

City of Hagerstown, Maryland Status & Information Report No. 26 for 2013

July 12, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JULY 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 No Meeting	3	4 HOLIDAY CITY OFFICES CLOSED 6pm Fireworks @ Fairgrounds Park	5 Bike Night	6
7	8	9 4pm Work Session	10	11	12	13 Velo Bike Race Music By The Lake
14	15	16 4pm Work Session	17	18	19	20 Music By The Lake
21	22	23 7pm Regular Session	24	25	26	27 Music By The Lake
28	29	30	31			

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:**
 - Two grand openings were held this week. The Flying Pie on South Potomac Street officially opened and Wertman Photography cut its ribbon as well.
 - Checkers will soon be hosting a Grand Opening and Ribbon Cutting at 1720 Dual Highway.
 - Cosmopolitan Hair Salon will be celebrating its grand opening on Saturday, July 13. The shop is located at 119B East Baltimore Street. The business is owned by Jim and Catrina Hall, and Phillip Greathead is a partner. Mayor Dave Gysberts will cut the ribbon at 2:30 PM.
 - Please mark your calendars now for a Grand Opening and Ribbon Cutting for offices of Northwestern Mutual at 1165 Imperial Drive, Suite 100. Operators of this branch of Northwestern Mutual are Ed Lough and Alan Levin. We hope to see you there on Friday, July 26 at 4:00 PM.

2. **Events:**

- The Fireworks at Fairgrounds Park were held on July 4th. Thousands of residents and visitors came to enjoy the patriotic festivities and wonderful fireworks.
- Wind Down Friday was held at The Maryland Theatre with Bike Night on Friday, July 5 and approximately 500 motorcyclists came and enjoyed City Center Hagerstown.
- The next Faire off the Square will be held Saturday, July 27 from 9:00 AM to 2:00 PM. This month the featured nonprofit is the Hagerstown Area Religion Council (HARC).
- Music by the Lake begins this Saturday at City Park at 7:00 PM at the City Park Bandshell. The Speakeasy Boys are playing and the concerts are free of charge! The sponsors of the concert series are the Washington County Arts Council, the City of Hagerstown and the Hagerstown Washington County Convention and Visitors Bureau.
- The Augustoberfest Event will be held on August 24 and 25. All details of the event are being coordinated.

3. **Fundraising:**

- The Augustoberfest event fundraising is gearing up and approximately \$16,000 has been raised so far.
- The Dog Park Task Force set a goal of \$20,000 for fundraising. They have reached and surpassed their goal!

4. **City Farmers Market:** Plenty of produce is in the Market this time of year; raspberries and blueberries are coming in now. Sweet corn is beginning to show up, too! Visit all the great vendors at the Historic City Farmers' Market. Don't forget - next week (July 20) is Master Gardeners children's learning activity in Market Alley.

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

- Cosmopolitan Hair Salon Celebrates Grand Opening at Baltimore St. Location
- July is National Parks and Recreation Month
- Nominations Being Accepted for 2013 Highlight Hagerstown Awards
- Fireworks Entertain a Crowd of Thousands Despite Brief Delay
- Energy Conservation Kits Available to Qualifying HLD Customers
- Revised Traffic Advisory: Gas Main Installation
- E-casts:
 - A Special Invitation Grand Opening and Ribbon Cutting for Flying Pie Co.
 - A Special Invitation Grand Opening and Ribbon Cutting for Wertman Photography

6. **Hub City 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Augustoberfest Preview
 - Hagerstown Dog Park Grand Opening
 - Color Splash 5K Promotion
 - Music by the Lake Promotion
 - Jonathan Hager House Profile

7. **Websites:**

Facebook:

Top three City Facebook pages with the highest following:

- | | | |
|-----|--------------------------------|-------------|
| (1) | Western Maryland Blues Fest | 2,902 likes |
| (2) | Hagerstown Police Department | 2,023 likes |
| (3) | City of Hagerstown - Municipal | 1,508 likes |

City Website:

- Website analytics for www.hagerstownmd.org for the week of July 3 - July 9:
- This week, nearly 8,000 people viewed more than 21,000 pages.

