

City of Hagerstown, Maryland Status & Information Report No. 18 for 2013

May 10, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

MAY 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 4pm Work Session	8	9 8am-2pm MayMart @ Public Square	10	11
12	13 National Bike To Work Week	14 National Bike To Work Week 4pm Work Session	15 National Bike To Work Week 7pm Ride of Silence @ Fairgrounds Park	16 National Bike To Work Week 5-8pm Taste of the Arts – City Center	17 National Bike To Work Week	18 9am Ride With The Mayor @ Fairgrounds Park
19	20	21 7pm Regular Session	22	23	24	25 9am-2pm Faire off the Square
26	27 Memorial Day City Offices Closed	28	29	30 5-7pm Western MD Blues Fest @ University Plaza	31 4-10pm Western MD Blues Fest @ City Center Lot	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:** A Grand Opening and Ribbon Cutting for Right at Home located at 223 North Prospect St., Suite 203 will be held at 4:30 PM on May 23, 2013. The owners are Steve Luber, Jean Long and Eileen McLaughlin. The Community Relations Officer is Ryan Burns. Right at Home of Washington County provides in-home care and assistance for adults and specializes in geriatrics. They provide personal care, hygiene and safety assistance with Certified Nursing Assistants (C.N.A.) and Geriatric Nursing Assistants (G.N.A.) and Certified Medication Technicians (CMT's). In addition, Right at Home provides transportation, housekeeping, meal preparation and many other services. The company has an RSA (Residential Service Agency) license.

2. **Events:**
 - The City of Hagerstown hosted Maymart from 8 AM to 2 PM on Thursday, May 9, 2013 in Hagerstown's Public Square. Maymart is an annual event in Hagerstown's City Center that kicks off the spring season. Maymart is sponsored by Antietam Cable Television, Home and Garden Television (HGTV) and the City of Hagerstown. Over 20 vendors participated.

- Pairing great restaurants and entertainment, the Taste of the Arts Event is being held in Hagerstown's Arts and Entertainment District on Thursday, May 16, 2013. The event will be held from 5:00 PM to 8:00 PM in Downtown Hagerstown. A Taste of the Arts is being sponsored by the Downtown Alliance and the City of Hagerstown. The net proceeds will assist The Maryland Theatre, Washington County Arts Council and Barbara Ingram School for the Arts Foundation.

Participants will be able to listen and view local artists at work while simultaneously tasting culinary sample treats from 12 venues. Individuals who get their passport ticket stamped at every restaurant are eligible to enter to win a \$500 gift certificate from Anderson Photographs, 4 S. Potomac St.; \$300 in City Center Dollars and two admissions to the 2013 Wind Down Friday. Stamped tickets must be brought to the Washington County Arts Council at 34 - 36 South Potomac Street by 8:00 PM the night of the event. Passport tickets for the event are \$20 with a \$3 mailing fee and a \$4 internet charge. Advance passport tickets can be obtained by calling 301-790-2000, by stopping by 21 South Potomac St. (the Maryland Theatre) or on-line at www.mdtheatre.org

- Faire off the Square will start on May 25, 2013 from 9 AM to 2 PM in the North Potomac Street Parking Lot. It is coordinated by the Downtown Alliance and the first event will benefit the Humane Society.
- The Western Maryland Blues Fest will be held May 30 through June 2, 2013. Staff is gearing up for all aspects of the event.

3. **Fundraising:**

- Staff are in the midst of their fundraising campaigns for the Western Maryland Blues Fest. They have raised over their goal and are at \$96,000 to date.
- The Augustoberfest Event fundraising is underway.
- Dog Park Task Force has a goal of \$20,000. To date \$11,300 has been raised.

4. **Market:** Mother's Day is being celebrated at the Market this weekend. The first 150 moms to Market beginning 8:00 AM will receive free items. One lucky mom will receive a special bundle of goodies donated by Market vendors and the City.

