

# City of Hagerstown, Maryland Status & Information Report No. 41 for 2013

November 1, 2013

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

NOVEMBER 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 4pm Work Session	6	7	8	9
10	11 <b>HOLIDAY</b> City Offices Closed	12 4pm Work Session	13	14	15	16
17	18	19 4pm Work Session	20	21	22	23
24	25	26 7pm Regular Session	27	28 <b>HOLIDAY</b> City Offices Closed	29 <b>HOLIDAY</b> City Offices Closed	30

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:**
  - Pretty Little Girls Bowtique at 27 West Washington Street celebrated their grand opening on Wednesday, October 30 at 4:00 PM. This was the City's 30th Grand Opening/Anniversary Event.
  - A Grand Opening/Ribbon Cutting for Hagerstown Party Rentals and Event Planning (Tisako Enterprise, LLC) located at 20 Public Square, City Center Hagerstown is hosting a grand opening/ribbon cutting. The event will take place at 4:30 PM on Friday, November 1, 2013.
  - Please mark your calendars now for the dedication of the Maryland Theatre's Sound System on Tuesday, November 5, 2013 at 3:30 PM at the Maryland Theatre. Another great happening in Hagerstown's Arts and Entertainment District.
  - A great event in Hagerstown's Arts and Entertainment District will occur at 3:00 PM on Tuesday, November 12, 2013. The City of Hagerstown is celebrating the Grand Opening/Ribbon Cutting of the Washington County Arts Council at 34 South Potomac Street, and we are dedicating Artist Alley by unveiling our new signs.
2. **Events:**
  - City Center Ghost Tours were held last week. Approximately 120 attended the event. All haywagon rides were at full capacity.

- Spooky Sprint 2 Mile Run/Walk was held before the Mummers Parade. 133 people participated. It is a growing event. It is sponsored by the Washington County Recreation Department, City of Hagerstown and The Alsatia Club.
- Alsatia Mummers Parade was again held this year. It was a huge success with its local floats, bands, costumed mummers and more!
- City Wide Trick-Or-Treat  
*Thursday, October 31 from 6 p.m. to 8 p.m. throughout the City of Hagerstown*  
Welcome kids in costume to your home by turning on your porch light!
- Hagerstown Gridiron Championship Classic  
Mike Callas Stadium - November 8, 2013 at 7:00 PM  
12th Annual Hagerstown Gridiron Championship Classic between Rebels of South Hagerstown High School and Hubs of North Hagerstown High School. At the end of the game, Mayor Dave Gysberts will present the trophy to the winning team to be kept at their school throughout the year. MVP Scholarships are sponsored by the Kiwanis Club and Bulldog Federal Credit Union. Admission for adults is \$5 and students are \$2.

3. **City Market:**

- The next event on November 9, 2013 is Autumn Taste of the Market. Customers are invited to enjoy a sampling of goods created by participating vendors. Activities run from 9:00 AM to 11:00 AM.

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

- City Center Dollars Discount Available in November and December
- Reminder: Utility Relief Fair
- Two Businesses Celebrating Grand Openings in City Center
- Traffic Advisory: Fairground Avenue
- E-casts:
  - Open House for Artists' Lofts
  - Small Business Saturday Promotional Opportunity
- Video Blasts:
  - WATCH THIS!!! Highlights from the Howloween Dog Costume Parade

5. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Howloween Dog Costume Parade
  - Washington County Free Library Grand Opening
  - On the Record With Mayor Dave Gysberts, Episode 001
  - HCC Police Academy Inaugural Class - HPD Graduates
  - City of Hagerstown Gives Back During Day of Caring
- In Production:
  - 140 South Potomac Street Revitalization
  - On the Record With Mayor Dave Gysberts, Episode 002

6. **Websites:**

- **YouTube:**

- New uploads to YouTube this week:
  - ▶ Howloween Dog Costume Parade
  - ▶ Live, Work, STAY in Hagerstown and Washington County (Workforce recruitment video)

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued:**

- 927 Hamilton Boulevard, Apt. 1N – Law Office of Scott K. McDaniel, Esq., LLC – home work station for a law office.

