



## City of Hagerstown, Maryland Status & Information Report No. 33 for 2012

August 24, 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 3pm Executive Session 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 3pm Executive Session 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 3pm Executive Session 5pm 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 5pm Executive Session 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

- Faire Off The Square/Market Faire:** The Market Faire is continuing every Thursday from 10 a.m. to 2 p.m. and Faire Off The Square (a Downtown Alliance event) continues on August 25, 2012 from 9 a.m. to 2 p.m. This month will benefit the Barbara Ingram School for the Arts. It will be held adjacent to the Augustoberfest Event. Over 15 vendors are participating.

2. **Augustoberfest:** The committee and staff are gearing up for the 17<sup>th</sup> Annual Augustoberfest to be held on August 25 and 26, 2012. The official keg-tapping will be held at 2 p.m. on Saturday, August 25, 2012.
3. **Grand Opening:** A grand opening is slated on Tuesday, September 4, 2012 for the Chateau La Wren Antiques and Gifts at 20 Public Square.
4. **Thunder in the Square:** We are gearing up for the Thunder in the Square Event on Friday, September 28, 2012 from 5-10 p.m. This is an antique car show that benefits the Alsatia Club.
5. **250th Anniversary Street Fest:** Staff are gearing up to do a 250th Anniversary Street Fest. This features a today block, yesterday block and a children's tomorrow block. We also have a transportation section for the Hub City and some special performances and ceremonies. The event will occur on September 29 from 10 a.m. to 4 p.m.
6. **Harvest Hoedown:** Staff is doing planning for the Harvest Hoedown which will occur on Oct. 13, 2012 from 1-4 p.m. at Fairground Park.
7. **Spooky Sprint:** Staff met with the Alsatia Club and Washington County Recreation Department on the Spooky Sprint Event which will be held on Saturday, October 27 at 5 p.m. before the Alsatia Parade.
8. **Volunteers:** Volunteers are signing up for Augustoberfest which will be held on August 25 and 26, 2012.
9. **City Market:** The vendors will have Augustoberfest specials at City Farmers Market this week.
10. **Some of this Week's Headlines and Media Releases:**
  - Speed Cameras Keeping Students Safe Upon Return to School
  - VIDEO: A Preview of Augustoberfest\*
  - Notice of Public Display and Comment Period - FY 11/12 CAPER
  - Labor Day Advisory: Trash and Recycling Collection Delayed

\*Staff are incorporating video clips for area media outlets to utilize when video is available to accompany media releases. This action makes it easier for local news organizations to provide coverage of positive news and developments in the City. It also enables surrounding metropolitan news outlets to include more coverage of Hagerstown in their broadcasts.
11. **Multi-Use Center Initiatives:**
  - Two video ads will be airing at Leitersburg Cinemas from September - November to promote public awareness of the multi-use center project.
  - The Herald-Mail will include a "tab-on" sticker on the front of the newspaper on Sunday, September 9<sup>th</sup> to direct readers to public information outlets.
  - Staff is working with the Downtown Alliance's Ambassador Committee to promote public awareness of the project.
12. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Augustoberfest Preview
  - Second Woman at HPD Earns Rank of Lieutenant
  - "The Tipson Firm" Celebrates Grand Opening
  - Public Support for Downtown Multi-Use Center Video Montage #4
  - Tips From Patrol - Officer Albowicz

In production:

- Progress at the New Antietam Fire Co.
- Benefits of a Downtown Stadium Location

Also airing at select times: Senator Mikulski Announces COPS Grant to Hire Veteran Officers.

13. **Websites:**

- We have over 1,000 "likes" on Facebook!
- We're now on YouTube! Subscribe to "CityofHagerstown" for the latest video updates!  
<http://www.youtube.com/user/CityofHagerstown?feature=watch>
- Website analytics highlights for [www.hagerstownmd.org](http://www.hagerstownmd.org) for August 16 - August 23:
- Almost 5,000 users visited the site and viewed nearly 13,000 pages. About 33% of the visitors "bounced" from the home page to another page of the site.
- Top entrances (the first page of our website that users accessed):
  - Home page 3,972 users
  - Jobs page 469 users
  - FAQ 31 users
- Top page views:
  - Homepage 4,145 views
  - Jobs page 471 visits
  - Calendar 237 visits

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued For New Businesses:**

- 509 Lynnehaven Drive, Apt. 21 - Vanny's Tag & Title, LLC - home office for a tag and title service through online resources, fax transmittals, and MVA electronic kiosk services only
- 509 Lynnehaven Drive, Apt. 21 - AHD Car Sales, LLC - home office for wholesale auto sales; off-site and online sales of vehicles.