- Top Content:

(1)	Home page	7,031 visits
(2)	Calendar	1,985 visits
(3)	Jobs page	973 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses:**

- 15 West Washington Street – Fat Cats Deli and Eatery
- 1561 Potomac Avenue – Northside Pizzeria
- 1529 Potomac Avenue – Itchin' 2 Stitch – quilting and fabric store
- 2 West Washington Street – Greens & Grains Café
- 113 South Potomac Street – In & Out Tag & Title Services, LLC – office
- 22 North Mulberry Street – Posh Locker – consignment shop

2. **Board of Zoning Appeals** – The Board of Zoning Appeals special hearing scheduled for July 3 was postponed until July 25. The attorney for the applicant requested the change due to short notice and the fact that the meeting fell the evening before July 4.

The July 17 BZA hearing was canceled since no applications were filed by the June 26 deadline.

3. **Planning Commission** – The Planning Commission reviewed the following matters on July 10:

- The Reserve at Collegiate Acres – Phase II – conditionally approved the site and final plat for parcels 4 and 5 (APFO).
- Presentation by Officer Gerry Kendle on the Crime Prevention through Environmental Design (CPTED) program.
- Future Land Use Amendments – staff reviewed recent changes requested by the commission and asked for advice on a proposed change to the future land use designation along Robinwood Drive, between Varsity Lane and JFK Drive. Commission recommended that this area be changed from Medium Density Residential to Commercial General.
- Regarding an inquiry by staff, the commission recommended that staff contact property owners where various charity and donation bins have been placed to determine their awareness of the bins and discuss site plan compliance if they are aware.

4. **Civil War 150th Commemoration** – Saturday, July 6, was the 150th anniversary of the Battle of Hagerstown – one of the largest urban cavalry battles of the War fought in the streets of our downtown. Steve Bockmiller conducted three walking tours of the battle at noon, 3 and 6 p.m. Approximately 90 people attended the tours. The *Herald Mail* also did a significant article on the battle that ran on July 5, and the tours were also covered in the Sunday edition.

5. **Historic District Commission** – The HDC will review the following cases on July 11:

- 122-128 North Potomac Street – Washington County Department of Social Services - temporary banner.
- 826 The Terrace – Karl Sanford – replace storm door.
- 2 West Washington Street – Sprouts Business Solutions – sign and grant.
- 2 West Washington Street – Sprouts Business Solutions – paint façade and grant.
- 908 The Terrace – Eleanor and Martin Brown - replace windows.
- 27 South Potomac Street – The Maryland Theatre Association, Inc. - sign and grant.
- 23 South Potomac Street – The Maryland Theatre Association, Inc. - sign and grant.
- 36-40 North Potomac Street – City of Hagerstown – awnings.
- Workshop: 908 The Terrace – Eleanor and Martin Brown – replace louvers with window.

6. **Weekly Activity Report:** June 24–28, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	8	Commercial -	3	Other -	1	4
Electrical	11	Residential -	7	Commercial -	3	Other -	1	11
Plumbing	13	Residential -	9	Commercial -	3	Other -	1	13
Mechanical	5	Residential -	3	Commercial -	2	Other -	0	5
Engineering Dept.	9							11
TOTAL	50		27		11		3	44

<u>Est. Value of Issued Building Permit Projects:</u>		<u>Fiscal Year Totals:</u>
Residential	\$ 16,950.00	\$ 9,352,814.00
Commercial	\$ 0.00	\$ 30,080,192.00
Apartment	\$ 10,400.00	\$ 2,168,764.00
Sign	\$ 0.00	\$ 282,124.00
TOTAL	\$ 27,350.00	\$ 41,888,894.00

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013		
<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	110	366
New Applications Issued	6	14
Total Registered	2408	6707
Percentage of total invoiced	74.8%	77.3%

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

<u>PAYMENT</u>	
Total Payments Received	\$ 18,300
Adjustments	\$ 500

INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	65
Electrical	39
Plumbing	68
Mechanical	18
Safety	64
Neighborhood Vitality	151
Quality of Life	17
Preventive Maintenance	189
Planning & Zoning	3

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

INSPECTIONS KEY:	
<u>Categories of Conditions</u>	
Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: 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.

