

City of Hagerstown, Maryland

Status & Information Report No. 43 for 2013

November 15, 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 HOLIDAY 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 HOLIDAY City Offices Closed	29 HOLIDAY City Offices Closed	30

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**
 - A huge crowd was in Hagerstown's Arts and Entertainment District when the City of Hagerstown celebrated the Grand Opening /Ribbon Cutting of the Washington County Arts Council at 34 South Potomac Street, and dedicated Artist Alley by unveiling our new signs.
 - City Center is hosting another grand opening. Please join us for the Grand Opening and Ribbon Cutting for Fat Cats Deli & Eatery at 15 West Washington Street on Thursday, November 21 at 4:00 PM. Owned and operated by Troy and Alison Rupp.

2. **Events**
 - **Hagerstown Gridiron Championship Classic** – The 12th Annual Hagerstown Gridiron Championship Classic was held this week. The Rebels of South Hagerstown High School and the Hubs of North Hagerstown High School had a competitive game, but the Rebels won in the end. At the end of the game, Mayor Gysberts presented the trophy to the winning team to be kept at their school throughout the year. MVP Scholarship sponsors are the Kiwanis Club and Bulldog Federal Credit Union and will be presented at the Mayor and City Council meeting on November 26.
 - **Annual Boards And Commissions Luncheon** - Staff is working on the Annual Boards and Commission Luncheon to thank volunteers for their service. It will be held at the Academy Theatre at noon on November 22, 2013.

- **Holiday Faire Off The Square**
December 5, 4 PM to 7 PM | Elizabeth Hager Center Lot
Organized by the Downtown Alliance. Features an artisan and farmers market with some holiday crafts.
- **Tree Lighting in Public Square**
December 5, 5 PM to 6:30 PM | Public Square, City Center Hagerstown
Local school bands and singing groups begin the evening's activities which end with the arrival of Santa and the lighting of the Christmas Tree on the Square. Mayor David Gysberts will light the Christmas Tree with special guests.
- **Hollyfest**
December 5, 7 PM | Maryland Theatre
A free holiday event with entertainment by local children's groups. No tickets required. Hollyfest is sponsored by Columbia Bank, Hagerstown Trust Division and Antietam Cable Television/Disney and ESPN.
- **City Park Lighting**
December 6, 7 PM | City Park on Virginia Avenue
Take part in the merriment as the Christmas tree and decorations are illuminated on the lake and enjoy refreshments, music and activities at the Hager House, Washington County Museum of Fine Arts and the Mansion House Art Gallery. Hay rides will provide transportation around the park at no cost. Event sponsored by Columbia Bank, Hagerstown Trust Division. Reminder: Smoking in City Park is no longer permitted.
- **Hagerstown's Police Athletic League presents Reindeer Run & Walk**
December 21, Registration begins 7:45 PM | City Center
Come out for a winter run and walk to benefit the Police Athletic League. For information call 301.790.2085 or e-mail hagerstownpal@yahoo.com
- **Holiday Tour of Houses of Worship**
December 26, 3 PM to 7 PM
Self-guided walking tour of historic houses of worship; brochures will be available at the Convention & Visitors Bureau prior to event, at the Washington County Historical Society night of event, and at each of the participating houses of worship. Tour runs from 3 PM to 7 PM and includes 16 City houses of worship and two points of interest in seasonal decoration with historic and architectural interpretations, music and art. A bus will be available on a continuous loop through City Center with six stopping points for those who want to reduce their walking distance. Inclement weather date is December 27. For more information, please call 240.420.1740.
- **Donut Drop**
December 31, 7 PM | Public Square, City Center Hagerstown
What's NXT presents the Krumpe's New Year's Eve Donut Drop! Join us outside at the Square of downtown Hagerstown for free coffee, free hot chocolate, free popcorn and of course, Krumpe's Donuts. Family festivities begin at 6 PM, donut drop begins at 6:59 PM For more information visit www.whatsnxt.com/2014DonutDrop
- **Storybook Holiday 2013**
December 14
Presented by Frostburg Student Educator Association (FSEA) and the City of Hagerstown. This is a free holiday event with entertainment and activities. Call 240-527-2730 for more information.
- **Washington County Free Library — Storytelling: 12 PM to 1 PM**
- **Historic City Farmers' Market — Holiday Cookie Decorating: 8 AM to 12 PM**
- **Walker Academy/Children's Theater — Breakfast with Santa: 7:30 AM to 9:30 AM**
- **Walker Academy/Children's Theater — A Glimpse of the Velveteen Rabbit: 11:00 AM to 11:30 AM**

