

# City of Hagerstown, Maryland Status & Information Report No. 14 for 2013

April 12, 2013

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

APRIL 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm Work Session	3	4	5	6
7	8	9 4pm Work Session	10	11 MD International Film Festival	12 MD International Film Festival	13 7am-2pm Community Yard Sale @ Fairgrounds Park  MD International Film Festival
14	15	16 4pm Work Session	17	18	19	20
21	22	23 3-7pm Work Session  7:30pm Regular Session	24 Administrative Professionals Day	25	26	27
28	29	30 4pm Work Session				

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:**
  - A Grand Opening/Ribbon Cutting for Walgreens was held on Friday, April 12 at 8:00 AM. The business is located at 1601 Dual Highway in Hagerstown, Maryland. *Walgreens - where health and happiness come together*
  - A Grand Opening/Ribbon Cutting Event will be held at Dixie Kitchen located at 1037 Maryland Avenue. The owner and lead chef is Wanda Lynn Swan. We will have the event on Tuesday, April 16 at 2:00 PM.
  - Please mark your calendars now for a Grand Opening/Ribbon Cutting at Kerry's Hair & Day Spa at 35 North Potomac Street. The owner is Francisco Silva. We will have the event on Thursday, April 18 at 4:00 PM.

2. **Upcoming Events:**

- The Maryland International Film Festival will be held from April 11 to April 13, 2013.
- Shepherd University will host the 2013 Capstone Exhibit in the City Center on April 20, 2013 from 5:00 PM to 9:00 PM. The event will be held at 60 West Washington, 36 North Potomac and Melanie Anderson Photography.
- The Earth Day Ceremony will be held on Monday, April 22 at 10:30 AM at University Plaza, and the Arbor Day Ceremony will be held on April 26 at 10:00 AM at the new Memorial Park.
- Maymart will be held on May 9, 2012 and Taste of the Arts on May 16, 2013.

3. **Fundraising:**

- Staff are in the midst of their fundraising campaigns for the Western Maryland Blues Fest. They have raised \$85,000 to date.
- The Augustoberfest Event fundraising started this week as well.

4. **City Market:** Don't miss out on seeing Lou Scally. Live with Lou will be airing on radio WJEJ, 1240 AM this Saturday from 8:30 AM to 10:00 AM.

5. **This Week's Headlines and Media Releases:**

- City of Hagerstown Recognizes Earth Month
- Reminder: Community Yard Sale This Saturday!
- Walgreens Opening New Dual Highway Location
- Traffic Advisory: Antietam Street & Potomac Street
- Advisory: North Potomac Street Parking Deck Closures
- Traffic Advisory: South Potomac Street
- E-casts:
  - ▶ Grand Opening and Ribbon Cutting for Kerry's Hair & Day Spa
  - ▶ Grand Opening and Ribbon Cutting for Dixie Kitchen
  - ▶ Grand Opening and Ribbon Cutting for Walgreens

6. **Channel 25:**

Watch the City Newsroom at the top of every hour. This week's news stories include:

- Dan Hall State Farm Celebrates Grand Opening
- Kickstarter campaign video for Lyons Post monument at Rose Hill Cemetery
- St. Patrick's Day Run Wrap-Up
- Grand Opening of Antietam Brewery at Benny's Pub

In production:

- Grand Opening of Walgreens

Also airing at select times:

- "Divided Valor: Hagerstonians in the Civil War" daily at 3:00 PM.

7. **Websites:**

**City Website:**

- Website analytics for [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of April 5 - April 11:
  - ▶ This week there were over 6,500 visitors to the site who viewed nearly 17,000 pages.

- Top Content:
  - ▶ Home page 6,083 visits
  - ▶ Jobs page 484 visits
  - ▶ Calendar 465 visits
  
- Top Entrances (the first page of the site users accessed):
  - ▶ Home page 5,900 users
  - ▶ Jobs page 226 users
  - ▶ Calendar 59 users

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **New Businesses:**

- 304 South Cleveland Avenue – TimcoMagic – home workstation for a magician.
- 117 North Mulberry Street – Andrew Campos – online sales of children's toys.
- 17636 Garland Groh Boulevard – Books-A-Million, Inc., d/b/a 2<sup>nd</sup> & Charles – retail sales of secondhand books, games, and miscellaneous items.

