City of Hagerstown, Maryland
Status & Information Report No. 31 for 2014

August 8, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

AUGUST 2014						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
					1	2
3	4	5 *No M&C Meeting*	6	7	8	9
10	11	12 3pm Executive Session 4:15pm Work Session	13	14 8am-2pm Market Faire in the Square	15	16
17	18	19 4pm Work Session	20	21	22 6-9pm Wind Down Hagerstown – Game On	23 11am-10pm Augustoberfest
24 11am-5pm Augustoberfest	25	26 7pm Regular Session	27	28	29	30
31						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Events**

- Krumpe's Donut Alley Rally 5k Run/Walk will be held at 7:30 PM on Friday, August 8, 2014. All proceeds will benefit The Wounded Warrior Project. Already 348 people have registered for the race. Mr. Krumpe says they are on track to match or beat last year's numbers. Councilmember Metzner is starting the race.

- Market Faire On-The-Square will be held on August 14 from 8:00 AM to 2:00 PM. Vendors will offer fresh local produce, fruits, flowers and much more!

- The next Wind Down will be held on August 22, 2104 along South Potomac Street. The Maryland Theatre and their committee has selected a sports theme for the event and it is entitled "Game On." It's a night of fun and games as we celebrate many of America's favorite pastimes. "Lucky Punk" is the band and playing on South Potomac Street in the Arts & Entertainment District. After all, dancing is a sport, right? There's a play area for the kids and plenty of activities for grown-ups, too!

- Augustoberfest will be held on August 23 and 24, 2014. On Saturday the event will be slated for 11:00 AM to 10:00 PM and on Sunday from 11:00 AM to 5:00 PM. This Hagerstown tradition, now in its 19th year, features Bavarian entertainment and food. Interesting fact, I have one couple coming from out of town celebrating their 50th Anniversary at the event and another out of town couple celebrating their 1st Anniversary. We also have a group attending that is having their family reunion at the event.

2. **A&E District:** An Arts Preview is being planned for October 2 at University Plaza in order to educate the public on all the arts organizations in Hagerstown and their many events. More information coming soon.

3. **Fundraising:** The City Staff are working on the fundraising for Augustoberfest Charitable Foundation and City Park Fall Fest and Sculpture.

4. **This Week's Headlines and Media Releases:**
   - Traffic Advisory: South Potomac Street

5. **Channel 25:**
   Watch the City Newsroom at the top of every hour. This week's news stories include:
   - Celebration Fanfare and Song: Hagerstown Municipal Band's 100th Anniversary Performance
   - Augustoberfest Promotion
   - Maryland Theatre Seating Promotion
   - Pop-Up Shop Event Promotion
   - Augustoberfest commercial
   - Special Broadcasts:
     - Divided Valor – Saturday and Sunday at 2:00 PM.

   In production:
   - New Outdoor Fitness Equipment Workout
   - The Community's City Center Plan
   - 100th Anniversary of the Hagerstown Municipal Band

6. **Websites:**
   - *City Website:*
     - Website analytics were not available this week.
   - *engageHagerstown:*
     - Total Participants: 236
     - Unique Visitors: 3,291
     - Page Views: 24,979
     - Current topics:
       - What do you consider a "must-have" experience in Hagerstown?
       - How can our community work together to support our agricultural industry?
       - Capture a photo of your favorite piece or element of architecture in our City. Tell us why you chose it in the comments.

PLANNING & CODE ADMINISTRATION DIVISION

1. **Planning Commission:** The Planning Commission will review the following on August 13:
   - State's Infill, Redevelopment, Revitalization Initiative Report.
   - 2013 Annual Report to Maryland Department of Planning.
   - Amendments to Medium-Range Growth Area Boundary (Comprehensive Plan Update).

2. **Historic District Commission:** The HDC is scheduled to review the following Design Review cases on August 14:
   - 934 Hamilton Boulevard – Mark Pine/Affordable Rental Property Management - replace garage doors (tabled on July 24).
   - 6 West Washington Street – Optimal Healthcare, Inc. – sign and grant.
   - 711 Oak Hill Avenue – Paul Johnson – replacement windows.