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

- 18th Annual Western Maryland Blues Fest: Family, Fun, and Learning
- City of Hagerstown Celebrates National Bike Month
- Traffic Advisory: Park Circle
- Traffic Advisory: South Potomac Street
- E-casts: Taste of the Arts, 2013, May 16

6. **Channel 25:**

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

- Preview of the 18th Annual Western Maryland Blues Fest
- WCPS Student Art Exhibition at Washington County Museum of Fine Arts
- University Plaza and City Park in Full Bloom
- Dixie Kitchen Grand Opening
- Kerry's Hair & Day Spa Grand Opening

In production:

- Four videos to be used for QR Code signs in City Park

Also airing at select times:

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

7. **Websites:**

YouTube:

- The City of Hagerstown's YouTube channel can be accessed at www.youtube.com/cityofhagerstown
- We are up to 39 subscribers on YouTube!
- Highest views this week:
 - Washington County Students Showcase Work at Museum of Fine Arts 329 views
 - The 18th Annual Western Maryland Blues Fest 112 views
 - University Plaza and City Park in Full Bloom 138 views

City Website:

- Website analytics for www.hagerstownmd.org for the week of May 3 - May 9:
 - Top Content:
 - ▶ Home page 4,388 visits
 - ▶ Jobs page 346 visits
 - ▶ Calendar 294 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **Planning Commission** – The Planning Commission met on May 8 to discuss the following:

- Preliminary Consultation: Antietam Tree and Turf - Carrollton Avenue Design Issues with buffer requirements beside residential property (if adjoining property is successfully rezoned to IR).
- Preliminary Consultation: West City Elementary School Rezoning – going to public hearing on May 29th.
- Northwest Connector - 2012 Traffic Study - Staff Presentation.
- LMC Code Amendments – including on-premise signs and car sales lots - going to public hearing on May 29th.
- Election of Officers – Doug Wright remains chair and Jim Stone remains vice-chair.

2. **Western Maryland Local Government Exchange** – The planners will be attending this annual training seminar in Hagerstown on May 10th to gain certification credits to maintain their AICP status.

3. **Weekly Activity Report:** April 29 – May 3, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	3	Commercial -	1	Other -	3	6
Electrical	7	Residential -	5	Commercial -	2	Other -	0	7
Plumbing	9	Residential -	7	Commercial -	1	Other -	1	9
Mechanical	10	Residential -	6	Commercial -	4	Other -	0	11
Engineering Dept.	7							8
TOTAL	40		21		8		4	41

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	\$ 351,500.00	\$ 6,927,220.00
Commercial	\$ 1,065,700.00	\$ 28,671,810.00
Apartment	\$ 0.00	\$ 2,155,604.00
Sign	\$ 0.00	\$ 271,924.00
TOTAL	\$ 1,417,200.00	\$ 38,026,558.00

Replace roof at 901 Northern Avenue - \$1,000,000
Construct single family home at 1313 Oak Hill Avenue - \$230,000
Construct single family dwelling at 12910 Nittany Lion Circle - \$120,000
Interior renovations on 1st floor at 1302 Pennsylvania Avenue - \$38,000

RENTAL LICENSES

NUMBER	FACILITIES	UNITS
Registrations Received as of 4/30/13	1	3
New Applications Issued on 5/1/2013	3220	8678
Total Registered as of 4/30/13	3094	8440

Notes: The 2013-2014 rental license renewals for 8678 units in 3220 facilities were printed and mailed on May 1, 2013.

PAYMENT

Total Payments Received	\$ 150
Adjustments	\$ 0

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	42
Electrical	37
Plumbing	13
Mechanical	11
Safety	20
Neighborhood Vitality	179
Quality of Life	20
Preventive Maintenance	1
Planning & Zoning	2

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
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.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

