

City of Hagerstown, Maryland Status & Information Report No. 39 for 2013

October 18, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

OCTOBER 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 3pm Executive Session 4pm Work Session	2	3	4	5 8:45-10:15am Ride the Hub City Bike Loop
6	7	8 4pm Work Session	9	10	11	12 1-4pm Harvest Hoedown @ Fairgrounds Park 7am-2pm Community Yard Sale @ Fairgrounds Park
13	14	15 3pm Executive Session 4pm Work Session	16	17	18 11:30am-5:30pm Par Fore Pink Golf Tourney @ Hagerstown Greens at Hamilton Run	19 8:45-10:15 am Ride the Hub City Bike Loop
20	21	22 5pm Executive Session 7pm Regular Session	23	24	25 City Center Ghost Tours	26 5pm Spooky Sprint @ Fairgrounds Park 6pm Mummies Parade
27	28	29 No M&C Meeting	30	31 6-8pm City-Wide Trick-or-Treating		

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- Due to inclement weather, the Grand Opening and Ribbon Cutting for Bikle's Snow, Skate & Surf was rescheduled for Friday, October 18 at 4:00 PM. Owner is Ryan Daughtridge.
- Upcoming Grand Openings being scheduled include Hagerstown Party Rental and Pretty Little Girls Bowtique.
- Dates for two ceremonies are being finalized. The first is the unveiling of Artist Alley, and the second is a dedication of the new sound system at the Maryland Theatre.

2. **Events**

- Harvest Hoedown at Fairgrounds Park was held on October 12, 2013. Even in the rain, 1,000 pumpkins and apples were distributed to children 12 and under. It is a great event rain or shine. Sponsors of the event included: City of Hagerstown, Antietam Cable Television & Disney Jr., the Maryland Apple Promotion Board, Columbia Bank – Hagerstown Trust Division and Pediatric Dental Center of Frederick.

- **City Center Ghost Tours**
October 25, beginning at 7:00 PM at Hagerstown's City Center
By wagon or on foot, visit and hear about some of the most haunted sites in the City Center. Reservations and admission for both walking tours and hay ride tours are required. Tours leave promptly from the Potomac Walk outside of Bulls and Bears Restaurant. Light refreshments provided by Bulls and Bears.
Hayride Ghost Tour: 7:00 PM, 8:00 PM, and 9:00 PM
\$6 per seat, refreshments provided
Walking Tours: 7:00 PM and 8:00 PM
Adults: \$3 | Children 6-12: \$1 | Children 5 and under: Free | Goodies provided

- **Greater Hagerstown Gallery & Arts Tour Fall 2013**
October 26, 10:00 AM to 5:00 PM
Self-guided tour of galleries, museums and more! Look for special features throughout the day. Location listings and maps will be available at sponsor and participant venues. Visit www.washingtoncountyarts.com/special-events.html for more information.
Spooky Sprint 2 Mile Run/Walk (*Before Mummers Parade*)
October 26, 5:00 PM — Starts at Fairgrounds Park
To register email jdick@washco-md.net. Sponsored by the Washington County Recreation Department, City of Hagerstown and The Alsatia Club.

- **Alsatia Mummers Parade**
October 26, 6:00 PM at Hagerstown's City Center
This traditional Autumn evening event features local floats, bands, costumed mummers and more! Contact the Alsatia Club at 301.739.2044 for more information.

- **City Wide Trick-Or-Treat**
Thursday, October 31 from 6:00 PM to 8:00 PM throughout the City of Hagerstown
Welcome kids in costume to your home by turning on your porch light!

3. **Programs**

- City Jazz Nights continue in the Hagerstown Arts and Entertainment District. Last Saturday, Kerensa Gray Jazz Trio played at the Gourmet Goat and it was filled so they sent patrons to Thai Zap. The last night of the series is October 19, and Tim Jenkins featuring Howard B. will be performing at 28 South at 28 South Potomac Street from 9:00 PM to midnight. Each Saturday there will also be music in the square from 5:00 PM to 7:00 PM. The event is co-sponsored by the Hagerstown Arts and Entertainment District and supported by the City of Hagerstown.

