

City of Hagerstown, Maryland Status & Information Report No. 34 for 2014

August 29, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

SEPTEMBER 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 HOLIDAY CITY OFFICES CLOSED	2 No M&C Meeting	3	4	5	6
7	8	9 4pm Work Session	10	11 8am-2pm Market Faire in the Square	12	13 2-6pm Historic Heights 2 nd Annual PORCHFEST
14	15	16 4pm Work Session	17	18	19	20
21	22	23 4pm Work Session	24	25	26 5-9:30pm Thunder In The Square	27
28	29	30 7pm Regular Session				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Franchise Agreement with Antietam Cable.** The Franchise Renewable Agreement went to the Mayor and City Council for Introduction, and a public hearing was held. Public input is being taking for 30 days.
2. **Events:**
 - Augustoberfest was held on August 23 and 24, 2014. This Hagerstown tradition, now in its 19th year, featured Bavarian entertainment and food. The crowds were very large, and now the committee is starting to plan for the 20th Anniversary on August 22 and 23, 2015.
 - Ditch the Workout. Join the Party. Hagerstown's City Center Zumba Fitness Party will be held on Friday, September 12 from 6:00 PM to 8:00 PM in the Elizabeth Hager Center Lot. Advance Tickets are \$10 Adult/\$5 children and at the door tickets \$13 Adult/\$5 children. Instructors include Anita Binder, Kelsey Barnhart, Nichole Tarkanick, Chanda Thompson and daughter (Roniya), Christine Rieber, Dana Sprowls and Rene Garcia Kesecker. Donating his time is Bobby Starr, disc jockey. For tickets and information contact Anita Binder (301-393-0884) or the Free Clinic (301-733-9234). Proceeds benefit the Community Free Clinic. Sponsors are the City of Hagerstown, The Downtown Alliance and The Gourmet Goat.

- Staff are coordinating Fall Fest at City Park on Saturday, September 20, 2014 from 11:00 AM to 3:00 PM. Featured events include Opening Ceremonies and the Unveiling of *The Fishing Lesson* Public Art Sculpture. The sculpture was done by Paul Rhymer. The partners of the sculpture are the City of Hagerstown, Maryland State Arts Council, Washington County Museum of Fine Arts, Valley Art Association and the Barbara Ingram School for the Arts and public sponsors. At noon, the 275th Anniversary Commemoration Event of the Jonathan Hager House will occur, and at 1:00 PM the 75th Anniversary Commemoration of the Valley Art Association at the Mansion House Art Center. Family activities will be held at the Washington County Museum of Fine Arts, Hager House, Mansion House Art Center and the Hagerstown Railroad Museum & Engine 202. Entertainment will be provided with special appearance by the Hagerstown Municipal Big Band. The Hagerstown Bicycle Advisory Committee will do a ride throughout the Hub City Bike Loop starting at 9:30 AM at the Hager House and ending at the Hager House at 10:30 AM.
 - Harvest Hoedown is coming up on Saturday, October 11 from 1:00 PM to 4:00 PM at Fairgrounds Park and Ghost Tours will occur on Friday, October 24.
 - Staff are working with groups on three September Events including the Leadership Washington County Welcoming Reception on September 11 and Porchfest on September 13.
3. **A&E District.** Sounds of the Square is continuing on Fridays in Public Square from 5:00 PM to 7:00 PM. Michael Jonnes is chairing the subcommittee. Entertainers coming up are Dustin Shillingberg on Aug. 29; Candice Craig on Sept. 5; Barbara Ingram School for the Arts on Sept. 12; School of Rock, Acoustic Performers on Sept. 19; Rock Band, School of Rock, on Oct. 3 and Alt. 40 for Oct. 10.
4. **Fundraising:** Staff is working on fundraising for the City Park Fall Fest. The fundraising for the Fishing Lesson Sculpture has been completed.
5. **This Week's Headlines and Media Releases:**
- Highlight Hagerstown Award Winners Commended by Mayor & Council
 - Advisory: Trash, Recycling, Yard Waste Collection Delayed for Labor Day Holiday
 - Traffic Advisory: Broadfording Road Closure
 - Traffic Advisory: Wilson Boulevard, Frederick Street, Bowman Avenue
6. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Hispanic Festival Commercial
 - Porchfest Preview
 - New Outdoor Fitness Equipment Workout
 - 100th Anniversary Celebration for the Hagerstown Municipal Band
 - Maryland Theatre Seating Promotion
 - Color Splash Commercial
 - Celebration Fanfare and Song: Hagerstown Municipal Band's 100th Anniversary Performance
 - Special Broadcasts:
 - Divided Valor – Saturday and Sunday at 2:00 PM.

