

# City of Hagerstown, Maryland

## Status & Information Report No. 41 for 2012

October 19, 2012

To Mayor Bruchey and Members of the City Council:

### UPCOMING MEETINGS

<b>OCTOBER 2012</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm Work Session	3	4	5	6
7	8	9 4pm Joint Meeting w/County Commissioners  6-9pm Public Meeting @ Clarion Hotel	10	11	12	13 7am-2pm Community Yard Sale @ Fairgrounds Park  1-4pm Harvest Hoedown @ Fairgrounds Park
14	15	16 4pm Work Session	17	18	19	20
21	22	23 7pm Regular Session	24	25	26	27
28	29	30	31 6-8pm City wide Trick-Or-Treat			

### DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

#### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **60th Anniversary of our Sister City:** Visitors from Wesel, Germany visited last week to celebrate our 60 years of friendship. The visitors included the Wesel Mayor and four City Councilmembers. The weekend included lunches, dinners, tours, an MSO concert and ceremonies. They even were special guests at the grand opening for Hobby Lobby on Wesel Boulevard.
2. **Faire off the Square (A Downtown Alliance Event):**
  - The last regular Faire off the Square for the season is slated for Saturday, October 27 from 9 AM to 2 PM, and it will benefit Easter Seals Adult Day Services.
  - The Downtown Alliance is working on a special Faire off the Square to be held the night of the Tree Lighting in Public Square from 4 PM to 8 PM.
3. **Harvest Hoedown:** The Harvest Hoedown was held on October 13, 2012 from 1:00 PM to 4:00 PM at Fairgrounds Park. It was a huge success with over 3,000 people attending.
4. **City Center Ghost Tours:** City staff are taking reservations for the City Center Ghost tours being held on October 26 starting at Potomac Walk outside of Bulls and Bears Restaurant. Individuals can take a hayride tour at 7:00 PM, 8:00 PM and 9:00 PM and a walking tour at 7:00 PM and 8:00 PM. Our 7:00 PM walking tour is already full.

5. **Spooky Sprint:** Staff met with the Alsatia Club and Washington County Recreation Department on the Spooky Sprint event which will be held on Saturday, October 27 at 5:00 PM before the Alsatia Parade.
6. **Western Maryland Blues Fest:** A search is now on for the 2013 Western Maryland Blues Fest artist. The deadline for submissions is November 16, 2012.
7. **Fundraising:**
  - Volvo and the Columbia Bank - Hagerstown Trust Division have agreed to help sponsor the Hollyfest and Tree Lighting Event which is being held on November 19.
  - The City of Hagerstown received a \$3,000 grant from the Washington County Arts Council for the 2013 Western Maryland Blues Fest. They also gave the Augustoberfest Charitable Foundation \$2,000 for the 2013 Augustoberfest Event.
8. **Some of this Week's Headlines and Media Releases:**
  - Artists Wanted: Create for Blues Fest!
  - Working Smoke Detectors Warn Home Occupants of Fire
  - Hagerstown Hauntings: City Center Ghost Tours Offered
  - Revised Traffic Advisory: Antietam Street
9. **Channel 25:**
  - Watch the City Newsroom at the top of every hour. This week's news stories include:
    - Thunder in the Square/250<sup>th</sup> Anniversary Wrap-Up
    - Progress at the New Antietam Fire Co.
    - Fresh, Local Ingredients Create Unique Dining at 28 South
    - Why Downtown? The Role of a Multi-Use Center in Downtown Revitalization
  - Also airing at select times:
    - Public Information Meeting from October 9, 2012:
      - Monday, Tuesday, Wednesday at 7:00 PM
      - Saturday at noon and 7:00 PM
    - Public Comments from September 25, 2012 Regular Session: Sunday, Monday at 6:00 PM.
    - "Valor in the Streets": Friday, Saturday, Sunday at 5:00 PM.
10. **Websites:**
  - We're now on YouTube! Subscribe to "CityofHagerstown" for the latest video updates!  
<http://www.youtube.com/user/CityofHagerstown?feature=watch>
  - Website analytics highlights for [www.hagerstownmd.org](http://www.hagerstownmd.org) for October 11 - October 18:
    - 5,619 users visited the site and viewed 17,569 pages, viewing approximately three different pages per visit.
  - Top entrances (the first page of our website that users accessed):
    - Home page      4,966 users
    - Jobs page        196 users
    - Log-in page      77 users