2. **Historic District Commission:** The October 24 HDC meeting was canceled (two members became ill prior to the meeting so there was no quorum). A special meeting has been scheduled for Thursday, October 31, to consider the cases originally filed for October 24.

3. **Weekly Activity Report:** October 21–25, 2013

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
	14	Residential -	7	Commercial -	3	Other -	4	
Building	14	Residential -	7	Commercial -	3	Other -	4	10
Electrical	7	Residential -	5	Commercial -	2	Other -	0	7
Plumbing	8	Residential -	7	Commercial -	1	Other -	0	7
Mechanical	4	Residential -	3	Commercial -	0	Other -	1	4
Engineering Dept.	13							12
<b>TOTAL</b>	46		22		6		5	40

<u>Est. Value of Issued Building Permit Projects:</u>		<u>Fiscal Year Totals:</u>
Residential	\$ 2,457.00	\$ 4,180,778.00
Commercial	\$ 91,000.00	\$ 2,746,533.00
Apartment	\$ 0.00	\$ 69,400.00
Sign	\$ 34,537.00	\$ 167,465.00
<b>TOTAL</b>	<b>\$ 127,994.00</b>	<b>\$ 7,164,176.00</b>

Installing six antenna on roof and concrete pad, fencing, radio equipment on ground at 12 South Walnut Street - \$85,000

**RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013**

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	21	46
New Applications Issued	6	9
Total Registered (includes those added since 5/1/13)	3069	8566
Percentage of total invoiced that are registered	95.9%	98.2%

**Notes:** The 2013-2014 rental license renewals for 8,678 units in 3220 facilities were printed and mailed on May 1, 2013. The final "Past Due" notice was mailed on Sept 9. That 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	\$ 2,300
Adjustments	\$ 450

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	28
Electrical	41
Plumbing	29
Mechanical	8
Safety	62
Neighborhood Vitality	114
Quality of Life	5
Preventive Maintenance	48
Planning & Zoning	15
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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. **Mills Park Trail, Phase II** The bridge deck has been set. Concrete is being poured for support piers for the boardwalk. We are also preparing for a blacktop walkway which will connect the bridge to Northern Avenue.
2. **Burhans Boulevard Bridges** After three years of working through the Federal Aid system, we are finally ready to advertise this contract for bids. The project completes repairs to three bridges on Burhans Boulevard, mostly to the piers and substructure. Estimated cost is \$1.4M.
3. **New Park Rule** Effective October 28, 2013, the smoking of tobacco products is prohibited in all City of Hagerstown parks. We continue to install "No Smoking" signs in all our parks and playgrounds.
4. **Howloween Dog Costume Parade** Our 1<sup>st</sup> annual Howloween Dog Costume Parade was a huge success! Seventy-five dogs were registered for this event, held on October 26<sup>th</sup> in our new dog park at Fairgrounds Park, and featured exhibitors, a live radio remote, pet photography, and treats.
5. **Ghost Tours** The Hager House Ghost Tours teamed up with Historic City Park Neighborhoods First Walking Ghost Tours to create a special tour package offering. Of the 184 total Hager House visitors and 139 total Walking ghost tour participants, 132 chose to go on both tours. Special pricing was offered to those who signed up in advance. \$748 in admission fees were collected in advance. \$762 in admissions was collected on site for the tours.

6. **Engineering Division Items**

<b>Traffic issues</b>		
Description	Week of 10/2813	Year-to-Date
Traffic complaints received	11	133
Work Orders completed	9	118
Traffic counts completed	1	22
<b>Construction Projects</b>		
Description	Week of 10/2813	Year-to-Date
Projects advertised for bids	0	24
Projects under construction	9	15
Projects completed	5	9

**POLICE DEPARTMENT**

1. **STATS**

Calls for Service:	1,655	Field Interviews:	53
Arrests/Warrants Served:	19	Moving Violations:	40
Domestic Violence Calls:	25	Parking Violations:	7
DUI Arrests:	2	Safety Repair Orders:	29
Reports Filed:	161	Warnings:	47

