

City of Hagerstown, Maryland

Status & Information Report No. 43 for 2014

October 31, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

NOVEMBER 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 4pm Work Session	5	6	7	8
9	10	11 HOLIDAY CITY OFFICES CLOSED No M&C Meeting	12	13	14	15
16	17	18 4pm Work Session	19	20	21	22
23	24	25 7pm Regular Session	26	27 Thanksgiving Holiday CITY OFFICES CLOSED	28 Thanksgiving Holiday CITY OFFICES CLOSED	29
30						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Openings:**
 - A Grand Opening/Ribbon Cutting for After Hours Pediatrics was held this week. Councilmember Kristin Aleshire did the honors of cutting the ribbon. The business owners are Dr. Anand Budi, Dr. Leon Weaver, Dr. Kris Athey and Dr. Ruth Dwyer. The business is located at 186 Eastern Boulevard.
 - A number of Grand Opening and Anniversary dates are being finalized now.

2. **Events:**
 - **City Center Ghost Tours** were held on *October 2nd*, and were a roaring success. By wagon or on foot, visitors heard about some of Downtown's most haunted sites. Tours left from the Potomac Walk outside of Bulls and Bears Restaurant. Light refreshments were provided by Bulls and Bears. The tours were filled to the max; and, we had a waiting list. About 160 people participated in the tours.
 - **Spooky Sprint** was held on *October 25*, and 78 runners ran the race. The two mile race began at Fairgrounds Park. The event is sponsored by the City of Hagerstown, Washington County Recreation Department, the Alsatia Club, and the Hagerstown Firefighters "Coats for Kids Project". Coats for Kids will receive \$832.

- **Alsatia Mummers Parade** was held on *October 25*. This traditional autumn evening event featured local floats, bands, costumed mummers and more! The parade consisted of over 200 units. The weather was perfect and thousands enjoyed the parade. All seats and bleachers were sold out!
 - **Utility Relief Concert** was held on *Wednesday, October 29* beginning 7:00 PM at the Maryland Theatre. It was a great event with approximately 500 people in attendance.
 - **City Wide Trick-Or-Treat** is being held on *Friday, 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!
 - Staff are working on holiday events and decorating in preparation for the holiday season.
3. **Fundraising:** Staff will attend a meeting this upcoming week to start working on the fundraising for the Community Gardens.
4. **This Week's Headlines and Media Releases:**
- Now Recruiting: Western Maryland Blues Fest Poster Artist
 - City of Hagerstown to Receive Main Street Maryland Designation
 - After Hours Pediatrics Celebrates Grand Opening
 - E-casts:
 - Important Announcement for Downtown Hagerstown - Join Us!
 - Traffic Advisory: Main Street Maryland Announcement
 - Traffic Advisory: Pavement Preservation Program
5. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Small Business Saturday Promotion
 - November Pop-Up Shops Promotion
 - Hagerstown Gridiron Championship Commercial
 - A Trip with the Mayor to Wesel, Germany
 - Fire Prevention Tips
 - "The Fishing Lesson" Public Art Promotion
 - Special Broadcasts:
 - ▶ Divided Valor - Saturday and Sunday at 2:00 PM
 - In production:
 - Action Products Supports Mercy Ships Medical Endeavors
 - Korean War Veterans Monument video
 - "The Fishing Lesson" Public Art Sculpture
 - Hagerstown Ice & Sports Complex Re-dedication Promotion
6. **Websites:**
- City Website:
 - Website analytics are not available for this week.

- engageHagerstown:
 - Total Participants: 333
 - Unique Visitors: 5,813
 - Page Views: 34,712
 - Current topics:
 - ▶ Which hometown team will you be cheering on at the North vs. South football game?
 - ▶ What are some of your favorite memories of watching or participating in the Alsatia Mummies Parade?
 - ▶ How can we promote and encourage character development in our community?
 - ▶ Calling all entrepreneurs! Tell us about your big idea for a new business in our community.

