

City of Hagerstown, Maryland Status & Information Report No. 13 for 2015

April 2, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

APRIL 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Holiday City Offices Closed	4
5	6	7 No M&C Meeting	8	9	10	11 7am Community Yard Sale @ Fairgrounds Park
12	13	14 3pm Work Session 5:30pm Celebration of Business @ Fountain Head Country Club	15	16	17	18
19	20	21 10:30am Earth Week Celebration @ USMH Plaza 4pm Work Session	22	23	24	25 10:30am Community Garden Ribbon Cutting @ 513 South Potomac Street
26	27	28 4pm Budget Work Session 7pm Regular Session	29	30 5-8pm Taste of the Arts @ City Center		

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- A Grand Opening and Ribbon Cutting for Zepheira Sports Bar was held this week. The business is located at 49 South Potomac Street in City Center Hagerstown. The owner is Ham Abu Ziyad.
- On Wednesday, April 8 at 1:00 p.m., Advance 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**

- The fourth annual Maryland International Film Festival - Hagerstown was held over the weekend. Over 70 films were shown in Hagerstown during the festival from March 26-28.

- The Western Maryland Blues Fest is continuing its fundraising campaign, and a number of sponsors have committed. The committee has raised approximately \$85,000 to date. Tickets went on sale this week.
- Staff is gearing up for the Taste of the Arts Event on Thursday, April 30th. A list of venues will be finalized this week.

3. **A&E District**

- Staff is working with the State of Maryland to organize the Annual A&E Managers Meeting being held in City Center 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**

- Viewing of "Lincoln" Film Observes 150th Anniversary of President's Assassination
- Trash & Recycling Advisory: Good Friday Holiday
- E-casts:
 - Historic Preservation is Possible - A Guide to Using Available Incentives

6. **Channel 25**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Taste of the Arts commercial
 - 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 7:00 p.m.
 - ▶ Divided Valor - Saturday and Sunday at 2:00 p.m.
 - In production:
 - ▶ Blues Fest Previews
 - ▶ Pop-Up Shops May promotion

7. **Websites**

- *City Website:*
 - About 7,100 users visited www.hagerstownmd.org for the week of March 23 - March 29, 2015.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,242 users
 - ▶ Jobs page 531 users
 - ▶ Utility billing page 273 users
 - Top Searches:
 - ▶ "apartments"
 - ▶ "bid"

- ▶ "egg hunt"
- ▶ "taxes"
- *engageHagerstown:*
 - Total Participants: 457
 - Unique Visitors: 8,953
 - Page Views: 46,311
 - Current topics:
 - ▶ What City services would you like to see made available online?
 - ▶ What is the best way to make a splash and enhance the Potterfield Pool experience this summer?
 - ▶ 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**
 - 234 South Potomac Street - Hagerstown Dharma Association - home work station for a business office
 - 53 North Potomac Street - Kendall Taylor Home - retail sales of furniture and home décor
2. **New Development Cases**
 - 401 Dual Highway - Paradise Hospitality Group - entrance onto Route 40 from Lot 4
3. **Planning Commission:** On April 8 the Planning Commission will review the following items:
 - Site Plan Renewal for Hagerstown Commons Shopping Center improvements
 - Preliminary consultation for subdivision of land along the municipal boundary on Cearfoss Pike near Terps Boulevard.
 - Waiver request for the Venice Inn, not to require certain site plan elements for an anticipated site plan submittal for adding a driveway entrance onto Dual Highway
 - Review of Proposed FY 2016 Capital Improvements Program
4. **Historic District Commission:** The HDC will review the following cases on April 9:
 - 811 The Terrace - Kathryn Louise Kershner - Gazebo(s)
 - 33 West Franklin Street - RG Realty Inc. - Window Film
 - 43-57 West Washington Street (Rear) - City of Hagerstown - Landing (REVISION)
 - 100 South Potomac Street - Washington County Free Library - Wall Sculpture
 - 100 North Potomac Street - Patterson Hotel - Window Replacement
 - Workshop: 17 East Avenue - Chair Lift and Downspouts
 - Design Guidelines Amendments