2. **REPORTS**

- **10/24/13:** Officer B. Helman responded to Mulberry Avenue in reference to a theft from a motor vehicle. The victim stated that someone had opened the tail gate and stole several high priced tools. Neighbors did not see or hear anything suspicious over night. There are no suspects at this time.
- **10/25/13:** Officer Lippy was dispatched to Mechanic Street in reference to a burglary. The victim stated her house had been broken into and the bedroom was in disarray. She reported several items of value were taken. There were no signs of forced entry. An attempt was made to get fingerprints from the side entrance door, but was unsuccessful. There are no suspects at this time.
- **10/28/13:** Officer Reese responded to South Potomac Street for a fight in progress. Upon arrival, a male was sitting on the city sidewalk with a small abrasion on his forehead. Another male was standing next to him. CRS responded, however the injured individual refused treatment. Both males were transported to Central Booking and charged with disorderly conduct.

3. **OTHER NEWS/INFORMATION**

- **Congratulations:** Officers Ault, Cline, Lapp, Reese and Rutkowski completed their Comparative Compliance Training at the Hagerstown Community College Police Academy on October 25, 2013. They are now reassigned back to their respective platoons.

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	160	161
	University District Deck	421	421
	Downtown Parking Lots	380	380
<b>Number of Patrons Using Decks</b>	A & E Deck	1,948	1,907
	University District Deck	2,090	1,985
<b>Sales of Discount Coupons</b>		0	16
<b>Number of Citations Issued</b>	(Includes Warnings)	217	205
<b>Number of Late Payment Notifications</b>		31	44
<b>Number of Cars Booted</b>		0	0

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
<b>DCED</b>	0	2
<b>Fire</b>	1	0
<b>Human Resources</b>	0	0
<b>Light</b>	1	2
<b>Parks &amp; Engineering</b>	1	2
<b>Police</b>	2	7
<b>Public Works</b>	9	12
<b>Wastewater</b>	3	1
<b>Water</b>	1	5
<b>Weekly Totals</b>	18	31

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:

- Wed. 10/23 - Plant Substation- Switch repair; tap pulled out of switch. Time Out: 16.7 – 17.5
- Thu. 10/24 - 1030 Kuhn Avenue - Meter socket failure; disconnected service, notified Electrical Inspector. Time Out: 17.0 – 17.8
- Fri. 10/25 - 821 Potomac Avenue - House fire; pulled meter and disconnected service until repairs are made. Time Out 3.0 – 3.5
- Sun. 10/27 - 25 Garlinger Avenue - Tree limb on service. Time Out: 12.7 – 13.5
- 49 Mealey Parkway - Tree limb on service wires. Time Out: 19.4 – 20.6

2. **Distribution** Recent activity included:

- Metering Staff received no high bill complaints this week.

- Line crews continue trimming trees in various residential locations. This project will further enhance the reliability of our system by reducing tree related outages in areas that the Distribution and Engineering sections of the HLD have identified as problem areas.
- Line crews performed various service upgrades and meter installations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
9	0	0	0

3. **Engineering** Staff worked on the following projects:

- Engineering staff reviewed and completed multiple permits, electrical service upgrades, and site plans on HLD's system.
- The Staff Engineer and two Line Crew members travelled to Charlottesville, VA, to attend a complimentary underground distribution training class held by Cooper Power Systems.
- The Staff Engineer reviewed multiple items for approval in addition to HLD's approved stock items.
- Engineering and Administration met with Altec to discuss and review the experience HLD had with a demo bucket truck supplied by Altec. HLD will use this information to develop specifications for future HLD bucket truck needs.