3. **Code Administration Weekly Activity Report:** July 28 – August 1, 2014

PERMITS								
TYPE	**NUMBER OF NEW APPLICATIONS**							**NUMBER ISSUED**
Building	9	Residential -	2	Commercial -	7	Other -	0	5
Electrical	16	Residential -	7	Commercial -	6	Other -	3	16
Plumbing	10	Residential -	7	Commercial -	1	Other -	2	10
Mechanical	12	Residential -	6	Commercial -	5	Other -	1	12
Engineering Dept.	21							26
TOTAL	68		22		19		6	69

Est. Value of Issued Building Permit Projects:		**Fiscal Year Totals:**
Residential	$ 30,600.00	$ 263,065.00
Commercial	$ 1,859,500.00	$ 6,644,113.00
Apartment	$ 0.00	$ 2,394,540.00
Sign	$ 0.00	$ 29,240.00
TOTAL	**$ 1,890,100.00**	**$ 9,330,958.00**

Projects of interest:
- Demolition of former Board of Education building at 820 Commonwealth Avenue - $1,200,000
- Patch & Repair walls and ceiling finishes at 21 South Potomac Street - $500,000
- Remodel interior of indoor recreation space at Fairgrounds Grandstand - $100,000
- Ceiling replacement on 2nd floor of existing classrooms at Goretti High School, 535 Oak Hill Avenue – $51,000

NUMBER	**FACILITIES**	**UNITS**
Registrations received	89	544
New applications issued	4	16
Total 2014-2015 registered (includes changes since 5/1/14)	2,720	7,538
% of total invoiced that are registered (does not include cancelations)	82.1 %	84.1 %

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	$ 27,200
Adjustments	$ 1,150

INSPECTIONS	
TYPE	**NUMBER CONDUCTED**
Building	25
Electrical	46
Plumbing	21
Mechanical	9
Safety	48
Neighborhood Vitality	108
Quality of Life	6
Preventive Maintenance	24
Planning & Zoning	1

INSPECTIONS KEY:	
Categories of Conditions	
Safety	Conditions which are or reasonably present a hazard to occupant or public.
	Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property
	Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants.
	Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration.
	Example: 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

1. **Alley Condition Survey.** The company we used to assess the street conditions is performing a condition survey of all of the alleys in the City. They have a small truck with a series of cameras and scanners mounted on it - they drive down the alleys and record information that lets them assess the pavement condition. This data is very helpful in budgeting, determining overall condition, and picking alleys for upgrades.

2. **Another Grant Awarded.** Good news on more sidewalks to be installed in the City in the summer of 2015! Sidewalks will be installed along the east side of Route 11 (Burhans Boulevard) from Church Street to the TBH concrete plant and from Wesel Boulevard to Sherman Avenue.

3. **National Night Out.** We prepared Fairgrounds Park, assisted HPD and cleaned up after the annual National Night Out held on August 5th.

4. **Fairgrounds Park Gatehouse.** We removed and disposed of the old broken up concrete walkway that was against the gatehouse; we are now preparing to pour new concrete exactly where it was before.

5. **City Park New Pavilion.** Approved for POS funding for the west shore of the lower lake, the footings and slab are poured, and the framing work is underway for the new gazebo.

6. **Recycling.** The recycling collected in July 2014 was 245.74 tons and it equates to a rebate amounting to $1,407.40. This is the highest amount collected since the program began.

7. **E-Recycling** We are looking at November 15th as an e-recycling event, probably at Municipal Stadium. We plan to present the plan to Mayor & Council on September 9th.

8. **Engineering Division Items**

Traffic issues		
Description	Week of 8/2/14	Calendar Year-to-date
Traffic complaints received	1	106
Work Orders completed	1	83
Traffic counts completed	0	22
Construction Projects		
Description	Week of 8/2/14	Calendar Year-to-date
Projects advertised for bids	0	14
Projects under construction	7	12
Projects completed	1	5

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,843	Field Interviews:	90
Arrests/Warrants Served:	36	Moving Violations:	97
Domestic Violence Calls:	30	Parking Violations:	23
DUI Arrests:	1	Safety Repair Orders:	48
Reports Filed:	208	Warnings:	116

2. **REPORTS**

- ***08/02/14***: Officer Rutkowski was dispatched to Locust Street for a burglary report. The victim and landlord stated he evicted his tenants two weeks ago. He advised when he visited the property today he discovered the bathroom window had been pushed in. He is thinking perhaps the former tenants returned. Nothing was stolen. The officer exhausted all leads and no further information is available at this time.