2. **Planning Commission:** On April 10, the Planning Commission reviewed proposed digital sign and car sales lots text amendments. Discussion on the Northwest Connector Traffic Study was postponed until the first meeting in May.

3. **Weekly Activity Report:** April 1–5, 2013

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	10	Commercial -	1	Other -	1	10
Electrical	20	Residential -	14	Commercial -	5	Other -	1	21
Plumbing	18	Residential -	14	Commercial -	3	Other -	1	18
Mechanical	8	Residential -	5	Commercial -	3	Other -	0	8
Engineering Dept.	5							4
<b>TOTAL</b>	63		43		12		3	61
<b><u>Est. Value of Issued Building Permit Projects:</u></b>					<b><u>Fiscal Year Totals:</u></b>			
Residential	\$ 72,285.00				\$ 5,883,085.00			
Commercial	\$ 63,300.00				\$ 26,371,010.00			
Apartment	\$ 0.00				\$ 1,554,808.00			
Sign	\$ 0.00				\$ 205,924.00			
<b>TOTAL</b>	<b>\$ 135,585.00</b>				<b>\$ 34,014,827.00</b>			
Construct a sunroom on rear of house at 215 May Street - \$55,000								
<b>RENTAL LICENSES</b>								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	1			1				
New Applications Issued	2			2				
Total Registered Since 6/1/12	3079			8422				
<b><u>PAYMENT</u></b>								
Total Payments Received	\$ 50							
Adjustments	\$ 0							

<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	58
Electrical	57
Plumbing	36
Mechanical	23
Safety	53
Neighborhood Vitality	87
Quality of Life	21
Preventive Maintenance	38
Planning & Zoning	1
<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.	
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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. **University Plaza.** The new shade canopy is up and proudly displaying the University System of Maryland at Hagerstown colors of red, gold and black. The concrete for the new University Stage has been poured and the brick sidewalks are being re-installed. We plan to install the metal canopy over the new stage in mid-May. Both projects are P.O.S. funded.
2. **Memorial Park.** We have received and planted 46 new trees; lights and benches are installed; and a flagpole that was donated by Woodman of the World was installed.
3. **ADA.** The 2013 Handicapped Ramp contract is out to bid. We have inventoried all the ramps in the City and will provide a report in a week or so.
4. **Design Work.** Design staff is working on Kiwanis Park, Mills Park Phase II Trail, safety gates for flooding on West Memorial Boulevard, roof replacement on the Market House, and the 2013 Pavement Preservation contract.

5. **Municipal Stadium.** Concrete footers for the new canopies have been dug and installed. The canopies have been ordered but not yet delivered. Various projects in anticipation of opening day have been completed, such as: trimming, mulching, installation of shelving, bleacher inspection, and other assorted preparation work.

## POLICE DEPARTMENT

### 1. STATS

Calls for Service:	1,769	CDS Arrest:	0
Criminal Arrest/Warrants:	23	DUI Arrests:	0
Moving Violations:	40	Search Warrants Executed:	1
Safety Repair Orders:	13	Field Interviews:	33
Warnings:	117	Parking Tickets:	12