- Top page views:
  - Homepage 5,149 visits
  - Jobs page 1,408 visits
  - Calendar 708 visits

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued For New Businesses:**

- 539 West Howard Street - Hand Me Downs and Leftovers - second-hand shop

2. **Historic District Commission:** The HDC held a special meeting on Tuesday, October 16, to consider items from the October 11 meeting which had to be postponed because there was no quorum:

- 1003 The Terrace - J. Ramsay Farah - approved application to enclose front porch
- 100 North Potomac Street - Kylee Haddad/K & D Convenience Store - approved a projecting sign and grant
- 36 North Jonathan Street - Dean Martin/Sign Here - approved two wall signs
- 24 East Antietam Street - Charles Wagaman - approved a front door replacement

3. **Weekly Activity Report:** October 8–12, 2012

<b>PERMITS</b>								
<b><u>TYPE</u></b>	<b><u>NUMBER OF NEW APPLICATIONS</u></b>							<b><u>NUMBER ISSUED</u></b>
Building	4	Residential -	3	Commercial -	0	Other -	1	11
Electrical	8	Residential -	4	Commercial -	3	Other -	1	8
Plumbing	14	Residential -	12	Commercial -	1	Other -	1	14
Mechanical	7	Residential -	5	Commercial -	2	Other -	0	7
Engineering Dept.	7							5
<b>TOTAL</b>	<b>40</b>		<b>24</b>		<b>6</b>		<b>3</b>	<b>45</b>
<b><u>Est. Value of Issued Building Permit Projects:</u></b>					<b><u>Fiscal Year Totals:</u></b>			
Residential	\$ 841,700.00				\$ 2,504,025.00			
Commercial	\$ 26,376.00				\$ 21,051,395.00			
Apartment	\$ 25,000.00				\$ 505,583.00			
Sign	\$ 0.00				\$ 85,110.00			
<b>TOTAL</b>	<b>\$ 893,076.00</b>				<b>\$ 24,146,113.00</b>			
Construct six townhomes at Collegiate Acres - \$720,000								
<b>RENTAL LICENSES</b>								
<b><u>NUMBER</u></b>	<b><u>FACILITIES</u></b>			<b><u>UNITS</u></b>				
Registrations Received	8			11				
New Applications Issued	1			1				
Total Registered Since 6/1/12	2921			8152				
% of Those Invoiced	93.0			94.8				
<b><u>Notes:</u></b> The 2012-2013 rental license renewals for 8561units in 3112 facilities were mailed on June 1, 2012. This represents the percentage of those applications returned as of 10/12/12.								

<b>PAYMENT</b>	
Total Payments Received	\$ 550
Adjustments	\$ 500
<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	41
Electrical	36
Plumbing	11
Mechanical	10
Safety	0
Neighborhood Vitality	43
Quality of Life	1
Preventive Maintenance	3
Planning & Zoning	
<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.	
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: 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. Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

**FIRE DEPARTMENT**

- 10/15/12:** At 12:32 p.m., HFD was sent to 434 West Franklin Street for a reported kitchen fire. Units arrived to find the fire was contained to the area above the stove. The occupant sustained a burn injury to the hand. Units cleared by 12:53 p.m.
- 10/16/12:** Battalion Chief Mark Cleck received a certificate for completion of the United States Fire Administration **Executive Fire Officers Program (EFOP)**. *The Executive Fire Officer Program* is an initiative of the USFA/NFA designed to provide senior officers with a broad perspective on various facets of fire and emergency services administration. The EFOP spans a four year period.
- 10/17/12:** At 7:46 p.m. the Hagerstown Fire Department and Community Rescue Service responded to the 200 block of North Locust Street for a vehicle crash with reports that the vehicle was overturned with the occupant still inside. Fire Department personnel secured the vehicle and extricated the single occupant of the vehicle. Units cleared the scene around 9 p.m.