4. **City Market:** The next event at the Historic City Farmers' Market will be Pumpkin Art Appreciation Day.

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

- Media Advisory: Smoke-Free Parks Announcement

- Last Days of Hager House and Railroad Museum's Open Season

- Zimmerman to Retire From City in June, 2015

- E-casts:
 - Good News, Hagerstown!

 - Small Business Saturday 2013

- Video Blasts:
 - WATCH THIS!!! Meet the New Hagerstown Police Officers

6. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:

- Washington County Free Library Grand Opening
- On the Record With Mayor Dave Gysberts
- HCC Police Academy Inaugural Class - HPD Graduates
- City of Hagerstown Gives Back During Day of Caring
- City Center Ghost Tours Commercial
- Spooky Sprint Commercial
- In Production
 - 140 South Potomac Street Revitalization

7. **Websites:**

- YouTube: New uploads to YouTube this week:
 - October 15 Mayor & Council Meeting
 - Washington County Free Library Grand Opening
 - HCC Police Academy Graduation
 - City Center Ghost Tours commercial
- City Website:
 - Website analytics for www.hagerstownmd.org for the week of October 10 - October 16:
 - ▶ Web traffic was slightly higher for the week with over 6,000 people viewing more than 16,000 pages on the City website.
 - Top Content:
 - ▶ Home page 5,519 visits (+5%)
 - ▶ Jobs page 802 visits (+1%)
 - ▶ Calendar 756 visits (-3%)

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued:**

- 93 Eastern Boulevard North – Mattress Warehouse – retail sales of mattresses.
- 123 East Baltimore Street – Montgomery's Art and Bead Studio – retail sales of pre-made jewelry, gemstones, art, antiques, including jewelry-making and art classes.

2. **Board of Zoning Appeals:** The BZA heard one case on October 16. A variance was granted to Four States Livestock Sales at 501 East First Street to allow construction of a roofed area over the livestock unloading area. The roofed area will extend slightly beyond the property line along Oak Street once a license agreement is granted by the Mayor and City Council.

3. **Historic District Commission:** The HDC will review the following matters on October 24:

- 111 West Washington Street - Charles Bailey, Attorney at Law, LLC – revision to sign application (different bracket)
- 32 North Potomac Street – M & T Bank – fence

- 417 North Locust Street – Brian Farris – conversion of a covered deck into a sunroom.

4. **Weekly Activity Report:** October 7–11, 2013

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	15	Residential -	10	Commercial -	4	Other -	1	2
Electrical	13	Residential -	6	Commercial -	7	Other -	0	13
Plumbing	18	Residential -	12	Commercial -	5	Other -	1	17
Mechanical	8	Residential -	6	Commercial -	2	Other -	0	8
Engineering Dept.	45							43
TOTAL	99		34		18		2	83

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:	
Residential	\$ 115,850.00		\$ 4,178,321.00
Commercial	\$ 0.00		\$ 2,505,533.00
Apartment	\$ 0.00		\$ 69,400.00
Sign	\$ 600.00		\$ 132,928.00
TOTAL	\$ 116,450.00		\$ 6,886,182.00

Interior renovations of existing residential unit at 1132 Luther Drive - \$103,000

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013		
NUMBER	FACILITIES	UNITS
Registrations Received	16	64
New Applications Issued	4	4
Total Registered (includes those added since 5/1/13)	3038	8495
Percentage of total invoiced that are registered	94.4%	97.9%

Notes: The 2013-2014 rental license renewals for 8,678 units in 3,220 facilities were printed and mailed on May 1, 2013. The final "Past Due" notice was mailed on Sept 9. This included a \$100 per facility late fee. Those who still remain outstanding and are definitely occupied by non-owners will be receiving a Notice of Violation shortly, giving them 20 days to register or be fined.