4. **Administration:**

- Staff distributed, door-to-door, the remainder of the electric water heater blankets to HLD customers qualifying for this year's EMPOWER MD grant program.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Oct. 23, 2013	6.44	0.00
Thursday, Oct. 24, 2013	6.26	0.00
Friday, Oct. 25, 2013	6.22	0.00
Saturday, Oct. 26, 2013	5.96	0.00
Sunday, Oct. 27, 2013	5.99	0.00
Monday, Oct. 28, 2013	5.91	0.00
Tuesday, Oct. 29, 2013	5.95	0.00
Weekly - Avg. Flow / Total Rainfall	6.10	0.00
Monthly - Avg. Flow / Total Rainfall	6.94	6.43

**Miscellaneous**

- No major projects this week.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1,22	1,404	0	0
Flushing	22	2,719		
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>L.F. of Repairs</b>
Lateral Only	51,52	2	Broken Discharge Assembly's and Check Valve	9
Manholes	9,22	2	I & I parged	14 VF

### **Collection System Maintenance Task**

- Parged manhole 22097
- Stopped (2GPM) leak by parging manhole 09013.
- Checked manholes 22094, 22097, 22089, 22087, 22086, and 22075 for major leaks and found none.
- Inspected drop manhole 09013 and two runs in district 22 looking for infiltration.
- Cleaned Potomac Ridge wet well for AR&E
- Replaced grinder pump cores at 11023 Plumwood Court, 603 Fairmeadows Boulevard and 20011 Cherryhill Circle.
- Topsoil, seed and straw at 20011 Cherryhill Circle.
- Replaced leaking check valve at 1600 Woodlands Run.
- Replaced alternator at station 7 and ordered one for stock.
- Cleaned rags from #2 pump at station 1.
- Draw down at station 21 only 55 gpm from old pump. Checked it again this week and measured 75 gpm which is a more consistent number. Suspect rags were stuck in impeller.
- Call from 220 Mill Street; no problem on City or owner, building sewer and service connection flowing when owner runs water.
- Excavated at 538 West Church Street to remove lateral liner from main line.
- Unit 508 broke down; towed to Hagerstown Ford for repairs, good chance its major

### **Administration**

<b>Wastewater Division – Customer Call Log Summary 2013</b>							
<b>Type</b>	<b>Blockages</b>	<b>Grinder Pumps</b>	<b>Odor Complaints</b>	<b>Flushing</b>	<b>WW Pump Station</b>	<b>Other</b>	<b>Totals</b>
Weekly	1	2	1	0	0	0	4
YTD	65	55	20	9	8	58	215

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

### **Engineering**

- Staff met with County Engineering staff and the Robinwood Corridor II contractor representatives to discuss the force main relocation plan.
- Staff met with City Permits staff to continue streamlining the sewer permits approval process.
- Staff met with a consultant regarding final approval of a commercial improvements site plan.

### **Wastewater Laboratory**

- The lab continues to perform 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.
- A lachat rep came and performed annual routine maintenance on our QuikChem 8500. During the maintenance the injection valves were misaligned. The rep replaced our valves with two factory rebuilt valves of his own that we can keep as backups, and he ordered new valves to replace ours
- 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>
10/24/13	11.82		11.82
10/25/13	11.63		11.63
10/26/13	12.08		12.08
10/27/13	11.39		11.39
10/28/13	11.66		11.66
10/29/13	11.85		11.85
10/30/13	11.78		11.78
Average			11.74

**Water Production at RC Willson**

*- Operations*

- Completing routine PMs.

*- Maintenance*

- R C Willson – Performing routine PMs.
- R C Willson – Rebuilt both De-Pac pumps.

*- Instrumentation*

- R C Willson – Installed a new motor on the north Del-Pac pump.
- Pump Stations – drained both the Henson and Showalter Hortonspheres.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -6.7'; 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 working on Buford Drive. Hydrant flushing continues and we are winterizing our facilities throughout the system.

**Laboratory**

- Materials were ordered for the upcoming UCMR 3 and quarterly THM HAA testing.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Building Permit	29	5

- Staff met with City Permits staff to continue streamlining the water permits approval process.
- Staff met with a consultant regarding final approval of a commercial improvements site plan.

Respectfully submitted,

  
 Bruce Zimmerman  
 City Administrator