4. **10/18/12:** At midnight, HFD units responded to 229 East Franklin Street for a reported house fire. Arriving units found a basement fire and were quickly able to extinguish the fire. One occupant of the home was injured and transported by Community Rescue Service to the hospital. The Fire Marshal's office is investigating. The American Red Cross was notified to assist the five adult occupants who were displaced. Units cleared at 1:27 a.m. City Light and the City Electrical Inspector also responded on this incident. **The occupants report that they were alerted to the fire by the homes smoke alarms. Many of the homes smoke alarms were identified as being installed by the Hagerstown Fire Department.**

## PARKS & ENGINEERING

1. **Golf 3-Club Tournament** We have scheduled a three-club tournament for Saturday, October 20<sup>th</sup>, starting at Noon. Seventeen golfers have registered to date.
2. **Fairgrounds Park Yard Sale** Held in the stable area of Fairgrounds Park, Saturday, October 13<sup>th</sup>, was the last community yard sale for 2012. All 72 stalls were rented.
3. **End of Park Season** October 21<sup>st</sup> is the last day for our seasonal employees, therefore, we will no longer have staff on site in the evenings and weekends and the restrooms will be closed for the season.
4. **End of Season Maintenance** This time of year is always busy for our department as we are closing and winterizing our facilities and hauling in benches and bleachers for winter maintenance. Tree maintenance and leaf cleanup is always a challenge since we have more than 300 acres of parks and playgrounds with limited staff. We are also aerating and overseeding turf areas.

## POLICE DEPARTMENT

### 1. STATS

Calls for Service:	1,630	CDS Arrest:	1
Criminal Arrest/Warrants:	24	DUI Arrests:	2
Moving Violations:	17	Search Warrants Executed:	0
Safety Repair Orders:	7	Field Interviews:	33
Warnings:	26	Parking Tickets:	14

### 2. OTHER NEWS/INFORMATION

- The Hagerstown Police Department's Crime Lab was awarded \$9,488 through the State of Maryland Governor's Office of Crime Control and Prevention "Paul Coverdell Forensic Sciences Improvement Grants Program". This funding will be used for training purposes and the purchase of a digital imaging system for one of the chemistry laboratory microscopes. Over the past three years, the crime laboratory has been awarded over \$60,000 in grant funding. These awards have been used to upgrade equipment/capabilities and attend specialized training at no cost to the City of Hagerstown.
- HPD would like to recognize Officers Crouse, Constable and Little for graduating from the Howard County SWAT School on October 12<sup>th</sup>. The Howard County Police Department has one of the premier SWAT schools in the state and has been offering training to our department for more 12 years. The three week school is known for its tough training standards and grueling pace. The participants were grouped into teams of six and were tested throughout weeks in mock scenarios involving a variety of situations. Of the 40 candidates who passed the initial testing for entrance into the school, 26 graduated. HPD's members won the team award for best all around competition and a special recognition goes to Officer Casey Constable for receiving the top operator award for this year's class.

## PUBLIC WORKS

1. **September Call-outs:** Public Works staff reported to three separate, after-hour callouts. The breakdown of issues is as follows:

Signals	1	Multiple signals on flash due to power outage
Trees	1	Limbs fallen into street
Vehicles	1	Engineering truck failed to start

2. **HR Remodel Begins:** Work has begun on the remodeling of the Human Resources Department. The carpet was removed first and then the asbestos tile was removed (asbestos removal cost \$3,020). Work will proceed on the patching and painting of the walls and trim. New carpet is scheduled to be installed on Nov. 1<sup>st</sup> and 2<sup>nd</sup> (carpet cost \$3,400). HR staff should be returning to their space shortly thereafter.
3. **Mummer's Parade:** Public Works will have an estimated 20 employees working the cleanup of the Mummer's Parade Saturday, Oct. 27<sup>th</sup>. Two street sweepers, a refuse truck, a dump truck and multiple other support vehicles are required to block traffic and collect the debris generated by the crowds. The parking decks will be open for free that evening.
4. **Diesel Fuel and Gasoline Purchases:** Washington County Government is currently bidding the purchase of diesel fuel and gasoline for themselves, the Washington County Board of Education and the City of Hagerstown. Bids for the fuel are due October 24<sup>th</sup>. The entities bid the fuel together to receive a better bulk rate. However, each entity enters into a separate contract with the chosen vendor(s) and manages those contracts themselves. Staff will bring the successful bidder to the Mayor and Council for approval. This bid does not include heating oil. It does include the fuel used by the fleet that is dispensed at 51 West Memorial Boulevard and deliveries to the smaller containers at the Golf Course and waste-water pump stations.

