



City of Hagerstown, Maryland Status & Information Report No. 28 for 2012

July 20, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

JULY 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No M&C Meeting	4 HOLIDAY CITY OFFICES CLOSED 6 pm Fireworks at Fairgrounds Park	5	6 Bike Night	7 Antietam Velo Club Race
8	9	10 4 pm Work Session	11	12	13	14 7 pm Music By The Lake @ City Park Bandshell
15	16	17 4 pm Work Session	18	19	20	21 7 pm Music By The Lake @ City Park Bandshell
22	23	24 7 pm Regular Session	25	26	27	28 9 am -2 pm Faire Off The Square @ Elizabeth Hager Center 7 pm Music By The Lake @ City Park Bandshell
29	30	31				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Music By The Lake:** Music By The Lake is four consecutive Saturday summer evenings of family, friends and free music Last Saturday's concert featured Stevens Family Bluegrass Band with awesome acoustic instrument skills and true harmony, which makes for an outstanding family bluegrass band. It had approximately 300 in attendance. The event is sponsored by the City of Hagerstown, the Hagerstown Washington County Convention and Visitors Bureau and the Washington County Arts Council.

Stoney Creek Bluegrass Band will be playing on Saturday, July 21, 2012 from 7 PM to 8:30 PM at the City Park Bandshell.

2. **Market Faire/Faire off the Square:** The Market Faire is continuing every Thursday from 10 AM to 2 PM and Faire off the Square continues on July 28, 2012 from 9 AM to 2 PM. This month will benefit the United Way. A yard sale section has added and we are receiving a number of calls.
3. **Augustoberfest:** The committee and staff are gearing up for the 17 Annual Augustoberfest to be held on August 25 and 26, 2012.
4. **MML Convention - Fall 2012** Community Affairs Manager met with Candace L. Donoho, Director, Government Relations for MML, to discuss the convention coming to Hagerstown this fall. The dates are Oct 3, 4, 5 and 6 at the Clarion Hotel. We talked over ways Hagerstown can sponsor the event and help to make it a great conference. More information is forthcoming.
5. **Arts and Entertainment District:** The management board of the arts and entertainment district held its first meeting. Pamela Dunne Program Director, Community Arts Development, Arts and Entertainment Districts for the State of Maryland visited Hagerstown and helped with the meeting.
6. **Volunteers:** Volunteers are signing up for Augustoberfest which will be held on August 25 and 26, 2012.
7. **City Market:** Happy Birthday Market event will occur on August 18th. New vendors at the market include:
 - Queen B Cupcakes- Specialty Cake Orders, Specialty Cupcakes including Pink Lemonade cupcakes and Margarita cupcakes, Peanut Butter Treats
 - Traveling Beauty- In the works to possibly add organic lotions and body washes.
8. **Some of this Week's Headlines and Media Releases:**
 - Education Opportunities Expanding in City Center
 - Walk Through History: Civil War Tour Brochures Available
 - Advisory: "Face the Truth" Pro-Life Tour Coming Monday
 - Traffic Advisory: West Washington Street
 - Traffic Advisory: Antietam Street
9. **Multi-Use Center Initiatives:**
 - Staff has compiled four video montages to create public awareness of the multi-use center. These will be played at Hagerstown Suns home games and there will be a new piece weekly on Channel 25. The videos will also be promoted on the City's homepage and Facebook.
 - Icon Graphics generously made an in-kind contribution to design the logo for the multi-use center! The graphic is being used in marketing and public awareness endeavors.
10. **Channel 25**
 - The City of Hagerstown's designated Public Education/Government (PEG) channel is now Antietam Cable Channel 25. Antietam Cable is covering costs to re-design the logo and market the channel change. ACTV President Brian Lynch discussed the reason for the change at the Mayor & Council's work session on July 17th.
 - Watch the Ripken Design presentation to Mayor and Council Mondays and Wednesdays at 7 PM and Saturdays at noon.