PAYMENT	
Total Payments Received this Week	\$ 3,200
Adjustments	\$ 3,950

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	57
Electrical	32
Plumbing	21
Mechanical	16
Safety	27
Neighborhood Vitality	78
Quality of Life	2
Preventive Maintenance	39
Planning & Zoning	3

INSPECTIONS KEY:

Categories of Conditions

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. <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.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

- TAX REMINDER MAILING:** Approximately 2000 real estate property tax reminders were sent to City taxpayers this past week. This number is consistent with the number of reminders sent at this time in the tax cycle for the past three years.
- UTILITY RELIEF FAIR:** Mayor and Council have agreed to allow the City to host a Utility Relief Fair on October 30 and 31 in Room 407 of City Hall. This fair will allow citizens to apply for a one-time utility arrearage assistance to help with costs involved in the heating/cooling of their residence. A committee of community volunteers will review the applications and approve/deny payment to the utility provider to satisfy the applicant's arrearage up to \$350. The amount may be increased to \$500 in special circumstances.
- ONLINE UTILITY/TAX PAYMENT SITE CRASH:** The file server that hosts the City's Citizen Self-Service application (allowing for payments of utility/tax bills) crashed on Saturday, 10/12 due to a motherboard failure. Staff replaced this piece of equipment and had the site functional again on Tuesday afternoon (10/15/13).
- TABLET COMPUTING FOR CODE ENFORCEMENT:** IT Staff are working with Code Enforcement officers to test a mobile application utilizing Samsung Android tablets and the MUNIS inspection system to allow for mobile input of data at the inspection site.
- MID-OCTOBER ELECTRIC COLLECTION ACTIVITY:** The PSC Winter Regulations will begin on November 1. Attached is a chart that reflects the current status of our electric receivable compared to that at the commencement of service interruptions on 4/1/13. The percentage goal for receivables outstanding >30, based upon historical averages, is 11.80%. We are currently at 11.20%. Over \$612,121 has been collected in the >61 bucket since 4/1/2013.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1, 707	Field Interviews:	49
Arrests/Warrants Served:	29	Moving Violations:	34
Domestic Violence Calls:	24	Parking Violations:	9
DUI Arrests:	2	Safety Repair Orders:	13
Reports Filed:	155	Warnings:	44

2. REPORTS

- 10/13/13: Officers were dispatched to West Baltimore Street for a reported assault with a knife in progress. Upon arrival it was determined that two males had been fighting and one of the males suffered a single stab wound to his back. The victim was transported to Meritus Medical Center for treatment. The suspect was placed under arrest and charged with first degree assault, second degree assault, and reckless endangerment.

- **10/13/13:** Officers responded to the Dollar Tree on Eastern Boulevard for a reported armed robbery. Officers learned a black male wearing a hoodie and a t-shirt, which partially concealed his face, had robbed the store at knifepoint. The suspect fled the store with an undisclosed amount of money. The investigation is continuing. Anyone with information on this incident is asked to call the Hagerstown City Police Criminal Investigations Division at 301-790-3700.
- **10/13/13:** The Hagerstown City Police responded to West Franklin Street in reference to a large disturbance. Upon arrival, a large disorderly crowd was observed in the street. Officers then located an 18-year old male in the first floor hallway of an apartment building suffering from multiple stab wounds. Community Rescue Service responded to the scene. The victim was transported to Meritus Medical Center where he was later pronounced dead. Anyone with information is requested to call the Hagerstown Police Department at 301-790-3700 or online at CRIMETIP@HAGERSTOWN.PD.ORG

