

City of Hagerstown, Maryland

Status & Information Report No. 24 for 2014

June 20, 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**
 - Market Faire On-The-Square will be held on July 10 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 was held on June 13 at 5:00 PM in City Center Hagerstown. Two-wheeled speedsters took to the streets to kick off Tour of Washington County bike races. The event had a rainy night, but it was a good crowd in our City Center to watch the race.
 - The City of Hagerstown and MIHI, Inc. hosted the 12th Annual Fishin' Frenzy at Pangborn Park on Saturday, June 14, 2014. Over 150 people registered. The Flag Day Ceremony was also at Pangborn Park 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.
- The Maryland Entertainment Group is presenting Shakespeare's *A Midsummer Night's Dream*. The Maryland Entertainment Group, in collaboration with Chambersburg Community Theatre at the University of Maryland Plaza in downtown Hagerstown, MD. Performances will be given: Friday June 27th at 8:00PM and Saturday June 28th at 8:00PM. Performances are free to the public.
- Staff are working on the Fireworks at Fairgrounds Park Event slated for July 4, 2014. Opening Ceremonies will be at 6:00 PM and entertainment at 6:30 PM. The fireworks display will be held at 9:30 PM. We have some special displays at the event which coincide with the 150th Anniversary of the Ransom of Hagerstown.

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

- Traffic Advisory: Believers Unity Walk
- E-casts:
 - 2014 Spring Sprout Grand Program Deadline Extended!

3. **Channel 25**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Hub City Bike Loop Group Ride Promotion
 - Bicycle Safety Tips
 - Hager House informational video
 - Bandshell informational video
 - 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 1st group videos
 - The Greens at Hamilton Run promotion

4. **Websites:**

- **City Website:**
 - About 6,400 users visited www.hagerstownmd.org for the week of June 9, 2014 - June 15, 2014.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,106 users
 - ▶ Jobs page 394 users
 - ▶ Utility billing page 251 users
 - Top Searches:
 - ▶ "pool"
 - ▶ "rental"

- ▶ “farmers market”
- ▶ “noise”
- ▶ “transportation”
- ▶ “bike race”

- engageHagerstown:

- Total Participants: 201
- Unique Visitors: 2,450
- Page Views: 19,771
- Current topics:
 - ▶ What are your dreams for downtown Hagerstown?
 - ▶ What can we do to empower youth and create an environment that fosters educational and economic opportunity?
 - ▶ Where would you like to see more street trees in the City?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**

- Slim One Towing – 524 West Franklin Street – home office for a towing business with the stipulation that all vehicles, including the truck and trailer be stored off site.

2. **New Development Cases**

- 12 South Potomac Street – Faith Chapel Church, Inc. – final plat.

3. **Board of Zoning Appeals:** The BZA took the following action at its June 18 hearing:

- 29-31 Summer Street – CES Properties LLC, Michael Stanford, Agent – overturned the Zoning Administrator’s decision.
- North Gate Townhomes – denied a variance request for permission to install a six-foot chain link fence in a residential zoning district.

4. **Planning Commission:** The Planning Commission will consider the following items on June 25:

- Cortpark Apartments – Concept Plan for Expansion of the Number of Units.
- Continue review of proposed amendments to the Land Management Code (2014).
- Update on Urban Partners Project.

5. **Historic District Commission:** The HDC will consider the following cases on June 26:

- 227 South Prospect Street – Denise Ringley - replacement windows (modification to approved application).
- 60 Broadway – Theresa M. DeWeerd - replace rear porches.
- 43-47 West Washington Street – City of Hagerstown – temporary storefront enclosure.

