

# City of Hagerstown, Maryland Status & Information Report No. 1 for 2015

January 9, 2015

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

<b>JANUARY 2015</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>HOLIDAY CITY OFFICES CLOSED</b>	2	3
4	5	6 4pm Work Session	7	8	9	10
11	12	13 3:30pm Executive Session 4:15pm Special Session 4:20pm Work Session	14	15	16	17
18	19 <b>HOLIDAY CITY OFFICES CLOSED</b>	20 1pm Annual Museum Lunch Meeting  4pm Work Session	21	22	23	24
25	26	27 7pm Regular Session	28	29	30	31

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- Please mark your calendar now for a Grand Opening and Ribbon Cutting for leni d's. The business is located at 17997 Garland Groh Boulevard. The event will take place on Tuesday, January 27 at 11 AM.
- The unveiling of the seats and capital projects at the Maryland Theatre will be held on February 12 at 5:30 PM. Formal invitations will be sent out by The Maryland Theatre.
- A Grand Opening and Ribbon Cutting for Anne Arundel Dermatology will occur on Friday, February 27 at 4:30 PM. This business is located at 1185 Imperial Drive, Suite 200 in Hagerstown.

2. **Events**

- The Event Staff have been working on a yearly calendar of events from the Cabin Fever Bash to the Donut Drop. There are 55 events on the list and some are multiple days.
- The Western Maryland Blues Fest will be announcing the Blues Fest Poster Artist for 2015 next week.
- Currently, the Western Maryland Blues Fest is accepting submissions for the children's t-shirt art.

3. **A&E District.** Members of the Hagerstown A&E District met with Rodney Tissue this week and walked the A&E Trail. They are working with Mr. Tissue on a concept for art along the trail. They are going to be talking to other cities that have done art trails and find out best practices.
4. **Fundraising.** Staff met this week with the Community Gardens Task Force. The fundraising package is completed.
5. **Volunteers.** The Volunteer Program is continuing. Bev David has been speaking with general volunteers, event volunteers and others. A number of people want to assist in enhancing the City.
6. **This Week's Headlines and Media Releases:**
  - City Seeking Partner for High-Speed Broadband Services in City Center
  - UPDATE: Hub City 100 Miler Kick-Off Postponed to January 12
  - E-casts:
    - City Center Plan Implementation Continues: City Seeks Developer Interest
    - Hub City 100 Miler Starts Tomorrow - Register Today!
7. **Channel 25:**
  - Watch the City Newsroom at the top of every hour. This week's news stories include:
    - Hagerstown's Main Street Maryland Designation Announcement
    - Learn to Skate at Hagerstown Ice & Sports Complex Promo
    - Special Broadcasts:
      - ▶ Divided Valor - Saturday and Sunday at 2:00 PM
  - In production:
    - Hagerstown Ice & Sports Complex Re-dedication Promotion
    - Boy Scout Builds Birdhouses in City Park for Eagle Scout Project
8. **Websites:**
  - City Website
    - About 7,400 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of December 31, 2014 - January 4, 2015.
    - Top entrances (first page users accessed on the website):
      - ▶ Home page 2,175 users
      - ▶ Jobs page 473 users
      - ▶ Hub City 100 Miler page 396 users
    - Top Searches:
      - ▶ "power outage"
      - ▶ "property tax"
      - ▶ "rfsi"
      - ▶ "trees"
  - engageHagerstown:
    - Total Participants: 387
    - Unique Visitors: 7,496
    - Page Views: 40,290

- Current topics:
  - ▶ What are your ideas for naming the new trail that will connect the Arts & Entertainment District with City Park?
  - ▶ What creative use can you imagine for the Nicodemus Building at 170 West Washington Street?
  - ▶ What should our community value?
  - ▶ Tell us what you think. Let's work together to identify the challenges to employment in our community.