3. OTHER NEWS/INFORMATION

- **CONGRATULATIONS:** Tom Alexander received his Doctorate in Philosophy of Criminology and Criminal Justice from the University of Maryland at College Park. It is worth noting that this flagship college has been ranked #1 in the PhD Program in the United States in Criminology and Criminal Justice since 2005, according to the rankings of the U.S News and World Report. Dr. Alexander has been employed with the City of Hagerstown for 38 years and is currently assigned to the Professional Standards Division. He is instrumental in researching for available grant money for HPD. Due to his diligence in locating these grants, the Hagerstown Police Department was awarded over \$300,000 in State funding. The money will be used for body armor, forensic lab equipment, gun violence reduction, domestic violence coordinator and training of School Resource Officers. In addition to State funds, HPD received Federal grant money to hire two new officers and five new officers that are U.S. Military Veterans. Thank you for your hard work Dr. Alexander.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	162	155
	University District Deck	421	424
	Downtown Parking Lots	380	377
Number of Patrons Using Decks	A & E Deck	2,020	2,029
	University District Deck	2,083	2,090
Sales of Discount Coupons		0	50
Number of Citations Issued	(Includes Warnings)	165	135
Number of Late Payment Notifications		49	26
Number of Cars Booted		0	1

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	1
Fire	2	5
Human Resources	0	0
Light	3	2
Parks & Engineering	2	0
Police	6	4
Public Works	6	7
Wastewater	1	2
Water	4	4
Weekly Totals	25	25

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

1. **Problem Areas.** Recent call-outs included:
 - Thur. 10/10 - Jonathan Street & North Avenue- lines arcing; HPD camera wire was corroded, wire replaced to correct problem. Time Out: 19.0-20.0
 - Fri. 10/11 - 1124 Fairview Avenue- partial outage; Customer's main breaker was bad, customer advised to contact electrician for needed repairs. Time Out: 15.2-15.7
 - 456 North Burhans Blvd. - Miss Utility emergency locate; our services were clear for Columbia Gas to make emergency repairs to gas main break. Time Out: 8.2-8.6
 - 67 East Antietam Street (rear) - total outage; squirrel caused transformer fuse to operate; fuse was replaced to restore power. Time Out: 11.5-12.5
 - 111 Elizabeth Street- partial outage; customer's main breaker tripped, breaker was reset to restore power. Time Out: 20.0-21.0
 - Mon. 10/14 - 805 West Washington Street- partial outage; customer's main breaker tripped, breaker reset to restore power. Time Out: 16.4-17.1

2. **Distribution** Recent activity included:
 - Metering Staff received no high bill complaints this week.
 - 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.

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

3. **Engineering** Staff worked on the following projects:
 - Staff distributed electric water heater blankets to HLD customers qualifying for this year's EMPOWER MD grant program.
 - The Staff Engineer and Substation Technician worked along with ABB to modify HLD protection relay programming to better position the relays to operate more efficiently within HLD's electric distribution infrastructure.
 - Pole attachment agreements and routing maps were prepared for communication utilities seeking authorization for attachment to HLD utility poles.
4. **Administration:**
 - With help from Leon in the IT Department, staff continues to create reports and gather data for the Maryland Public Service Commission's EUSP data request.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Oct. 9, 2013	4.94	0.00
Thursday, Oct. 10, 2013	7.68	3.30
Friday, Oct. 11, 2013	14.30	0.97
Saturday, Oct. 12, 2013	13.07	0.91
Sunday, Oct. 13, 2013	10.55	0.24
Monday, Oct. 14, 2013	9.36	0.00
Tuesday, Oct. 15, 2013	9.05	0.00
Weekly - Avg. Flow / Total Rainfall	9.85	5.42
Monthly - Avg. Flow / Total Rainfall	7.24	6.15

Miscellaneous

- The area received 5.42 inches of rain this week and maxed out the plant flow at 22.5 MGD. We did not experience any major problems from the high flow event.
- John Snow of Coyne Chemical was on site to do jar testing to determine a possible replacement for ferric chloride to control phosphorus.
- Started sampling regiment of Synagro filtrate, DAF underflow and ENR filter reject water to determine levels of Ortho Phosphate, Ammonia and Nitrates being recycled through the plant.
- No major projects this week.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	0	0	0	0
Flushing	22	3,446		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Manholes	22,09	2	I&I	2 GPM

