

City of Hagerstown, Maryland Status & Information Report No. 3 for 2014

January 24, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JANUARY 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HOLIDAY CITY OFFICES CLOSED	2	3	4
5	6	7 4pm Work Session	8	9	10	11
12	13	14 4pm Work Session	15	16	17	18
19	20 HOLIDAY CITY OFFICES CLOSED	21 Meeting Cancelled	22	23	24	25
26	27	28 5:30pm Work Session 7pm Regular Session	29	30	31	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- Please mark your calendar now for a Grand Opening and Ribbon Cutting for the Bank of Charles Town at 1101 Frederick Street in Hagerstown. The event will be held on Tuesday, February 4 at 2:00 PM. We hope you can make it. The contact is Karen Burkhart.
- Hagerstown's SCORE Chapter is celebrating their national organization's 50th anniversary and the chapter's 30th anniversary of offering expert, free counseling for startup and continuing small businesses. Mayor Dave Gysberts, Downtown Manager Andrew Sargent and SCORE Chapter President Bob Jones will join Vickie Hrabal, owner of Oak Hill Interior Design, to announce the anniversaries' kickoff event on Tuesday, February 4 at 3:30 PM. The celebration will be held in the Oak Hill Interior Design showroom at 114 N. Potomac Street. Owner Hrabal was SCORE Hagerstown's 2012 Small Business Award Winner. This was rescheduled due to weather.
- Join us in congratulating Kate Rader, owner/publisher, and her staff on Hagerstown Magazine's Tenth Anniversary. A special event to recognize this milestone will be held at 10 Public Square #4. It will be on Thursday, February 20 at 4:30 PM. This date was rescheduled due to weather.

2. **Events**

- The full year of events calendar will be ready next week so individuals can plan to have fun and celebrate in the City of Hagerstown all year round.

- All details for the Cabin Fever Blues Bash are being finalized. The event will occur on Thursday, March 6 at the Maryland Theatre, and it will feature Eric Steckel. He is youngest guitarist ever to be invited onstage to perform with English blues legend John Mayall, and capable of displaying guitar techniques and sounds recalling those of legends Jimi Hendrix, Stevie Ray Vaughn and Joe Bonamassa, this 23-year-old could just be one of the next superstars of the blues.
 - Plans are being made for the St. Patty's Day Run for Your Luck Event in City Center on Saturday, March 16. The event is a combined effort of the City of Hagerstown, Washington County Recreation Department and the Community Free Clinic.
3. **City Market:** Soups, Chowders, Chilies & Stews!! Saturday, January 25 – 9-11 AM. City Farmers Market will have a winter taste contest of our vendor's warmest dishes. Look for bowl decorations at participating vendor locations. The following vendors are participating: R & B Baked Goods, Bingaman's Greenhouse, Waltz Family Farm, Snookie's Cookies, Janie's Place, Stop Buy N' See, Violet's & More, Pixie Hollow Treasures, Patsy's Corner, Hickory Haven Farm & The Corner Shoppe. WJEJ "Live with Lou" at Market from 8:30 –10 AM.
4. **This Week's Headlines and Media Releases**
- Rescheduled: Hagerstown SCORE Chapter Celebrates Anniversary Milestones
 - City of Hagerstown Honors MLK in Community Basketball Tournament
5. **Channel 25**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Virtual tours of City buildings
 - Hub City 100 Miler Kick-Off
 - 140 South Potomac Street Revitalization Project
 - In production:
 - Black History Month Tribute
 - State of the City
6. **Websites**
- **City Website:**
 - About 5,900 users visited www.hagerstownmd.org for the week of January 13, 2014 - January 19, 2014.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 2,641 users
 - ▶ Jobs page 278 users
 - ▶ Utility Billing page 265 users
 - Site Search Keywords:
 - ▶ Hub City 100 Miler 10 searches
 - ▶ Children's Village 4 searches
 - ▶ City Planner 3 searches

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**
- 1756 Dual Highway – Queen Nails & Tanning – nail and tanning salon (change of ownership only).
 - 1063 Virginia Avenue – Scents by Sherry – retail sales of handmade tart warmers.
 - 1125 Maryland Avenue – Plato's Closet – retail sales of consignment items.

2. **Planning Commission:** The Planning Commission will review the following on January 29:
- 373 Dynasty Drive – Light Business Park (Lot 8R) – final plat.
 - Human Burial Sites Resource Inventory and Map.
 - 2013 Building and Neighborhood Protection and Enhancement Report.