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued:**

- 1000 Monroe Avenue – Daily Run – home work station for a bus tour company.
- 12801 Little Elliott Drive, Apt. 12 – Wandaful Jewelry – home work station for a hand-crafted jewelry business with all sales being conducted off-site at craft fairs or via the internet.
- 623 Dual Highway – Le's Nails – nail salon.
- 506 Papa Court – S & P Construction – home work station for a sub-contractor's office.

2. **Planning Commission:** The Planning Commission considered the following matters on October 29:

- CortPark Apartments – denied the concept plan for expansion of the number of units.
- Shre Ganesh One/Days Inn – 1101 Dual Highway Proposed Storage Building – approved the applicant's requested design waiver requests.
- Delayed discussion on the Land Management Code Text Amendments concerning storefront protection, HDC hardship, and supplementary miscellaneous packet.

4. **Code Administration Weekly Activity Report:** October 20–24, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	1	Commercial -	1	Other -	1	8
Electric	19	Residential -	10	Commercial -	9	Other -	0	19
Plumbing	11	Residential -	7	Commercial -	3	Other -	1	11
Mechanical	16	Residential -	11	Commercial -	4	Other -	1	16
Engineering Dept.	27							31
TOTAL	76		29		17		3	85
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 180,500.00				\$ 1,931,960.00			
Commercial	\$ 441,294.00				\$ 13,351,245.00			
Apartment	\$ 55,000.00				\$ 2,495,640.00			
Sign	\$ 25,700.00				\$ 122,357.00			
TOTAL	\$ 702,494.00				\$ 17,901,202.00			

Projects of interest:

- New ADA ramps in front and rear of the building at 100 West Washington Street - \$400,000
- Construct three story single family home at 18005 Terps Boulevard - \$180,000
- Renovations of third floor apartment at 51 South Potomac Street - \$55,000

RENTAL LICENSING PROGRAM

	<u>PROPERTIES</u>	<u>UNITS</u>
Total registered or invoiced for 2014-2015 program	3,389	9,136
Registrations received week of October 20	7	24
New applications issued week of October 20	2	2
Percentage of total invoiced that have registered & paid	96.7 %	97.7 %

PAYMENT

Weekly payment received	\$ 1,200
Weekly adjustment/credits	\$ 350

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	47
Electrical	33
Plumbing	34
Mechanical	19
Safety	25
Neighborhood Vitality	55
Quality of Life	1
Preventive Maintenance	2
Planning & Zoning	3

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. **ActiveNET.** After probably 400 hours of staff time and five months of work with the software vendor, we now have software in place to allow us to grow and provide better service to our Parks and Recreation customers. We are proud to say you can now:
 - Reserve and pay for park pavilions on-line,

- Reserve and pay to register for our growing list of Recreation Activities and Programs on-line,
- Request to rent band shells, stables, fields, and other parks facilities all on-line.

Visit our page of the City's website to access all these functions.

In addition, the new Point-of Sale programs at both the Greens and Potterfield Pool will manage inventory (food and beverages at the golf course) and track patron visits. This will give us "real time" reporting on the finances at the Pool and Greens as the software will act as a sub ledger to MUNIS so we can have quick access to our use data. Until now, we could only see data after staff manually entered this information from various sources into a spreadsheet.

Amy Riley, our Parks and Recreation Coordinator, will be making this announcement public at the November 18th Work Session along with some other initiatives we are working on.