- Review Potential Preservation Week Award nominees

5. **Memorial Park Dedication:** Invitations to the May 16 dedication continue to go out to descendants as they are identified. We received confirmation on March 31 that descendants of Corporal William O. Wilson (Medal of Honor) will be attending from as far away as New Jersey, and will be bringing Wilson's medal with them to display. They also plan to bring, as a guest, a descendant of another Maryland "Buffalo Soldier" Medal of Honor recipient - Augustus Walley, who lived in Reisterstown, Baltimore County. An event planning meeting was held March 26 and another will be held later in the month.
6. **Code Administration Weekly Activity Report:** March 23-27, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	4	Commercial -	1	Other -	2	6
Electric	28	Residential -	12	Commercial -	13	Other -	3	27
Plumbing	14	Residential -	9	Commercial -	2	Other -	3	14
Mechanical	1	Residential -	1	Commercial -	0	Other -	0	1
Engineering Dept.	32							33
TOTAL	82		26		16		8	81
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 37,500.00				\$ 4,500,962.00			
Commercial	\$ 464,500.00				\$ 37,049,420.00			
Apartment	\$ 7,177.00				\$ 7,916,720.00			
Sign	\$ 0.00				\$ 245,617.00			
TOTAL	\$ 509,177.00				\$ 49,712,719.00			
- Tenant fit out on 1 st floor for Phillips Office Solutions at 1165 Imperial Drive - \$40,000								
- Tenant fit out on 1 st floor for Frederick Pediatric Dentistry at 1150 Omega Drive - \$325,000								
RENTAL LICENSING PROGRAM								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Total registered or invoiced for 2014-2015 program (some have since been canceled)					3,481	9,505		
Registrations received weeks of March 23 – 27					3	3		
New applications issued weeks of March 23 – 27					4	4		
Percentage of total invoiced that have registered & paid					99.8 %	99.8 %		
PAYMENT								
Weekly payment received		\$ 225						
Weekly adjustment/credits		\$ 0						
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	41							
Electrical	41							
Plumbing	28							
Mechanical	8							
Safety	57							
Neighborhood Vitality	40							
Quality of Life	5							
Preventive Maintenance	39							
Planning & Zoning	4							

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

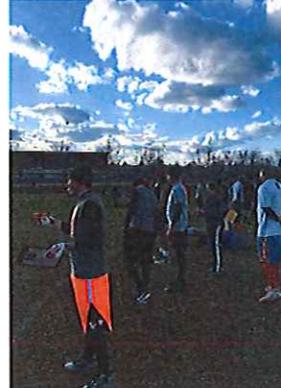
1. **Advance Auto Parts.** The remedial construction work commenced this week (by the property owner) to attempt to address the smell issue that has occurred at the pond over the last several summers.
2. **US 40 Pedestrian Road Safety Audit.** The MPO finalized the public survey and have it online as well as paper versions (both are in English and Español). The survey is open now through the end of April.
3. **Community Garden.** Construction of the garden is now complete. Staff will meet with the Operating Committee gardeners on Saturday, April 4th. If approved for Community Parks & Playgrounds funds, we will install a permanent perimeter fence later this year. Ribbon cutting is planned for April 25th at 10:30 a.m.
4. **Potterfield Pool Splash Pad.** The State permit was issued this week. Work continues on the splash pad and all excavation is now complete and the contractor has started installing the plumbing.
5. **Miscellaneous Engineering Items**
 - 170 West Washington Street: We are meeting with low bidder to determine how much work we can complete with the available funding.
 - Park Circle bio-retention areas: Held Pre-bid meeting and have five prospective bidders.
 - Street Trees: Now that winter is over, we contacted contractor to re-start and sent list of remaining work to be completed.
 - Pavement Markings: The cold winter prevented our pavement marking contractor from finishing pavement markings for the bike lanes and streets that were overlaid last fall. We met with them and went over list of remaining work. We expect them to return in a few weeks to complete this work.
 - Massey property: In anticipation of the City obtaining this property, we are preparing a contract to demolish the two buildings at 40 (Meadowhawk business) and 50 (Bester home) East Baltimore Street. Asbestos testing was completed in 2004 by Triad Engineering. Asbestos is present in both buildings.

6. **Recreation**

- Hager House - Staff conducted the First Annual German Easter Egg Hunt on Sunday, March 29th at the Hager House. 56 children were pre-registered through the Active Network and 37 registered on site (93 total kids participated). 1,000 eggs were hidden throughout the grounds behind the Hager House. Two egg hunt areas were conducted for children ages 0-6 and 7-12. A petting zoo and German Easter Tours were also held throughout the day. German Easter tours continued Saturday, March 28 – Thursday, April 2 from 10am – 4pm. The Hager House officially opens for the season on Friday, April 10.



- Kickball - In partnership with Game Time Hagerstown, our Monday night spring adult kickball league is underway! We have approx. 50 players on 9 teams participating, and are still accepting players. Teams will gather every Monday evening at 6 p.m. for 10 weeks at Fairgrounds Park to participate in competitive friendly sports play. Attached are photos of opening night including some photos of our very own, Mayor Gysberts!