6. **Code Administration Weekly Activity Report: June 9–13, 2014**

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	8	Residential -	4	Commercial -	2	Other -	2	9
Electrical	25	Residential -	13	Commercial -	10	Other -	2	25
Plumbing	12	Residential -	9	Commercial -	2	Other -	1	12
Mechanical	7	Residential -	6	Commercial -	1	Other -	0	7
Engineering Dept.	10							13
TOTAL	62		32		15		5	66
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 172,459.00				\$ 8,847,212.00
Commercial				\$ 855,000.00				\$ 14,286,622.00
Apartment				\$ 0.00				\$ 6,442,740.00
Sign				\$ 2,000.00				\$ 343,686.00
TOTAL				\$ 1,029,459.00				\$ 29,920,260.00
Projects of interest:								
- Construct one story masonry building and improvements to existing building at 32 West Baltimore Street - \$850,000								
- Alterations to existing structure due to fire damage at 1319 Church Street - \$140,000								
<u>NUMBER</u>			<u>FACILITIES</u>			<u>UNITS</u>		
Registrations received			208			579		
New applications issued			5			8		
Total 2014-2015 registered (includes changes since 5/1/14)			1307			3,404		
% of total invoiced that are registered			39.5 %			38.0 %		
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		\$ 28,950						
Adjustments		\$ 350						
INSPECTIONS								
<u>TYPE</u>		<u>NUMBER CONDUCTED</u>						
Building		36						
Electrical		36						
Plumbing		24						
Mechanical		4						
Safety		45						
Neighborhood Vitality		77						
Quality of Life		8						
Preventive Maintenance		77						
Planning & Zoning		4						
INSPECTIONS KEY:								
<u>Categories of Conditions</u>								
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

1. **Grants** Staff has secured several grants in the last few months as outlined in the chart below:

	Title	Location	Source	Amount
1.	Green Streets, Green Jobs	Park Circle and Street Trees	CBT	\$170,000
2.	Stormwater Management	Near City Light and Sewer Plant	Chesapeake & Atlantic Coastal Bays 2010 Trust Fund	\$500,000
3.	Safe Routes to School – Bester	Bester Elementary School	SRTS - Maryland State Highway Administration	\$233,000
4.	Bikeways Grant 2014	Various streets	MD Department of Transportation	\$70,000
5.	Stream Restoration/Watercraft Launch	Kiwanis Park	EPA/MDE	\$208,330
6.	Frederick Street Sidewalks	Frederick Street	SHA	\$400,000
	Other Grants: <ul style="list-style-type: none"> • 2015 Bike Grant – Applied for Grant for designing crossing over CSX RR near Memorial Boulevard • Safe Routes to Schools – Applied for Grant to reconstruct two traffic signals for ADA compliance • Working on community garden, trail construction, and stream restoration grants 			

2. **Outdoor Exercise Equipment** At Fairgrounds Park, we poured the concrete for the 2nd pad, and will complete the 3rd and final pad next week. All 10 pieces of the exercise equipment have been received. We plan to dedicate the equipment on July 8th.
3. **Pool** Due to mechanical issues, the pool had to be closed this past weekend. American Pools has addressed the issues and the pool reopened Tuesday. Wednesday night, about 150 people attended the "Dive In" movie "Finding Nemo".
4. **Memorial Park** We poured the concrete for the fountain bowl and are now starting to lay out the "Plaza" area. The stainless steel historic markers will be installed next week.
5. **The Greens** Due to all the recent heavy rains, many of the banks have overflowed, spilling a lot of debris all over the golf course. We cleaned up the course and are making repairs to the banks. We are also bidding out concrete deck replacements for the two bridges over Hamilton Run.
6. **Board of Traffic & Parking** At the June meeting, the Board made the following recommendations:
 - Oak Hill Avenue at Maple Avenue: Leave as two-way stop control, but add 25MPH sign for southbound Oak Hill Avenue just south of the railroad tracks.
 - Barbara Ingram School for the Arts: Post the area in front of the school for parent pickup only on school days 3:30-4:30 PM, except the first space at Professional Arts Building. This would require removal of two parking meters.
 - Convert Park Circle into Roundabout where traffic entering the circle will yield to traffic in the circle. We will present this to the Mayor & Council as part of a construction project.

7. **Ice Rink** Maintenance work continues at the rink as a contractor is adjusting the dasher boards and addressing other issues. Hope to have the ice reinstalled by June 30th.
8. **Engineering Division Items**

Traffic issues		
Description	Week of 6/13/14	Calendar Year-to-date
Traffic complaints received	5	88
Work Orders completed	7	67
Traffic counts completed	2	19
Construction Projects		
Description	Week of 6/13/14	Calendar Year-to-date
Projects advertised for bids	0	14
Projects under construction	8	12
Projects completed	0	4

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,914	Field Interviews:	120
Arrests/Warrants Served:	31	Moving Violations:	66
Domestic Violence Calls:	36	Parking Violations:	6
DUI Arrests:	4	Safety Repair Orders:	15
Reports Filed:	214	Warnings:	50