Over the last 12 months, the City received approximately 77,588 gallons in diesel fuel at a cost of \$243,542 or an average of \$3.139 per gallon. Gasoline equated to 133,601 gallons delivered at a cost of \$424,125 or an average of \$3.175 per gallon.

## TECHNOLOGY & SUPPORT SERVICES

1. **REMAINDER OF 2012 ELECTRIC UTILITY PRE-AFFIDAVIT SERVICE INTERRUPTIONS:** We are entering the last month the City can terminate electric service for non-payment without filing PSC required affidavits (November 1–March 30). We are interrupting service to an average of 60 accounts per day in October, and averaging about 375–400 customer contacts (phone/lobby) per day. This activity will obviously generate a large number of phone calls and lobby visits. During this time, we have a full complement of staff working the phones and taking lobby customers. However, there will still be significant hold times as staff take payments, make payment arrangements, or advise the customer as to opportunities for bill pay assistance with local agencies. Staff average about 1:10 per customer in face/phone time, and do their best to move customers along. We appreciate the difficult work staff does in handling these sometimes extremely contentious situations, and apologize to customers that are caught in the phone/lobby queues while staff work with these situations. We will continue to interrupt service for non-payment into the affidavit period per PSC guidelines for as long as weather permits.
2. **MULTI-FUNCTION PRINTER ACQUISITIONS:** Staff have completed reviews of the submissions for the leasing of new multi-function printers (print/copy/fax/scan). Staff will present the recommendation to M&C in November, but can inform that the vendor being proposed will cut our current monthly leasing costs almost in half. This will result in savings of almost \$1,000 per month on the total fleet of printers without losing functionality currently in place.
3. **MILSOFT (ELECTRIC) SERVER IMPLEMENTATION:** Staff are working on setting up a new server to host the Light Departments MILSOFT Electrical Distribution Software System. This upgrade will provide enhanced features and integration with our existing ESRI GIS system.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
  - Fri. 10/12 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.2
  - Sat. 10/13 - 329 North Locust Street- total outage; squirrel caused transformer and line fuses to operate, (1) 6T and (1) 20T fuse replaced to correct problem and restore power. Time Out: 9.3-10.0
  - Mon. 10/15 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.8
2. **Distribution** Recent activity included:
  - Metering Department received two high bill complaints this week; upon testing, meters were found to have met all Public Service Commission requirements.
  - Line crews continue annual feeder inspections for Wesel Substation.
  - Line crews continue trimming trees in various residential locations.
  - Line crews performed various service upgrades and meter installations.
  - Continued with pole inspections and re-tagging throughout the City.
  - Tree trimming continues in the Carroll Heights development; which will help to reduce outage times after weather related incidences. This job will require some extended outages due to the close proximity of the overgrown vegetation to the distribution lines. Customers have been notified.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
25	0	3	0

3. **Engineering** Staff worked on the following projects:
  - Engineering reviewed multiple requests for service upgrades and new installations.
  - The Staff Engineer reviewed motor starting capabilities of an existing service for the installation of a large electric motor. Proper capacity must be provided to ensure voltage limits are maintained to surrounding customers as the motor starts.
  - Staff coordinated with the Department of Parks and Engineering and Antietam Cable for the installation of electrical/communications conduits at Memorial Park which is now under construction.
  - Staff continued entry of HLD streetlight and secondary facilities into the GIS model.
4. **Administration:**
  - Staff completed a Maryland Public Service Commission data request for the Environmental Surcharge Year End Adjustment. The PSC annually evaluates the amount collected from each utility and adjusts the charge to comply with State regulation.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 10, 2012	5.91	0.00
Thursday, October 11, 2012	5.77	0.02
Friday, October 12, 2012	5.66	0.00
Saturday, October 13, 2012	5.42	0.00
Sunday, October 14, 2012	5.64	0.01
Monday, October 15, 2012	5.70	0.17
Tuesday, October 16, 2012	5.64	0.00
Weekly Average/Total	5.67	0.17
Monthly Average/Total	6.02	1.09

**Projects:**

- No major projects this week.

