



City of Hagerstown, Maryland Status & Information Report No. 29 for 2012

July 27, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

AUGUST 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 9am-2pm Market Faire @ Elizabeth Hager Center Parking Lot	3 5:30-10 pm Wine Down Friday @ MD Theatre	4 7-8:30 pm Music By The Lake @ City Park Bandshell
5	6	7 4 pm Work Session	8	9 9am-2pm Market Faire @ Elizabeth Hager Center Parking Lot	10 5:30-10 pm Wine Down Friday @ MD Theatre	11
12	13	14 4pm Work Session	15	16 9am-2pm Market Faire @ Elizabeth Hager Center Parking Lot	17 5:30-10 pm Wine Down Friday @ MD Theatre	18
19	20	21 4pm Work Session	22	23 9am-2pm Market Faire @ Elizabeth Hager Center Parking Lot	24 5:30-10 pm Wine Down Friday @ MD Theatre	25 9am-2pm Faire Off the Square @ Elizabeth Hager Center Parking Lot 11am-10pm Augustoberfest @ City Center
26 11am-5pm Augustoberfest @ City Center	27	28 7pm Regular Session	29	30 9am-2pm Market Faire @ Elizabeth Hager Center Parking Lot	31 5:30-10 pm Wine Down Friday @ MD Theatre	

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 Stoney Creek Bluegrass Band. It had approximately 145 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.

Bill Emerson and Sweet Dixie will be playing on Saturday, July 28, 2012 from 7 p.m. to 8:30 p.m. at the City Park Bandshell.

2. **Market Faire/Faire Off The Square:** The Market Faire is continuing every Thursday from 10 a.m. to 2 p.m. Faire Off The Square continues on July 28, 2012 from 9 a.m. to 2 p.m. This month will benefit the United Way. This week we have 12 vendors and 8 yard sales vendors. We also have Ebenezer A.M.E. Church selling food, and Lou Scally broadcasting live.
3. **Augutoberfest:** The committee and staff are gearing up for the 17 Annual Augutoberfest to be held on August 25 and 26, 2012. The committee is currently going over all the details and finishing their fundraising efforts.
4. **Mayor Ulrike Westkamp from Wesel, Germany Will Be Visiting:** A contingency from Wesel, Germany Sister City Affiliation will be visiting, and also Mayor Ulrike Westkamp and her husband will make an official visit to Hagerstown, Maryland. They will be in Hagerstown from Oct. 12, 2012 to October 15, 2012. Staff are working on an agenda for the Mayor Westkamp visit.
5. **2012 Fall Maryland Municipal League Convention:** Hagerstown will be hosting the Fall MML Convention October 3-6, 2012. .
6. **Arts and Entertainment District:** The management board of the arts and entertainment district will meet again in September. They will be reviewing the strategies and goals as a first step. Technical grants from the Maryland State Arts Council will be sought for teambuilding for management board.
7. **Fundraising:**
 - The City of Hagerstown and the Western Maryland Blues Fest were awarded a \$12,557 grant from the Maryland State Arts Council for blues fest 2013.
 - Staff wrote for a grant to the Local Arts Council for blues fest 2013 and Augutoberfest. Fundraising efforts will soon begin for private donations to go toward the George Washington Statue.
8. **Grand Opening:** Staff is working on the Grand Opening of The Tipson Firm located at at 38 South Potomac Street, Suite 301. The event is Tuesday, July 31 at 10 a.m.
9. **City Market**
 - On August 11, the market will be doing a promotion entitled Taste of the Market. Vendors with food will be giving samples, and each participant can get a card stamped when they taste the samples. If a participant goes to all the vendors giving samples and gets their card stamped by each one, they will be put in for a prize.
 - On August 18, the City Farmers Market will be celebrating their 229th Birthday, and the market will be having a birthday event for customers.
10. **Some of this Week's Headlines and Media Releases:**
 - National Night Out Joins Community and Police to Prevent Crime
 - City Names New Director of Human Resources
 - "The Tipson Firm" to Celebrate Grand Opening
 - Traffic Advisory: Northern Avenue
 - Traffic Advisory: West Washington Street
11. **Channel 25:**
 - Watch the Ripken Design presentation to Mayor and Council Mondays and Wednesdays at 7:00 p.m. and Saturdays at noon.
 - Watch Citizens Comments about the multi-use center from the April 24th meeting on Sundays, Tuesdays and Thursdays at 6:00 p.m.

