

City of Hagerstown, Maryland Status & Information Report No. 7 for 2015

February 20, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

FEBRUARY 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Meeting	4	5	6	7
8	9	10 4pm Special Session 4:20pm Work Session	11	12	13	14
15	16 HOLIDAY CITY OFFICES CLOSED	17 3pm Executive Session 4pm Work Session	18	19	20	21
22	23	24 6pm Work Session 7pm Regular Session	25	26	27	28

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- The City of Hagerstown will congratulate **JUST LOOKIN' GALLERY** on their 20th Anniversary at 40 Summit Avenue in City Center Hagerstown! Just Lookin' Gallery has a celebration set for Sunday, February 22, 2015 from 12 p.m. to 6 p.m. Please join Just Lookin' Gallery for art, refreshments, and door prizes. Just Lookin' is a multi-media art and framing gallery specializing in original African American art, hand-pulled prints and sculpture in Hagerstown's Arts and Entertainment District!
- A Grand Opening and Ribbon Cutting for Anne Arundel Dermatology will occur on Friday, February 27 at 4:30 p.m. This business is located at 1185 Imperial Drive, Suite 200 in Hagerstown.
- Please mark your calendar now for a Grand Opening and Ribbon Cutting for Regenerate. The business is located at 20 West Washington Street, Suite 101 in City Center Hagerstown. The event will take place on Monday, March 9 at 4:30 p.m. The owner is Eric Sarmiento.

2. **Events**

- A Taste of the Arts Meeting was held this week. The event is slated for April 30, 2015 from 5 p.m. to 8 p.m. The committee is currently signing up restaurants to participate. During this event, participants can help three great organizations, enjoy delicious cuisine and be delighted by the sights and sounds of local artists. Passport tickets will be sold by the Maryland Theatre and the cost is \$20 and the event benefits the Barbara Ingram School for the Arts Foundation, The Maryland Theatre, and the Washington County Arts Council. The City of Hagerstown is a sponsor.

- Gearing up for their 20th Anniversary Event in May, the City of Hagerstown and the Western Maryland Blues Fest Committee will host the Cabin Fever Blues Bash 2015 on Thursday, March 5, 2015 from 7 p.m. to 9 p.m. at the Maryland Theatre, 21 South Potomac Street. Doors will open at 6:15 p.m. The Cabin Fever Blues Bash raises funds and awareness for the Western Maryland Blues Fest, which is scheduled for May 28 - May 31 in Hagerstown's City Center and the City Park. This year's Blues Bash entertainer will be the Homemade Jamz Blues Band. Tickets are \$15. 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. Sponsorship packages were sent out this week. Currently, the Western Maryland Blues Fest is accepting submissions for the children's t-shirt art.
- The City of Hagerstown, Washington County Government and the Community Free Clinic will host a St. Patty's Day Running Fest on March 14, 2015 which includes a one mile walk, a 5k course, a 8k course and a 1/2 marathon.
- Augustoberfest met this week. They are planning their 20th Anniversary Event which will be held on August 22 and 23, 2015.

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 20. The meeting will begin and end at the Washington County Free Library.
- The A&E Management Board will be meeting again with Rodney Tissue this week to discuss art concepts on the trail and review a draft concept of trail sign designs. On February 26, the group is meeting with Patricia Walsh with the Americans for the Arts, Public Arts Network to get ideas on how to proceed.

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

- Parks & Recreations Division Offers Expanded Fitness Opportunities
- City Partners with Executive Search Firm to Recruit New City Administrator
- E-casts:
 - A 20th Anniversary Celebration for Just Lookin' Gallery

5. **Channel 25**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - St. Patrick's Day Run Fest Media Conference
 - Black History Month Promotion
 - Boy Scout Builds Birdhouses in Parks for Eagle Scout Project
 - Clearing the Way: On the Road with Public Works
- Special Broadcasts:
 - Divided Valor - Saturday and Sunday at 2:00 PM
- In production:
 - Black History Month Tribute with Doleman Black Heritage Museum

6. **Websites**

- City Website:
 - About 6,600 users visited www.hagerstownmd.org for the week of February 9 - February 15, 2015.