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued**
  - 1081 Maryland Avenue – Fiji Wireless Hagerstown LLC – retail sales of cell phones and accessories; and cell phone buybacks.
  - 908 Dual Highway – El Eden Corporation, t/a La Hacienda Bar & Grill.
  - 44 North Potomac Street – Mack Theatricals LLC/The Washington County Playhouse – dinner theater (change in ownership only).
2. **Planning Commission:** The Planning Commission will review the following on January 14:
  - 800 View Street – Alan and Frances Clingan – Request for Extension of Local Conversion District Overlay District.
  - Livable Streets Initiative Presentation.
  - Linking Trail Update.
  - Land Management Code Amendments – Artist Live-Work Space.
3. **Historic District Commission:** The HDC is scheduled to consider the following design review cases and workshops on January 8:
  - 49 and 53 South Potomac Street – Steve Stedman/D Impression Signs – Signage.
  - 20 West Washington Street – Michael Fitzgerald – Wall Sign.
  - Workshop: 114 North Potomac Street – Mark Wishnow – Proposed Carriage House Demolition.
  - 805 Hamilton Boulevard – Jeff Mussolino – Front Porch Steps Alteration.
4. **Board of Zoning Appeals:** No appeals were filed for the January BZA hearing. The next regularly scheduled hearing is February 18.
5. **Weekly Activity Report:** December 15, 2014 – January 2, 2015

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	7	Commercial -	2	Other -	3	16
Electric	32	Residential -	17	Commercial -	14	Other -	1	32
Plumbing	32	Residential -	25	Commercial -	5	Other -	2	31
Mechanical	9	Residential -	8	Commercial -	1	Other -	0	9
Engineering Dept.	14							12
<b>TOTAL</b>	<b>99</b>		<b>57</b>		<b>22</b>		<b>6</b>	<b>100</b>

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 628,400.00	\$ 3,438,848.00
Commercial	\$ 442,145.00	\$ 35,660,280.00
Apartment	\$ 0.00	\$ 7,902,043.00
Sign	\$ 1,700.00	\$ 156,192.00
<b>TOTAL</b>	<b>\$ 1,072,245.00</b>	<b>\$ 47,157,363.00</b>

- Phase IV demolition of 4 story structure at 600 South Cannon Avenue - \$35,000
- Interior renovations for new bar area at Café Del Sol at 1481 Salem Avenue - \$125,000
- Remodel of existing house from two apartments to single family home at 1445 Potomac Avenue - \$90,000
- New single family home at 12121 Fallen Timbers Circle - \$158,000
- Walk bridge at second floor of Walker House at 36 South Potomac Street - \$50,000
- New three story townhome at 18241 Hurricane Court - \$120,000

#### **RENTAL LICENSING PROGRAM**

	<b>PROPERTIES</b>	<b>UNITS</b>
Total registered or invoiced for 2014-2015 program	3,436	9,411
Registrations received weeks of December 15 – Jan 2	15	26
New applications issued weeks of December 15 – Jan 2	13	22
Percentage of total invoiced that have registered & paid	99.5 %	99.5 %

#### **PAYMENT**

Weekly payment received	\$ 1,300
Weekly adjustment/credits	\$ 50

#### **INSPECTIONS**

<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	100
Electrical	111
Plumbing	73
Mechanical	26
Safety	70
Neighborhood Vitality	113
Quality of Life	16
Preventive Maintenance	32
Planning & Zoning	1