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - "The Tipson Firm" to Celebrate Grand Opening
 - Public Support for Downtown Multi-Use Center Video Montage #2
 - 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

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**
 - 1122 Outer Drive - Betty A. Isemann, d/b/a Needle Designs - home office for sewing and quilting services, pattern testing, pattern design, and other crafts (no on-site sales)
2. **Planning Commission:** The Planning Commission meeting on July 25 was canceled.
3. **Historic District Commission:** The HDC meeting scheduled for July 26 was canceled since no applications were filed.
4. **Board of Zoning Appeals:** No appeals were filed for the August 15 hearing.
5. **Land Management Code Revisions** - Mayor and Council held a public hearing on Tuesday for the proposed comprehensive overhaul of the Land Management Code. Two persons spoke at the hearing. The record was held open for 10 days. Staff will participate in workshops with the Mayor and Council in August.
6. **Code Administration Weekly Activity Report:** July 16–20, 2012

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	13	Residential -	11	Commercial -	2	Other -	0	15
Electrical	15	Residential -	8	Commercial -	6	Other -	1	15
Plumbing	5	Residential -	4	Commercial -	1	Other -	0	5
Mechanical	4	Residential -	2	Commercial -	2	Other -	0	4
Engineering Dept.	5							6
TOTAL	42		25		11		1	45
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential					\$ 413,240.00	\$ 913,540.00		
Commercial					\$ 22,500.00	\$ 404,750.00		
Apartment					\$ 3,750.00	\$ 3,750.00		
Sign					\$ 0.00	\$ 1,574.00		
TOTAL					\$ 439,490.00	\$ 1,323,614.00		
Construct single family home on Meridian Drive - \$200,000								
Construct single family home with full basement in Collegiate Acres - \$180,000								

RENTAL LICENSES		
NUMBER	FACILITIES	UNITS
Registrations Received	194	755
New Applications Issued	8	10
Total Registered Since 6/1/12	2411	6987
% of Those Invoiced	77.1	81.4
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 7/20/12.		
PAYMENT		
Total Payments Received	\$ 36,100	
Adjustments	\$ 1,250	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	36	
Electrical	29	
Plumbing	6	
Mechanical	5	
Safety	19	
Neighborhood Vitality	102	
Quality of Life	2	
Preventive Maintenance	1	
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	

PARKS & ENGINEERING

1. **University Plaza Canopy** We have ordered the new canopy that will cover the area with a stone surface in University Plaza. The canopy will be comprised of various sail-shaped canopies that will have the Maryland state colors (red, black and gold). Installation should occur within a few weeks after the building permit is issued and the Historic District Commission reviews. The primary funding of the canopy is Maryland Program Open Space.
2. **Lake Fountain in City Park** The new fountain is ordered and being installed this week. The old fountains motors failed due to the pump sucking in mud from the lake bottom. We hope to have a found a pump that can work in the shallow water environment of the lake. John Barr is generously donating the pump and the installation.

3. **Program Open Space** Approved on the County level, we are submitting the projects listed below to the State for their approval:

Potterfield Pool Pavilion	\$ 9,000
Portable Bleachers for Various Parks	\$ 7,200
Memorial Park, Phase II	\$49,500

If the State approves for POS funding, each project will require a 10% match.