- **University Plaza** — Elf Olympics: 12:30 PM to 1:30 PM
 - **USMH** — Holiday Crafts and Face Painting: 10:30 AM to 1 PM
 - **University Plaza** — Parade & Caroling: 1:30 PM to 2 PM
3. **Arts and Entertainment District**
- The Hagerstown Arts and Entertainment Management Board is meeting in November and discussing safety in the district.
 - An open house for the Artist Housing at 36 to 40 North Potomac Street will be held this weekend.
4. **City Market**
- We have some new vendors beginning November 23 joining the City Market. Eloise Plank who makes homemade Shawls & Scarves. Also, beginning November 30, Jeff Paules will operate a new counter with a lunch focused menu. Sounds delicious.
 - Requests for Proposals are coming in next week in order for the market to have an ATM inside or outside.
 - November 16 - Last Children's Learning Activity by Master Gardeners for 2013. This Saturday's theme - The Sky is Falling - in Market Alley from 9:00 AM to 11:00 AM.
 - November 23 - Thanksgiving Basket Giveaway. Free to enter and winner is announced at 11:00 AM - winner must be present at calling to claim prize.
 - **Holiday Happenings at Historic City Farmers Market**
Every Saturday, 5:00 AM to 12:00 p.m. | 25 West Church Street
 - **December 7 — Holiday Faire**
Enjoy a variety of gift purchasing opportunities. Visit all of your favorite vendors and check out holiday-only vendors. Enjoy special giveaways.
 - **December 14 — Songs of the Season**
Enjoy a day of holiday music while you shop around at the Farmers Market. First 75 customers to Market beginning at 9:00 AM will receive a free Market goodie!
 - **December 21 — Gifts For Our Customers**
There will be an abundance of Holiday joy at the City Farmers Market. Santa will make a stop before he makes his trip around the world from 9:00 AM to 11:00 AM. Gifts for You Giveaway will take place beginning at 8:00 AM and occurring every half hour until closing.
5. **This Week's Headlines and Media Releases:**
- Duvinage Takes Top Honor at Maryland Deal of the Year Awards
 - The Greens at Hamilton Run to Close for Winter Season
 - Traffic Advisory: West Franklin Street
 - E-casts:
 - A Special Invitation for the Grand Opening of Fat Cat's Deli
6. **Channel 25:**
Watch the City Newsroom at the top of every hour. This week's news stories include:
- Small Business Saturday Promotion
 - Howloween Dog Costume Parade
 - Washington County Free Library Grand Opening

- HCC Police Academy Inaugural Class - HPD Graduates

In Production:

- 140 South Potomac Street Revitalization
- On the Record Episode 002

7. **Websites:**

YouTube:

- New uploads to YouTube this week:
 - November 12 Mayor & Council Work Session
 - Small Business Saturday Promotion

Top video views:

- Washington County Free Library Grand Opening 448 views
- Howloween Dog Costume Parade 219 views
- Young Professionals Workforce Recruitment Video 90 views

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued:**

- 58 East Franklin Street – Nutrition Club – retail sales of Herbalife products and information sessions.
- 30 Belview Avenue – Thomas Willson – home work station for contractor services.
- 1061 Virginia Avenue – Gardner Claiborne – hair salon.

2. **Planning Commission:** The Planning Commission reviewed the following projects on November 13:

- Kiwanis Park (Parking Lot) – 371 Dynasty Drive – heard a proposal for a concept plan for storm water management.
- National Golden Tissue – 700 Frederick Street – provided feedback on a future request for landscaping waivers.
- Annual Shopping Center Report

3. **Weekly Activity Report:** November 4–8, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	4	Residential -	3	Commercial -	1	Other -	0	10
Electrical	19	Residential -	11	Commercial -	7	Other -	1	19
Plumbing	15	Residential -	11	Commercial -	2	Other -	2	16
Mechanical	4	Residential -	3	Commercial -	1	Other -	0	4
Engineering Dept.	19							21
TOTAL	61		28		11		3	70
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 192,308.00				\$ 5,540,661.00			
Commercial	\$ 202,300.00				\$ 3,007,583.00			
Apartment	\$ 1,500.00				\$ 70,900.00			
Sign	\$ 7,723.00				\$ 175,863.00			
TOTAL	\$ 403,831.00				\$ 8,795,007.00			