2. **Broadfording Road.** After a long summer of construction, the work to install utilities and widen Broadfording Road to four lanes between MD 58 (Salem Avenue extended) and the Shoppes at Hagerstown shopping center is nearing completion. The base layer of the roadway pavement is expected to be in place by November 3rd, at which time the roadway will be reopened to traffic. To complete the project, the contractor will install landscaping, street lights, guide rails, signs, and the final surface layer of pavement. Every effort will be made to complete this remaining work before Thanksgiving and the peak holiday shopping season.
3. **Signal Timing.** We are having Sabra Wang review the signal timing at the intersection of Potomac Street and Memorial Boulevard, with the goal of improving traffic flow on southbound Potomac Street near Bester School. They will also review the intersection of Eastern Boulevard at Memorial Boulevard to improve traffic flow. We completed turn counts at both locations for the consultant.
4. **Dog Parade.** 91 dogs and their owners participated in the 2nd Annual Howloween Dog Costume Parade on Saturday, October 25th at the Dog Park. Dogs and their owners enjoyed numerous vendors and exhibitors, a red carpet walk, and new skills contests including bobbing for hot dogs, treat toss and a trick off. Over 20 winners were awarded prizes for different categories and contests. All dogs were invited to participate in the Mummies Parade following the event

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,825	Field Interviews:	130
Arrests/Warrants Served:	33	Moving Violations:	22
Domestic Violence Calls:	21	Parking Violations:	9
DUI Arrests:	0	Safety Repair Orders:	32
Reports Filed:	201	Warnings:	59

2. **REPORTS**

- **10/23/14:** Officer Lam responded to Jefferson Street in reference to a theft from a motor vehicle. The victim advised someone had broken into his vehicle and stole his wallet. He was advised to contact his credit card company and to secure his vehicle at all times.
- **10/25/14:** Officer Weedon was dispatched to Potomac Avenue for a report of a burglary. The victim stated that someone had entered her residence and taken a watch and several coins. The suspect gained access by forcing open a door and damaging the door frame. The victim believes the suspect had been there before since the suspect knew where the items were kept. No further information is available at this time.

- **10/27/14:** Officers from the Hagerstown Police Department were dispatched to George Street for a robbery report. The victim stated he was walking his dog when two unknown suspects with a handgun approached him. The suspects hit the victim with the handgun and began to kick him. The suspects demanded the victim to empty his pockets. The suspects took the victim's money and car keys and fled on foot through the alley towards Winter Street. No further information is available at this time

3. OTHER NEWS/INFORMATION

- **Mummers Parade Honors:** Congratulations to the Hagerstown Police Department Honor Guard for their first place win in the Color Guard category of the 89th Alsatian Club's Mummers Parade held Saturday, October 25, 2014. The eight person unit included: Ed Plummer rifle-bearer, Tim Culp flag-bearer, Gary Anderson flag-bearer, Curtis Kelley flag-bearer, Bill Decker flag-bearer, Amber Blackmire rifle-bearer, Bill Douwes bagpiper and Alex Douwes bagpiper. After having finished in second place in past parades, this marks the first time in recent years the unit has been selected first by the board of parade judges.

- **Narcotics Task Force:** On October 29, 2014, Washington County Narcotics Task Force (WCNTF) agents arrested Lanell Weeks for drug crimes following a month long investigation. Weeks lived in the first block of West Franklin Street and had been responsible for dealing CDS in the area of Byers Convenience Store and the first block of West Franklin Street.

In this investigation, agents utilized an informant to make several purchases of heroin and crack cocaine from Weeks. When agents moved in to arrest Weeks, he fled in a vehicle. For safety reasons, agents did not initiate a vehicle pursuit; rather they began canvassing the area. Agents quickly located Weeks walking in the area of Walnut Towers after he abandoned his car. He was taken into custody at which time he had six baggies of crack cocaine on his person. Over the years Weeks has been the focus of numerous investigations involving CDS and firearm violations. He is currently incarcerated on \$150,000 bond.

The WCNTF is composed of law enforcement officers from Hagerstown City Police, Maryland State Police, and the Washington County Sheriff's Office. Their operations show the strong cooperation among our region's law enforcement community.

- **Halloween "Smart" Tips**
The Hagerstown Police Department wishes everyone a happy and fun-filled Halloween Holiday Friday, October 31st. For a safe holiday experience, the Department asks Trick-or-Treaters and their families to adhere to the following Halloween Safety "Smart" Tips:

Be People-Smart

- Never trick-or-treat alone.
- Walk in groups or with trusted adults.