- Watch Citizens Comments about the multi-use center from the April 24th meeting on Sundays, Tuesdays and Thursdays at 6 PM
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Public Support for Downtown Multi-Use Center Video Montage #1
 - Bike Night Wrap-Up
 - PEP Program Success Stories
 - Profile of Neighborhood Investments Around the City
 - Tribute to Employees With Combined Century of Service
 - Preview for National Night Out
 - Tips From Patrol: Officer Alderton
 - HFD Helping You Prevent Fires: Dan Wagaman
- Also airing at select times: Korean War Veterans Memorial Groundbreaking Ceremony

11. **Websites:**

- We have almost 1,000 fans on Facebook!
- Top three page views on www.hagerstownmd.org for July 14-20:

1. Homepage	4,131 visits
2. Jobs page	411 visits
3. Calendar	212 visits

PLANNING & CODE ADMINISTRATION DIVISION
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1. **Zoning Certificates Issued For New Businesses:**

- 1580 Wesel Boulevard - Hawkeye Manufacturing, Inc. - hot tub tent sale in parking lot from July 13-July 22, 2012
- Mountaineer Yogurt, Inc., t/a Sweet Frog Premium Frozen Yogurt - 18081 Garland Groh Boulevard - retail sales of frozen desserts
- 927 South Potomac Street - Dancin' Time Studio - Kelly Jenkins Moreland - dance studio
- 921 Maryland Avenue - Charley's Restaurant

2. **Planning Commission:** The July 25 Planning Commission meeting was canceled.

3. **Historic District Commission:** The HDC met on July 12. The first order of business was election of officers. Michael Gehr and Vickie Hrabal were elected chair and vice chair respectively. The commission reviewed the following cases:

- 832 Oak Hill Avenue - Andrew and Timbre Day - approved an application for an above-ground pool
- 121 Broadway - Rose Greenawalt - approved an application to replace the rear porch railing with vinyl railing and posts
- 106-108 North Potomac Street - William Simmelink - workshop for vinyl replacement windows

4. Code Administration Weekly Activity Report: July 9–13, 2012

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	8	Residential -	4	Commercial -	4	Other -	0	6
Electrical	7	Residential -	3	Commercial -	4	Other -	0	7
Plumbing	7	Residential -	5	Commercial -	2	Other -	0	7
Mechanical	5	Residential -	3	Commercial -	2	Other -	0	5
Engineering Dept.	14							25
TOTAL	41		15		12		0	50
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 500,300.00				\$ 500,300.00
Commercial				\$ 50,000.00				\$ 382,250.00
Apartment				\$ 0.00				\$ 0.00
Sign				\$ 0.00				\$ 1,574.00
TOTAL				\$ 550,300.00				\$ 884,124.00
Construct two single family homes in Collegiate Acres - \$320,000								
Construct single family home on Willowbrook Way - \$170,000								
RENTAL LICENSES								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	314			750				
New Applications Issued	8			17				
Total Registered Since 6/1/12	2220			6230				
% of Those Invoiced	70.1			72.6				
Notes: The 2012-2013 rental license renewals for 8561units in 3112 facilities were mailed on June 1, 2012. This represents the percentage of those applications returned as of 7/13/12.								
PAYMENT								
Total Payments Received	\$ 35,300							
Adjustments	\$ 2,050							
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	30							
Electrical	32							
Plumbing	12							
Mechanical	9							
Safety	65							
Neighborhood Vitality	113							
Quality of Life	15							
Preventive Maintenance	4							

Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.	
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

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,699	CDS Arrest:	2
Criminal Arrest/Warrants:	29	DUI Arrests:	1
Moving Violations:	12	Search Warrants Executed:	0
Safety Repair Orders:	10	Field Interviews:	0
Warnings:	35	Parking Tickets:	34

2. REPORTS

- **07/12/12:** An employee of Phantom Shadow Entertainment came to Hagerstown Police Department to report a theft of some of his DJ equipment stolen from Barefoot Bernie's. The item missing is an LED Uplight, which looks very similar to a strobe light. This Uplight is valued at \$400. There were six of these lights placed around the windows during the Karaoke Show on July 10, but only one light was stolen. The video surveillance tapes at Barefoot Bernie's did not reveal anything out of the ordinary. There are no suspects at this time.
- **07/13/12:** Officer Wert responded to Virginia Avenue for a reported theft complaint. The victim reported that his push mower was stolen. The victim described the mower as a red Briggs & Stratton 5.5 HP push mower, approximately one year old. There are no suspects at this time.
- **07/17/12:** Officer Shantz was dispatched to Potomac Towers for a theft report. The security employee stated that an unknown person entered the roof of the building and cut approximately 75 feet of copper wire from the lightening rod system on the roof. It is a braided wire approximately 3/4 inch thick. There are cameras on the elevators so if the suspect took the elevator they should be able to see him on tape. The amount of wire and the cost to replace is not known at this time. There are no suspects at this time.