- Construct two single family homes in Greenwich Park - \$190,000
- Interior alteration to existing office spaces at 1016 Virginia Avenue - \$75,000
- New truck garage used for Columbia Gas at 441 South Potomac Street - \$45,000
- Interior alterations of offices for Maryland Department of Ed., Division of Rehab. Services at 16 West Washington Street-\$50,000

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	3	3
New Applications Issued	1	4
Total Registered (includes those added since 5/1/13)	3077	8580
Percentage of total invoiced that are registered	96.1%	98.4%

Notes: The 2013-2014 rental license renewals for 8,678 units in 3,220 facilities were printed and mailed on May 1, 2013. Recent review of the 100 or so outstanding applications shows that at least 40% are in various stages of foreclosure. The remainders are being sent Notices of Violation and will be given until early Dec to register and pay a later fee or face a \$500 fine.

PAYMENT

Total Payments Received	\$ 150
Adjustments	\$ 300

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	56
Electrical	33
Plumbing	37
Mechanical	17
Safety	22
Neighborhood Vitality	108
Quality of Life	1
Preventive Maintenance	20
Planning & Zoning	2

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. **170 West Washington Street** All masonry repairs are complete on the back wall and the primer painting of the back wall will be completed this Saturday.

2. **Attendance Figures**

Golf Course Attendance		
	Monthly Total	Revenue
October 2013	698	\$12,525.00
October 2012	630	\$10,072.25
Hager House Attendance		
	Monthly Total	
October 2013	349	
October 2012	33	
Train Museum Attendance		
	Monthly Total	
October 2013	78	
October 2012	-0- Closed 9/29/12	

3. **Cramer's Alley** The alley south of the library was one-way northbound. When the library was constructed, we had to make the alley two-way. Since the library completion, we have surveyed the local property owners and the Board of Traffic & Parking decided to make the alley one-way northbound again. We will send the appropriate Work Order to Public Works.

4. **Engineering Division Items**

Traffic issues		
Description	Week of 11/10/13	Year-to-Date
Traffic complaints received	4	145
Work Orders completed	5	130
Traffic counts completed	1	24
Construction Projects		
Description	Week of 11/10/13	Year-to-Date
Projects advertised for bids	0	25
Projects under construction	6	15
Projects completed	0	10

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,546	Field Interviews:	47
Arrests/Warrants Served:	17	Moving Violations:	51
Domestic Violence Calls:	33	Parking Violations:	5
DUI Arrests:	2	Safety Repair Orders:	26
Reports Filed:	175	Warnings:	40

2. **REPORTS**

- **11/07/13:** Officer Brashears responded to North Mulberry Street for a burglary report. The victim stated her garage was tampered with sometime overnight. She also stated that the day before an unknown black male came into the garage and looked around. He was told to leave and the male fled, but later returned and struck a friend of the victim who was in the garage at that time. No items are missing at this time and there are no known suspects.

- **11/09/13:** Officers of the Hagerstown Police Department and Hagerstown Fire Marshall's Officer responded to Hagerstown Reproductive Health Services in reference to a suspicious package in the building. The State Fire Marshall's Office Bomb Squad arrived and performed a controlled detonation of the suspicious package for safety reasons. As an added precaution, the building was evacuated and several streets were sealed off during the investigation. The Hagerstown Fire Department and Community Rescue Service assisted throughout the investigation. The investigation is continuing.
- **11/10/13:** HPD responded to Washington Avenue for a burglary report. The victim stated someone had removed some coins, valued around \$500, from his residence. The landlord was having the apartment painted and the door may have been left unsecured. No further information is available at this time.
- **11/11/13:** Officer Filges responded to Charles Street for a theft report. The homeowner stated the gas meter was cut from the base of the metal connector and removed. The residence has been vacant for several months and that utilities have not been used. No further information is available at this time.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	165	161
	University District Deck	422	421
	Downtown Parking Lots	376	370
Number of Patrons Using Decks	A & E Deck	2,105	1,713
	University District Deck	2,127	1,890
Sales of Discount Coupons		50	0
Number of Citations Issued	(Includes Warnings)	182	172
Number of Late Payment Notifications		27	31
Number of Cars Booted		1	1

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	3	3
Human Resources	0	0
Light	1	2
Parks & Engineering	4	0
Police	7	9
Public Works	5	7
Wastewater	3	1
Water	5	3
Weekly Totals	29	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.

Ladder Truck #4 Update: The final part to repair ladder truck #4 arrived on Wednesday, November 6th. Staff at the Central Maintenance Garage is working to assemble the truck as quickly as possible. The intent is to have the truck back in operation by Friday, November 22nd.