#### **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. **Design Work**
  - We expect to advertise the Safe Routes to School project at Bester Elementary in a few weeks, as we understand the State is about to approve our plans after reviewing them for eight months.
  - Design is underway for Memorial Blvd/Park Circle and Walnut Street bio-retention areas, which we expect to advertise in February.
  - Preparing contracts for bridge seals at various bridges and tree boxes on East Franklin Street. Both should be advertised in next few weeks.
  - Staff continues to work on the A & E Trail plan and profiles.
2. **Holiday Recycling.** Recycling tonnage for December was 262.60 tons, by far the highest month ever.
3. **Hub City 100 Miler.** Over 550 people have registered for the 2<sup>nd</sup> Annual Hub City 100 Miler as of January 7<sup>th</sup>, which is also the program start date! Registration is extended through January 21<sup>st</sup>. The Kick-Off event was postponed due to weather until Monday, January 12<sup>th</sup> at 4:30 p.m.
4. **Yoga for Weight Loss.** Yoga for Weight Loss begins on Monday, January 12<sup>th</sup> at 5:45 p.m. at The Greens at Hamilton Golf Course Club House. This is a 12 week series taught by Michelle Grimes, certified Yoga instructor. There are 35 slots available and 24 have registered!
5. **Kiwanis Park.** At the new park located at 371 Dynasty Drive (off of Eastern Boulevard), we started excavating for the parking lot.
6. **Tommy "202".** Using an unused riding tractor, we are constructing our own children's ride to be utilized during park events, and rentals of the facility.
7. **Jonathan Hager House** Effective January 1, 2015, our Recreation Assistant Emily Conrad became the tenant of the Hager House apartment.
8. **Engineering Division Items**

Traffic issues		
Description	Week of 1/2/15	Calendar Year-to-date
Traffic complaints received	2	157
Work Orders completed	2	130
Traffic counts completed	0	39
Construction Projects		
Description	Week of 1/2/15	Calendar Year-to-date
Projects advertised for bids	0	22
Projects under construction	11	11
Projects completed	0	11

## POLICE DEPARTMENT

### 1. STATS

Calls for Service:	1,323	Field Interviews:	61
Arrests/Warrants Served:	17	Moving Violations:	36
Domestic Violence Calls:	26	Parking Violations:	94
DUI Arrests:	0	Safety Repair Orders:	17
Reports Filed:	133	Warnings:	76

2. **REPORTS**

- **01/01/15**: Officer Culp responded to West Franklin Street for a report of a burglary to a vacant house. The reporting person stated that someone had kicked a secured basement door and stole an older style moped and two bicycles. The reporting person advised an alarm system will be installed. At this time no one has been charged with the burglary.
- **01/02/15**: Officer Biddle was dispatched to Meritus Medical Center for a report of an assault. The victim stated she was at the D & P Coin Op Laundry when an unidentified black male came into the building and pushed her down, grabbed her by the throat and began to assault her. Officers searched the area but did not locate anyone that matched the description given by the victim. No further information is available at this time.
- **01/04/15**: Officers Filges and Lippy were flagged down by a patron of the Broad Axe on Franklin Street. The reporting patron stated a white male entered the business and attempted to purchase a six pack of alcoholic beverages. The bartender refused to honor the purchase due to the fact the male displayed signs of being intoxicated. It should be noted that this male had his young daughter with him. The child's grandfather came and took custody of the minor. The intoxicated male was charged with Neglect of a Minor and Reckless Endangerment.
- **01/05/15**: Officers from the Hagerstown Police Department responded to the 100 block of South Mulberry Street for a report of an assault with a knife. Officers located the victim and he was transported to Meritus Medical Center for non-life threatening injuries. Through the course of investigation, it was learned that the suspect was Callen Glover. Later, Glover came to the Hagerstown Police Department and was arrested via an arrest warrant.

3. **OTHER NEWS/INFORMATION**

**Officers of the Month**: Officer Jon Molineaux and Officer Richard Dean have been selected as Officers of the Month for November 2014, for two separate incidents where they each rendered life saving first aid. Both Officer Molineaux and Officer R. Dean have been employed by the City of Hagerstown for seven years and are both assigned to the Uniform Patrol Division.

On November 2, 2014, Officer Molineaux, who was off duty, was heading home from the gym when he heard an emergency call broadcast over the police radio for an unconscious female. Officer Molineaux, who happened to be in the area, responded to the scene and observed a citizen performing CPR on an unresponsive female. Officer Molineaux quickly jumped in and began performing CPR until firefighters and paramedics arrived. With the assistance of an automated external defibrillator (AED), the female was resuscitated and transported to the hospital. For his life saving efforts, Officer Molineaux was nominated by one of his co-workers who commented, "It's days like today I am very proud to be a police officer alongside officers such as Officer Molineaux."