2. REPORTS

- **06/12/14:** Officers responded to Concord Street for a report of a stolen cellular phone from a motor vehicle. The victim stated he did not lock his vehicle. The cell phone was removed from his glove box. There are no known suspects at this time.
- **06/13/14:** Officer Isaacs was dispatched to Elizabeth Street for a report of an assault. While trying to gather information from the victim he became uncooperative. CRS responded to the scene and transported the victim to Mertius Medical Center for treatment. The victim was under the influence of an alcoholic beverage or a controlled dangerous substance. No further information at this time.
- **06/15/14:** Officer C. Kelley responded to Guilford Avenue in reference to a stolen bicycle. The victim stated he placed his bicycle on his front porch approximately 8:30 p.m. and found it missing just before 4:40 a.m. on June 15. The value of the bike is approximately \$1,600. There are no suspects at this time.

3. PRESS RELEASES

- **06/14/14:** The Hagerstown Police Department was dispatched to the 200 block of East Franklin Street for an adult male who had been stabbed in the upper chest. The victim had been stabbed by an unknown black male in his late 40's to early 50's, approximately 5' 10" in height, and between 150-160 lbs. Anyone with information pertaining to this case is asked to call the Hagerstown Police Department at 301.790.3700.
- **06/16/14:** HPD responded to Hagers Crossing Drive in reference to a motor vehicle crash. The officers learned that the driver fled the vehicle prior to them arriving. A male was located on Salem Avenue who matched the description of the suspect from the crash. This male was identified by several witnesses that he was the driver of the vehicle. The suspect was taken to Central Booking and charged with the following: theft of less \$10,000, Hit and Run, and other traffic related charges.

- **06/17/14:** Officers of the Hagerstown Police Department responded to the AT&T retail store on the Dual Highway. A preliminary investigation revealed an assault had occurred. The individuals entered the store and threatened the clerk with a handgun. As the suspects surveyed the store, they noticed surveillance cameras and fled the area in a tan or gold Chevrolet Tahoe (or similar vehicle) without further incident. Suspect #1 was a black male, mid 20's, 5'22, 170 lbs, wearing a dark hoodie, grey sweatpants and had a beard. Suspect #2 was black, unknown gender, mid 20's, 5'10, thin build, light complexion, green hat, red and white Puma sneakers, saggy blue jeans and a black shirt. Suspect #3 was a black male, mid 20's, braided hair and wore tan pants. Anyone with information concerning this incident should contact the Hagerstown Police Department Criminal Investigation Division at 301.790.3700 ext. 234 or crimetip@hagerstownpd.org.

4. **OTHER NEWS/INFORMATION**

- **Welcome Aboard:** Scott Baukenecht and Jamison Walck were hired by the City of Hagerstown on Monday, June 16, 2014. They will be attending the Hagerstown Community College Police Academy which begins June 30. We wish they well as they begin their police training at the Academy.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	192	193
	University District Deck	283	281
	Downtown Parking Lots	377	376
Number of Patrons Using Decks	A & E Deck	2,115	1,766
	University District Deck	1,512	2,141
Sales of Discount Coupons		50	0
Number of Citations Issued	(Includes Warnings)	232	236
Number of Late Payment Notifications		81	68
Number of Cars Booted		2	4

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	3	3
Human Resources	0	1
Light	1	3
Parks & Engineering	0	3
Police	6	7
Public Works	8	8
Wastewater	2	4
Water	1	7
Weekly Totals	21	37

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 May 2014	May	April
Street Issue	Trees in the street; misc debris	3	0
Parking System	A&E Deck	1	0
Traffic Signal	Flashing signals; pole damage	6	2
Traffic Signs		0	0
Building Maintenance		0	0
Fleet Maintenance	Fire truck repair	1	1
Weather Related	Memorial Blvd. flooded	2	1
Property Issues		0	0
Misc.	Wallet in storm drain; water pipe leak	2	0
Total		15	4

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
May	1,058

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

Problem Areas. Recent call-outs included:

- Thur. 6/12 - 1150 Woodland Way (rear) - lines arcing; tree limbs removed from secondaries. Time Out: 16.0-17.0
- Fri. 6/13 - 354 Dual Highway- partial outage; bird caused transformer fuses to operate; (2) 6T fuses and (1) 20T replaced to restore power. Time Out: 17.0-17.8
- Sat. 6/14 - 1217 Crescent Road- lines arcing; tree limb across primary service; Time Out: 17.6-18.8
- Sun. 6/15 - 607 Maryland Avenue- total outage; bird caused transformer fuse to operate; (1) 10T fuse replaced to correct problem. Time Out: 6.1-6.8
- Mon. 6/16 - Bryan Place and West Washington Street- removed kite entangled in primary wires. Time Out: 15.2-16.2
- Tues. 6/17 - 1114 West Washington Street- total outage; bird caused transformer and line fuses to operate; (1) 10T and (1) 20T fuse replaced to restore power. Time Out: 18.8-20.4