4. **Potterfield Pool** Sometime last Tuesday night, the water pump for the wading pool cracked which resulted in draining of the pool. We purchased a new pump and the wading pool was back in use on Thursday.
5. **Greenawalt Park** Located at the intersection of East Avenue and Locust Street, we hope to finish laying the block for the perimeter wall in the next couple of days; we will then start laying the brick. Modular playground equipment is ordered. We are finalizing the irrigation/landscape/and electrical plans.
6. **Upcoming Events in City Parks**
- July 28th – City Park Band Shell – Music by the Lake, 7–8:30 p.m.
 - July 28th – University Plaza – Free Pet Vaccination Clinic, 10 a.m. – 2 p.m.
 - July 29th – City Park Band Shell – Hagerstown Municipal Band, 7:30–8:30 p.m.
 - August 1st – City Park Band Shell – Gospel Concert, 7–9 p.m.
 - August 4th – City Park Band Shell – Music by the Lake, 7–8:30 p.m.
 - August 5th – City Park Band Shell – Hagerstown Municipal Band, 7:30–8:30 p.m.
 - August 7th – Fairgrounds Park South – National Night Out, 6–8 p.m.
 - August 8th – City Park Band Shell – Gospel Concert, 7–9 p.m.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,642	CDS Arrest:	3
Criminal Arrest/Warrants:	25	DUI Arrests:	1
Moving Violations:	18	Search Warrants Executed:	0
Safety Repair Orders:	5	Field Interviews:	25
Warnings:	54	Parking Tickets:	23

2. **REPORTS**

- 07/19/12: Officer McNew was dispatched to 234 Alexander Street for a damaged motor vehicle (slashed tire). Upon arrival contact was made with the victim. While on scene another call came in was from a victim at 719 Salem Avenue who also had tires slashed on two of her vehicles. It should be noted that all of the damaged vehicles were parked in the same alley. There are no suspects at this time.
- 07/21/12: On Saturday July 21, 2012 at approximately 4:05 a.m., Sgt. John Lehman was contacted via telephone by the Washington County Emergency Dispatch concerning a stabbing that occurred at 1344 Jay Drive. The victim was said to have been stabbed in the neck and taken to Meritus Medical Center (MMC) for treatment. Several witnesses to the incident had been transported to the Hagerstown Department of Police by uniformed patrol pending interviews by detectives from the Criminal Investigations Division (CID). Detective Blankenship was assigned as lead investigator. The suspect was apprehended and charged with attempt murder, assault 1st and 2nd degree, and reckless endangerment.
- 07/23/12: Officer Buterbaugh responded to 901 Northern Avenue in reference to theft from a motor vehicle. Upon arrival contact was made with a Washington County Public Schools employee, William Dean Bussard. Bussard advised that he and two other employees were mowing grass at the Fountaindale Elementary School. Bussard said they arrived at 9 a.m. and began working. At 10:20 a.m. they returned to the County vehicle to retrieve weed eaters and a leaf blower to finish the work. Bussard realized that two Echo weed eaters and one Stihl backpack style leaf blower were missing from the truck. The suspect was later apprehended and charged with theft.

PUBLIC WORKS

1. **Memorial Boulevard Underdrain:** Work continues to clear the underdrain stretching from City Park to Antietam Creek. A manhole has been installed on the line near Bester Elementary School. Rock excavation continues under the railroad bridge so a manhole can be set at this location. It appears now that tree roots are at least a part of the problem. The roots will need to be cut out of the pipe to clear the line. Memorial Boulevard could be open within the next three weeks as work continues further down on the underdrain.
2. **Burglary at A&E Parking Deck:** At approximately 9:41 AM on Sunday, July 22, someone threw a rock through the office window of the A&E Parking Deck. Access was gained but nothing appears to be stolen. Any cash is kept in a safe that was not accessed. HPD was able to collect fingerprints, DNA and video of the culprit.
3. **City Hall 4th Floor Remodel:** Work continues on the remodel of the 4th floor of City Hall in the former Planning Department area. New floor tile were installed during the week of July 16th. The work that remains is some limited trim, installation of ceiling tile, installation of the heating system radiators and some repair work to the windows. Staff should be able to relocate to this space by August 6th.

