

City of Hagerstown, Maryland Status & Information Report No. 11 for 2015

March 20, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

MARCH 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Meeting	4	5	6 7-9 pm Western MD Blues Fest Cabin Fever Blues Bash @ MD Theatre	7
8	9	10 7:15am State of the City @ Hager Hall 4pm Work Session 6:30pm State of the City @ Council Chamber	11	12	13	14 10 am St. Patrick's Day Run @ City Center
15	16	17 3pm Executive Session 4pm Work Session	18	19	20	21
22	23	24 3pm Executive Session 4:15pm Work Session	25	26	27	28
29	30	31 7pm Regular Session				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**
 - On Wednesday, April 8 at 1:00 PM, Advanced Auto Parts will host a Grand Opening and Ribbon Cutting. Councilmember Martin Brubaker will officiate. Advanced Auto Parts is located at 12818-D Shank Farm Way in Hagerstown.

2. **Events**
 - Even in the rain, we had 679 runners for the Annual St. Patrick's Day Run Fest. The City of Hagerstown, Washington County Government and the Community Free Clinic hosted this event on March 14, 2015 which includes a one mile walk, a 5k course, an 8k course and a 1/2 marathon. We have runners from Bayonne, New Jersey; Fort Campbell, Kentucky; Bryn Mawr, Pennsylvania; Canton Ohio; Fayetteville, North Carolina and Philadelphia, Pennsylvania.

- The fourth annual Maryland International Film Festival, Hagerstown has received over 250 submissions, and the judges have announced the selections. Over 70 films will be shown in Hagerstown during the festival from March 26-28. The Maryland International Film Festival, Hagerstown (MDIFF-H) is scheduled to run March 26-28, 2015 and will be screening more than 70 films from around the globe. Several world premieres will be screened, including two major features In God We Trust and Writer's Cramp. Opening night Thursday, March 26 is at the Historic Maryland Theatre. Other venues on Friday and Saturday March 27 and 28 include the Academy Theater and the Bridge of Life Center, along with the Washington County Free Library Fletcher Branch. Tickets are now on sale, through the Maryland Theatre box office, and also online at <http://www.marylandiff.com>. The MDIFF-H mission is to be a platform for independent filmmakers to engage audiences, collaborate with other filmmakers and educate the community with the celebration of film. For more information about MDIFF-H, and venues and times, see: <http://www.marylandiff.com>. The Red Carpet for opening night of the film fest starts at 5:40 PM. The program in the Maryland Theatre starts at 6:45 PM. There are three shorts and one feature scheduled on the opening night. NBC's "The Black List" and "State of Affairs" Director Joe Carnahan will screen "Stretch" as the featured film. This film is rated R. Joe Carnahan will be on hand for questions and answers after the film. Please note Mr. Carnahan is the Maryland International Film Festival-Hagerstown's Creative Director.
- The Western Maryland Blues Fest is just continuing its fundraising campaign, and a number of sponsors have committed. The committee has raised approximately \$85,000 to date.
- This week City staff hosted a multi-event meeting for events not sponsored by the City but wanted to be held in the City. These events included a 5k operated by the Rescue Mission on April 25; a Superheroes Race operated by the Discovery Station on May 2, 2015; a run/walk/bike operated by the Robert Johnson Community Center on Saturday, May 23; a 5k being done by Mihi on June 20; a 5k and 10k being done by Chic Fil A on July 25; and a Ministry March on August 8. Staff reviewed routes, need permits and services. We are working with the groups to make the events safe and successful.

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.

4. **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. We are now focusing on getting volunteers for the Blues Fest.