- ***08/03/14***: Officer Young responded to Locust Street for a report of a male refusing to leave a private residence. The officer advised the suspect several times to leave but he refused. The suspect was placed under arrest for trespassing on private property.

- ***08/03/14***: Officers were dispatched to Lee Street in reference to a fight in progress. Officers Cline and Vanderwall observed three black males in the alley, one male getting up from the ground. Officers attempted to identify the males and one became disorderly and refused to answer any questions. He was asked to refrain from the negative comments made to the officers. Since he continued to draw attention to himself by his disorderly behavior the officers place him under arrest for disorderly conduct.

- ***08/04/14***: Officer McNew responded to North Potomac Street in reference to possible drug activity. An anonymous call advised HPD of the activity. The officer asked if the individuals had anything illegal in their possession. One individual became agitated and attempted to pull away from the officer. The officer discovered three small, clear plastic bags with residue, and a spoon with burnt residue. Both individuals were charged with Controlled Dangerous Substance Paraphernalia.

3. **PRESS RELEASES**

- The Hagerstown Police Department has received information from local businesses being harassed by an unknown company over the phone. The unknown company threatened to disconnect electric service if payment was not immediately received.

The Criminal Investigation Division called the phone number the businesses were given in order to make arrangements for payment. Detectives were directed to obtain Green Dot Moneypak cards from a local retailer, then another call would be placed to provide the Moneypak card numbers over the phone, satisfying the amount "owed" by the business.

Green Dot Moneypak cards are commonly used by criminals involved in telephone scams. Once the card numbers are provided over the phone, it is nearly impossible to trace where the money goes. No utility company will ask for payment by Green Dot Moneypak card.

The phone number used for the scam was not known to Police databases and is more than likely utilized in a manner wherein calls are routed through several portals before reaching their destination. The originating number is impossible to track.

The Hagerstown Police Department urges anyone contacted by these individuals to hang up and NOT send any form of payment.

- On July 24, 2014 officers responded to Murph Avenue for a "shots fired" call. On Friday August 01, 2014, Xzavion Jamal Malik Powell was identified as the person who discharged the firearm. Powell was arrested and charged as an adult for the offense. He is currently being held at the Washington County Detention Center.

- On August 04, 2014 officers responded to Sheetz on East Washington Street for a reported robbery. During the course of investigation, Thornell Thomas Marshall was identified as the person responsible for robbing the convenience store. Marshall was arrested August 7, 2014 for the offense. He has been charged with Robbery, Assault and Theft.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	192	193
	University District Deck	286	288
	Downtown Parking Lots	379	379
Number of Patrons Using Decks	A & E Deck	1,243	1,201
	University District Deck	1,316	1,453
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	224	146
Number of Late Payment Notifications		NA	67
Number of Cars Booted		3	3

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	3
Fire	4	1
Human Resources	0	0
Light	4	0
Parks & Engineering	0	2
Police	4	6
Public Works	3	5
Wastewater	0	1
Water	4	5
Weekly Totals	21	23

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.

[1]AFTER-HOURS CALL OUT DATA

	Issues for July 2014	July	June
Street Issue	Tree in street	2	2
Parking System			1
Traffic Signal	Signal on flash	1	1
Traffic Signs			
Building Maintenance			
Fleet Maintenance	Fuel island non-responsive	1	
Weather Related	Wind and rain storms	3	1
Property Issues	Bird in Market House	1	
Misc.			
Total		8	5

[1]After-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
June	1,137
July	1,006

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. 7/31 - 601 Brighton Place- total outage; Lineman replaced 100KVA transformer. Time Out: 18.0-20.0

Fri. 8/01 - Glenwood Avenue- Miss Utility locate; emergency locate for Columbia Gas to make repairs to gas main break. Time Out: 20.8-21.5

Sun. 80/3 - 1411 Oak Hill Avenue- tree on line; customer advised to contact tree trimmers for assistance to remove branch since HLD did not have access to tree. Time Out: 18.5-19.1

- Prospect Avenue and Bethel Street (corner)- total outage; car struck utility pole causing line fuse to open. Time Out: 23.7-0.5

Mon. 8/04 - 423 West Franklin Street- Fire; meter and service removed from residence due to house fire. Time Out: 20.3-21.6

Tues. 8/05 - Baltimore Street and South Prospect Street- total outage; FedEx truck tore triplex service down causing total outage. Time Out: 18.7-21.5

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
8	5	2	0

Engineering Staff worked on the following projects:

- Engineering staff completed multiple permit reviews and service upgrade requests.