- In production:
 - The Community's City Center Plan
 - Downtown Pop-Up Shops Re-cap

7. **Websites:**

- City Website:

- About 7,100 users visited www.hagerstownmd.org for the week of August 18, 2014 - August 24, 2014.
- Top entrances (first page users accessed on the website):
 - ▶ Home page 2,351 users
 - ▶ Jobs page 365 users
 - ▶ Utility Billing 280 users
- Top Searches:
 - ▶ "pop up shops"
 - ▶ "hotels"
 - ▶ "police"
 - ▶ "rental license"

- engageHagerstown:

- Total Participants: 268
- Unique Visitors: 4,293
- Page Views: 28,543
- Current topics:
 - ▶ Where would you like to see public pianos in our community?
 - ▶ What kind of retail opportunities would bring you downtown?
 - ▶ How can we work together to motivate the community to keep our streets clean and trash-free?
 - ▶ What are your dreams for downtown Hagerstown?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**

- 21 Nottingham Road – Wolfe's Masonry – home work station for a masonry contractor.

2. **Planning Commission:** The Planning Commission reviewed the following on August 27:

- Comprehensive Plan Update – proposed Future Land Use amendments. The Commission continued its discussion on amending the future land use plan for various areas across the City. Several of the areas under review include Potomac Avenue/Fairgrounds Avenue, East Baltimore Street, and West Lee and Sycamore Streets. The land use plan amendments are being done in conjunction with overall amendments to the City's 2008 Comprehensive Plan.

3. **Board of Zoning Appeals:** One case was filed for the September 17 BZA hearing. A special exception is being requested for a light manufacturing business at 37 West Antietam Street.
4. **Update on Active Residential Developments in the City:** Twice per year staff drive around the active residential developments in the city to see how things have progressed and to report to the County and the Board of Education on new housing starts and completed housing units. Between December 2013 and August 22, 2014, the following housing units were completed: 16 single-family units and 16 townhouses at Collegiate Acres, 2 duplex units at Cortland Villas, 2 duplex units at Greenwich Park, and 6 townhouses (the last) at Hager's Crossing. On August 22, 2014, 78 housing units were under construction: 3 single-family units at Collegiate Acres, 2 duplex units at Cortland Villas, 4 duplex units at Greenwich Park, one single-family unit at Potomac Manor, and 68 multi-family units at The Reserve at Collegiate Acres. In the last several months, a number of single-family lots were purchased by builder(s) at Hager's Crossing – probably in anticipation of the new school in that development.
5. **Hagerstown-Eastern Panhandle MPO meeting:** The Metropolitan Planning Organization (MPO) met on August 27 at the Hagerstown Regional Airport. Kevin Burgess of the Federal Highway Administration made a presentation on Performance Based Planning and Programming and MAP-21 (federal transportation bill).
6. **Weekly Activity Report:** August 18–22, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	7	Commercial -	1	Other -	4	7
Electrical	20	Residential -	6	Commercial -	12	Other -	2	20
Plumbing	8	Residential -	2	Commercial -	3	Other -	3	8
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	5							5
TOTAL	50		19		17		9	45
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 4,300.00				\$ 445,377.00			
Commercial	\$ 40,000.00				\$ 7,270,113.00			
Apartment	\$ 10,000.00				\$ 2,404,540.00			
Sign	\$ 0.00				\$ 34,090.00			
TOTAL	\$ 54,300.00				\$ 10,154,120.00			
Projects of interest:								
- Concrete ramp for egress only from cafeteria at Western Heights Middle School, 1300 Marshall Street - \$40,000								
RENTAL LICENSING PROGRAM								
	<u>PROPERTIES</u>				<u>UNITS</u>			
Total registered or invoiced for 2014-2015 program	3288				8837			
Registrations received week of August 18	19				34			
New applications issued week of August 18	2				4			
Percentage of total invoiced that have registered & paid	93.5 %				94.2 %			
<u>PAYMENT</u>								
Weekly payment received	\$ 1,700							
Weekly adjustment/credits	\$ 300							