7. **Weekly Activity Report: July 1–5, 2013**

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	1	Commercial -	2	Other -	0	3
Electrical	7	Residential -	5	Commercial -	1	Other -	1	6
Plumbing	7	Residential -	5	Commercial -	2	Other -	0	6
Mechanical	6	Residential -	3	Commercial -	3	Other -	0	6
Engineering Dept.	3							3
TOTAL	26		14		8		1	24

<u>Est. Value of Issued Building Permit Projects:</u>		<u>Fiscal Year Totals:</u>
Residential	\$ 19,400.00	\$ 19,400.00
Commercial	\$ 10,000.00	\$ 10,000.00
Apartment	\$ 0.00	\$ 0.00
Sign	\$ 0.00	\$ 0.00
TOTAL	\$ 29,400.00	\$ 29,400.00

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013		
<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	100	228
New Applications Issued	5	5
Total Registered	2508	6935
Percentage of total invoiced	77.9%	79.9%

Notes: The 2013-2014 rental license renewals for 8678 units in 3220 facilities were printed and mailed on May 1, 2013. The first "Past Due" notice was mailed on July 5 to those still outstanding.

PAYMENT	
Total Payments Received	\$ 11,400
Adjustments	\$ 0

INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	43
Electrical	34
Plumbing	39
Mechanical	17
Safety	45
Neighborhood Vitality	87
Quality of Life	8
Preventive Maintenance	70
Planning & Zoning	0

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. **TAX BILLINGS FOR 2014:** The City has sent out 13,752 tax bills with a receivable of \$20,052,501.65 for FY13/14. This receivable is a decrease of \$34,200 (\$20,086,701.64 total) from the tax receivable in FY12/13. This year's tax bill has been improved to show the parcel owner detail on any exemption received from the State or through City tax credits. We have also sent tax bills to those parcel owners who are totally exempt and owe no taxes to the City to allow for them to see information regarding their current assessment.
2. **TAX COLLECTIONS FOR FY12/13:** As of 7/1/2013, the City has collected \$19,764,851.78, or 97.59% of the total tax receivable of \$20,086,701.64 for FY12/13. This is an increase in dollars from FY11/12 of \$314,458.13 (94.73% of total receivable collected). We attribute this increase in collections partly to increased communications with delinquent parcel owners by adding 2 reminder notice mailings before the final tax sale notice was sent in April. We also feel that the ability to pay real / personal property taxes online also increased the ability to collect timely.
3. **CITY CENTER FREE WIRELESS INTERNET PROJECT:** The City has partnered with the University System of Maryland – Hagerstown and CHIEF to implement pilot installations of wireless antennas in the City Center to provide free wireless access to visitors and patrons of local establishments. The initiative was developed and presented to the City by USM-H's Director, Mark Halsey, as part of their campus technology upgrade. USM-H and the City will share in the costs of the expansion beyond the center's campus, and CHIEF will be providing a \$20,000 grant to aid in the purchase of the hardware required for the service. City Light, Public Works, and Parking staff have also been instrumental in the initial installation of the units both on light poles and on the University District parking deck. Specific boundaries of the service have not been finalized, but the initial service area will be the first blocks of North/South Potomac Street as well as the first blocks of East / West Washington St. This area is now active with free wireless and available for use. This is the first stage in what we hope is a comprehensive high-speed broadband initiative for the City over the coming months.
4. **TIME AND ATTENDANCE SOFTWARE PROJECT:** City staff will be meeting and viewing demonstrations of Time and Attendance Software in late July/early August from the three vendors responding to our RFP. The committee hopes to have a recommendation to Council on proceeding with upgrading our last remaining bastion of completely manual operations in September.
5. **ONE MARYLAND BROADBAND IMPACT STUDY:** The completion of this impact study has been delayed for a couple of weeks due to recent changes by the State involving the allocation of fiber being provided for economic development purposes. The potential impact of these changes has been communicated by the County to the contractor and updates are currently being made to the

study. At this time, staff does not see any significant impact to the City's desire to provide/utilize high-speed (1Gb+) bandwidth for economic development purposes. The presentation of the study will be given to Mayor and Council by Design Nine, Inc. when available.