### 2. REPORTS

- **04/04/13:** Officer Hoffner responded to Summit Avenue for a reported possible drowning of a seven year old juvenile. The father of the juvenile stated his son went into the bathroom to take a bath. A few minutes later the father went to the bathroom to check on his son. The door was locked and the son was not answering his father. At that point, the father kicked the door in and found his son unresponsive. The juvenile was transported by ambulance to Meritus Medical Center. The juvenile was later pronounced dead. This incident will be followed up by the Hagerstown Police Department's Criminal Investigations Division.
- **04/04/13:** On Tuesday, March 5, 2013, Hagerstown Police Department responded to Security Road for a reported burglary and rape. The victim was transported to Meritus Medical Center with two lacerations to her right arm and a puncture wound to the back of her right thigh. A sexual assault forensic examination was completed and was determined to contain sufficient DNA to be suitable for entry in Maryland's DNA Database. On Thursday, April 4, 2013 the Forensic Sciences Division of the Maryland State Police notified the Hagerstown Police Department that a routine search of Maryland's DNA Database resulted in a match between a Maryland convicted offender and the unsolved rape. The match was to Montague Sutherland. The investigation continued and on that same day of notification, Montague Sutherland was located on West Franklin Street and was transported to the Hagerstown Police Department and advised of his Miranda Rights and interviewed. Sutherland was charged with Rape 1<sup>st</sup> and 2<sup>nd</sup> Degree, Assault 1<sup>st</sup> and 2<sup>nd</sup> degree, along with other related charges. This arrest is the result of excellent investigative work by the Hagerstown Police Department and countless hours of research by the Western Maryland Forensic Laboratory.
- **04/10/13:** Hagerstown Police Department responded to Key Street for a reported armed robbery. When officers arrived, they located a juvenile male victim who advised he was assaulted and robbed of an undisclosed amount of cash by several other juvenile males behind the Jonathan Hager House in City Park. The victim advised a handgun was displayed by one of the suspects. The juvenile was transported to Meritus Medical Center where he was treated and released for minor injuries. Information provided by the victim indicated the incident was not a random act, and that all parties knew one another. Two juvenile males have been arrested and charged with Armed Robbery and related charges.

### 3. OTHER NEWS/INFORMATION

- The Hagerstown Police Department has two openings for Honorably Discharged Post 911 veterans with at least 180 consecutive days of active duty service. You can contact the Hagerstown Police Department's Training/Recruiting Director, Sgt. John Murray, at 301-790-3700 ext 278 or go the City's webpage for further information.
- This is a busy time of the year as far as grant applications. The Hagerstown Police Department is in the process of applying for the following grants at the present time:
  - ▶ Federal Bulletproof Vest Grant

- ▶ Maryland Safe Streets Grant FY14 (*\*the Mayor just signed the City letter of support for this application*)
- ▶ Domestic Violence Unit Program - provides funds for a Protective Order data entry clerk.
- ▶ Gun Violence Reduction Grant - provides overtime funds to support firearm-related investigations.
- ▶ FY13 Byrne-Justice Assistance Grant (JAG) Program.
- ▶ Body Armor for Local Law Enforcement
- ▶ Law Enforcement Scholarship Training Grant - provides funds for officers attending School Resource Officer training.

<b>PUBLIC WORKS</b>
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**PARKING SYSTEM DATA**

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	198	197
	North Potomac Deck	369	372
	Downtown Parking Lots	370	378
<b>Number of Patrons Using Decks</b>	A & E Deck	1,878	1,749
	North Potomac Deck	1,937	1,580
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	207	163
<b>Number of Late Payment Notifications</b>		39	28
<b>Number of Cars Booted</b>		4	2

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
<b>DCED</b>	0	2
<b>Fire</b>	2	3
<b>Light</b>	4	2
<b>Parks &amp; Engineering</b>	0	0
<b>Police</b>	8	8
<b>Public Works</b>	6	3
<b>Water</b>	8	2
<b>Wastewater</b>	4	4
<b>Weekly Totals</b>	32	24

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.

**Snow Storm Costs:** The following is the current costs of managing snow storms for the winter of FY 12/13. There will be additional labor costs as the equipment is disassembled and repairs made to salt spreaders, trucks and snow blades. Those costs will show in the Vehicle & Equipment Repairs. Hard numbers savings will be in Contracted Services (\$3,974 remaining), Other Materials and Supplies (\$2,556 remaining) and Chemicals (salt - \$51,011 remaining). No additional salt will be ordered this fiscal year.

The majority of the remaining savings is in Labor (\$116,541) will be mostly used in disassembly of the equipment and working on other projects. In other words, "labor" designated to work on snow storms will be utilized to repair pot holes, sidewalks and landscape. Some overtime savings will be realized.