**Miscellaneous:**

- On Tuesday 10/16/12 at about 4:15 pm there was an explosion at the plant. It was found that one of the vacuum/pressure relief apparatuses had exploded on the #3 in-plant pump. Parts of the ½ thick chamber were found close to 100 feet away. We are unsure as to what exactly caused the explosion at this time; however it is suspected it may have been due to the vent hole being blocked. This may have prevented the sewer gases inside the chamber to be properly released to atmosphere.

**Wastewater Collection System**

Activity	Districts	L. F. main	Feet of lateral	# Inspected
Flushing	1,7	9,850		
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>L.F. of Repairs</b>
Lateral Only	5	1	Roots	22

**Collection System Maintenance Task**

- Installed pump, traffic control and by-pass piping at stadium then by-passed 27-inch interceptor to enable crew to clean and CCTV the 21 inch and 10 inch siphon lines on Memorial Boulevard.
- Completed Inspection in district 5.
- Grinder pump call from 1511 Kensington Drive everything ok.
- Grease blockage on corner of Maryland Avenue and Wilson Boulevard; cleaned main line.
- Back up at 307 Radcliffe Ave; cleaned service connection.
- Back up at 411 Guilford Ave that may have been roots; will CCTV to determine cause.
- Back up at 400 Linganore Avenue; checked sewer main which was found to be flowing, owner to call plumber.
- Installed Bio-Bags throughout infrastructure to control FOG.
- Removed emergency generator from station five; transported to shop for maintenance.
- Exercised all emergency generators and portable pump stations.
- Down loaded flow meter at Newgate interceptor.
- Completed pump control upgrade at station # 15.

**Administration**

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	4	0	0	0	2	8
YTD	52	50	19	7	9	56	193

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

**Engineering:**

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a representative of Columbia Gas and other City Departments on Vermont Avenue for pre-construction discussion.
- Staff met with a representative of North American Pipe Corporation to explore an alternative pipe brand for sewer construction.
- Staff met with the Utilities Director regarding lateral rehabilitation on Northern Avenue.
- Staff met with a consultant for final approval of a commercial development site plan.

**Wastewater Laboratory:**

- Lab personnel accompanied reps from Gannett Fleming to sites within our collection system to show them our present Industry sampling sites. Gannett also showed lab personnel the materials that will be used next week for sampling our treatment train for the local limits study.
- Process and regulatory testing was routine for the week.

<b><u>WATER DIVISION</u></b>
------------------------------

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/11/12	11.26		11.26
10/12/12	11.20		11.20
10/13/12	11.04		11.04
10/14/12	11.40		11.40
10/15/12	11.37		11.37
10/16/12	11.39		11.39
10/17/12	11.23		11.23
Average			11.27

**Water Production at RC Willson**

- *Operations*
  - Completed routine work orders
  - Performed tests at the stations
  - Lawn care
- *Maintenance*
  - R C Willson – Completed routine work orders
- *Instrumentation*
  - Tanks – Continuing upgrades to the communications between Orchard Hills and P.S. #2
  - Pump Stations – Working on a chlorine feed problem at Hellane Tank

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -12.5'; the bypass is closed and the hydrant is closed.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed and are working on the testing and repair of large meters. Work is ongoing on South Prospect Street and we are working on meter exchanges throughout the system. Crews are installing a 4" fire & domestic meter on Hunters Green Parkway and repaired a leak on Resh Road.

**Laboratory**

- The lab had its triennial inspection for recertification of potable water testing by our MDE Laboratory Administrator. The inspection took the better part of the day and only a few minor "recommendations" in record keeping were suggested.
- Process and regulatory testing on the Potomac supply was routine.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		2
Preliminary Plat		2
Final Plat	2	1
Building Permit	7	

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a Columbia Gas representative and other City departments on Vermont Avenue for pre-construction discussions.
- Staff met with a consultant for final approval of commercial development site plan.

Respectfully submitted,

  
Bruce Zimmerman  
City Administrator