6. **COLLECTIONS FOR JUNE, 2013:** The City has dropped the percentage of the outstanding Electric receivables in the 120+ days in arrears category to 1.7% of the total receivable (\$37,270.09) as of July 1. This brings the yearly average in this category to 2.08%, or 0.3% short of the collections goal of 1.80%. The 120+ receivable for Water/Wastewater has dropped from 9.3% in May to 7.8% of total receivable in June. This is 1.2% better than our collection goal of 9.0% of total, and only 0.7% short (at 9.7% average) of the yearly average goal of 9.0%. Collection goals are based upon historical averages over the past five years. The 61+ receivable for W/WW has decreased by \$237,928.33 since April 1, while the Electric 61+ receivable has decreased by \$60,139.25 over the same time period. We attribute the good weather allowing staff to interrupt service for delinquent accounts, regular sending of termination notices for both utilities, and our decreased time in processing payments through the utility lockbox process for these improved numbers.
6. **MUNIS HARDWARE UPGRADES:** Equipment has been ordered to allow IT staff to upgrade our MUNIS Financial System hardware for the first time since system implementation five years ago. Staff will move the system to a "virtual server" environment, which will decrease the number of servers needed for the system as well as speed up processing time for system users. This upgrade will be completed in August, with the MUNIS software upgrade to Version 10.3 occurring in the Fall.
7. **HPD REMOTE CAMERA SYSTEM IMPLEMENTATION:** IT staff participated in the kickoff meeting for the expansion of the HPD camera surveillance systems on June 24. This expansion will increase public safety staff to monitor areas of the City previously not covered, as well as increase the quality and speed of image retrieval through the City's network.
8. **REMOTE CRITICAL SYSTEM BACKUP/STORAGE:** IT staff will begin investigation options for the remote backup and archival storage of critical system data at a site outside of our immediate area. This would be accomplished by utilizing cloud computing and our existing network to transmit data to locations such as the Breichner or RC Willson Water Plants where there is existing cloud connectivity. This will allow for more secure and reliable business resumption activity should we lose a major City building to an outage or damage to the site that would not allow staff to work. A recommendation will be brought forth in September on how to proceed.

PARKS & ENGINEERING

1. **City Park QR Signs/Walking** We have installed the new signs in City Park that provide a QR code on the sign. The code can be scanned with a smart phone which immediately launches a short video (or website in some cases) that speaks about the issue on the sign. Signs and videos were completed for the Hager House, Museum of Fine Arts, Bandshell, park history, walking trails, and how to rent a pavilion. Many thanks to Erin Wolfe and Eric Hastings for producing these great videos.
2. **Hagerstown Dog Park** Construction of a new pavilion for the dog park is now complete. Concrete was poured and the water fountains for the dogs should be in operation by July 13th. Concrete was also poured and conduit is being installed for installation of security cameras.
3. **Eastern Boulevard/Professional Court** Staff received a complaint to address the pedestrian movements at this intersection. We plan to videotape the intersection for a 12 hour period and to assess the conflicts and the pedestrian/motorists behavior. We will then be able to recommend signal timing changes that will hopefully address the issue. We plan to review this with the Board of Traffic and Parking in August.
4. **Recycling** Attached is the latest data on the recycling tonnages. The amount collected remains strong, with May being one of the best months ever at about 225 tons collected. This compares to around 80 tons typically collected under the former program.