TECHNOLOGY & SUPPORT SERVICES

1. UTILITY PAYMENT LOCKBOX

- Staff attended training with Fulton Financial on the upcoming implementation of a lockbox for processing all utility payments. The lockbox will become active on August 15. All payments will still be sent to the current Hagerstown PO box. Fulton Financial will process all payments at their Lancaster facility within two business days. This will significantly decrease the lag time our customers experience during high volume times between the mailing of their payment and the time the funds are removed from their account. It will also increase our cash flow by getting revenue into accounts much faster.

2. **ROSLYN BUILDING HPD SUBSTATION**

- Wiring has been completed for both phone and computers at the new HPD substation in the Rosslyn Building.

3. **MUNIS VERSION UPGRADE TO 9.3**

- Staff have been working with the new version of 9.3 in the TEST environment. Several changes have been found, especially as it relates to permissions and rights to various screens within individual modules. There are also significant improvements in Utility Billing account inquiry and the MUNIS Dashboard. We encourage staff to get into the TEST environment and ensure that current business processes are not affected in a negative way due to the upgrade. If issues are found, communicate them to IT immediately. The upgrade is scheduled for the weekend of July 27.

4. **TAX COLLECTIONS**

- Real Estate property tax revenue collection is ahead of this same period last year (7/1-7/19). To date in 12/13, \$1,922,291.02 have been collected compared to \$1,671,367.09 in 11/12.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:

- Sun. 7/15 - 535 Dunn Irvin Drive- total outage; bird caused transformer fuse to operate, (1) 10T fuse replaced to restore power. Time Out: 9.1-10.5
- 708 Pennsylvania Avenue- lines down; line was found to belong to Signal Department and they were contacted to make necessary repairs. Time Out: 22.5-23.6
- Mon. 7/16 - 341 Radcliffe Avenue- total outage; lineman replaced (1) 10T transformer fuse and (1) 30T line fuse to correct problem and restore power. Time Out: 19.2-19.4
- 23 East Irvin Avenue- partial outage; customer had a blown fuse inside house. Time Out: 16.6-17.4
- Tues. 7/17 - Jefferson Boulevard & Brookline Avenue- lines arcing; insulators were replaced to correct any further problems. Time Out: 16.4-17.0
- Wed. 7/18 - 30 Wayside Avenue- partial outage; triplex reattached to house to correct problem and restore power. Time Out: 23.0-0.2

2. **Distribution** Recent activity included:

- Metering Department received no high bill complaints this week.
- Line crews continue annual feeder inspection of Wesel 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.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
4	0	0	0

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

- The Staff Engineer finalized formatting for a revised Safety and Grounding Manual for use by HLD.

- The Staff Engineer reviewed bids for materials needed to maintain and construct various portions of the electric system.
- Engineering Staff reviewed multiple plans, permits, upgrades and other electrical work being done within HLD's territory.

4. **Administration:**

- Staff responded to storm related outages on Wednesday evening. The storm, mainly concentrated in the north-east quadrant of town, tripped and locked open the Fairgrounds Substation Feeder #1 at 2:40 pm for approximately one-half hour. Remaining clean-up work continued through to approximately 7:45 pm.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 11, 2012	6.07	0.00
Thursday, July 12, 2012	5.95	0.00
Friday, July 13, 2012	5.84	0.00
Saturday, July 14, 2012	5.80	0.16
Sunday, July 15, 2012	5.85	0.41
Monday, July 16, 2012	6.10	0.00
Tuesday, July 17, 2012	5.93	0.00
Weekly Average/Total	5.93	0.57
Monthly Average/Total	6.15	1.21

Wastewater Treatment Plant Projects

- Waiting on the re-manufactured fiberglass covers from NEFCO for the weir troughs in the final clarifier.

Miscellaneous

- Maintenance repaired the solenoid valve on the Wash Press for Bar Screen #2 and placed the unit back in service.
- Maintenance replaced a defective ferric feed pump to OAB finals 4, 5 and 6 with a new unit.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	17	224	0	0
Flushing	1,2,12,17	11,750		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	9	1	Broken Pipe	4
Manholes	5	1	Roots	37

Collection System Maintenance Task

Grinder:

- Our crew could not find an issue with low-pressure pump at 11338 Eastwood Drive.

