

City of Hagerstown, Maryland Status & Information Report No. 3 for 2015

January 23, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JANUARY 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 HOLIDAY CITY OFFICES CLOSED	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 HOLIDAY CITY OFFICES CLOSED	20 1pm Annual Museum Lunch Meeting 3:30pm Executive Session 4:30pm Work Session	21	22	23	24
25	26	27 6:30pm Executive Session 7pm Regular Session	28	29	30	31

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- A Grand Opening and Ribbon Cutting for the Barbara Ingram School for the Arts (BISFA) Writing Center at 20 West Washington Street, Fourth Floor, Suite 403, in City Center Hagerstown was held this week! Mayor Dave Gysberts was joined by Councilmember Munson, Superintendent Dr. Clayton Wilcox, Principal Dr. Rob Hovermale, and the students at BISFA for this celebration. We officially welcomed the Creative Writing Department to their new location in the Hagerstown Arts and Entertainment District!
- Please mark your calendar now for a Grand Opening and Ribbon Cutting for Ieni 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 Cabin Fever Bash which will be held the Maryland Theatre and feature Homemade Jamz Blues Band. Tickets are \$15, and the sponsors are the Herald Mail, Antietam Cable Television, Volvo, Antietam Brewery, M&T Bank, and the Maryland Theatre. The Western Maryland Blues Fest is just beginning its fundraising campaign, and a number of sponsors have committed. The first sponsor in was Mary Anne Schurz. Currently, the Western Maryland Blues Fest is accepting submissions for the children's t-shirt art.

3. **A&E District**

- Staff are working with the State of Maryland to organize the Annual A&E Managers Meeting being held in City Center Hagerstown on April 20th. The meeting will held at the Washington County Free Library.

4. **Volunteers**

- The Volunteer Program is continuing. Bev David has been coordinating general volunteers, event volunteers and others. A number of people want to assist in enhancing the City. We met this week with a potential candidate to volunteer in the Code Office who would like to assist with data entry and filing.

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**

- 736 Virginia Avenue – Nicolas Family LLC, d/b/a "Brothers Pizza City Park – sit-down and carry-out restaurant.
- 374 Fridinger Avenue – Remarkable Property Services, LLC – home work station for a property maintenance, preservation, management, and clean-out service company.
- 1075-A Sherman Avenue – Mobile Pathways, LLC – design, manufacture, assembly of custom power solutions.
- 865 Mulberry Avenue – home work station for online retail sales of beard oil, wax, combs and brushes.

2. **Planning Commission:** The Planning Commission will review the following on January 28:

- Public Review Meeting for 2014 Land Management Code text amendments.
- 1441 Wesel Boulevard – Bharat & Sons Estates Retail Center – review of site plan and forest conservation plan.

3. **Code Administration Weekly Activity Report:** January 12–16, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	1	Residential -	0	Commercial -	0	Other -	1	5
Electric	21	Residential -	14	Commercial -	6	Other -	1	21
Plumbing	20	Residential -	14	Commercial -	4	Other -	2	20
Mechanical	17	Residential -	14	Commercial -	3	Other -	0	17
Engineering Dept.	3							2
TOTAL	62		42		13		4	65
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 150.00				\$ 3,691,198.00			
Commercial	\$ 243,660.00				\$ 35,935,940.00			
Apartment	\$ 7,500.00				\$ 7,909,543.00			
Sign	\$ 3,400.00				\$ 193,592.00			
TOTAL	\$ 254,710.00				\$ 47,730,273.00			

- Replace seats and provide accessible seating at Maryland Theatre (21 South Potomac Street) - \$175,000

- Install new roof and insulation at 626 Washington Avenue - \$67,860

RENTAL LICENSING PROGRAM

	<u>PROPERTIES</u>	<u>UNITS</u>
Total registered or invoiced for 2014-2015 program	3,450	9,465
Registrations received weeks of January 12 – 16	5	12
New applications issued weeks of January 12 – 16	1	2
Percentage of total invoiced that have registered & paid	99.5 %	99.5 %

PAYMENT

Weekly payment received \$ 675

Weekly adjustment/credits \$ 0

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	45
Electrical	43
Plumbing	20
Mechanical	21
Safety	20
Neighborhood Vitality	72
Quality of Life	8
Preventive Maintenance	18
Planning & Zoning	3

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. **Kiwanis Park.** A new park located at 371 Dynasty Drive (off of Eastern Boulevard), we continue to excavate for the parking lot. We are still in the process of constructing a new "Kiwanis Park" sign. Stream restoration/boat launch work is scheduled to begin the first week of February.
2. **Welcome to Hagerstown Sign.** Located in Hellane Park, we installed a new 32 ft. "Welcome to Hagerstown" sign. We will complete the masonry work and caulking today. The lettering, lights and landscaping will be completed as weather permits.