2. **Planning Commission:** The following cases will be reviewed at the next Planning Commission on Wednesday, August 29:

- 330 East Washington Street - McDonald's - continuation of review of revised site plan
- 405 Northern Avenue - American Legion – re-plat
- Mills Park Walking Trail - staff-approved site plan
- 246 Eastern Boulevard - Professional Center - waiver request for trash enclosure doors

3. **Doleman Black Heritage Museum Project:** The IMLS grant-funded project for the Doleman Black Heritage Museum is completed. The project developed interpretive themes for the collection, protected certain materials from deterioration, and scanned the paper and photographic documents in the collection. The ability to share the collection with the public was greatly enhanced through the creation of a variety of traveling exhibits and a web archive of the scanned documents ([www.dolemanblackheritagemuseum.org](http://www.dolemanblackheritagemuseum.org)). Of the \$150,000 grant award, \$149,768 was spent on the project. The most recently created exhibits will be unveiled at an upcoming fund-raiser for the museum on October 26<sup>th</sup> at the Cortland Mansion. In the near future, the museum will be ready for a presentation on the project to the Mayor and City Council.

## PARKS & ENGINEERING

1. **Pooch Plunge** More than 90 dogs (and 125 humans) attended our annual Pooch Plunge on August 22<sup>nd</sup> and raised \$650 for the Humane Society of Washington County. The pool is now closed for the season.
2. **Little Heiskel Pole Tops** Little Heiskel finials were recently fabricated and installed on the banner poles along Key Street and Museum Drive in City Park. These are a great accent and we received several compliments.
3. **Canopy in University Plaza** Next week staff will install a decorative canopy in University Plaza over the stone area on the north end of the park. The canopy is a sail-style and the various sails that comprise the structure will be red, gold, and black (Maryland State colors).
4. **Greenawalt Park** Laying the brick of the perimeter wall continues. We are also forming concrete sidewalks for the adjacent property owners, and work will start on the "park side" in earnest next week. We hope to finish the park around early October.
5. **Upcoming Events in City Parks**
  - August 25<sup>th</sup> – City Park Band Shell – Saturday in the Park, 5–9 p.m.
  - August 25<sup>th</sup> – Fairgrounds Park Stable Area – VW & Bike Show, 8 a.m. – 3 p.m.
  - August 26<sup>th</sup> – City Park Band Shell – Hagerstown Municipal Dance Band, 7:30–8:30 p.m.
  - August 29<sup>th</sup> – City Park Band Shell – Gospel Concert, 7–9 p.m.
  - September 9<sup>th</sup> – Fairgrounds Park South – Girl Scouts Open Enrollment, 2–6 p.m.
  - September 15<sup>th</sup> – City Park Band Shell – U2 Christ Concert, 3–7 p.m.
  - September 16<sup>th</sup> – Fairgrounds Park North – Hispanic Festival, Noon–6 p.m.

## POLICE DEPARTMENT

### 1. **STATS**

Calls for Service:	1,646	CDS Arrest:	6
Criminal Arrest/Warrants:	23	DUI Arrests:	3
Moving Violations:	22	Search Warrants Executed:	0
Safety Repair Orders:	6	Field Interviews:	43
Warnings:	31	Parking Tickets:	23

### 2. **REPORTS**

- **08/18/12:** Officers of the Hagerstown Police Department were dispatched to Hub City Liquors in the South End Plaza for a burglar alarm activation. The store video revealed that a white male with a thin build, wearing no shirt, and what appeared to be a red shirt over his head, had thrown a rock through the glass of the front door. A search of the area was unable to locate any suspects. The police department received an anonymous tip about this incident and forwarded the information to the Criminal Investigative Division. Detective Fleegal has been assigned to this case. No further information is available at this time.