5. **Trail Grants** Staff submitted two grant requests last week to the States Scenic By-Way program. One was for a Phase III trail near Mills Park and the other was to provide maintenance to the trails in City Park. We should hear about these grants in a few months and if we get the grants we will review them with the Mayor and Council in detail before executing the grant agreements. Many thanks to Emily McFarland for her work on preparing these grants
6. **Complete Streets** Staff is working on developing a complete streets policy and guidelines. Complete streets are streets that are available for everyone, including pedestrians, bicycles, transit as well as cars. We will work on this over the next several months and bring it to the Planning Commission and the Mayor and Council for discussion and hopefully approval.
7. **Recreation Events** We are working on several new events. A back-to-school outdoor movie night is being planned at Potterfield Pool in August. Partnering with HEAL, nearly 400 participants have already pre-registered for the September 14 ColorSplash 5-K event. We are also partnering with Rally for the Cure to host a golf tournament on October 4 at The Greens at Hamilton Run.
8. **University Plaza Stage** The roof was installed on the stage, completing this project.

POLICE DEPARTMENT

STATS:

Calls for Service:	1,716	Field Interviews:	25
Arrests/Warrants Served:	20	Moving Violations:	22
Domestic Violence Calls:	32	Parking Violations:	7
DUI Arrests:	1	Safety Repair Orders:	6
Reports Filed:	168	Warnings:	79

REPORTS:

- **07/06/13:** Officers from the Hagerstown City Police attempted to conduct a traffic stop on a vehicle driving erratically in the area of Franklin and Nottingham. The vehicle failed to stop leading officers north bound on Interstate 81. The vehicle was stopped without incident just north of the Showalter Road exit with the assistance of the Washington County Sheriff's Office. The driver, Justin Smith, had a quantity of pills inside the vehicle from Magnolia Square Pharmacy.

During this incident, officers were dispatched to Magnolia Square for a burglar alarm. It was determined that Magnolia Square Pharmacy on Walnut Street had been forcibly entered through the rear doors. A large amount of medications were taken from the pharmacy. Smith was subsequently charged with burglary and related offenses. A job well done by the Hagerstown Police Department.

- **07/09/13:** A shooting was reported in the 1600 block of the Dual Highway. Vehicle windows were shot out after an altercation at the Clarion Hotel. The Criminal Investigations Division and the Western Maryland Regional Crime Lab were called to assist. The suspect, Andrew Campos, was apprehended and charged with Attempt Murder and other related charges. The weapon was recovered.

OTHER NEWS/INFORMATION:

1. **Update on the Police Department's Crime Free Multi-Housing Program.**
Officer Kendle now has four property owners (totaling 578 apartment units) enrolled in the Program and another 534 coming soon. The Crime Free Multi-Housing Program is a voluntary program aimed at educating the property owners on successful screening techniques, physical improvements to the property and a lease addendum that prohibits criminal activity. In exchange, the property owners receive daily or weekly e-mails from the Police Department detailing any call for service on their property. The Crime Free Multi-Housing Program is an important part of our Department's strategic plan to reduce calls for service and crime in apartment complexes throughout the city.

Thanks to Officer Kendle for managing the program in addition to his full time patrol work for the past few months.

2. **Crime Lab Training:** On June 24 – 28, 2013 Jeffrey Kercheval attended the American Society of Crime Laboratory Director's/Laboratory Accreditation Board-International (ASCLD/LAB-Int) assessors training course. This course instructs forensic technical experts how to properly conduct assessments of crime laboratories which are seeking accreditation or re-accreditation. Successful completion of the course will qualify technical experts to participate on international assessment teams. The cost of participation on an assessment team is covered by ASCLD/LAB and will also post a credit toward the annual assessment/accreditation fees for the assessor's home crime laboratory.
3. **HPD welcomes two new officers:**
- **Officer Benjamin Lapp** is an ACT-120 graduate from Pennsylvania and will attend a four week comparative compliance academy in August. He will be assigned to the Alpha Platoon under the command of Sgt. Chris Barnett.
 - **Officer Kevin Rutkowski** was previously a police officer in Michigan and relocated to the area to be closer to family. He will attend a comparative compliance academy in August. He will be assigned to the Charlie Platoon under the command of Sgt. Heckman.
- Both officers will be sworn- in on Tuesday, July 16, 2013 at Council Chambers.
4. **Congratulations:** Sgt. Elmer Hurd has been promoted to the rank of Lieutenant. He will be sworn in Tuesday, July 16, 2013 and will assume the responsibilities for his new position. He will be assigned to the Alpha Platoon under the command of Acting Captain Paul Kifer . He is currently assigned to the Criminal Investigations Division. We wish him well as he continues his police career at HPD.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	154	154
	University District Deck	284	283
	Downtown Parking Lots	367	371
Number of Patrons Using Decks	A & E Deck	1,249	1,706
	University District Deck	1,128	1,701
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	88	137
Number of Late Payment Notifications		42	47
Number of Cars Booted		3	1