7. **Engineering Division Items**

Traffic issues		
Description	Week of 3/27/15	Calendar Year-to-date
Traffic complaints received	9	39
Work Orders completed	8	30
Traffic counts completed	0	3
Construction Projects		
Description	Week of 3/27/15	Calendar Year-to-date
Projects advertised for bids	0	13
Projects under construction	7	
Projects completed	0	0

POLICE DEPARTMENT

STATS

Calls for Service:	1,508	Field Interviews:	68
Arrests/Warrants Served:	29	Moving Violations:	74
Domestic Violence Calls:	24	Parking Violations:	223
DUI Arrests:	1	Safety Repair Orders:	13
Reports Filed:	160	Warnings:	94

REPORTS

- **03/28/15:** Officer Keefer responded to Randolph Avenue for a reported theft. The victim reported a Samsung Galaxy Note Tablet was stolen from his residence. He is unsure who may have taken the tablet. No further information is available at this time.
- **03/29/15:** Officer Blackmire was dispatched to South Potomac Street for a reported burglary. The victim stated he left his home around 4:30 p.m. and returned home around 9:30 p.m. when he discovered someone had broken into his residence. Apparently the suspect gained access from the rear alley of the home. The suspect apparently climbed up the side of the house and crawled through a window to take the items. The items taken have a total value of over \$2,000. There are no suspects at this time.
- **03/31/15:** Officer Spigler responded to Splash Car Wash on South Potomac Street in reference to a robbery report. The victim stated he was walking west bound on East Wilson Boulevard when someone approached him from behind and hit him in the head. He blacked out and fell to the ground. When he woke up, he walked to the Car Wash and called the police. His money was taken from his coat pocket. CRS arrived on scene and transported the victim to Meritis Medical Center. There are no suspects or witnesses.
- **04/01/15:** Officer L. Dean responded to the lobby of the Hagerstown Police Department to take a stolen vehicle report. The victim advised she loaned her car to a family member on March 31, 2015, and it has not been returned yet. The family member stated that he loaned it to a friend. The vehicle was entered in NCIC as stolen. No additional information is available.

OTHER NEWS/INFORMATION

- **Chief Holtzman Speaks at Blue Alert Bill Conference on Capitol Hill:** Joining with bill sponsors Senators Ben Cardin (D-Md.), Lindsey Graham (R-S.C.), and U.S. Representatives Dave Reichert (R-Wash.) and Bill Pascrell, Jr. (D-N.J) on Tuesday March 24, 2015, Chief Holtzman urged passage of Senate and House bills to create a nationwide alert system to apprehend violent criminals who have injured or killed police officers, or who have made an imminent or credible threat to the cause serious injury or death of a law enforcement officer.

"Our community in Western Maryland is called the 'Four State Region' for good reason: Hagerstown is 10 minutes from Pennsylvania, 10 minutes from West Virginia and 30 minutes from Virginia. We anticipate that anyone who would assault a police officer is going to flee the state, so getting information out to other law enforcement and the public as fast possible is going to make a real difference in getting these individuals off the streets," said Chief of Police Mark Holtzman of the Hagerstown Police Department.

Modeled after the successful Amber Alerts, the proposed Blue Alerts system can be issued in the event of:

- An attack on a law enforcement officer leading to his / her death or serious injury.
- A conclusion that a law enforcement officer is missing in the line of duty; or a confirmation by a law enforcement agency that an imminent and credible threat exists to kill or seriously injure one of its officers.

Also speaking in support of the bill were representatives of the National Fraternal Order of Police, the National Association of Police Organizations, the Sergeants Benevolent Association of the New York City Police Department, and Federal Law Enforcement Officers Association.

CONGRATULATIONS

- Sergeant Wayne Zimmerer has been selected as the Department's Directed Patrol Unit Sergeant. Sgt Zimmerer has been employed by the City of Hagerstown for 17 years. He will be under the command of Lt. Chad Woodring. Congratulations to Sgt. Zimmerer and a special thank you to all those who invested the time to participate in the selection process.

WELCOME

- Please welcome new hire, Officer Elliott Whitt, to the Hagerstown Police Department. Officer Whitt graduated from the Hagerstown Community College Police Academy in December of 2014. He has been assigned to the Delta Platoon. He was sworn in on Wednesday, April 1, 2015 at City Hall. We wish him well as he begins his police career at HPD.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	224	224
	University District Deck	465	465
	Downtown Parking Lots	370	370
Number of Patrons Using Decks	A & E Deck	2,128	1,854
	University District Deck	2,205	1,528
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	212	97
Number of Late Payment Notifications		13	46
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	72% (Sat 2 10 pm)	72% (Sat @ 10 pm)
	University District Deck	74% (Thur @ 4 pm)	56% (Tue @ Noon)

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	2
Fire	3	0
Human Resources	0	0
Light	1	1
Parks & Engineering	4	0
Police	6	4
Public Works	2	8
Wastewater	0	2
Water	5	5
Weekly Totals	22	22

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.