Be Traffic-Smart

- NEVER dart out between parked cars.
- Always WALK -- never run from house to house.
- Look both ways before crossing streets.

Be Treat-Smart

- Examine all treats for choking hazards and tampering before eating them.
- Eat only factory-wrapped treats.

Be Costume-Smart

- Wear well-fitting masks, costumes, and shoes to avoid blocked vision, trips, and falls.
- Always wear flame-resistant costumes.

Be Home-Smart

- Keep walking areas and stairs well-lit and free of obstacles that could cause falls.
- Keep pets away from trick-or-treaters -- keep pets in a crate or in another room.
- Trick-or-Treating should be limited from 6:00 pm to 8:00 pm.

Be Jack-O-Lanterns and Fire Safety Smart

- Keep candle-lit pumpkins and fires away from doorsteps, walkways, stairs, landings, curtains, pets and small children.
- Never leave candle-lit pumpkins unattended.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	195	195
	University District Deck	446	446
	Downtown Parking Lots	367	367
Number of Patrons Using Decks	A & E Deck	1,973	1,903
	University District Deck	2,152	1,918
Sales of Discount Coupons		0	40
Number of Citations Issued	(Includes Warnings)	165	170
Number of Late Payment Notifications		48	58
Number of Cars Booted		2	0
Peak Occupancy (%)	A & E Deck	81%	76%
	University District Deck	65%	63%

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	2
Human Resources	0	0
Light	3	1
Parks & Engineering	1	1
Police	8	11
Public Works	4	5
Wastewater	3	1
Water	3	4
Weekly Totals	24	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

Problem Areas. Recent call-outs included:

Sat. 10/25 - Oak Hill Avenue and Hillcrest Road- Miss Utility locate; emergency locate for Columbia Gas to make repairs to gas main break. Time Out: 13.0-13.5

Mon. 10/27 - 630 West Washington Street- total outage; bird caused transformer fuse to operate; (1) 10T fuse replaced to restore power. Time Out: 18.2-19.0

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- New safety devices and tools presented to us by Buckingham Manufacturing representatives were reviewed by distribution staff. These tools and devices facilitate compliance with new OSHA mandates soon to be ratified.
- Crews replaced a 65' Subtransmission pole on the north end of town.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
23	0	11	12

Engineering Staff worked on the following projects:

- Engineering Staff completed multiple permit reviews and service upgrade requests.
- The Staff Engineer met with Verizon engineering officials to coordinate activities on multiple projects within our territory.
- The Staff Engineer reviewed damage to HLD facilities and recommended repairs and upgrades during the rebuild of the facilities. The upgrades will assist HLD with line operations into the future.
- The Substation technician and Staff Engineer tested HLD's fiber optic SCADA communications in an attempt to circumvent recent damage to the fibers caused by the MELP demolition. Our testing was unsuccessful and a repair order will be necessary for splicing of a new fiber optic cable section at the damage site.
- Engineering staff continues to inspect and post repair orders for streetlight installations in Collegiate Acres prior to acceptance of the streets by the City.
- Engineering staff is preparing an order for industrial shelving to realign our stockroom operations to coincide with a more modern HLD system. Organization of all materials is critical to a prompt response in an emergency.

Administration:

- At the request of the Maryland Public Service Commission, staff completed an actual year end consumption data request for FY14. This report will allow for the Commission to determine if any adjustments to the environmental surcharge rate are required at the State level.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Oct 22, 2014	6.16	0.03
Thursday, Oct 23, 2014	6.06	0.00
Friday, Oct 24, 2014	5.85	0.00
Saturday, Oct 25, 2014	5.60	0.00
Sunday, Oct 26, 2014	5.80	0.00
Monday, Oct 27, 2014	5.90	0.00
Tuesday, Oct 28, 2014	5.66	0.00
Weekly – Avg. Flow / Total Rainfall	5.86	0.03
Oct – Avg. Flow/Total Rainfall	6.06	3.01