1. **PROPERTIES SUBMITTED FOR TAX SALE:** Staff submitted 206 parcels (of approx. 13,200) which failed to have FY 2013 City taxes paid by May 3 @ 2:00 PM to the County for tax sale. The auction will occur in June. The net assessed value of these properties is \$45,081,669 with tax revenue of \$624,225.65. There were 136 less parcels sent for sale this year compared to 2012. The dollar amount is almost flat to what was sent to the County in 2012, decreasing by about \$4,000 in tax revenue unpaid.
2. **TIME CARD PRINTING CHANGE:** Starting in June (specific date to be announced next week), time cards will no longer be printed in IT. We are no longer able to get the ribbons used in the circa 1970 HP line printer used only for this purpose, and are down to our last two. IT will provide blank time cards to the departments to distribute to staff to write their information in the area provided. This process will need to suffice until a new Time and Attendance is implemented, which is planned for 1st calendar quarter of 2014.
3. **TCM UPGRADE:** Staff, in conjunction with Tyler/MUNIS technical staff, successfully completed an upgrade to the Tyler Content Manager system. This is the software that manages all documents stored in the MUNIS financial system related to invoicing, purchase orders and other transactions. This upgrade enhances our abilities to track receipts in Tyler Cashiering, Taxes, and Accounts Receivable.
4. **WEEKLY SERVICE TERMINATIONS (MAY 6-9: FOUR DAYS)**
ELECTRIC:
 - TERMS: 125
 - DOLLAR AMOUNT OF TERMS: \$29,687.06
 - RECONNECTS (as of 2:00 pm, 5/9): 75 (60% of accounts)
 - \$ REVENUE RECEIVED: \$13,961.64 (47% of revenue)
 - FEES COLLECTED: \$1,200.00**WATER:**
 - TERMS: 140
 - DOLLAR AMOUNT OF TERMS: \$ 75,211.88
 - RECONNECTS (as of 2:00 pm, 5/9): 85 (61% of accounts)
 - \$ REVENUE RECEIVED: \$33,320.70 (44% of revenue)
 - FEES COLLECTED: \$2,100.00

PARKS & ENGINEERING

1. **Library** At the Progress Meeting on Wednesday, the Architect stated that the scheduled date of "substantial completion" (i.e. the date when the Library can begin moving furniture, books, and equipment into the building) is July 18th. Library staff estimated that it will take three to four weeks to complete the move-in, so the facility should be ready to open to the public (pending any unforeseen delays) around the end of August.
2. **City Park Band Shell** We are continuing to pour concrete for the new replacement benches. If all goes as planned, the last concrete pour should be May 14th. We are going to start applying sod to the area Friday. The new benches were received today; we will start assembling them tomorrow.
3. **Potterfield Pool** The main pool has been filled. We are now preparing for opening on the Memorial Day weekend.
4. **Municipal Stadium** The new canopies have been installed, completing this job.
5. **Park Circle Bike Path** Work will start on this project next week.
6. **Recyclebank** The most up-to-date Recyclebank Rewards list is attached.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,780	CDS Arrest:	2
Criminal Arrest/Warrants:	33	DUI Arrests:	2
Moving Violations:	57	Search Warrants Executed:	0
Safety Repair Orders:	17	Field Interviews:	23
Warnings:	108	Parking Tickets:	16

2. REPORTS

- **05/02/13:** Officers from the Hagerstown Police Department responded to Universal Spirits on Franklin Street for a report of an armed robbery. Upon arrival, officers learned that an unknown black male demanded money. The suspect then fled the store on foot. Anyone with information is asked to contact the Hagerstown Police Department Criminal Investigation Division at 301-790-3700.
- **05/02/13:** Officers from the Hagerstown Police Department responded to the Family Dollar Store at 911 Pennsylvania Avenue for a report of an armed robbery. Upon arrival, officers learned that an unknown black male wearing a black hoodie and blue jeans brandished a handgun and demanded money. After receiving an undisclosed amount of cash and cigarettes the suspect then fled the store on foot. Anyone with information concerning this incident is asked to contact the Hagerstown Police Department Criminal Investigation Division at 301-790-3700.
- **05/02/13:** Officer Wertz responded to Potomac Avenue for a reported armed robbery that had just taken place. An unknown black male approached the victim asking for assistance with the brakes on his bicycle. The suspect displayed a gun and demanded money. He then took the victim's book bag and sweatshirt and fled on the victim's bicycle. A K-9 track was done and as a result the victim's bicycle and sweatshirt were found. There are no known suspects at this time.
- **05/07/13:** Jeffrey Sheffler was arrested for the bank robbery at PNC Bank at 1700 Dual Highway which had occurred at 11:20am earlier that day. Sheffler was also charged with the bank robbery that occurred on April 22, 2013 at the Susquehanna Bank on Frederick Street. In both robberies he approached a bank employee, claimed to be armed and demanded money. The bank employees complied, and the suspect fled with undisclosed amounts of money. There were no injuries during these incidents

3. OTHER NEWS/INFORMATION

Voluntary Gun Turn-In Day – Saturday, May 11: The Hagerstown Police Department is partnering with Maryland Attorney General Douglas F. Gansler in the inaugural statewide gun turn-in day to provide an opportunity to safely dispose of unwanted firearms. A Hagerstown police officer will be on hand in the lobby of Police Headquarters at 50 N. Burhans Blvd between 11:00 am and 4:00 pm Saturday, May 11 to accept handguns, rifles and shotguns for safe disposal. No personal identification is required and no advance appointment is necessary.