Collection System Maintenance Task

- Replaced grinder pump core at 20314 Parkwood Court, the pump installed last night at this address had bottom seal leak.
- Reset faulted smart switch at 11138 Mahogany Drive.
- Parged manhole 22047 and fixed minor weeper, > 1 GPM.
- Fixed leak in manhole 09013, 2 GPM, Parged and prepped to install inside drop.
- Sewer call at 16 Summer Street; service connection and main clear at 223 Mill Street flushed from manhole to curb on Mill no blockage.
- Checked numerous manholes in districts 7, 9, and 12 in manholes we have repaired and found no leaks after the 5.3 inches of rain.
- Sealed under drain release pipe in manhole 22097, Terra Cotta 6 inch pipe running full.
- Reset Pump 2 check valve failure at station 1.
- Worked on check valves limit switches at station # 18.

- Cleaning in district 22.
- Took unit 518 CCTV to Rausch for software installation
- Installed Bio-Bags throughout infrastructure to control FOG.

Administration-

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	2	0	0	0	1	5
YTD	64	52	19	9	8	56	208

* 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 attended a Plan Review Committee meeting at City Planning.
- Staff met with Collections staff regarding the on-site public and private sewers at the future Senior Activities Center.
- Staff met with City permits staff to continue streamlining the sewer permits process.

Wastewater Laboratory

- John Snow from Coyne Chemical performed some phosphorus removal chemical testing on our waste stream. The results showed the present treatment with ferric chloride was far superior to other products.
- The lab is performing extensive testing on the Synagro filter press process in an effort to find a method of reducing phosphate levels returned to the plant in the filtrate.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/10/13	11.40		11.40
10/11/13	11.67		11.67
10/12/13	10.99		10.99
10/13/13	11.22		11.22
10/14/13	11.73		11.73
10/15/13	11.45		11.45
10/16/13	11.91		11.91
Average			11.87

Water Production at RC Willson

- Operations

- Completing routine PMs.

- Maintenance

- R C Willson – Performing routine PMs.
- R C Willson – Assisted moving the SCADA antenna.
- R C Willson – Worked with AR&E on the installation of the new north flashmixer.

- Instrumentation

- R C Willson – Installed a new turbidimeter on the north top-of-filter.
- Pump Stations – Finished the installation of power monitoring equipment at PS #6.
- Pump Stations – Installed a new flow meter at PS #6.
- Pump Stations – Installed new loss of power equipment at PS #6.
- Pump Stations – Worked with Fidelity on PMs for the generators.

Water Production at Breichner

- The Edgemont Reservoir is currently at -6.4'. The bypass and the hydrant are closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on meter exchanges throughout the system. We installed the new main on Ewell Drive and are starting on Buford Drive and are working on services throughout the system.

Laboratory

- A new line on Black Maple Way was tested and cleared for service.
- While replacing the heating element of lab's distillation unit it was discovered the glass boiler body of the unit had become etched and the glass thin and very fragile. A new body was ordered and replaced along with the heating element.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		2
Preliminary Plat		1
Final Plat		1
Building Permit	7	6

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with City Permits staff to continue streamlining the water permits process.
- Staff met with a commercial developer's consultant on final approval of a redevelopment project.

Respectfully submitted,



Bruce Zimmerman
City Administrator

INFORMATION TECHNOLOGY & SUPPORT SERVICES

The chart below represents the current status of our electric receivable compared to that at the commencement of service interruptions on 4/1/13:

	Current	% of Total	1-30	% of Total	31-60	% of Total	61-120	% of Total	120+	% of Total	Total
3/31/2013	\$ 1,909,219.54	59.5%	\$ 816,067.36	25.4%	\$ 250,983.97	7.8%	\$ 155,702.81	4.9%	\$ 77,363.59	2.4%	\$ 3,209,337.27
10/15/2013	\$ 866,307.88	55.7%	\$ 490,330.39	14.5%	\$ 109,193.68	6.2%	\$ 54,240.00	3.1%	\$ 34,232.28	1.9%	\$ 1,554,304.23