¹AFTER-HOURS CALL OUT DATA

	Issues for March 2015	March	February
Street Issue			2
Parking System	Exit issue	1	
Traffic Signal			3
Traffic Signs	Stop sign down	1	
Building Maintenance	Alarm issue	1	
Fleet Maintenance			
Weather Related			
Property Issues			
Misc.	Special event St. Patrick Day Run	2	
Total		5	5

¹After-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 2015	Number of Miles of Streets Swept
January	358
February	266
March	664

Public Works typically operates two 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:

Sun. 3/29 - 335 Liberty Street- lights blinking; faulted connectors were changed at the pole.
Time Out: 13.6-15.4

Distribution: Recent activity included:

- Metering staff received two 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
13	2	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.

Administration:

- Staff met with a representative from NextEra Energy to discuss future purchase power requirements.
-

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
3/26/15	11.85		11.85
3/27/15	11.49		11.49
3/28/15	11.49		11.49
3/29/15	11.59		11.59
3/30/15	11.54		11.54
3/31/15	11.70		11.70
4/01/15	11.84		11.84
<i>Average</i>			<i>11.64</i>

Water Production at RC Willson

- Operations

- Routine cleaning
- Routine PMs

- Maintenance

- R C Willson – Routine PMs

- Instrumentation

- R C Willson – Working on the control room and computer room air conditioning
- Pump Stations – Finished the installation of a new pump at Station #2

Water Production at Breichner

- The Edgemont Reservoir is at -2.9'; the bypass is open 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 installing meters throughout the system. We are also installing new services on Cobblestone Drive off College Road.

Laboratory

- Continued monitoring distilled water. All parameters are within limits.
- Cleaned and organized water lab. Discarded unused materials and out-dated data.
- Collected TSS and Aluminum sample from lagoon discharge.
- Received a 100% acceptable score for our annual PTs for laboratory recertification.
- Reviewed and updated SOPs and QA/QC manual.
- Submitted Water Quality Lab Recertification packet to MDE.
- 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>
Building Permit	10	

- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with a representative of Utilquest regarding as-built documentation of facilities in the Downsville Pike/ I-81 area.
- Staff met with a representative of Washington County Engineering regarding a water main modification for Yale Drive (currently under construction).

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Mar.25, 2015	8.06	0.03
Thursday, Mar 26, 2015	8.63	0.75
Friday, Mar 27, 2015	8.95	0.11
Saturday, Mar 28, 2015	8.17	0.00
Sunday, Mar 29, 2015	6.85	0.00
Monday, Mar 30, 2015	7.73	0.00
Tuesday, Mar 31, 2015	7.54	0.01
Weekly - Avg. Flow / Total Rainfall	7.99	0.90
Monthly – Avg. Flow /Total Rainfall	8.70	3.60

Miscellaneous

- Pulled two defective Flygt mixers from BNR and took to AR&E.
- Troubleshoot and replace faulty wiring to #1 Pista Grit.
- Replaced worn airlifts at sand filters.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	14	506	133	25
Flushing	11,12,13	7,980		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	7	1	Roots	11.6

Collection System Maintenance Task

- Cleaned transducers and tubes at stations 18 and 26 and wet well at 18.
- Cleaning in district 13 and moving to 12, inspecting in district 4.
- CCTV Edgemont Reservoir outfall pipe for water department and attempted to locate lateral at pool.
- Installed Bio-bags throughout collection system to control FOG.
- Exercised emergency generators and downloaded Newgate flow data.
- Grinder pump alarm at 20218 Mt Aetna Road replaced electrical disconnects and pump core.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	0	1	0	1	4
YTD 2015	25	26	4	3	0	20	78

* 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 is working with City Engineering and the Collections Division to document the as-built conditions of a low pressure sewer on Tracy's Lane.

Wastewater Laboratory

- Calculated MDLs for TKN.
- Received DMR-QA PT materials.
- Ordered DMR-QA QC materials.
- Verified lot numbers and expiration dates of *E.coli*, *P.aeruginosa*, and *E.aerogenes*.
- Verified QC data for incoming IDEXX materials.
- Checked volume of new bottles for BOD analysis.
- Reviewed and updated SOPs.
- Cleaned and organized wastewater lab.
- Reviewed Microbac's invoice for WET testing. Cost was slightly lower than originally quoted.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,


Bruce Zimmerman
City Administrator