National Police Week – May 12 to May 16: This week is set aside to honor the many individuals who work in law enforcement throughout the United States. Police work is an important part of keeping our country safe. Law enforcement officers put their lives on the line every day to protect their communities. This is why dedicating a week is a wonderful way to honor their profession. The Hagerstown Police Department, along with Washington County Sheriff's Department and Maryland State Police, honored their own at the Public Safety Awards Ceremony held at the Hagerstown Community College on Wednesday, May 8. Congratulations to the following HPD recipients:

Certificate of Appreciation: Citizens on Patrol

Certificate of Appreciation: Auxiliary Police

Outstanding Civilian Employee (full-time): Pam Keefauver

Outstanding Civilian Employee (part-time): Retired Sgt. John Ryder

Certificate of Appreciation: Kim Ward, Keri Tracey

Certificate of Appreciation: Stacey Wilson, Jessica Shaffer

Courageous Certificate of Honor: Clarence Bailey
Certificate of Appreciation: Ofc. John Kreigh
Certificate of Appreciation: Sgt. Eric Knode, Ofc. Tom Bartles, Ofc. Langley Dean
Life Saving Award: Ofc. Randy Keefer, Ofc. Chris Buterbaugh
2nd Degree Award of Merit: Ofc. Chris Robinson, Ofc. Edward Plummer
2nd Degree Award of Merit: Ofc. Michael Kovac, Ofc. Scott Leeney
1st Degree of Merit: Ofc. Tom Cox
1st Degree of Merit: Ofc. Brad Helman, Ofc. Mitchell Filges
Unit Citation: Lt. Paul Kifer, Sgt. Dave Long, Sgt. Eric Knode, Det. Blankenship, Ofc. Heather Aleshire, Dep. Josh McCauley, Dep. Dave Haugh, Dep. Damian Broussard
1st Degree Award of Merit: Sgt. Justin Wert
1st Degree Award of Merit: Ofc. Tom Cox
Courageous Certificate of Honor: Anthony Timmons

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	148	199
	North Potomac Deck	370	370
	Downtown Parking Lots	370	372
Number of Patrons Using Decks	A & E Deck	1,984	2,124
	North Potomac Deck	1,932	1,806
Sales of Discount Coupons		1,000	0
Number of Citations Issued	(Includes Warnings)	178	224
Number of Late Payment Notifications		32	43
Number of Cars Booted		1	1

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	2
Fire	3	0
Human Resources	0	0
Light	0	5
Parks & Engineering	2	9
Police	3	8
Public Works	7	9
Water	7	4
Wastewater	2	2
Weekly Totals	24	30

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.

¹AFTER-HOURS CALL OUT DATA

	Issues for April	April 2013	March 2013
Street Issue	Storm drain lid missing	1	2
Parking System	A&E Deck gate malfunctions	2	1
Traffic Signal	Multiple locations	7	2
Traffic Signs		0	2
Building Maintenance		0	0
Fleet Maintenance		0	0
Weather Related		0	2
Property Issues	² Temporary storage site fire	1	1
Total		11	10

¹After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

²Fire occurred on City property at the end of Eldridge Drive. This is used as a temporary stock pile site for street sweeping debris, trash and other rubbish. The items are then hauled to the Washington County Landfill. Leaves and some mattresses caught fire. No property damage occurred.

STREET SWEEPING DATA

Month	Number of Miles of Streets Swept
January	402
February	806
March	762
April	1,111

Public Works typically operates two street sweepers everyday from Monday through Friday. Sweepers do not run on city designated holidays, heavy rain days, severe inclement weather (heavy rain, snow, etc.) or when temperatures are much below 32° F. Many streets in the core of the downtown are permanently posted for weekly cleaning. Streets outside of these areas are manually posted by staff on a regular basis.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Tues. 5/7 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.7
 - Various locations- (reconnections for non-payment). Time Out: 18.7-19.3
 - Wed. 5/8 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.8
 - 1505 Wellington Road- lines arcing; lines were found to belong to Potomac Edison. Time Out: 0.0-1.1
 - Thur. 5/9 - Frederick Street & Wilson Blvd.- pole damaged; utility pole struck in vehicle accident. No damage was found to our facilities. Time Out: 5.5-6.4

2. **Distribution** Recent activity included:
 - Metering Staff received two high bill complaints this week. Upon testing, meters 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 of Hagerstown.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
15	0	4	0

3. **Engineering** Staff worked on the following projects:
 - Staff reviewed and processed multiple building permits regarding fences and new construction involving HLD electrical distribution equipment.