5. **This Week's Headlines and Media Releases:**

- Spring Into the Hager House Season with German Easter Tours

6. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - State of the City
 - Neighborhoods 1st 2014 Accomplishments
 - Hub City Mid-Miler Check-In Event
 - Special Broadcasts:
 - ▶ State of the City Community Presentation - Wednesday and Sunday at 7 PM
 - ▶ Divided Valor - Saturday and Sunday at 2 PM
- In production:
 - Blues Fest Preview
 - St. Patrick's Day Run Wrap-Up

7. **Websites:**

- City Website:

- About 8,600 users visited www.hagerstownmd.org for the week of March 9 - March 15, 2015.
- Top entrances (first page users accessed on the website):
 - ▶ Home page 2,742 users
 - ▶ Jobs page 563 users
 - ▶ St. Patrick's Day Run Fest page 468 users
- Top Searches:
 - ▶ "state of the city"
 - ▶ "bill pay"
 - ▶ "bulk trash pick up"
 - ▶ "jobs"

- engageHagerstown:

- Total Participants: 454
- Unique Visitors: 8,543
- Page Views: 45,510
- Current topics:
 - ▶ What City services would you like to see made available online?
 - ▶ What are some creative ideas for enhancing programming and operations at The Greens at Hamilton Run?
 - ▶ Main Street is taking off! What have you seen in other Main Street communities that could work in Hagerstown?
 - ▶ What do you believe is key for creating positive change in Hagerstown's future?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**

- 116 West Franklin Street – DS Wireless, Inc., d/b/a Metro PCS – retail sales of cell phones.

2. **Planning Commission:** On March 25 the Planning Commission will review the following items:

- Workshop: 520 Northern Avenue (former McDonald's) – Rick Hamilton.
- Workshop: 500 South Burhans Boulevard – Fisher Sheds.

3. **Historic District Commission:**

- The HDC reviewed the following cases on March 12:
 - 449 North Potomac Street – Robert Cochran Insurance – Fence (REVISION)
 - 412 North Potomac Street – Ray Daugherty – Sign
 - Staff-Approved Work – Discussion
 - Nominations for Preservation Week Awards

- The following cases will be reviewed by the HDC on March 26:
 - 811 The Terrace – Kathryn Louise Kershner – Gazebo(s)
 - 33 West Franklin Street – RG Realty Inc. – Window Film
 - Review Potential Preservation Week Award nominees

4. **Circle of Achievement Ceremony Planning:** Planning is well underway for the May 16 ribbon cutting at Memorial Park. Volunteer research was provided to identify living relatives of as many of the honorees that can be found as possible, and invitations have started to go out. Response has been enthusiastic. Descendants from as far away as Detroit and northern New Jersey have informed us that they plan to attend. Especially remarkable is that we will be honored to host Jacob Wheaton's only living grandson. He is 96 years old and in excellent health. Heritage exhibits are planned for the lawn area as well as a tent that will be erected for the event. Rose Hill Cemetery has agreed to pay for the printing cost of an event program booklet that will contain information about the park and the stories of the 12 persons to be honored in the ceremony.
5. **2015 Maryland Bicycle Symposium:** Staff and members of the Bicycle Advisory Committee attended the annual symposium at the Senate Office Building in Annapolis on March 17th. Topics at the bicycle symposium included pending legislation on bicycle safety, implementing bike infrastructure on public streets, and identifying sources of funding for bike planning and trail construction. The symposium also recognized bicycle-friendly efforts across the State, including Hagerstown's recent Bicycle-Friendly Community Bronze award.
6. **Weekly Activity Report:** March 9–13, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	0	Commercial -	5	Other -	0	4
Electric	23	Residential -	16	Commercial -	6	Other -	1	23
Plumbing	10	Residential -	7	Commercial -	2	Other -	1	10
Mechanical	4	Residential -	2	Commercial -	2	Other -	0	4
Engineering Dept.	6							6
TOTAL	48		25		15		2	47
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 17,300.00				\$ 4,423,942.00			
Commercial	\$ 57,000.00				\$ 36,397,420.00			
Apartment	\$ 0.00				\$ 7,909,543.00			
Sign	\$ 0.00				\$ 245,617.00			
TOTAL	\$ 74,300.00				\$ 48,976,522.00			
- Installing one interior paint booth and one paint mix room at 100 Church Street - \$40,000								
RENTAL LICENSING PROGRAM								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Total registered or invoiced for 2014-2015 program					3,471	9,494		
Registrations received weeks of March 2 – 6					5	7		
New applications issued weeks of March 2 – 6					18	20		
Percentage of total invoiced that have registered & paid					99.8 %	99.8 %		
<u>PAYMENT</u>								
Weekly payment received	\$ 525							
Weekly adjustment/credits	\$ 0							