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	36
Electrical	44
Plumbing	12
Mechanical	9
Safety	37
Neighborhood Vitality	23
Quality of Life	4
Preventive Maintenance	25
Planning & Zoning	5
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

- Greens at Hamilton Run.** Below is a summary of course use and revenue for this calendar year. On August 2nd, we had 100 players on the course in one day, the largest single day in recent memory. Once we have the "ACTIVE" Point of Sale software implemented (in October), we will be able to give more comprehensive reports of play and sales (both at the golf course and the Potterfield Pool).

Greens at Hamilton Run 2014 Season Data						
Month	#Days Open	#Players	Greens Fees and Cart Revenue	Merchandise Revenue	Food Revenue	Beer Revenue
March	13	255	\$7,552.50	\$85.00	\$341.25	\$100.50
April	26	1069	\$17,984.95	\$323.50	\$1,028.25	\$829.00
May	28	1408	\$27,279.95	\$337.00	\$1,219.50	\$891.50
June	29	1758	\$29,631.25	\$561.00	\$1,255.00	\$1,096.00
July	30	1890	\$28,212.19	\$406.25	\$1,296.71	\$1,124.00
August (thru 17 th)	16	1141	\$18,527.25	\$353.50	\$850.50	\$767.50
TOTAL	142	7521	\$129,188.09	\$2,066.25	\$5,991.21	\$4,808.50

- Safe Routes to School Program.** We have received another grant. We were informed that the application for a Grant has been approved in the amount of \$375,000 for signal upgrades at Frederick Street/Mill Street and Indiana Avenue/Salem Avenue with an emphasis on handicapped accessibility. Both street intersections are busy walk routes to Bester Elementary School and Western Heights Middle School respectively.

3. **43/53 West Washington Street.** The contractor has removed the old two-story building at the rear and hauled the material away. He is currently filling the basement hole and will begin reconstruction of the wall next week. The demolition exposed some conditions that need to be resolved regarding the vertical alignment of the finished wall.
4. **City Park "The Fishing Lesson."** We rented a telescopic forklift and set two 1½ ton boulders onto the concrete slab in the lake. The bears will be fastened to the boulders. The book design is complete and the files sent to the Board of Education for printing of 2,200 books.
5. **Broadfording Road.** Just a reminder that Broadfording Road will be closed starting next Tuesday to allow for reconstruction and widening.
6. **Paving.** Route 40 daytime paving concludes this week and will shift to night work between Walnut and High Street next week. Also, Craig Paving will begin patching and slurry work next week.
7. **Engineering Division Items**

Traffic issues		
Description	Week of 8/22/14	Calendar Year-to-date
Traffic complaints received	3	117
Work Orders completed	1	92
Traffic counts completed	0	24
Construction Projects		
Description	Week of 8/22/14	Calendar Year-to-date
Projects advertised for bids	2	16
Projects under construction	8	13
Projects completed	2	6

We advertised two contracts for bids this week:

- Contract 14-14-TP-17: To plant trees, using \$95,000 grant and \$72,000 from Forest Conservation Fund.
- Contract 14-14-A-09: To reconstruct concrete alleys #5-10 and #5-37.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,792	Field Interviews:	112
Arrests/Warrants Served:	18	Moving Violations:	34
Domestic Violence Calls:	17	Parking Violations:	17
DUI Arrests:	0	Safety Repair Orders:	13
Reports Filed:	203	Warnings:	47

2. REPORTS

- 08/21/14: Officer Biddle responded to Guilford Avenue for a report of a burglary. The property manager stated that sometime between August 14 and August 21 an unknown person had entered the property and taken several pieces of copper water piping and electrical wiring. The estimated value of the loss is \$1,500 - \$2,000. No further information is available at this time.
- 08/23/14: Officers were dispatched to South Potomac Street for a report of a robbery. The victim stated that he was approached by one white male and one black male asking him for a cigarette. When the victim stated he did not have a cigarette the black male struck him in the back of the head and displayed a knife demanding his wallet. When the suspects found no money in the wallet they left the area. It should be noted that this is the second reported robbery with the same description of the suspects and the same type of event. No further information is available at this time.

- 08/24/14: Officers responded to the area of Baltimore Street for apprehension of a wanted person. As soon as the officers arrived at the residence they detected a strong odor of burnt marijuana. A search was conducted on the wanted individual. During the search, the arresting officer discovered a clear, plastic bag containing a leafy green plant-like substance, which was believed to be marijuana. The individual was transported to Central Booking and served the arrest warrant.

3. PRESS RELEASES

- 08/26/14: The Hagerstown Police Department responded to the area of the 300 block of South Mulberry Street for a report of a single shot fired. Upon arrival officers made contact with a group of individuals. Through the officers' investigation, it was determined that two subjects were involved in a confrontation with each other. The suspect, James Lyle, retrieved a rifle from his residence and the confrontation continued outside. Lyle fired one round from the rifle. No one was injured during this incident. The suspect was charged with rifle/shotgun possession with a felony conviction, rifle/shotgun possession with a mental disability, illegal possession of ammunition, and possession of a controlled dangerous substance.

4. OTHER NEWS/INFORMATION

- Congratulations: Effective August 21, 2014, Officer Biddle was certified for solo patrol. He will remain on Delta Squad under the command of Sgt. Mark Renner. Officer Biddle is scheduled to attend the Comparative Compliance Academy September 8, 2014 through October 3, 2014 in Prince Georges County, Maryland.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	198	198
	University District Deck	325	286
	Downtown Parking Lots	387	386
Number of Patrons Using Decks	A & E Deck	2,215	1,602
	University District Deck	2,695	1,432
Sales of Discount Coupons		300	0
Number of Citations Issued	(Includes Warnings)	193	207
Number of Late Payment Notifications		59	56
Number of Cars Booted		0	0

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	1	1
Human Resources	0	0
Light	2	1
Parks & Engineering	2	0
Police	6	7
Public Works	6	4
Wastewater	1	1
Water	1	4
Weekly Totals	19	19

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:

- Sat. 8/23 - 821 Mulberry Avenue - lines down; tree limb fell onto service, wires down; branches removed and service reattached. Time Out: 10.4-11.5
- 30 West Wilson Boulevard - lines down; repairs made to existing service & removed excess wire to correct problem. Time Out: 12.0-13.0
- Sun. 8/24 - Downtown Hagerstown - Central parking lot- remove arch at conclusion of the Augstoberfest activities. Time Out: 18.0-18.5

Distribution: Recent activity included:

- Metering Staff received one high bill complaint this week; upon testing, meter was found to have met all Public Service Commission requirements.
- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
18	0	2	0

Engineering Staff worked on the following projects:

- Engineering staff completed multiple permit reviews and service upgrade requests.
- Engineering staff finalized the design for lighting arrester installation at normally OPEN HLD high voltage distribution switches. Arrester installation will assist in the protection of the installation from over voltages due to lightning strikes in close proximity to the line. HLD line crews will commence installation in the next few weeks and continue until completion. There are approximately 46 normally OPEN switches/disconnects requiring the installation of 276 arresters with related hardware and wire.
- Engineering staff began planning for the installation of additional Animal Guard in HLD substations to protect the equipment from failure due to animal intrusion. Since this program began approximately five years ago, animal caused outages originating in HLD substations have drastically declined.
- The Staff Engineer exported information from the WindMil Electric Model to be viewed in the GIS environment by any GIS user.