- Top entrances (first page users accessed on the website):
 - ▶ Home page 2,193 users
 - ▶ Jobs page 491 users
 - ▶ Utility Billing page 271 users
- Top Searches:
 - ▶ "farmers market"
 - ▶ "PIA"
 - ▶ "property tax"
- engageHagerstown:
 - Total Participants: 434
 - Unique Visitors: 8,173
 - Page Views: 43,930
 - Current topics:
 - ▶ What exterior code violations have the greatest impact on your neighborhood?
 - ▶ What are your ideas for strengthening and expanding workforce development in our community?
 - ▶ What are some creative ideas for enhancing programming and operations at The Greens at Hamilton Run?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**
 - 229 East Avenue – Affordable Home Improvement – home work station for a painting contractor.
2. **Board of Zoning Appeals:** The Board of Zoning Appeals heard an appeal made by R & S Inc. for a variance to allow a fence up to ten feet tall along the south side property line and the rear yard; and to allow a fence up to nine feet tall for approximately 12 feet forward of the front wall of the building at the property known as 449 North Potomac Street. The BZA granted the variance request.
3. **Planning Commission:** The Planning Commission is scheduled to consider the following on February 25:
 - 2014 Land Management Code Text Amendments – continuation of consideration of comments received at public review meeting.
 - Comprehensive Plan Update – Future Park Needs.
4. **Historic District Commission:**
 - The HDC reviewed the following on February 12:
 - 449 North Potomac Street – Robert Cochran Insurance – approved an application for a fence.
 - 170 West Washington Street – City of Hagerstown – approved new windows, roof, and exterior paint removal.
 - 2 West Washington Street – Public Square Café/Myung Sook Shin – approved a replacement sign and grant.

- 50 Rochester Place (above 43 South Potomac Street) – Robert Stouffer, Architect – approved replacement of all windows and doors on upper floors.

- No cases were filed for the February 26 meeting.

5. **Weekly Activity Report:** February 9–13, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	4	Commercial -	5	Other -	3	7
Electric	16	Residential -	10	Commercial -	5	Other -	1	16
Plumbing	13	Residential -	10	Commercial -	1	Other -	2	13
Mechanical	11	Residential -	7	Commercial -	1	Other -	3	11
Engineering Dept.	4							5
TOTAL	56		31		12		9	52
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 40,574.00				\$ 3,866,372.00			
Commercial	\$ 79,000.00				\$ 36,182,940.00			
Apartment	\$ 0.00				\$ 7,909,543.00			
Sign	\$ 1,000.00				\$ 214,592.00			
TOTAL	\$ 120,574.00				\$ 48,173,447.00			
Construct a wall to divide basement area at 339 West Antietam Street - \$49,000								
RENTAL LICENSING PROGRAM								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Total registered or invoiced for 2014-2015 program					3,452	9,473		
Registrations received weeks of February 9 – 13					2	6		
New applications issued weeks of February 9 – 13					2	2		
Percentage of total invoiced that have registered & paid					99.8 %	99.8 %		
PAYMENT								
Weekly payment received		\$ 325						
Weekly adjustment/credits		\$ 0						
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	35							
Electrical	41							
Plumbing	36							
Mechanical	17							
Safety	29							
Neighborhood Vitality	83							
Quality of Life	4							
Preventive Maintenance	20							
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

1. **Community Garden.** We received 31 applications for plots by the deadline and the Operating Committee met Wednesday night and assigned plots. We had two requests for smaller "ADA-Compliant" beds and due to the overall demand, we were able to redesign the layout and get 24 total plots. Seven people are on the waiting list.
2. **170 West Washington Street.** The Pre-Bid meeting for a new roof and windows at 170 West Washington Street will be held on February 19th, with bid opening date of March 5th.
3. **Bester Elementary.** About two years ago, we received a Safe Routes to School grant for improvements near this school. We held the bid opening and the bids were higher than expected so we have requested additional funding from State. If they do not grant this, we will look for items to eliminate from the scope of work.
4. **Recreation Items**
 - Yoga Programs - Glow Flow Yoga took place on Tuesday, February 17th and registered 18 participants. Due to popularity, we have scheduled an encore class on Tuesday, March 3rd at 6:30pm. Classes take place at the Golf Course Club House.
 - Meditation – This program continues as a series through March 4th. Fourteen students are now registered for this class.
 - Indoor Recreation Room – Staff are looking for an indoor facility to extend the Yoga for Weight Loss Series and other new programs this Winter/Spring. Possible locations include the Trilogy Center, Cortland Mansion and Museum of Fine Arts.
 - Hub City 100 Miler – The program is in Week 7 and staff are finalizing plans for the Wednesday, February 25th Mid-Miler Check-In scheduled at Fairgrounds Park at 4:30pm. T-shirts will be distributed at the event as well as activities planned for folks to complete their mile on site.
5. **Engineering Division Items**