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
10	0	2	0

Engineering Staff worked on the following projects:

- Engineering staff completed multiple permit reviews and service upgrade requests.
- Staff held the monthly safety meeting for HLD line crews which covered Work Zone Safety. In addition, Safety Manuals were updated to reflect the most recent revisions agreed on by HLD employees and the Safety Team.
- Staff prepared for inventory review which will begin next week. The finance department visited with HLD to review our stockroom facilities.

Administration:

- Staff contracted services for power factor testing on three of HLD's substation power transformers. The test results provide us with information on the condition of the winding insulation within.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Jun 11, 2014	8.73	0.73
Thursday, Jun 12, 2014	8.96	0.33
Friday, Jun 13, 2014	8.54	0.06
Saturday, Jun 14, 2014	7.61	0.00
Sunday, Jun 15, 2014	7.37	0.00
Monday, Jun 16, 2014	7.83	0.09
Tuesday, Jun 17, 2014	7.72	0.00
Weekly - Avg. Flow / Total Rainfall	8.10	1.21
Jun – Avg. Flow /Total Rainfall	7.76	3.41

Miscellaneous

- Troubleshoot VFD on #2 pump at plant drain station.
- Pulled Flygt mixer #15 at BNR and troubleshoot high amperage.
- Started rebuilding Penn Valley double disc pump in shop.
- Troubleshoot defective actuator on effluent gate channel #1. Maintenance manually set gate height until the actuator can be repaired.
- Routine maintenance (MP 2) and Corrective Work Orders.
- The HMI that controls the filters and chemicals failed. The unit was replaced with the old unit from the UV system. The unit had to be reprogrammed and the replacement program reinstalled. The system is up and running but the latest version of the program needs to be installed

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	10, 22	680	100	6
Flushing	2	7,326		

Collection System Maintenance Task

- Replaced the grinder pump core at 20002 Cherry Hill Circle for the second time. Sent pump core to manufacturer for warranty repair.
- Western MD Parkway Pumping Station 12 has been decommissioned. Prep work for the Curb, paving, top soil and seeding has begun. Demolition of station will commence in the fall.
- Downloaded flow monitors, cleaned the wet well at Potomac Ridge for AR&E.
- CCTV Bester school service connection and manhole run 22144 for WW engineering.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	0	2
YTD	33	49	7	1	0	33	123

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

Engineering

- Staff attended a Partnering Meeting at Hagerstown SHA Maintenance.
- Staff participated in interviews for the Project Engineers position.
- Staff met with the Collections Superintendent regarding the Geotec report and plans for the lateral modifications at the new Bester School site.

Wastewater Laboratory

- Review and Herald, one of the monitored industrial dischargers to the system that was sampled by the lab, will be leaving the area.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
6/12/14	11.51		11.51
6/13/14	11.75		11.75
6/14/14	11.44		11.44
6/15/14	11.60		11.60
6/16/14	12.09		12.09
6/17/14	12.13		12.13
6/18/14	12.06		12.06
Average			11.79

Water Production at RC Willson

- *Operations*

- Routing cleaning
- Routine PMs

- *Maintenance*

- R C Willson – Routine PMs
- R C Willson – Working on the del-pac feed system

- *Instrumentation*

- R C Willson – Worked on a valve actuator on filter #6
- Park Ave – Worked on the workshop at Park Ave.

Water Production at Breichner

- The Edgemont Reservoir is currently at -1.4'; 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 working on the City overlay and are installing new meters throughout. We also repaired several hydrants.

Laboratory

- All 30 of 30 USEPA Lead and Copper regulation sample kits have been distributed to residences; 21 have been returned.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		4
Final Plat	1	
Building Permit	27	2

- Staff attended a Water Division Planning meeting with Distribution supervisory staff.
- Staff attended a Partnering meeting at Hagerstown SHA Maintenance.
- Staff participated in interviews for the Project Engineer position.

Respectfully submitted,



Bruce J. Zimmerman
City Administrator