Miscellaneous

- Replaced slewing ring on Pista Grit drive assembly. Put system back into service and checked for proper operation.
- Worked on getting equipment back up after power outage.
- Replaced pipe/fittings for effluent sample pump that serves sample sink.
- Replaced defective indoor/outdoor lighting throughout plant.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	10	1182	162	12
Flushing	8,9,14	11882		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main Line Only		1	I&I	10'
Lateral Only		1	HSV	8'

Collection System Maintenance Task

- Replaced 10' of 8" main and eliminated exterior drop at manhole 07019 to eliminate infiltration.
- Replaced 8' of 6" lateral at manhole 07018 due to broken pipe.
- Replaced grinder pump at 20108 Teakwood Drive after hours.
- Replaced grinder pump at 11028 Parkwood Drive after hours.
- Replaced the water pump and hoses on the generator at station 22.
- Control work at station 9.
- Fabricating new alarm and power cords for new Homa's.
- Odor call on Omega Court, nothing found.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	3	1	0	0	3	8
YTD	45	85	21	1	4	70	226

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

Engineering

- Staff met with a consultant, the Utilities Director and Wastewater Division staff to discuss the Maryland Department of Environment's denial of certifying the wastewater treatment plant capacity increase from 8.0 MGD to 10.5 MGD.
- Division Managers met with the Utilities Director for general discussion of current and future projects and active issues.
- Staff met with a plant manager for an industrial water and wastewater customer regarding his request for reducing the wastewater usage charges for evaporated chiller water.

- Staff met with City Permits staff on finalizing the sewer permit approval process.
- Staff attended a progress meeting for the sludge holding tank improvements design.

Wastewater Laboratory

- Completed on-site field service for Lachat.
- Sent auto diluter back to Hach for service due to unusual noise during operation.
- Verified tolerance of new lot of disposable 5 mL pipettes.
- Contacted Microbac to establish a tentative timeline for the initial round of sampling for our 2015 WET testing.
- Notified Wastewater Plant Superintendent of our intentions to close the lab on Tuesday, November 11th in observance of the Veteran's Day holiday.
- Prepared reagents for Lachat operation.
- 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>
10/23/14	11.19		11.19
10/24/14	11.04		11.04
10/25/14	10.68		10.68
10/26/14	10.99		10.99
10/27/14	11.27		11.27
10/28/14	11.35		11.35
10/29/14	11.08		11.08
<i>Average</i>			<i>11.08</i>

Water Production at RC Willson

- Operations

- Completing routine PMs
- Working with contractor on plant upgrades

-Maintenance

- R C Willson – Performing routine PMs
- R C Willson – Training

- Instrumentation

- R C Willson – Working with construction crews for upgrades

Water Production at Breichner

- The Edgemont Reservoir is currently at -10'; the bypass and the hydrant are closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We are installing new meters throughout and are working with the City, County and State on overlay projects. We are installing a new 8" water main on Buford Drive and continue to flush hydrants and test large meters throughout the system. We also repaired leaks on Robinwood Drive and WoodHaven Road.

Laboratory

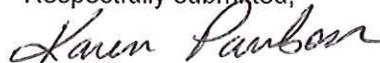
- Reviewed revised results from Geochemical.
- Received PO for 4th quarter TTHM/HAA5 sampling.
- Attended Utilities Manager Meeting.
- Attended Worker's Compensation training.
- Arranged for Analytical Laboratory Services to be our second lab, in addition to Fairway, for another round of split sampling for THMs.
- Collected 2nd set of monthly THM samples.
- Completed bacteriological sampling for the month of October.
- Completed QC on distilled water.
- Completed sterilization check on autoclave.
- Responded to a customer complaint in Funkstown. Customer was concerned that her water was corrosive. Results of sampling were normal.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Building Permit	25	

- Division Managers met with the Utilities Director for general discussion of current and future projects and active issues.
- Staff met with the County Robinwood Corridor II project manager regarding final details of the Rosebank Way area water main relocation.

Respectfully submitted,



Karen Paulson
Director of Human Resources