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	25
Electrical	39
Plumbing	18
Mechanical	13
Safety	30
Neighborhood Vitality	139
Quality of Life	9
Preventive Maintenance	29
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. **Greens at Hamilton Run.** The golf course is scheduled to open this weekend (weather permitting). Opening specials are being advertised through the newspaper, social media, banners along the Dual Hwy and via e-casts. Staff will be revising the golf brochure and working on a distribution plan to secure the brochures in various locations like hotels, restaurants, tourism centers, and local businesses. The new part-time Assistant Golf Programmer was hired and begins part-time the week of March 30th. Events in 2015 include: Benny's Pub Monday Night Leagues, Spring Swing & Live Remote (TBA), City Championship Tournament (August 15th) and Par Fore Pink Tournament (October 2nd). We have secured a partnership with Benny's Pub to offer Antietam Brewery "on tap" in the clubhouse and are looking at our food menu to see what new items we can offer. Seasonal staff has also been hired
2. **Community Garden.** Located at 513 South Potomac Street, we continue to work on our new community garden. We completed construction of the raised boxes and filled them with topsoil and Leaf Gro. Installation of the new water service and compost bins has been completed as well. The Operating Committee plans to meet with all gardeners on Saturday, April 4th.
3. **43-53 West Washington Street.** We completed the final inspection and developed a punchlist of items to be completed before final payment. The final cost of this project is expected to be \$199,526 which is about \$1,500 over the original bid.
4. **170 West Washington Street.** We opened bids this week from four contractors. The prices were higher than expected so Community Development is reviewing additional funding sources and options. We will submit to Mayor & Council in near future.

5. **Flood Plain Maps.** Looks like we are still "on schedule" to receive preliminary DFIRM floodplain maps at the end of March. That means we will need to schedule the public meeting in June.
6. **Spring Start-Up.** Preparing for the season, we turned the water on in all our park facilities, making repairs as needed. Playground mulch is being added to the playground equipment. Our seasonal grounds maintenance employees will begin on March 23rd; our Park Attendants will begin on March 27th which means our restrooms will be open daily.
 - Youth Leagues – We have been assisting all the youth leagues in repairs and maintenance of their respective fields and facilities.
 - BMX– Located at Fairgrounds Park, we assisted BMX in correcting some drainage issues, grading and hauling in fill dirt to complete their new track configuration.

7. **Engineering Division Items**

Traffic issues		
Description	Week of 3/13/15	Calendar Year-to-date
Traffic complaints received	0	26
Work Orders completed	0	16
Traffic counts completed	0	3
Construction Projects		
Description	Week of 3/13/15	Calendar Year-to-date
Projects advertised for bids	0	11
Projects under construction	7	
Projects completed	0	0

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,676	Field Interviews:	60
Arrests/Warrants Served:	28	Moving Violations:	71
Domestic Violence Calls:	24	Parking Violations:	156
DUI Arrests:	0	Safety Repair Orders:	12
Reports Filed:	162	Warnings:	140