TECHNOLOGY & SUPPORT SERVICES

1. **MUNIS 9.3 UPGRADE POSTPONED:** Due to unforeseen staffing issues at TYLER/MUNIS, our upgrade has been moved from the weekend of July 27 to the weekend of August 11. Staff will be using version 9.3 as of Monday, August 13. This delay will provide staff with two more weeks of testing in 9.3, and we strongly encourage all MUNIS users to take some time to "test drive" the new version.
2. **UTILITY PAYMENT LOCKBOX TESTING:** We have submitted our first batch of 250 utility bills to Fulton Financial for a test batch processing. The batch was sent on Monday morning. Payments accepted by the lockbox were deposited into the City's account by Tuesday evening and in our MUNIS system by Wednesday at noon. This places deposits into the bank an **average of five business days faster** than manually processing the mail internally. All exceptions, such as payments made through a customer's own bank's website, will still be manually processed. However, these funds are directly sent to our depository bank so there is no increase in lag-time associated with this. We are going to pursue contacting each of these banks and arrange for a file to be received from them daily for importing into MUNIS to cut down on the manual entry of these transactions.
3. **INTERNAL BILLINGS OF UTILITY BILLS:** Staff have been able to initiate the sending of internal City utility billings for Light and Water/Wastewater via email to staff. This eliminates the need to print a hard copy of a bill, manually finding the bills within a large stack of printed bills, and sending through interoffice mail.
4. **WIRE TRANSFERS OF ESCROW PAYMENTS FOR CITY REAL PROPERTY TAXES:** The City has initiated the ability to accept wire transfers from escrow companies paying customer real estate taxes to the City. This, again, eliminates the need for manual intervention and decreases the time it takes to get funds into our bank account.
5. **ONE-MARYLAND BROADBAND RFP REVIEW:** Staff will be participating on a review committee for the Broadband Impact Study for Washington County RFP being undertaken by the Washington County Commissioners. This RFP is in conjunction with the Federal ARRA Broadband Stimulus grant awarded to the State of Maryland funding the One Maryland Broadband Network (OMBN) project.
6. **MULTI-FUNCTION DIGITAL PRINTER/COPIER PROJECT:** The RFP to bid replacing our current inventory of multi-function copier/printers throughout the City will be released the week of July 30. These copiers are currently off lease, and reaching around six years of age. An awarding of the contract is anticipated for October, with units being installed in November.

7. **PERSONAL PROPERTY ARREARAGE COLLECTIONS:** Support Services initiated a goal of attempting to decrease our arrearages related to the collections of Personal Property taxes. The department initiated an increased frequency of delinquency notices to companies that were behind in making payments, as well as working with the County to ensure that business licenses were not renewed until our receivable was collected. Our efforts are showing excellent results. We have increased our collections from 2011 to 2012 over 25%, the largest increase we can find evidence of for the past 15 years. We are confident that reporting delinquent receivables to the County is the main factor in decreasing our uncollected amounts, and will continue to provide this information every quarter.
8. **PSC PUBLIC CONFERENCE 30 – LANDLORD/TENANT UTILITY BILL WORKGROUP:** Support Services staff are participating with other State utilities/interested parties in this workgroup, meeting every other Thursday through the end of September. This workgroup is studying the process of notification to tenant's of a landlord's utility payment delinquency and the potential termination of service that the tenant may not be aware was an issue.
9. **ROSLYN BUILDING POLICE SUBSTATION:** Staff have been testing VPN access for staff that will be utilizing the new HPD substation at the Roslyn Building, as well as networking access at the UMSH station.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Thur. 7/19 - Various locations- (reconnections for non-payment). Time Out: 16.5-17.1
 - 726 Virginia Avenue- partial outage; problem was found to be internal and customer was advised to contact electrician for needed repairs. Time Out: 19.9-23.0
 - Mon. 7/23 - 360 South Cleveland Avenue- total outage; bird caused transformer fuse to operate, (1) 10T fuse was replaced to correct problem and restore power. Time Out: 18.0-19.1
 - Tues. 7/24 - 843 Woodland Way- tree on line; tree branch fell on service wires pulling them from the building, wires were reattached to correct problem and restore power. Time Out: 16.7-17.8
2. **Distribution** Recent activity included:
 - Metering Department received no high bill complaints this week.
 - Line crews continue annual feeder inspections for 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
0	0	0	0

3. **Engineering** Staff worked on the following projects:
 - The Staff Engineer finalized electrical construction drawings for Bester Elementary School and Memorial Park. These will be used by HLD lines crews to install electric facilities after the underground conduit infrastructure is in place.
 - The Substation Technician tested relays and verified their operational settings.