**SNOW STORM DATA**

Storm #	Date	Labor	Overtime	Equip. Costs	Totals
1	11/26/12	\$1,038	\$624	\$0	\$1,662
2	12/24/12	\$0	\$5,314	\$2,090	\$7,404
3	12/26/12	\$4,710	\$5,546	\$5,150	\$15,406
4	12/29/12	\$911	\$10,498	\$2,990	\$14,399
5	1/24/13	\$2,970	\$827	\$2,935	\$6,732
6	1/25/13	\$1,593	\$8,929	\$4,505	\$15,027
7	1/28/13	\$302	\$34	\$240	\$576
8	2/1/13	\$1,085	\$122	\$955	\$2,161
9	2/2/13	\$0	\$3,487	\$0	\$3,487
10	2/4/13	\$0	\$3,057	\$0	\$3,057
11	2/19/13	\$276	\$0	\$150	\$426
12	3/05/13	\$8,395	\$3,023	\$5,310	\$16,728
13	3/18/13	\$0	\$2,597	\$630	\$3,227
14	3/25/13	\$3,330	\$1,032	\$1,170	\$5,532
Preparation & Cleanup		\$2,033	\$12	\$500	\$2,545
Salt					\$98,687
Subtotals		\$26,641	\$45,102	\$26,625	\$197,056
Vehicle & Equipment Repairs					\$46,060
Operating Supplies (shovels, gloves, etc.)					\$445
Contracted Services					\$0
Total Expenses					<b>\$243,560</b>
FY 12/13 Budget for Snow					<b>\$422,700</b>
Budget Balance					<b>\$179,140</b>

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

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

  - Thur. 4/4 - Various locations- (reconnections for non-payment). Time Out: 16.2-16.8
  - Mon. 4/8 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.3
  - Tues 4/9 - Various locations- (reconnections for non-payment). Time Out: 16.6-17.6
  - Various locations- (reconnections for non-payment). Time Out: 17.8-18.4
  - Various locations- (reconnections for non-payment). Time Out: 16.0-16.7
- Distribution** Recent activity included:

  - Metering Staff received three high bill complaints this week; upon testing meters, all were found to have met all Public Service Commission requirements.
  - 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
10	0	0	0

3. **Engineering** Staff worked on the following projects:
  - The Engineering staff reviewed and designed multiple electric service plans throughout the City.
  - Engineering staff continues to specify and obtain safety products for HLD employee use.
  - The Staff Engineer evaluated multiple bids for HLD stock and safety items.
4. **Administration:**
  - HLD staff met with HFD staff to coordinate confined space training for HLD line crews. In addition, we developed a notification process so that emergency crews are aware of HLD actions in confined spaces in case of an emergency. HFD will also be given locations via data and GIS of HLD confined spaces and interior high voltage installations.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 03, 2013	6.05	0.00
Thursday, April 04, 2013	6.03	0.00
Friday, April 05, 2013	5.76	0.00
Saturday, April 06, 2013	5.72	0.00
Sunday, April 07, 2013	5.81	0.00
Monday, April 08, 2013	5.80	0.00
Tuesday, April 09, 2013	5.78	0.00
Weekly Average/Total	5.85	0.00
Monthly Average/Total	5.92	0.00

**Projects**

- OCC was on site to complete the SCADA wiring for the filter drain pump station.
- Mark Schroeder from Cummins Power was in to evaluate the radiator repair on the 750KW generator. We have a five year limited warranty (parts only, no labor). The factory will provide a new radiator but we must pay for installation. Project will take two days.

**Miscellaneous**

- Maintenance, with the help of the collection department's vacuum and crane truck, pulled and replaced the scum pump for Final Clarifier # 1.
- Continue working on the plant process computer historical server. We may need to have OCC come on site to make complete repairs.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1,2,3,11	1,623	365	16
Flushing	11, 12	6,956		
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>L.F. of Repairs</b>
Lateral Only	1	2	roots	25
Manholes	7, 9	4	I&I 33 GPM	Sealed leaks

**Collection System Maintenance Task**

- Power washed manholes 09011, 07012 and 07020 to prep for grouting, parged manholes 09011 and 09012.
- Removed corners in manholes 04031 and 01122 to fit camera transporter into pipe.

