i>Week of 5/30/14</i>	<i>Calendar Year-To-Date</i>
Projects advertised for bids	2	14
Projects under construction	8	10
Projects completed	1	4

<b>PUBLIC WORKS</b>
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**PARKING SYSTEM DATA**

		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	187	185
	University District Deck	279	401
	Downtown Parking Lots	389	390
<b>Number of Patrons Using Decks</b>	A & E Deck	1,780	1,957
	University District Deck	2,271	1,557
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	184	224
<b>Number of Late Payment Notifications</b>		42	120
<b>Number of Cars Booted</b>		1	0

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	<b>Current Week</b>	<b>Previous Week</b>
<b>DCED</b>	1	0
<b>Fire</b>	2	0
<b>Human Resources</b>	0	0
<b>Light</b>	2	1
<b>Parks &amp; Engineering</b>	1	1
<b>Police</b>	7	5
<b>Public Works</b>	4	9
<b>Wastewater</b>	0	5
<b>Water</b>	4	3
<b>Weekly Totals</b>	21	24

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:

- Fri. 5/30 - 54 Madison Avenue- service and meter removed from residence due to destruction of home. Time Out: 18.7-19.7
- Sun. 6/01 - 8 Downsville Road- lines down; large tree branch removed from service. Time Out: 13.1-15.0
- Mon. 6/02 - 109 West Church Street- total outage; Customer's main breaker had been tripped. Time Out: 16.6-17.1
- Thur. 6/05 - Sumans Avenue- lines arcing; tree branch removed from power lines to correct problem. Time Out: 4.0-5.0

**Distribution:** Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
18	0	6	0

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

- Engineering staff completed multiple permit reviews and service upgrade requests.
- The Staff Engineer began drafting a bid document for Vegetation Management around HLD's overhead distribution and subtransmission facilities. This will improve reliability on HLD's system and provide contract tree trimming crews to HLD during emergency restoration of service activities. HLD crews would spend less time clearing trees and be able to focus on rebuilding facilities to restore service as quick as possible.

**Administration:**

- The fuel oil tank replacement bid was opened this week. Staff is reviewing the proposals to select a successful bidder for the project.
- Staff is completing several other requests for information from the Public Service Commission.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, May. 28, 2014	8.17	0.00
Thursday, May 29, 2014	8.07	0.00
Friday, May 30, 2014	7.71	0.00
Saturday, May 31, 2014	7.22	0.00
Sunday, Jun 01, 2014	7.26	0.00
Monday, Jun 02, 2014	7.31	0.00
Tuesday, Jun 03, 2014	7.14	0.00
<b>Weekly - Avg. Flow / Total Rainfall</b>	<b>7.55</b>	<b>0.00</b>
<b>May - Avg. Flow / Total Rainfall</b>	<b>9.09</b>	<b>4.58</b>
<b>June - Avg. Flow / Total Rainfall</b>	<b>7.24</b>	<b>0.00</b>

**Miscellaneous**

- Troubleshoot pneumatic control valves on OAB deck. Install drains in conduit and pull new signal wires to valves.
- Repair air blast on D.O. probe.
- Troubleshoot #1 effluent gate and Auma actuator. Tri-State was called in to look at the actuator and give pricing to repair.
- Routine maintenance (MP-2 Program) and Corrective Work Orders.

**Wastewater Collection**

**SSES Weekly Progress**

<b>Activity</b>	<b>Districts</b>	<b>L. F. main</b>	<b>Feet of lateral</b>	<b># inspected</b>
CCTV Inspections	NA			
Flushing	1, 2	8,637		
<b>New Installation</b>		<b>New Installation</b>	<b>Reason</b>	<b>L.F.</b>
Main Line Only	16	<b>New Main line</b>	By-pass PS 12	200 total T.D. 600
Manholes	16	Two Manholes	By-pass PS 12	26.1 V.F.

**Collection System Maintenance Task**

- Saw-cut sidewalk and posted 546 Salem for lateral adjustment.
- Inspected 1040 Mt. Aetna Road; roots in cast iron pipe.
- Replaced fuel line on generator at station 12.
- Downloaded flow meter data.
- Picked up filter bags for by-pass work at station 12.
- Mounted both compressors and all seal tight conduit at PS 25.
- Complaint at 1128 Beechwood Drive about cleanout sinking behind side walk, notified owner this is a private sewer issue and not public sewer issue.

- Cleaned wet wells at PS 15 and 28.
- Replaced grinder pump cores at 20212 and 20218 Mt Aetna Road.

**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	2	2
YTD	32	45	7	1	0	33	118

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

**Engineering**

- Staff met with the Utilities Director to discuss candidates for the positions of Chief of Laboratory Testing and Project Engineer.
- Staff met with a representative of City Permits regarding the redesign of the building sewer system for the new Bester Elementary School.

**Wastewater Laboratory**

- New equipment used for bacteriological analysis was tested for quality control and then put into service.
- With routine and regulatory testing the lab collected, tested, and reported well over 2,000 analyses for the month of May. 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>
5/29/14	11.69		11.69
5/30/14	11.74		11.74
5/31/14	11.99		11.99
6/01/14	11.94		11.94
6/02/14	12.46		12.46
6/03/14	12.36		12.36
6/04/14	12.38		12.38
Average			12.08

**Water Production at RC Willson**

*- Operations*

- Routine cleaning
- Routine PMs
- Caustic and sulfuric acid safety training

*- Maintenance*

- R C Willson – Routine PMs

*- Instrumentation*

- R C Willson – Investigated a problem with the river level pressure transducer
- Park Ave – Worked on the workshop at Park Ave.
- Breichner Plant – Established a backup tank signal to Breichner

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -6.5'; the bypass is open and the hydrant is closed.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed. The new 8" water main on Robinwood Drive is in service and we will be moving back to Buford Drive.

**Laboratory**

- 25 of 30 USEPA Lead and Copper regulation sample kits have been distributed to residences. Five have been returned.
- CCR brochures are being distributed to libraries and post offices on our system for public display.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	1	1
Building Permit	17	4

- Staff attended a progress meeting for the Phase IV Willson Water Treatment Plant Improvements project.
- Staff met with the Utilities Director to discuss candidates for the positions of Chief of Laboratory Testing and Project Engineer.

Respectfully submitted,



Bruce Zimmerman  
City Administrator