2. **REPORTS**

- **03/12/15:** Officer Culp was dispatched to Gettysburg Way for a report of a theft from a motor vehicle that occurred overnight. The victim stated the vehicle was a rental and not sure if vehicle was secured for the night. There were no signs of forced entry. There are no suspects and no further information is available.
- **03/14/15:** Officer Brashears responded to Washington County Circuit Court in reference to suspicious packages. There were two green bags, a stuffed animal and a brown blanket on the sidewalk. Fire Marshal DeHaven arrived on scene to determine if the bags were a threat. It appears that someone just dropped off their belongings and left them. The officer called local shelters to see if someone had lost these items, but was unsuccessful in finding the owner. The found items were taken to HPD.
- **03/15/15:** Officer Cox and Officer Goggin were dispatched to the Hagerstown Fire Department located at 21 West Franklin Street for a report of property damage. Someone had spray painted on the side wall of the building and a window had been broken out on the garage door. The previous morning there was also a report of property damage at the Broad Axe located at 28 West Franklin Street. These two incidents may be related. No further information is available at this time.

- **0316/15:** Officer R. Dean responded to the Hagerstown Police Department for a reported burglary. The victim advised that someone had broken into his residence and taken approximately \$250 in US currency. There were no signs of forced entry. No further information is available.

3. **OTHER NEWS/INFORMATION**

- **Congratulations:**

- Officer Edward Plummer was promoted to the rank of Sergeant, effective Tuesday, March 10, 2015. Sgt. Plummer has been employed with the City of Hagerstown for eight years. He has been assigned to the Charlie Platoon under the command of Lt. Rebecca Fetchu. We wish him well as he assumes his new responsibilities.
- Sgt. Benjamin Lyncha, former supervisor of the Charlie Platoon, has been assigned to the Professional Standards Division, under the command of Captain Kifer. Sgt. Lyncha will serve as the Department's Internal Affairs Sergeant. He has been employed by the City of Hagerstown for 13 years. We wish him well with his new position.

- **Welcome:** The Hagerstown Police Department has a new Police Chaplain. Reverend Bill McPherson came on board effective February 26, 2015. He will be working with all divisions throughout the department and will be available as needed. If you see Reverend Bill say hello and welcome him to HPD.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	223	223
	University District Deck	465	464
	Downtown Parking Lots	368	366
Number of Patrons Using Decks	A & E Deck	2,522	1,889
	University District Deck	2,462	1,712
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	164	94
Number of Late Payment Notifications		36	44
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	100% (Sun @ 4pm)	71% (Mon @ 2 pm)
	University District Deck	68% (Tue @ 4 pm)	66% (Wed @ 2 pm)

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	0	1
Human Resources	0	0
Light	2	2
Parks & Engineering	3	2
Police	6	4
Public Works	6	5
Wastewater	2	1
Water	4	3
Weekly Totals	23	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. 3/14 - 554 Frederick Street- total outage; customer's breakers had been turned off. Time Out: 18.5-19.0

- Mon. 3/16 - 900 West Washington Street- total outage; squirrel caused transformer fuse and arresstor to operate, (1) 15T fuse and (1) 10KV arresstor replaced. Time Out: 16.8-17.6

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. Time Out: 21.5-22.1

- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
12	0	1	0

Engineering Staff worked on the following projects:

- Multiple permit reviews and service upgrade requests have been completed.

- The downtown streetlight facilities continue to be located and added to the electric model in the GIS environment.

- The Staff Engineer continued working on the pedestrian lighting design for the A&E Trail.

- The Staff Engineer began a design for new three phase underground service to the Fairgrounds Grandstand service entrance that is being upgraded.

- The Staff Engineer reviewed multiple site plans affecting HLD facilities.

Administration

- Staff attended the hearing in Baltimore at the office of the Maryland Public Service Commission to review the just and reasonableness of the Annual Cost Adjustment applied to the monthly PPA calculations for calendar year 2015.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
3/12/15	12.86		12.86
3/13/15	13.25		13.25
3/14/15	12.75		12.75
3/15/15	12.09		12.09
3/16/15	12.39		12.39
3/17/15	12.31		12.31
3/18/15	12.33		12.33
<i>Average</i>			12.56

Water Production at RC Willson

- *Operations*

- Routine cleaning
- Routine PMs

- *Maintenance*

- R C Willson – Routine PMs

- *Instrumentation*

- R C Willson – Working on the SCADA upgrade
- R C Willson – Relocating lab analyzers

Water Production at Breichner

- The Edgemont Reservoir is currently full; the bypass is opened and the hydrant is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We are working on the overlay and are installing a new 1½" main on Luxor Drive.