Holiday Preparations: Staff has begun installing Christmas lights to the downtown street lights. Holiday banners have been hung with red and green lights illuminating the clock tower on City Hall. Work will continue through November to prepare for the tree lighting ceremony in the square on December 5th and the City Park lighting on December 6th.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Thur. 11/07 - 28 East Franklin Street, #1- disconnected service and removed meter at request of Electrical Inspector. Time Out: 16.4-17.0
 - Fri. 11/08 - 832 Hamilton Blvd. #1- blinking lights; Lineman checked all connections and found no problems with our services. Customer was advised to contact electrician for needed repairs. Time Out: 14.9-16.2

2. **Distribution** Recent activity included:
 - Metering Staff received no high bill complaints this week.
 - Line crews continue annual feeder inspections for Mitchell 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.
 - In coordination with the HLD Engineering staff, the Line crews are continuing the removal of unneeded overhead wires, hardware, and equipment as part of our effort to maintain and improve our facilities. This project will simplify inspection, repair and restoration of service to our valued customers.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
3	0	1	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.
 - Engineering staff covered Miss Utility locates for Distribution.

4. **Administration:**
 - Staff made necessary adjustments to the processes of electric revenue meter tracking and testing. By eliminating a lot of past practices, the operating procedures will become more efficient.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Nov. 6, 2013	5.61	0.00
Thursday, Nov. 7, 2013	5.88	0.22
Friday, Nov. 8, 2013	5.63	0.00
Saturday, Nov. 9, 2013	5.43	0.00
Sunday, Nov. 10, 2013	5.46	0.00
Monday, Nov. 11, 2013	5.47	0.00
Tuesday, Nov. 12, 2013	5.38	0.00
Weekly - Avg. Flow / Total Rainfall	5.55	0.22
Monthly - Avg. Flow / Total Rainfall	5.66	0.63

Miscellaneous

- Atlas Copco was on site 11/6, 11/7, 11/8 for routine preventive maintenance of compressors and dryers per maintenance agreement.
- Fidelity Engineering was on site for preventive maintenance on BNR generator per maintenance agreement.
- AR&E was onsite Friday 11/8 for assessment of Final #6 repairs.

Wastewater Collection**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	17	719	382	14
Flushing	22,23,24	11,005		

Collection System Maintenance Task

- Grinder pump alarm at 20002 Mt. Aetna Road, leak in backpressure tubing.
- Assembling counter-weight for Clarifier at WWTP.
- Clean #1 pump impeller at station 1, rags caused problem.
- Changed pump seal water filters at station 3, 4, 5 & 7.
- Sewer Issues at 4 Willard St; owners' problem, and 436 West Washington Street; turned over to code enforcement.
- Owner inquired about Fees and connecting 300 Wood Point Avenue to public sewer system. Engineering is currently addressing the request.
- CCTV Unit 518 back in service with new camera and software. We will start a 2200 hr to 600 hr shift next week to televise West Franklin Street.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	2	2
YTD	65	55	20	9	8	62	219

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

Engineering

- Staff attended a Wellness Committee meeting at City Hall.
- Staff met with City Permits staff to continue streamlining the sewer permits approval process.
- Staff attended a pre-bid meeting for the Wastewater Treatment Plant solids handling improvement project.

Wastewater Laboratory

- The lab continues to perform testing on the Synagro filter press process.
- 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>
11/07/13	11.54		11.54
11/08/13	11.47		11.47
11/09/13	11.11		11.11
11/10/13	11.65		11.65
11/11/13	11.58		11.58
11/12/13	11.54		11.54
Average			11.48

Water Production at RC Willson

- Operations
 - Cleaning
 - Washing windows
- Maintenance
 - R C Willson – Repack second low service pump #7.
 - R C Willson – Working on PMs.
- Instrumentation:
 - R C Willson – Starting new Delpac system.

Water Production at Breichner

- The Edgemont Reservoir is currently at -6.5'; 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 have installed 1100' of new 8" water main on Ewell Drive and Buford Drive and are flushing and testing the new main. Hydrant flushing and repair continues and we are preparing our facilities for winter.

Laboratory

- THM HAA sampling was collected. An additional THM sample was collected at the Henson site and will be sent to ALS Laboratories for a comparison test.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Simplified Plat		1
Building Permit	11	7

- Staff attended a Wellness Committee meeting at City Hall.
- 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 site plan.

Respectfully submitted,

Bruce Zimmerman
City Administrator