In a separate incident on November 30, 2014, Officer Richard Dean responded to a call for an unresponsive female. Upon arrival he located the female in a bedroom. Officer Dean, who was unable to locate a pulse on the female, quickly utilized an automated external defibrillator (AED) in an attempt to revive the female. After utilizing the AED, Officer Dean began performing CPR until paramedics arrived and took over the care of the female whose pulse eventually returned before being transported to the hospital.

Life saving incidents like these demonstrates Officer Molineaux and Officer R. Dean's commitment to serving and protecting the citizens of their community. It is for this reason that Officer Molineaux and Officer R. Dean have been selected as the Hagerstown Police Department Officers of the Month for November 2014.

**PUBLIC WORKS**

**Parking System**: There is no data to report this week for the Parking System. Normal operations did resume on January 5, 2015 ending the holiday parking (two hours of free parking in the decks). A parking data report will be forthcoming in the next report.

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	0	0
Fire	0	1
Human Resources	0	0
Light	0	0
Parks & Engineering	0	0
Police	7	1
Public Works	2	2
Wastewater	3	0
Water	1	0
Weekly Totals	13	4

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.

**<sup>1</sup>AFTER-HOURS CALL OUT DATA**

	Issues for December 2014	December	November
Street Issue			
Parking System			1
Traffic Signal	Emergency utility locate, accident damages	4	3
Traffic Signs			
Building Maintenance			
Fleet Maintenance			
Weather Related	Icy bridges	1	
Property Issues			
Misc.			
Total		5	4

<sup>1</sup>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
August	782
September	1,193
October	1,046
November	863
December	976

Public Works typically operates 2 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:

- Sat. 1/3        -        302 North Locust Street- partial outage; Lineworker disconnected service for electrician to make emergency repairs. Time Out: 17.9-19.5
- West Wilson Blvd. and Prospect Avenue- pole damaged; vehicle struck light pole in accident. Street light made secure temporarily until follow up repairs to replace light were completed the following business day. Time Out: 23.3-23.9
- Sun. 1/4        -        Various locations- total outage; Fairground Substation circuit breaker tripped for an unknown fault. Time Out: 12.9-14.7
- 106 Cypress Street- total outage; no issues were found with our facilities when employee arrived. Time Out: 15.3-16.0
- 1026 Glenwood Avenue- total outage; tree branch had caused secondaries to burn down, tree limb removed and wires reattached to correct problem. Time Out: 23.9-3.7

**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
17	0	1	0

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

- Engineering staff completed multiple permit reviews and service upgrade requests.
- The Staff Engineer reviewed final drawings for a new HLD bucket truck.
- The Staff Engineer and Operation Manager met with a new tenant of the Rapid Lube building who has requested three-phase service to the site. HLD is working with the tenant to provide the service to their state of art paint booth operation.

**Administration:**

- New shelving was purchased for the stock room. This additional storage will better align the stockroom to modern HLD operations. This will be an ongoing process until all HLD stock is organized and easily accessible. Coordination with the finance office will also occur to include additional bin locations and stock room designations.

### WATER DIVISION

**Plant Flows - System Demand (MGD)**

Date	Willson	Breichner	Total
1/01/14	11.30		11.30
1/02/14	11.86		11.86
1/03/14	11.66		11.66
1/04/14	11.97		11.97
1/05/14	12.29		12.29
1/06/14	12.03		12.03
1/07/14	12.47		12.47
Average			11.94

**Water Production at RC Willson**

- *Operations*

- Routine cleaning
- Routine PMs

- *Maintenance*

- R C Willson – Routine PMs

- *Instrumentation*

- R C Willson – Investigating a fault on HSP #5.
- Pump Stations – Preparing for the replacement of pump #2 at Station #2

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -9.9'; the bypass is open slightly and the hydrant is closed.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed. We are installing new meters throughout and are working on the 2015-2016 overlay list. We also repaired a leak on Luxor Drive and are planning on replacing the 1½" galvanized main.