### 3. **OTHER NEWS/INFORMATION**

- **July's Officer of the Month.** Officer Ron Isaacs has been selected as the Officer of the Month for July 2012. Officer Isaacs has been employed by the City of Hagerstown for approximately five years and is currently assigned to the Uniform Patrol Division's Alpha Platoon.

Officer Isaacs was nominated for his proactive policing skills. On July 5, 2012, while Officer Isaacs was on patrol in his assigned sector, he observed several males attempting to leave the area in a vehicle that was parked in an alley. A female flagged Officer Isaacs down and advised that the occupants of the vehicle had just broken into her residence and that one of the males had a gun. As Officer Isaacs approached the vehicle, several of the occupants fled the scene on foot. Officer Isaacs was able to apprehend one of the suspects who was later identified as the suspect with the gun. Deputies from the Washington County Sheriff's Department assisted and located two of the other occupants of the vehicle. A pellet gun was subsequently located in the car.

The Hagerstown Police Department is proud to have dedicated officers such as Officer Isaacs as one of its own and congratulates him for a job well done.

## PUBLIC WORKS

1. **Bird Spikes:** Bird spikes are rows of flexible spikes that deter birds from roosting. A series of these were installed at the North Potomac Street Deck. Birds had been roosting on the steel beam that crosses the alcove where the bike mural is hung. The birds were continually creating a mess on the sidewalk and on the mural. The spikes will resolve that issue. The cost for the spikes (\$600), lift rental (\$383) and paint (steel beam needed a coat of paint) was \$1,000 for this project.
2. **EHC Basement Flooding:** On Friday, August 10<sup>th</sup>, a thunderstorm dropped almost two inches of rain in a very short amount of time. A major storm drain pipe that runs through the basement of the Elizabeth Hager Center became overwhelmed and pushed water through the brick arch drain. While this is a rare occurrence, the water did flood the lower level of the EHC. Minimal damage occurred but some water soaked the carpets in the basement hallway, office space and MOSH office. Staff addressed the issue the next day and the tenants were pleased with our response.
3. **Guardrail Damage:** A section of guardrails was destroyed due to a vehicle accident on Saturday, August 18<sup>th</sup>. The accident occurred along the southwest corner of the Burhans Boulevard and Virginia Avenue overpass. Quotes for repairs to the guardrail are being gathered. Repairs to the guardrails (a street light and street tree were also destroyed) will be over \$4,000. It appears the driver did not have insurance to cover these costs. Temporary fencing will be installed for pedestrian safety only until the guardrails can be replaced.

## TECHNOLOGY & SUPPORT SERVICES

1. **MUNIS Version 9.3 Upgrade:** The MUNIS financial system upgrade from version 8.2 to version 9.3 was completed with minimal issues, none of which were critical. This version upgrade will allow for the expansion of services related to GIS, Citizen Self-Service, and executive dashboard reporting of critical financial statistics. Staff have begun to research implementation of these features and will be working through the Fall on providing these enhanced services to staff/citizens. Thanks for everyone for their cooperation during this major upgrade, and special thanks to the technology staff for their excellent work in making this upgrade virtually seamless.
2. **Utility Payment Lockbox Processing:** Support Services has been working with Fulton Financial Bank for the past month on testing of payment processing through the bank's lockbox facilities. This will dramatically decrease the amount of lag time it takes to manually process the average of 1300 utility mail pieces per day that come to City Hall from an average of 6 business days to 2 business days. We will be sending larger amounts of mail each day for the next two weeks, and will begin full processing with the lockbox after Labor Day.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:  
Fri. 8/17 - Various locations- (reconnections for non-payment) Time Out: 16.0-16.4

- Sat. 8/18 - 125 East Washington Street #1- partial outage; lineman found customer had a loose connection on the line side and a breaker inside panel box needed to be replaced. Customer was informed to contact an electrician for needed repairs. Time Out: 19.5-20.5
- Sun. 8/19 - Burhans Boulevard & Virginia Avenue (Intersection)- pole damaged; vehicle struck utility pole in accident, damaged pole removed from scene until follow up repairs were made the following business day. Time Out: 1.7-2.7
- Mon. 8/20 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.3

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 of Hagerstown.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
18	0	5	0

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

- Engineering reviewed multiple requests for service upgrades and new installations.
- Oil samples were taken from substation equipment. Periodic oil sample testing allows HLD to determine the internal operating condition of electrical equipment and schedule maintenance/replacement.
- Tagging of underground street-lighting circuits and hand-holes continued for entry into HLD's GIS electric model.