Laboratory

- Collected Aluminum and TSS composite samples from lagoon discharge.
- Completed Application for Renewal of our Water Quality Lab Certification. Once we receive our Proficiency Testing results, packet will be ready for submittal.
- Submitted Quarterly Disinfectant Byproduct Monitoring Report.
- Updated Quarterly Disinfectant Residual Monitoring Report.
- Contacted MDE Division Chief with regard to IOC monitoring for nitrates. There was some concern that we failed to sample at the appropriate time for the Breichner plant. Division Chief verified that we are in compliance with the monitoring requirements for nitrates.
- Completed monthly autoclave sterilization verification (spore strips).
- 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	12	2

- Staff met with a representative of a volunteer fire company regarding updating distribution system documents.
- Staff met with a fire protection company representative to discuss details of a multiple building commercial site plan approval.
- Staff met with a consultant regarding final comments and approval of a commercial site plan.
- Staff attended the Employee Awards Ceremony at the Academy Theater.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 11, 2015	10.50	0.01
Thursday, March 12, 2015	10.68	0.00
Friday, March 13, 2015	10.07	0.01
Saturday, March 14, 2015	11.54	0.66
Sunday, March 15, 2015	10.55	0.01
Monday, March 16, 2015	9.68	0.00
Tuesday, March 17, 2015	9.10	0.00
		0.69
Weekly - Avg. Flow / Total Rainfall	10.30	1.13
Monthly – Avg. Flow /Total Rainfall	8.87	2.10

Miscellaneous

- Located faulty signal wiring to Milltronics and control valve on Final-1 clarifier. Pulled new wire and calibrated controls.
- Installed rebuilt motor on #1 Bar Screen and put channel back in service.
- Pumped down DAF and started making repairs on bottom scraper system.
- Replaced faulty mixer #7 from BNR process.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	3, 11	266	19	1
Flushing	11, 13	17,863		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Manholes	18	2	Sulfide Damage	15 V.F.

Collection System Maintenance Task

- Replaced electrical pigtails for motor and alarm at 11125 Eastwood Drive and 11040 Eastwood Drive also responded to grinder call at 600 Fair Meadows Blvd.
- Filled emergency generator fuel cells at pumping stations, exercised all generators and found station 21 generator block heater melted.
- Replaced generator oil lines, block heater lines and, changed oil and filter at station 21.
- Downloaded Newgate flow meter data.
- CCTV work for WC Dept of Water Quality.
- Blockage call at 314 North Prospect; problem on them but we opened from manhole.
- Washed down manhole 18071 then dried and coated with SEL 80 epoxy.
- Power washed manhole 18072 dried and fixed pitted areas with EMACO 400.
- CCTV 322 Bryan Place; blockage on owner.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	2	0	1	0	3	9
YTD 2015	23	24	4	1	0	18	70

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

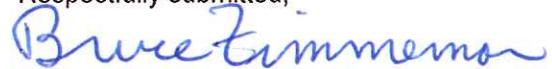
Engineering

- Staff met with Collections staff regarding details of existing and proposed low pressure sewer services.

Wastewater Laboratory

- Met with Amcor manager and Industrial Pretreatment manager to tour the Amcor facility. We wanted to see firsthand where their new cleaning agent will be used, and to gauge what impact this chemical will have on our wastewater treatment plant. It is our initial determination that there will be little to no impact on our facility based on the components of the chemical and the small amount being discharged to the sewer. Once Amcor has changed to the new chemical, we will collect a sample of the discharge before making our final determination.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,



Bruce Zimmerman
City Administrator