- Excavated lateral at 1028 Bramley Drive for roots, also filled in holes from backhoe tires across the street from 1028 Bramley Drive.
- Excavated main and 4' of lateral at 111 Linden Avenue for roots.
- Top soiled, seed, and straw at 108 Linden Avenue.
- Blockage at 554 Fredrick Street checked main and CCTV lateral, very heavy grease in lateral advised owner.
- Lateral at 140 South Potomac Street (blockage on owner but we flushed from manhole).
- Cleaned mud well at WWTP
- Cleaned septic tank at Smithsburg for Water Department.
- Unit 518 to CMG for oil change.
- Dropped bio-bags finished cleaning trouble spots throughout infrastructure.
- Inspected grease in station 2 wet well looked much better this month.
- Cut new lid for station 4 wet well, replaced AC and CPU card along with the transformer in RTU cabinet.
- Chlorinated 15 and 23 wet well.
- Exercised all emergency generators.
- Down loaded Newgate interceptor flow data.
- Pulled muffin monster at station eight, motor shorted to ground, maybe water intrusion, AR&E checking motor.
- Installed new muffin monster motor at station 7.
- Replaced grinder at 11117 Eastwood Drive and 20214 Mahogany Circle, checked grinder pump at 602 Fairway Meadows reset controller.
- Inspected eight grinder pump locations in Brightwood, replaced three of the eight pumps. Installed new controller in homa grinder pump at 11248 Eastwood Drive.

**Administration**

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	0	0	0	2	3
YTD	19	13	2	3	4	10	51

\* 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 representatives of First Data to discuss their traffic and parking needs relative to the Pump Station # 12 Interceptor project.

- Staff met with a manufacturer's representative regarding changes in manhole frame and cover standard specifications.

**Wastewater Laboratory**

- Annual DMRQA proficiency sample testing continues.
- A new coliform incubator was ordered to replace the 30 year old equipment presently used in the lab.
- 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>
4/4/13	11.15		11.15
4/5/13	11.59		11.59
4/6/13	11.63		11.63
4/7/13	11.69		11.69
4/8/13	11.98		11.98
4/9/13	12.09		12.09
4/10/13	11.45		11.45
Average			11.62

**Water Production at RC Willson**

*- Operations*

- Completing routine PMs.
- Started feeding Hypo at stations.

*- Maintenance*

- R C Willson – Performing routine PMs.
- R C Willson – Drained Showalter tank.
- R C Willson – Fixed mixer on potassium system.

*- Instrumentation*

- R C Willson – installation of new remote level gauge at Edgemont Reservoir.
- Pump Stations – Installation of new motor at Station #2.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -4'; the bypass and hydrant are closed.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed and are working on meter exchanges throughout the system. We have been working on Sunset Avenue. replacing meter tiles and are finishing a new service at 36-40 North Potomac Street. We have also turned on the auto flushers throughout the system and we are working on the aeration at Edgemont Reservoir.

**Laboratory**

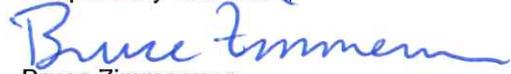
- Annual proficiency testing results reviewing was completed by the provider. All analysts in all parameters successfully completed the testing and were found "Acceptable".
- With the receipt of the proficiency testing results, the annual certification renewal was completed and mailed to the State MDE.
- A couple draft formats of this year's Consumer Confidence Report were prepared. We will continue working on the CCR getting it ready to be printed and distributed.
- Process and regulatory testing on the Potomac supply was routine.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Simplified Plat		1
Building Permit	19	

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a commercial developer's contractor regarding the main loop closure project on Robinwood Drive.
- Staff attended a monthly water planning meeting with the Water Division.

Respectfully submitted,



Bruce Zimmerman  
City Administrator