3. **Exercise Equipment.** Located at Fairgrounds Park, all three exercise stations get significant use from the public. We recently received a new piece, a squat press, to be installed on the station located in front of the shop area.
4. **Pesticide Recertification.** Required by the State of Maryland to maintain a pesticide license, four of our employees attended a pesticide recertification.
5. **Street Cut Billing.** Staff issued \$119,619 in street cut fee bills this week to various entities that opened streets over the last year. The vast majority of these were Columbia Gas.
6. **Safe Routes to School.** The State approved our construction documents for the Bester Elementary area including Marsh Run Trail from the school to the Stadium, ADA-compliant pedestrian modifications to Frederick Street/Memorial Boulevard, and a trail at the end of Mill Street connecting to Mulberry Street. The bid opening on this 100% grant-funded project is February 18th.
7. **Hub City 100 Miler.** Registration is officially closed for the program and 775 have registered (125 more than in 2014)! A Mid-Program Check-In and T-Shirt Pick-Up Event is scheduled for February 25th at 4:30 pm at Fairgrounds Park (rain date February 26). Sponsors for the t-shirts are being finalized and shirts will be ordered next week.
8. **Yoga for Weight Loss.** All 35 registration slots have been filled for this 8 week series at The Greens at Hamilton Run Club House. The classes are held every Monday and Wednesday from 5:45-6:45 p.m. We are also taking registrations for Partners and Flow Glow Yoga in February.
9. **Engineering Division Items**

TRAFFIC ISSUES		
Description	Week of 1/16/15	Calendar Year-to-date
Traffic complaints received	6	12
Work Orders completed	4	9
Traffic counts completed	0	0
CONSTRUCTION PROJECTS		
Description	Week of 1/16/15	Calendar Year-to-date
Projects advertised for bids	1	1
Projects under construction	7	
Projects completed	0	0

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,518	Field Interviews:	102
Arrests/Warrants Served:	25	Moving Violations:	43
Domestic Violence Calls:	22	Parking Violations:	179
DUI Arrests:	1	Safety Repair Orders:	15
Reports Filed:	133	Warnings:	154

2. REPORTS

- **01/15/15:** Officer Young was dispatched to Summit Avenue for a theft report. The victim advised his medication had been stolen. He has no knowledge who may have taken the medication and not sure if his room had been secured in his absence. No further information is available at this time.

- 01/16/15: Officer Zachary McKoy responded to a malicious destruction of property call on Summit Avenue. A silver four door Kia had the driver side passenger window damaged. There are no known suspects at this time.
- 01/18/15: Officers Isaacs and Mikash responded to Tulip Court for an assault report. The victim stated that three females entered her rear door and assaulted her. The victim did not know the females and she was unsure why they assaulted her. The victim refused medical attention. The investigation is on-going.
- 01/18/15: Officer Cline was dispatched to Walmart on Garland Groh Boulevard for the report of an attempted theft. An employee stated the cash register in the Lawn and Garden Department had been broken into. This particular register contained no currency. The video showed a hooded and gloved individual who used a tool to break into the cash register and then run out of one of the emergency exits. The tool involved was located and it belonged to Walmart. The register that was damaged was valued at \$1,788.00. The investigation will continue.
- 01/20/15: Officer Lam responded to Concord Street in reference to a fraud report. The victim stated he was contacted by his mortgage company and that they were going to start the process of foreclosure. The victim was later contacted by a new mortgage company by the name of Trust Payment Center. He was instructed to stop making payments to his current mortgage company (Santander) and advised that he should send payments to the Trust Payment Center instead. The victim was later contacted by Santander to advise the house had been foreclosed. The victim stated he tried to contact the Trust Payment Center and later discovered the Trust Payment Center is under investigation by the States Attorney's Office in Orange County, California. The investigation will be handled by the Orange County Sheriff's Office in California.

3. **OTHER NEWS/INFORMATION**

- **Congratulations and Good Luck:** Emily Daveler, Andrey Kidd and Theodore Mongell are new hires at the Hagerstown Police Department. All three cadets entered the Hagerstown Community College Police Academy on Monday, January 12, 2015. This training is an entry-level police training academy designed to provide cadets with the knowledge, skills, and understanding necessary to function effectively in all areas of law enforcement. There is an emphasis on providing training to meet all Maryland Police and Correctional Training Commissions hiring requirements, while providing top quality higher education. After graduation, these new officers will be assigned to a Field Training Officer and will continue with hands on training at HPD.

PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	2
Fire	1	1
Human Resources	0	0
Light	1	1
Parks & Engineering	0	1
Police	8	9
Public Works	3	4
Wastewater	6	3
Water	8	5
Weekly Totals	29	26

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.