Code Administration Weekly Activity Report: January 13–17, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	2	Commercial -	3	Other -	1	2
Electrical	10	Residential -	6	Commercial -	2	Other -	2	10
Plumbing	13	Residential -	11	Commercial -	1	Other -	1	11
Mechanical	11	Residential -	9	Commercial -	2	Other -	0	11
Engineering Dept.	6							8
TOTAL	46		28		8		4	42

<u>Est. Value of Issued Building Permit Projects:</u>		<u>Fiscal Year Totals:</u>
Residential	\$ 2,000.00	\$ 7,003,656.00
Commercial	\$ 0.00	\$ 4,217,757.00
Apartment	\$ 750.00	\$ 6,251,690.00
Sign	\$ 0.00	\$ 195,663.00
TOTAL	\$ 2,750.00	\$ 17,126,466.00

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	4	15
Total Registered (includes those added since 5/1/13)	3154	8855
Percentage of total invoiced that are registered	98.0%	99.0%

Notes: The 2013-2014 rental license renewals for 8,678 units in 3,220 facilities were printed and mailed on May 1, 2013.

PAYMENT	
Total Payments Received	\$ 150
Adjustments	\$ 0

INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	41
Electrical	42
Plumbing	45
Mechanical	25
Safety	34
Neighborhood Vitality	57
Quality of Life	2
Preventive Maintenance	0
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

- Projects** Some project highlights this week:

 - Obtained prices for concrete bridge planks for replacing golf course bridges.
 - Designing details for Memorial Park Phase II.
 - Bidding the overlay of several trails in City Park and guardrail installation at several bridges.
 - Issued lengthy Addendum #3 on Burhans Bridge Rehabilitation.
- City Park Shop** For safety reasons and energy savings, we are replacing the deteriorated wooden sliding door with a new insulated rollup garage door.
- Snow Removal** We have been kept busy clearing the sidewalks, parking lots and assisting Public Works with snow removal from the streets. As time permits, we continue to repair and repaint park benches, picnic tables, equipment maintenance, etc.

POLICE DEPARTMENT

STATS

Calls for Service:	1,419	Field Interviews:	46
Arrests/Warrants Served:	26	Moving Violations:	37
Domestic Violence Calls:	32	Parking Violations:	1
DUI Arrests:	0	Safety Repair Orders:	18
Reports Filed:	136	Warnings:	63

REPORTS

- 01/17/14: Officer Plummer responded to West Baltimore Street for a report of damage to a motor vehicle. The victim advised that he found the driver's side window broken out of his truck. It was determined that the damage was done by a BB gun. There is no known suspect at this time.
- 01/18/14: Officer Leyo responded to Elgin Boulevard for a robbery in progress. The victim stated he was walking up the alley when a group of males approached him and asked him for a dollar. When the males discovered the victim had a Nintendo DS they grabbed it from his hands and fled northbound on West Washington Street. The suspects could not be located. No additional information is available at this time.
- 01/19/14: Officer Ault was dispatched to Pangborn Boulevard for vandalism. Several mailboxes and a vehicle had been damaged in the vicinity. Neighbors reported they did not see or hear anything unusual. There are no suspects at this time.

- 01/20/14: Officers responded to the 400 block of South Burhans Boulevard for a reported robbery. Upon arrival, contact was made with a pizza driver who stated he was approached by the suspect inquiring about the ordered pizza. The suspect then grabbed the pizza box out of the delivery person's hands and fled on foot. The suspect is described as a black male, 6'1, 160 lbs, dressed in all black clothing. Anyone with information on this incident is asked to call the Hagerstown City Police Criminal Investigations Division at 301-790-3700.

3. **OTHER NEWS/INFORMATION**

Congratulations to Sgt. Eric Knode. Sergeant Eric Knode has been selected as the Officer of the Month for December 2013. Sgt. Knode has been employed by the City of Hagerstown for 16 years and is currently in charge of the Downtown Squad. Sgt. Knode takes an active role with other City staff members and outside organizations in planning and coordinating many Downtown events. He also actively engages with residents and merchants and assists them with solving a wide variety of neighborhood issues. In addition to his administrative duties, he will routinely go out and handle calls for service just like any other officer of the force. Sgt. Knode is also a member of the Crisis Negotiation Team, an instructor with the Department and serves on numerous boards and committees. The Hagerstown Police Department is proud to have dedicated officers such as Sgt. Eric Knode as one of its own and congratulates him for a job well done.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	168	168
	University District Deck	278	277
	Downtown Parking Lots	382	381
Number of Patrons Using Decks	A & E Deck	1,419	1,709
	University District Deck	1,835	1,309
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	161	143
Number of Late Payment Notifications		17	12
Number of Cars Booted		0	0

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	4
Fire	4	2
Human Resources	0	0
Light	1	4
Parks & Engineering	1	2
Police	9	5
Public Works	2	9
Wastewater	1	4
Water	4	3
Weekly Totals	23	33

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. 1/16 - 6B West Washington Street- reconnected service at the request of the Electrical Inspector. Time Out: 17.0-17.9
 - 32 East Avenue- Miss Utility locate; emergency locate for Columbia Gas to make repairs to a gas main break. Time Out: 18.5-19.1

2. **Distribution** Recent activity included:
 - Metering Staff received no high bill complaints this week.
 - Continue annual feeder inspections for Bulldog Substation.
 - Continue trimming trees in various residential locations.
 - Various service upgrades and meter installations were performed.
 - Crews energized the transformer for the new Bester Elementary School.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
6	0	2	0

3. **Engineering** Staff worked on the following projects:
 - The monthly safety meeting held this week reviewed hazardous spill procedures.
 - Staff continues to review paper files for validity and either update GIS or discard redundant or obsolete information.