Administration:
Staff met with Shentel Communications regarding new pole attachments throughout town to boost the data and voice signal and bandwidth on their wireless network

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 30, 2014	6.72	0.00
Thursday, July 31, 2014	6.53	0.00
Friday, Aug 01, 2014	6.17	0.00
Saturday, Aug 02, 2014	6.44	0.46
Sunday, Aug 03, 2014	6.49	0.00
Monday, Aug 04, 2014	6.49	0.00
Tuesday, Aug 05, 2014	6.39	0.23
Weekly – Avg. Flow / Total Rainfall	6.46	0.69
Jul – Avg. Flow /Total Rainfall	8.51	4.99
Aug – Avg. Flow/Total Rainfall	6.40	0.69

Miscellaneous

- Installed new Milltronics level sensor for the bar screen at the Headworks.
- Removed blockage from suction piping on 6M and 7M pumps.
- Troubleshot controls on Atlas Copco compressor that was down.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1, 5, 13	833	274	14
Flushing	5	13,642		
		# Tested	# Failures	% Failed
Lateral Only	14	1	Roots	7

Collection System Maintenance Task

- Checked two manholes in district # 5 for flushing crew; frame and covers on both should be replaced, on schedule for next week.

- Cut out section of fence and removed trees to creek for WWTP operators so they can start monitoring stream temperature. Also found a 6' gate at fairground to install permanently.

- Hauled 2 tandem and 1 single axle of topsoil and completed final grading at station 12. Borrowed the Parks Department's bobcat and rock hound to remove the rocks and till soil, seeded and mulched. Loaded old manhole bypass piping and other junk and hauled to shop. Removal of Station 12 is now complete. Hauled out two loads of spoil and picked up unused fence and other materials from parking area.

- Cleaned 540 LF 24 inch storm drain at City Park.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	**Blockages**	**Grinder Pumps**	**Odor Complaints**	**Flushing**	**WW Pump Station**	**Other**	**Totals**
Weekly	0	1	0	0	0	0	1
YTD	40	65	7	1	2	49	164

* 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 to discuss existing and planned projects.

- Staff attended a development review meeting at the County Planning Office.

- Staff met with City Permits staff on streamlining the wastewater permits approval process.

- Staff attended Plan Review Committee meeting at City Planning.

Wastewater Laboratory

- Contacted Lachat to request a loaner peristaltic pump due to an OL warning on the pump.

- Placed old peristaltic pump in service.

- Prepared reagents for Lachat operation.

- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
7/30/14	11.38		11.38
7/31/14	11.56		11.56
8/01/14	11.56		11.56
8/02/14	11.04		11.04
8/03/14	11.03		11.03
8/04/14	11.48		11.48
8/05/14	11.73		11.73
Average			11.40

Water Production at RC Willson

- Operations
  - Cleaning
  - PMs

- Maintenance
  - R C Willson – PMs
  - R C Willson – Ran temporary CL2 line

- Instrumentation
  - R C Willson – Working on streaming current monitor installation
  - R C Willson – Working with construction for enunciator wiring
  - R C Willson – Received hypo for stations

Water Production at Breichner

- The Edgemont Reservoir is currently at –9.89'; the bypass is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We are installing new meters throughout and are working with the City, County and State on overlay projects.

Laboratory

- Continued training laboratory personnel on water sampling route.
- Spoke with Hazen and Sawyer with regard to what supplies will be needed for next week's jar testing.
- Requested quotes for laboratory supplies for water and wastewater laboratories.
- Sampled for Mn at the Breichner Plant.
- Collected weekly THM/TOC sample.
- Contacted consecutive systems to notify them of the date we will sample for our quarterly DBPs.
- Process and regulatory testing was routine for the week.

Engineering

Reviews:	City	County
Building Permit	7	

- Staff attended a development review meeting at the County Planning Office.
- Staff met with the Water Operations Manager to discuss existing and planned projects.
- Staff attended a Phase IV Willson Plant Improvements progress meeting.
- Staff attended a Plan Review Committee meeting at City Planning.

Respectfully submitted,

Bruce Zimmerman

Bruce J. Zimmerman
City Administrator