- The Engineering group reviewed maximum fault currents and clearing times in relation to required flame-resistant (FR) clothing requirements based on NESC standards for our line employees.
- Engineering staff reviewed multiple plans, permits, upgrades and other electrical work being done within HLD's territory.

4. **Administration:**

- On Saturday 7/21 at 9:20 am Zayre Substation Feeder #1 locked open leaving approximately 280 customers without power. Crews were dispatched from their homes and the entire line was scouted to locate the fault. A faulted lightning arrester was located and the feeder was closed, restoring all power, one hour later.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 18, 2012	5.96	0.36
Thursday, July 19, 2012	7.02	1.06
Friday, July 20, 2012	6.90	0.12
Saturday, July 21, 2012	6.58	0.19
Sunday, July 22, 2012	6.27	0.00
Monday, July 23, 2012	6.42	0.00
Tuesday, July 24, 2012	6.37	0.00
Weekly Average/Total	6.50	1.73
Monthly Average/Total	6.25	2.94

Projects:

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

Misc:

- The WWTP continues to operate within its permitted parameters.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	5	130	13	3
Flushing	3,4,5	9,747		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	5	1	Roots	37

Collection System Maintenance Task

Lateral

- The crew inspected 320' of under drain.
- We ordered several jetter nozzles and a 12" cutter for the under drain cleaning.
- Broke rock at underpass and inspected 132' of under drain at the Stadium and Bester. (Roots)

Pump Stations

- Installed new pump at station #1
- Cut the brush along the access road at station #4.

- Chlorinated stations: 2, 8, 15, 18 and 23.
- Cleaned debris and wet well at Potomac Ridge for A.R & E.
- Installed new generator transfer switch and plug at station #9.

Miscellaneous

- CMG fixed the hose reel bracket and we adjusted the reel drive motor on unit 528.
- 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	0	1	0	0	1	1	3
YTD	34	38	12	6	7	37	134

* 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 met with a commercial developer regarding water use and allocation of two centers.
- Staff met with the Utilities Director on numerous subjects including the proposed dedication of sanitary sewer from a commercial development.

Wastewater Laboratory

- The lab received and set up the new Lachat digester. We are setting up programs to meet our digesting needs.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
7/18/12	13.27		13.27
7/19/12	13.56		13.56
7/20/12	12.75		12.75
7/21/12	11.56		11.56
7/22/12	12.11		12.11
7/23/12	12.45		12.45
7/24/12	13.15		13.15
Average			12.69

Water Production at RC Willson

- All crews worked on repairs associated with storm damage

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 have completed our work on Hamilton Boulevard and are preparing to start on South Prospect Street. Also, we are lowering services on Woodside Drive for a County storm drain project and installing a new fire line at 60 West Washington Street.

Laboratory

- Scheduling for the USEPA regulation UCMR 3 monitoring was set for the year of 2014. Sampling will begin the middle of the first quarter for List 1 contaminants.
- Manganese tests on the Edgemont supply showed a level of 0.14mg/l. The line was flushed for four hours at about 500 gallons per minute and another sample was taken. This resulted in a manganese level of 0.27mg/l. The line was flushed for another hour and forty-five minutes and the level dropped to 0.07mg/l.
- A sample was collected from the Willson lagoon to be tested for levels of nitrogen, ammonia, phosphorus, and potassium. The testing is being required by the Maryland Department of Agriculture.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Preliminary Plat		3
Construction Drawings		1
Building Permit	8	7

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

Respectfully submitted,



Bruce Zimmerman
City Administrator