- The Staff Engineer worked with Buckingham and HD Supply to design and specify new fall arrest harnesses for HLD line workers that will enable greater movement abilities, convenience of application, and eliminating tripping hazards related to standard lanyards used on HLD's current harnesses that are in need of replacement.
- Staff repaired data link issues within its GIS model of the HLD electric distribution and sub-transmission system.
- Staff completed an "as-built" map of the electrical infrastructure at Memorial Park.
- Staff coordinated mechanical repairs to HLD bucket truck #124. The truck will remain at DUECO through the rest of May receiving repairs to the boom operating mechanisms.
- The Staff Engineer and Substation Technician completed testing of Breaker #2 at Zayre SS to ensure proper operation.
- Staff reviewed and designed multiple electric service plans throughout the City.
- The Staff engineer reviewed bids and selected a vendor for distribution transformers to purchase for various projects providing electrical service to HLD customers.
- The Staff engineer completed a lighting design for the new dog park area at Fairgrounds Park.

4. **Administration:**

- Staff coordinated in-house fabrication to unit #116 to prepare it for repurposed use. This unit has been underutilized in the past as an underground vehicle. We are transforming it into a flat bed with a heavier payload than our existing unit #129 for purposes of hauling padmounted transformers and other materials more efficiently.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 01, 2013	5.76	0.00
Thursday, May 02, 2013	5.73	0.00
Friday, May 03, 2013	5.54	0.00
Saturday, May 04, 2013	5.38	0.00
Sunday, May 05, 2013	5.49	0.00
Monday, May 06, 2013	5.63	0.11
Tuesday, May 07, 2013	6.27	0.68
Weekly Average/Total	5.69	0.79
Monthly Average/Total	5.69	0.79

Projects:

- Held the pre-construction conference for the ENR filter cleaning project. Filter One intends to begin work on May 13th.

Miscellaneous:

- Maintenance shipped the PRV valves for the O2 system back to be cleaned for oxygen service.
- Maintenance installed a check valve and sealed the containment pipe for the methanol feed line after drying out the line and clearing the alarm.
- Maintenance found a bolt wedged in Muffin Monster # 2. Alarm cleared and unit back in service.

- Maintenance working on an issue with UV Channel # 1 air conditioning unit. We have identified the problem and parts are in the process of being ordered.
- Maintenance replaced failed O2 water bath recirculation pump with a new unit.
- Maintenance installed a new set of brushes on Final # 4 algae sweep system.
- Maintenance pulled NR Pump # 3 and sent to AR&E for evaluation.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	2,13,15, 21	642	198	10
Flushing	12	11,798		
Manholes	7	3	I&I	Parged

Collection System Maintenance Task

- Minor leaks in manholes 07009, 07011 and 07010, stopped leak with Water plug and parged both manholes.
- CCTV reach manhole run 21165 – 21166; found heavy debris in lateral at 2+35.
- Moved brush and cut down small tress around manhole 07018.
- Installed flow meter in manhole 02150.
- Cleaned wet wells at stations 2, 9, 21 and Potomac Ridge for AR&E.
- Reinstalled ventilator motor and repaired wires to switch at station 23.
- Replaced Damaged pump-off float at station's #1 and # 25.
- Exercised all emergency generators.
- Down loaded flow data at Newgate interceptor.
- Repaired low pressure grinder pumps.
- Brought hoist frame from station 23 to shop for painting.
- Cleaned impeller at station 8 (#1 pump).
- Inspected lateral at 1409 Salem Avenue; owners' problem.
- HAZMAT training for collection system personnel.
- Spread mulch around trees and scrubs at collections building.
- Installed Bio-Bags throughout infrastructure to control FOG.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	4	0	0	0	3	0	7
YTD	28	17	2	4	7	12	70

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

Engineering:

- Staff met with Collections staff regarding force main and pump station issues on the Robinwood Corridor II project.
- Staff attended a pre-construction meeting at City Engineering for the Frederick Street Culvert Extension project.
- Staff met with Permits staff to discuss streamlining the sewer permits process.