Administration:

- Construction began for the new Fuel Oil tank at the HLD. The new tank will be aboveground in the vicinity of the Baltimore Street entrance into our facility and CMG. Until construction is completed, the rear entrance will be used off of Mill Street.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Aug 20, 2014	6.56	0.00
Thursday, Aug 21, 2014	6.45	0.00
Friday, Aug 22, 2014	6.11	0.00
Saturday, Aug 23, 2014	7.58	0.00
Sunday, Aug 24, 2014	7.12	0.00
Monday, Aug 25, 2014	6.64	0.00
Tuesday, Aug 26, 2014	6.49	0.00
Weekly – Avg. Flow / Total Rainfall	6.70	0.00
Aug – Avg. Flow/Total Rainfall	6.34	3.79

Miscellaneous

- Rebuilt 8" Jamesbury valve (1-C) for skid in O2 Building.
- Unclogged suction piping to 6M and 7M sludge transfer pumps.
- Rebuilt #2 and #3 Auma motor actuators on effluent gates.
- Rebuilt gear reducer on Final Clarifier 1-A.
- Removed electric motor from vent fan on OAB deck and took to AR&E.
- Routine maintenance (MP2 Program) and Corrective work Orders.
- AR&E were in the plant to complete work on the Eff. Pump VFD and the plant drain pump VFD.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	City Park	600		
Flushing	5,6,7, 14	12,699		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Manholes	1, 5, 21	3	Broken risers or frame	NA

Collection System Maintenance Task

- Installed Bio-Bags throughout infrastructure to control FOG.
- Main cleaning in district 6.
- CCTV in preparation for 2015 overlay project.
- Flo-Dar and New Gate flow meter downloads.
- Installed new SCADA equipment at station 8.
- Replaced frame & cover on manhole 05074, replaced 1" riser in manholes 01064 and 21070.
- Grinder pump call from 600 Fair Meadows Blvd; replaced pump core.

- Owner at 1052 Valley Brook called about broken clean out cap, notified owner that clean out and caps and stand pipes are owners responsibility.

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	5	6
YTD	40	69	9	1	2	59	180

* 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.
- Staff attended a meeting regarding the polymer delivery system upgrade at the wastewater treatment plant.

Wastewater Laboratory

- Collected and analyzed biweekly TKN/NH3 for the Potomac River and the Willson Plant.
- Received our repaired peristaltic pump from Hach and placed in-service.
- Returned loaner peristaltic pump to Hach.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

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. We are replacing a section of 2" line on Wise Street. Also, we are working on the demolition of the house at the water plant.

Laboratory

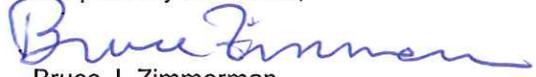
- Demonstrated how water samples are analyzed for presence/absence of coliform bacteria and Escherichia coli for new laboratory personnel.
- Sampled for Mn at the Breichner Plant.
- 28 of 30 Lead and Copper samples have been returned. Called remaining two customers to check on status of sample collection.
- Conducted an internal check on our finished water for TDS (Total Dissolved Solids).
- Prepared a response for a representative of a new restaurant near Valley Mall regarding the water quality for the City of Hagerstown's potable water supply (pH, alkalinity, hardness, and calcium).
- Collected weekly THM/TOC sample.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Preliminary Plat		1
Final Plat		1
Building Permit	10	7

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

Respectfully submitted,



Bruce J. Zimmerman
City Administrator