Traffic issues		
Description	Week of 2/13/15	Calendar Year-to-date
Traffic complaints received	1	24
Work Orders completed	1	16
Traffic counts completed	0	2
Construction Projects		
Description	Week of 2/13/15	Calendar Year-to-date
Projects advertised for bids	1	8
Projects under construction	7	
Projects completed	0	0

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,325	Field Interviews:	41
Arrests/Warrants Served:	18	Moving Violations:	43
Domestic Violence Calls:	23	Parking Violations:	79
DUI Arrests:	0	Safety Repair Orders:	20
Reports Filed:	127	Warnings:	126

2. REPORTS

- 02/12/15: Officer St. Clair responded to West Franklin Street in reference to a theft from a motor vehicle. The victim advised her vehicle was broken into during the night. The passenger front window was completely busted out and glass was on the passenger side floor. The cost to repair the damage is unknown at this time. There are no suspects.
- 02/13/15: Officer Fuqua was dispatched to Locust Point Market on South Potomac Street for a reported burglary. The owner stated that someone had entered the basement on the west side of the business and stole an unknown amount of copper piping. There were no signs of forced entry to the business and there are no suspects at this time.
- 02/14/15: Officer Ault was dispatched to East Avenue for a burglary in progress. The victim stated he heard something in the basement and observed what he believed to be a flashlight shining through the basement door. He gave a verbal threat that he was calling the police. He heard a shuffling noise as he dialed 911. A search revealed a broken window at ground level. Nothing was missing from the basement and the suspect did not make entry to the living space of the residence. The suspect was not located.
- 02/18/15: Officer D. Dean responded to the lobby of the Hagerstown Police Department in reference to a theft report. The victim stated his front bumper and front license plate from his Chevy truck had been stolen. The rear tag was still on the truck. The victim was advised to contact the MVA in regards to this theft. There is no additional information available at this time.

3. OTHER NEWS/INFORMATION

- On February 13, 2015, HPD Officers responded to Barbara Ingram School for a student who had wandered off due to a medical condition. The school's staff contacted HPD as soon as they realized he had left the campus. The staff was all the more concerned because their video system showed him outside without a coat in freezing weather.

HPD Officers and HPD Auxiliary Police immediately began a pattern search. Retired Maryland State Police Trooper Doug Lowery and his bloodhound, Watson, arrived to attempt a track.

Parents of the student had no idea where he might be going. Trooper Lowery and K9 Watson began a track that stretched from downtown to Church and McPherson Streets. Simultaneously, two HPD Auxiliary Police located the student on Burhans Boulevard. While officers confirmed the missing student's identity, Watson arrived at the location where the student was now safe and secure. Had the student not been found by Auxiliary Police, Trooper Lowery and K9 Watson would have quickly located him.

Coordinated efforts of HPD Officers, HPD Auxiliary Police and Retired Trooper Lowery and K9 Watson located the missing student in less than two and a half hours.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 2/12 - Hamilton Boulevard and Northern Avenue- Potomac Edison pole damaged in vehicle accident, facilities were removed until the following business day.
Time Out: 2.0-3.5
- Hamilton Boulevard and Northern Avenue- removed triplex service from Potomac Edison pole and reattached upon completion of pole replacement.
Time Out: 6.2-7.2
- Fri. 2/13 - 27 East Irvin Avenue- Miss Utility locate; emergency locate for Columbia Gas Company to make repairs to gas main break. Time Out: 19.6-20.2
- 24 Willard Street- total outage; a 50 KVA transformer was replaced.
Time Out: 22.0-3.0
- Sat. 2/14 - 25 Mealey Parkway- partial outage; disconnected service for electrician to make emergency repairs to customer's meter socket and reconnected upon completion.
Time Out: 19.0-21.0
- Mon. 2/16 - 520 West Howard Street- total outage; a 25 KVA transformer was replaced with a 50 KVA transformer due to overload. Time Out: 11.5-14.5
- Tues. 2/17 - Salem Avenue and Burhans Blvd. – Power to traffic signal pole was reenergized at the request of Public Works. Time Out: 15.1-15.7

Distribution: Recent activity included:

- Metering staff received three 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
9	0	1	0

Engineering Staff worked on the following projects:

- Multiple permit reviews and service upgrade requests have been completed.
- Street light facilities have been added to the electric model in the GIS environment.
- The Staff Engineer updated the HLD Hazardous Material Spill Plan and created forms that will track HLD spills and cleanup procedure. The Engineering staff then met with all HLD field staff to inform them of the updates and procedures. This plan will be forwarded to MDE.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
02/12/15	11.83		11.83
02/13/15	11.82		11.82
02/14/15	11.76		11.76
02/15/15	11.81		11.81
02/16/15	12.24		12.24
02/17/15	12.34		12.34
02/18/15	12.42		12.42
<i>Average</i>			12.03

Water Production at RC Willson

- *Operations*
 - Completing routine PMs
 - Working with contractor on plant upgrades (SCADA)

- *Maintenance*
 - R C Willson – Performing routine PMs
 - R C Willson – Cleaning Delpac tanks

- *Instrumentation*
 - R C Willson – Troubleshooting filter wash cycles

Water Production at Breichner

- The Edgemont Reservoir is currently at -9.54'; the bypass is open 3 turns.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. With the cold, our focus is on frozen services & meters.

Laboratory

- Reviewed letter form MDE regarding our exceedance of OEL at sites 107 (Henson) and 103 (Cavetown).

- Collected TSS and Aluminum composite sample from lagoon discharge.

- Updated POE spreadsheet.

- Updated field sampling data spreadsheet.

- 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	
Building Permit	20	

- Staff met with representatives of the Maryland Motor Vehicles Administration and Water Division staff regarding alternatives for a new water service for the Colonel Douglass Drive facility.

- Staff met with the Williamsport Town Clerk to discuss two projects closely related to our water facilities.

- Staff met with Distribution Division staff to discuss an industrial customer's meter test and calibration relative to ISO Certification.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Feb. 11, 2015	6.60	0.00
Thursday, Feb12, 2015	6.43	0.00
Friday, Feb 13, 2015	6.47	0.00
Saturday, Feb 14, 2015	6.30	0.00
Sunday, Feb 15, 2015	6.10	0.01
Monday, Feb 16, 2015	6.21	0.00
Tuesday, Feb 17, 2015	6.23	0.00
Weekly - Avg. Flow / Total Rainfall	6.33	0.01
Monthly – Avg. Flow /Total Rainfall	6.65	0.33

Miscellaneous

- Pulled UV bulbs from all three channels and cleaned.
- Worked with Collections to by-pump effluent from the UV outfall so we could flush and inspect the 12" utility water line.
- Made repairs to scrubber piping that had frozen and split.
- Removed gear reducer from #1 classifier. The shaft that connects the drive to the screw conveyor sheared off.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# lat inspected
CCTV Inspections	0	0	0	0
Flushing	1, 11	4,675		

Collection System Maintenance Task

- Cut roots at manhole reach 04048 – 04049.
- Cleaned wet wells at PS 9, 21 and 22. Replaced seal filters at station 9.
- Replaced grinder pump at 11117 Eastwood Drive (with 200 series).
- Replaced pump cores at 1605 Woodlands, 11125 Parkwood Drive, 11120 Eastwood Drive.
- Cleaned both check valves, pump #2 impeller & cutter at station 21.
- Took camera to Rausch for repairs.
- Power washed manhole 18071 to prep for Epoxy coating.
- Reset the locking bars in watertight frames in manholes 18045 and 18088.
- Replaced lid and reset frame for manhole 21094, old lid was slotted.
- Replaced lid only on manhole 21089.

- Cleaned up minor debris from SSO on Dual Highway.
- Hauled fuel to water treatment plant for track loader.
- Hauled 8 loads of millings from Eldridge Drive to access lane at Station # 4.
- Trimmed brush and removed trees from rear of Milk Lab building.
- Picked up 8.5 ton of cold patch from Hetzers Plant at Beaver Creek.
- Dropped DC 2000 throughout collection system to control FOG.
- Blockage call at 18 North Colonial Drive. Problem was debris in 6" clean out at fence line.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	3	0	0	0	0	5
YTD 2015	11	14	3	0	0	6	34

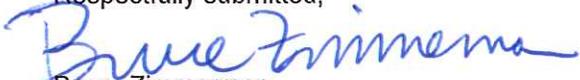
* Other - consist of calls that may be directed to other City Departments or the County Department of Water Quality

Engineering

- Staff met with the Assistant City Engineer regarding the proposed storm water facility to be located in front of the Wastewater Division office building.
- Staff accompanied the Wastewater Inspector to assess the status of site restoration at Pump Station # 8 relative to completion of the Robinwood Corridor II project.

Wastewater Laboratory

- Received and reviewed results for this year's WET testing. There were no issues with either toxicity or toxic chemicals.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,

 Bruce Zimmerman
 City Administrator