4. **Administration**
 - Staff completed and submitted to the Maryland Public Service Commission Data Request No.1 for Case 9505(h) – The Annual Purchase Power Cost Adjustment.
 - Staff completed and submitted to the Maryland Public Service Commission Data Request No.9 for Case 9111 – EmPower Maryland

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Jan. 15, 2014	8.34	0.00
Thursday, Jan. 16, 2014	8.17	0.00
Friday, Jan. 17, 2014	7.91	0.00
Saturday, Jan. 18, 2014	7.42	0.02
Sunday, Jan. 19, 2014	7.47	0.00
Monday, Jan. 20, 2014	7.37	0.00
Tuesday, Jan. 21, 2014	7.11	0.27
Weekly - Avg. Flow / Total Rainfall	7.68	0.29
Monthly – Avg. Flow /Total Rainfall	7.74	1.29

Miscellaneous

- Drained outside chiller unit at the Barn, disconnected chilled water lines and electric for removal by others.
- Picked up repaired sand filter waste pump from AR&E and installed in Mudwell. Verified that pump is operating properly.
- Classifier for grit removal unit #2 is still down, in the process of locating parts.
- Snow removal.
- Maintenance working on routine PM's.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	4	209	18	1
Flushing	29	8,567		
Joint Testing				
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	8	2	I&I Structure	16

Collection System Maintenance Task

- Excavated in reach 21122 – 21123; removed root ball from main, this section of main was tunneled through rock when it was originally installed; used breaker to expose main for replacement.
- Parged manhole 08013 to stop sulfide damage.
- Plugged a 2 GPM leak in under drain located in manhole 08002 by injecting Seal Tite then parged manhole.
- Western MD Parkway stake out center line for a new 12 inch gravity line which will eliminate station 12.
- Backup calls from 21 N Cleveland Ave; owner's problem, 300 Radcliff; flushed service connection from manhole, and 643 S. Potomac St; will CCTV service connection to determine cause and location.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	2	2
YTD	5	11	2	0	0	4	22

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

Engineering

- Staff met with the Permit Department regarding details of a commercial redevelopment involving a health clinic.
- Staff met with an architect's representative concerning the impact of a commercial structure expansion on a sewer interceptor.

- Staff met with a consultant and representative of a homeowner on the final location of a swimming pool relative to an existing sewer main.

Wastewater Laboratory

- Annual method detection limits continue to be performed on the permit required analytical parameters.
- The ChemScan unit had been showing readings lower than actual. After maintenance cleaned the unit it began reading a bit better but calibration parameters are still a bit off. We will continue to keep an eye on the unit.
- Due to weather conditions, a sampler scheduled to be set to collect from Mack Truck's discharge was put off until next week.
- 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>
1/16/14	13.08		13.08
1/17/14	12.80		12.80
1/18/14	12.61		12.61
1/19/14	12.54		12.54
1/20/14	12.90		12.90
1/21/14	12.54		12.54
1/22/14	12.73		12.73
Average			12.74

Water Production at RC Willson

- *Operations*
 - Cleaning
 - Routine PMs
 - Producing extremely high volumes of water due to main breaks
- *Maintenance*
 - R C Willson – Routine PMs
 - R C Willson – Continue working on the new PAC system
- *Instrumentation*
 - R C Willson – Troubleshooting problems with the security system
 - R C Willson – Cold weather prep, plowing
 - Breichner Plant – Installing a new in-line pH meter and installing new plumbing

Water Production at Breichner

- The Edgemont Reservoir is currently at -3.3'; the bypass is closed and the hydrant is closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed throughout the system. We repaired leaks on Beacon Lane and East Avenue and are preparing for the impending cold weather. We also assisted Public Works with snow removal.

Laboratory

- Proficiency testing samples are being acquired for the lab's annual recertification.
- Except for some temporary setbacks in sample collection due to the weather, process and regulatory testing was routine for the week.

Engineering

Reviews:

Site Plan

Building Permit

City

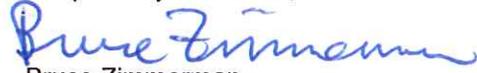
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County

1

- Staff met with Permits staff regarding details of a commercial redevelopment involving a health clinic.

Respectfully submitted,



Bruce Zimmerman
City Administrator