**Laboratory**

- Completed annual IOC report for fluoride for both the R.C. Willson WTP and the W.M. Breichner WTP.
- Completed monthly bacteriological reports for both water treatment plants.
- Completed 4<sup>th</sup> quarter DBP monitoring reports.
- Completed quarterly disinfectant residual report.
- Completed POE WQP monitoring report.
- Completed distribution system WQP monitoring report.
- Contacted MDE Division Chief with regard to water quality parameter monitoring at our point-of-entry.
- Contacted Christina Ardito with MDE to verify compliance with lead and copper regulation regarding point-of-entry water quality parameters.
- Prepared fluoride and hardness reagents.
- Allowed county to use our 50° C incubator for their spore strips.
- Sterilized and disposed of microbiological waste.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

**Engineering**

Reviews:	<u>City</u>	<u>County</u>
Site Plan		3
Building Permit	9	5

- Staff attended a Plan Review Committee meeting at City Planning.
- Staff submitted a year end monitoring report for the Edgemont Reservoir to the Maryland Department of the Environment.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, December 31, 2014	6.84	0.00
Thursday, January 1, 2015	6.23	0.00
Friday, January 2, 2015	6.75	0.00
Saturday, January 3, 2015	7.12	0.29
Sunday, January 4, 2015	7.48	0.16
Monday, January 5, 2015	7.14	0.01
Tuesday, January 6, 2015	6.87	0.00
Weekly - Avg. Flow /Total Rainfall	6.91	0.46
Monthly – Avg. Flow /Total Rainfall	6.93	0.46

**Miscellaneous**

- Columbia Gas was onsite last week to determine the cause of low gas pressure. They found a dirty filter in the primary regulator at the meter. Normal gas pressure was restored around 10:30 am.
- Routine Maintenance (MP2 Program) and Corrective Work Orders

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	21	204	30	4
Flushing	10,11	6,690		

**Collection System Maintenance Task**

- Finished mouse inspection and bait placement.
- Call out to 20004 Cherry Hill Circle (no issue).
- Ran to Rausch for parts for 518.
- Cleaned #1 impeller at station 1.
- CCTV and cleared blockage from 12910 Cathedral Avenue service connection, owners broken clean out cap caused blockage.
- CCTV main on Mount Aetna, flusher could not get through, found offset and broken pipe.
- Repairs to fill site road.
- Fixed step on unit 593 loader, bottom step bent.
- Found discharge pipe for the grinder pumps at El Rancho on Wesel Boulevard; Pumps discharge into manhole, not shown on master drawings for East side of Wesel.
- Installed block heaters on generators at station # 19 & 23. Reseated pump at station 19 (seal was loose) and installed new impeller.
- Cleared low water alarm at station 28 and downloaded hospital meter.
- Replaced grinder pumps at 1625/1627 Woodlands.

- Dug check valve up again at 11131 Mahogany (didn't put the ball back) three weeks and check was full.
- Replaced central SCADA power supply at plant.

**Administration**

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	6	0	1	0	2	9
YTD 2014	56	103	27	3	4	84	276
YTD 2015	2						2

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

**Engineering**

- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with a consultant to discuss sewer easements within an industrial customers parcel.

**Wastewater Laboratory**

- Contacted Microbac with regard to our upcoming WET testing.
- Received sample bottles for WET testing. Sample collection will begin Monday, January 12<sup>th</sup> and continue until Wednesday, January 14<sup>th</sup>. This will complete WET testing for 2015. The next round will be collected sometime during the months of January and February 2016.
- Contacted Lachat regarding peristaltic pump malfunction. Alternate pump is in service.
- Contacted IT regarding issue with lab computer.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,

Bruce Zimmerman  
City Administrator