Lateral:

- Crew is cleaning in district 17 (24-inch) main at the rail road crossing.
- Crew cleaned in district 2 and stated cleaning the 18 inch line in district 1.

- Cleaned storm drain at Bester School and did some prep work for the manhole.
- Rented concrete saw and cut 15 inch under drain at Bester School.
- Our crew repaired main line with a broken pipe at 673 Westwood. Crew had to hydro-excavated around concrete encasement and jack hammered to remove the pipe.
- Crew posted Dewey Avenue for excavation work.

Pump Stations:

- Excavated water line and repaired at station #26, back filled and black topped.
- Graded driveway apron at station #17 and black topped.
- Adjusted entry gates at stations 11,19,21,22 and 26.
- Crew swapped motors at station 12.
- Maintenance completed more prep work for station 9 and 10 emergency transfer switches.
- We ordered a new alternator for pumps at station 11.

Manhole:

- Cleaned and opened manholes in district 14, 17, and 2 for third shift CCTV crew.
- Crews replaced MH 14001 with a no-rise conversion and placed new lids on MH 17141, MH 17146 and MH 14001.

Miscellaneous:

- Fueled 6 inch portable pump on Memorial Boulevard. Continued assisting Public Works to clean and televise 15" under drain in an effort to locate any blockages or broken pipe that are causing back ups at the underpass. Set the base of permanent concrete structure at the Bester Elem. site that will serve as a permanent access point to clean under drain in the future.
- Pick up parts at Rausch for the CCTV unit 518.
- Unit 528, 594 and 512 taken to CMG for maintenance and dot inspection.
- Cleaned laundry room and locker room.
- Down loaded flow data from the Newgate meter
- The crew exercised the emergency generators.
- Crew dropped Bio-Bags throughout infrastructure to control FOG (Fats, Oil & Grease).

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	1	0	0	0	3
YTD	34	37	12	6	6	36	131

* 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 Citywide Sanitary Sewer Rehabilitation progress meeting.
- Staff met with a Collections Supervisor regarding television inspection of a lateral for commercial redevelopment.

Wastewater Laboratory

- The lab was given notice that our Lachat digester, ordered the first week of June, was finally shipped. We expect to get the new equipment Friday or Monday.
- 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>
7/11/12	13.31		13.31
7/12/12	13.24		13.24
7/13/12	12.69		12.69
7/14/12	11.81		11.81
7/15/12	12.11		12.11
7/16/12	12.50		12.50
7/17/12	13.13		13.13
Average			12.68

Water Production at R C Willson

Operations

- Completing routine PMs
- Performing tests at the stations
- Lawn care

Maintenance

- R C Willson – completing routine work orders

Instrumentation

- Tanks: Working on electrical and signal upgrades
- Breichner: Finalizing the SCADA upgrade
- Breichner: Making miscellaneous repairs to multiple instruments (turbidimeters, chlorine analyzers, differential pressure cells).

Water Production at Breichner

- The Edgemont Reservoir is currently at -6.0'; the bypass is closed and the hydrant is closed. The Plant was operated last week in an effort to test the new SCADA hardware installation and the new reservoir aeration system. The Plant will need to be operated again to verify the results but both systems appeared to be operating successfully.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on the testing and repair of large meters. We are working on Hamilton Boulevard upgrading services and will be starting on South Prospect Street. Also we will be lowering services on Woodside Drive for a County storm drain project.

Laboratory

- The USEPA regulation UCMR 3 was implemented and is being reviewed. The Maryland Department of the Environment only entered one of the City's water sources that have to be tested on the website where results are to be reported. The Water Division will have to notify MDE in writing for a correction.
- The remainder of the SOC parameters to be tested on the Edgemont supply were collected and sent to the contract lab.

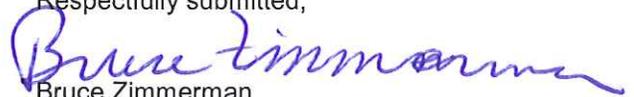
- Manganese tests on the Edgemont supply showed a level of 0.57mg/l. Although the line was flushed full open through the hydrant for 40 minutes, it is believed that the sample is representative of the transmission main rather than the reservoir itself.
- The routine testing on Smithsburg's distribution showed a couple of sites with no chlorine residuals. The town's utility person was notified.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Building Permit	27	3

- Staff attended a development review meeting at the County Planning Office.

Respectfully submitted,



Bruce Zimmerman
City Administrator