SNOW COSTS

STORM NO.	DATE	LABOR	OVERTIME	TOTALS
1	11/26/14	\$4,450	\$905	\$5,354
2	01/04/15	\$0	\$285	\$285
3	01/06/15	\$4,008	\$2,843	\$6,851
4	01/12/15	\$3,254	\$2,455	\$5,709
5	01/14/15	\$1,627	\$30	\$1,657
Totals		\$13,339	\$6,518	\$19,857
Salt				\$51,440
Vehicle & Equipment Repairs				\$56,758
Total Expenses				\$128,055
FY15 Snow Budget				\$358,900
Budget Balance				\$230,845

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 1/15 - 339 West Antietam Street- disconnected service for electrician to replace customer's main breaker. Time Out: 16.0-16.7
- 339 West Antietam Street- re-energized service at completion of electrician's work. Time Out: 18.5-19.5

Distribution: Recent activity included:

- Metering Staff received four high bill complaints this week; upon testing, meters were 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
19	7	1	0

Engineering Staff worked on the following projects:

- Engineering staff completed multiple permit reviews and service upgrade requests.
- Engineering Staff performed facility addition to the electric model in the GIS environment.

Administration

- Staff completed and submitted the 2015 ACA worksheet for review and approval by the Public Service Commission. Tentatively, we are anticipating a credit to customers in the amount of \$0.00081 per kWh due to a slight over collection of funds in 2014.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
1/15/14	13.09		13.09
1/16/14	12.88		12.88
1/17/14	12.40		12.40
1/18/14	13.03		13.03
1/19/14	12.63		12.63
1/20/14	12.56		12.56
1/21/14	12.55	.25 (Est.)	12.80
Average			12.96

There was a major leak on the 24" transmission main on Virginia Avenue.

Water Production at RC Willson

- Operations

- Routine cleaning
- Routine PMs

- Maintenance

- R C Willson – Routine PMs

- Instrumentation

- R C Willson – Working on the new pushbutton station for the low service pumps
- Pump Stations – Working on the electrical upgrade at Station #2

Water Production at Breichner

- The Edgemont Reservoir is currently at -9.1'; the bypass is open slightly and the hydrant is closed. Breichner Plant was operated on 1/21 & 22 due to the main break.

Water Distribution

- There was a water transmission main break on Virginia Avenue near the Tammany Manor Subdivision Wednesday. Crews were on site from early afternoon Wednesday through Thursday afternoon to complete the repair.

Laboratory

- Collected aluminum and total suspended solids composite sample from lagoon discharge.
- Continued assisting with operator's bench-top pH probe.
- Collected lead and copper samples for Hazen and Sawyers corrosion loop study.
- Collected TOC on Edgemont Reservoir and finished water from Breichner Plant for quarterly TOC removal.
- Collected monthly THM samples.
- 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

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Replat		1
Building Permit	8	2

- The Robinwood Corridor II contractor has completed the water main relocation/tie-in at the entrance to Hagerstown Community College (the round-about location).
- The water main construction by the Islamic Society of Western Maryland has commenced on Day Road.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Jan. 14, 2015	7.21	0.00
Thursday, Jan. 15, 2015	7.16	0.00
Friday, Jan. 16, 2015	7.12	0.01
Saturday, Jan. 17, 2015	7.08	0.00
Sunday, Jan. 18, 2015	6.67	0.00
Monday, Jan. 19, 2015	6.77	0.18
Tuesday, Jan. 20, 2015	6.71	0.00
Weekly - Avg. Flow / Total Rainfall	6.96	0.01
Monthly – Avg. Flow /Total Rainfall	6.99	0.65

Miscellaneous

- Representatives from Ozonia, Imalog, OCC and Schnieder were on site on Tuesday 01/20/15 to troubleshoot the problem we experienced last month with the plant UV system. The problem was found to be the back plate of the PLC. The affected card was moved to an alternate port until the back plate can be replaced. The newest version of the program has been installed along with the testing of the fail safe programming and all appears to be working well at this time.
- Repaired broken utility water line at bar screen.
- Troubleshooting wiring and controls to heat trace at Headwork's.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
Flushing		800		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	4		Roots	26'
Main & Lateral	10	2'	Roots	10'

Collection System Maintenance Task

- Repaired laterals at 1104 Fry Avenue and 901 Corbett Street to remove roots.
- Continued painting interior walls at Collection's building.
- Bio-bags installed throughout infrastructure to control FOG
- SSO at manhole 18046 due to grease and rags with cleanup underway.
- Replaced block heater at Station 3 generator and battery charger at Station 7 generator.
- Collected data from flow meters at 33010, 02158 and Newgate.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	0	2
YTD 2015	3	7	0	0	0	1	11

* 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 Inspector for coordination of the gates and fence restoration at Pump Station # 8 (Robinwood Corridor II).

Wastewater Laboratory

- Completed MDLs for Nitrates and TSS.
- Collected industrial wastewater sample from Berwick.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,



Bruce Zimmerman
City Administrator