4. **Administration:**

- Staff finalized the 2-Way VHF radio bid and is in the process of compiling a list of materials required for installation of the specified equipment.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 15, 2012	6.82	0.00
Thursday, August 16, 2012	6.53	0.00
Friday, August 17, 2012	6.53	0.62
Saturday, August 18, 2012	6.92	0.00
Sunday, August 19, 2012	7.04	0.21
Monday, August 20, 2012	7.46	0.42
Tuesday, August 21, 2012	7.36	0.00
Weekly Average/Total	6.95	1.48
Monthly Average/Total	6.63	3.60

**Projects**

- Conewago has completed the installation of the weir covers on Final Clarifier #1.

### Miscellaneous

- On Thursday, 08/16/2012 the big screen security monitor was placed in service.

### Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	5	1,796	391	19
Flushing	14,22	773	Cleaned wet well	
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	4	1	Removed Roots	8
Main & Lateral	22	1	Contractor bored through service connection.	8

### Collection System Maintenance Tasks

- Cleaned wet wells at stations 3, 4, 5, 19, and 28.
- Installed repaired emergency generator radiator at pump station 13.
- New generator transfer switch receptacle at station 21.
- Completed control work and installed new floats at station 7.
- Clean and inspected lines going into pumping station 3.
- Cleaned wet well at Potomac Ridge pump station for A.R &E.
- Chlorinated stations 2, 8, and 23.
- Handle grinder pump alarm light at 1523 Kensington Drive.
- Cleaned and inspected the 27" line in District 9 and a 20" line in District 14 also inspected the 21" line in District 12.
- The crew exercised the emergency generators.
- Down loaded flow data from the Newgate meter.

### Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	0	0	0	0	2
YTD	38	40	12	6	8	45	149

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

### Engineering

- Staff attended a progress meeting for the Citywide Collections System Rehabilitation Project.

### Wastewater Laboratory

- A sampler was set at Phoenix Color, Inc. to monitor the industry's discharge to our system.
- 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>
8/15/12	12.07		12.07
8/16/12	12.02		12.02
8/17/12	11.75		11.75
8/18/12	11.16		11.16
8/19/12	11.20		11.20
8/20/12	11.70		11.70
8/21/12	11.67		11.67
<i>Average</i>			<i>11.65</i>

**Water Production at RC Willson**

*- Operations*

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

*- Maintenance*

- R C Willson – Completing routine work orders

*- Instrumentation*

- Tanks – Repaired erratic chlorine residuals at Hellane Tank
- Tanks – Continue the upgrade to the communications between Orchard Hills and P.S. #3
- Breichner – Started the installation on new fast acting actuators on the effluent valves

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -6.0'; the bypass is cracked open and the hydrant is closed.

**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. Work is ongoing on South Prospect Street and we are working on meter exchanges throughout the system. We also are working on valve boxes for the City overlay and are installing a new hydrant on Beechwood Drive.

**Laboratory**

- Quotes have been acquired from two USEPA approved labs for USEPA's UCMR3, one year, quarterly testing of 21 new unregulated contaminants. We are waiting on quotes from two more labs.
- We received the remaining SOC results for PCBs, Toxaphene and Chlordane on the Edgemont supply. The results will be sent to MDE with monthly reporting results.
- Process and regulatory testing on the Potomac supply was routine.

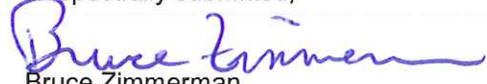
**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	2	2
Preliminary Plat		1
Final Plat		1
Building Permit	13	1

- Staff met with the airport director regarding future development throughout the properties and future water demands.

- Staff met with a commercial redevelopment architect on final site drawing revisions.

Respectfully submitted,



Bruce Zimmerman  
City Administrator