Wastewater Laboratory:

- Annual DMRQA proficiency sample testing continues.
- Lab personnel attended training on the Hazardous Materials Communication Program.
- Lab duties are being rotated to keep all Technicians fresh on all aspects of the laboratory's operations.
- 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>
5/2/13	12.04		12.04
5/3/13	11.82		11.82
5/4/13	13.09		13.09
5/5/13	11.54		11.54
5/6/13	11.72		11.72
5/7/13	11.48		11.48
5/8/13	11.67		11.67
Average			11.90

Water Production at RC Willson

- Operations

- Completing routine PMs.
- Performed tests at the stations.
- With the recent rainfall, the Potomac is currently at 14.5', raw turbidity is 200 ntus.

- Maintenance

- R C Willson – Performed routine PMs.
- R C Willson – Assisted AR&E with repairs to the north flashmixer.
- Breichner Plant – Performed routine PMs.

- Instrumentation

- R C Willson – Installing new streaming current monitors.
- Breichner Plant – Assisted with the startup of the valve network and SCADA system.
- Pump Stations – Relocated communications equipment at P.S. #2.

Water Production at Breichner

- The Edgemont Reservoir is currently -3.3'; the bypass is open, and the hydrant is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on meter exchanges throughout the system. We installed a new fire and domestic meter on Volvo Way and are installing two new valves at the intersection of High Street & Church Street.

Laboratory

- Annual USEPA required Synthetic Organic Contaminant sampling was collected Tuesday.
- Samples were collected for the quarterly USEPA required Stage 2 disinfection byproducts THM/HAA testing.
- 32,000 copies of the Consumer Confidence Report were printed and sent to Presort for bill stuffing. The wholesale customers, Smithsburg, Williamsport, and Funkstown, were given their copies. Other copies are being distributed to be posted in community centers, apartment complexes, large businesses and organizations, and post offices throughout the distribution system.
- Lab personnel attended training on the Hazardous Materials Communication Program.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		3
Preliminary Plat		3
Building Permit	17	

- Staff attended a kick-off meeting for the Willson Phase IV Improvements construction contract.
- Staff attended a pre-construction meeting at City Engineering for the Frederick Street Culvert Extension project.
- Staff met with Permits staff to discuss streamlining the water permits process

Respectfully submitted,



Bruce Zimmerman
City Administrator



Popular Rewards in a Reporting Area

Generated On: 4/29/13 @ 2:17:05 PM

For the date starting 3/1/2013 ending 3/31/2013

Hagerstown, MD

Reward Partner	Product Name
Always Ron's Restaurant	\$5 Off \$25 or More
Amazon.com Gift Card (eGift)	\$5 Amazon.com Gift Card* (eGift)
Bed Bath & Beyond®	\$10 Off \$30 or More
Bon-Ton	\$10 off \$50 or more
Car and Driver	One-year subscription
Cosmopolitan	One-year subscription
Country Living	One Year Subscription
Crazy Horse Steak House & Saloon	\$4 Off \$20 or More
Dick's Sporting Goods	\$15 Off \$75 or More
Domino's Pizza - Hagerstown, MD	Buy One Large Pizza, Get One Free
Green Mountain Coffee Roasters	15% off Storewide/Sitewide AND Free Standard Shipping
Happy Family™	Buy One Happy Squeeze, Get One Free
Harris Teeter	\$10 off \$50 or more - Mar
Jersey Mike's Subs - Hagerstown, MD	FREE Bag of Chips and Drink with purchase of a Regular Sub
Martha Stewart Living	One-year subscription
Regal Entertainment Group	\$2 OFF Any Adult Movie Ticket
Rita's	\$1 off \$5 or more
Ruby Tuesday	\$10 Off Two Entrées
Seventeen	One-year subscription
Snively's Garden Corner	\$2 Off \$10 or More
Waffle House	\$2 off \$10 or more
WalMart eGift Card	\$10 WalMart eGift Card
Woman's Day	One-Year Subscription
Ziploc®	Save \$1.50 on any TWO Ziploc® Brand Bags