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	1	1
Human Resources	0	0
Light	0	2
Parks & Engineering	2	1
Police	6	5
Public Works	3	9
Wastewater	4	2
Water	0	10
Weekly Totals	17	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 May	June 2013	May 2013
Street Issue	Debris in street, tree in street	2	1
Parking System	Equip. failure, broken gate arm	2	
Traffic Signal	Signals on flash	2	2
Traffic Signs			
Building Maintenance	Roof leak, building alarm	2	1
Fleet Maintenance	Ladder truck (electrical)	1	1
Weather Related			
Property Issues			
Total		9	5

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.

STREET SWEEPING DATA

Month	Number of Miles of Streets Swept
January	402
February	806
March	762
April	1,111
May	999
June	814

Public Works typically operates 2 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

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

 - Fri. 7/5 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.5
 - Baltimore Street & Mill Street- lines down; 3-wire service broke loose and became entangled in street light wire, street light wire was replaced to correct problem. Time Out: 18.2-19.0
 - Sat. 7/6 - 926 Mount Aetna Road- total outage; (2) 6T fuses were replaced to restore power. Time Out: 14.0-15.1
 - 11 Public Square - partial outage; squirrel caused underground fuse to operate. (1) 65T fuse replaced to restore power. Time Out: 21.6-22.5
 - Sun. 7/7 - Storm Trouble (various locations)- outages, lines down, trees on lines; replaced fuses, trimmed trees from power lines, and re-attached several services due to storms. Time Out: 16.0-18.5
 - Mon. 7/8 - West Antietam Street & South Burhans Blvd. - pole damaged; vehicle struck pole in accident; Signal Dept was notified for follow up repairs. Time Out: 16.6-17.0

- Wed. 7/10 - 1163 Hamilton Blvd. - tree on lines; tree limb removed from service wires to correct problem. Time Out: 18.0-19.5
- 920 West Washington Street – total outage; customer's main breaker tripped, main breaker was reset to restore power to apartments. Time Out: 22.4-23.7

2. **Distribution** Recent activity included:

- Metering staff received no high bill complaints this week.
- Line crews continue annual feeder inspections for Mitchell 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
6	0	2	0

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

- Engineering staff reviewed and processed multiple building permits regarding fences and new construction involving HLD electrical distribution equipment.
- The Staff Engineer completed the design of Subtransmission and Distribution upgrades and replacements to coordinate with Verizon pole replacements in the South Burhans Boulevard area.
- The Staff Engineer specified additional safety materials and devices for use by HLD line personnel.
- The Substation Technician performed annual testing and rehab on HLD substation protection equipment.
- Staff performed updates and changes to HLD's digital GIS mapping and facilities management system.
- The Staff Engineer assisted multiple engineering firms with electrical designs for new construction projects throughout the City.

4. **Administration:**

- Staff completed and submitted the annual Ten Year Report to the Public Service Commission of Maryland. This report assists the Commission with load forecasting to plan for future upgrades to the electrical Generation and Transmission system.
- Staff completed and filed Hagerstown Light Department Electric Service Tariff revisions with the Public Service Commission. This revision will incorporate Late Payment Fees into the billing process per COMAR 20.30.03.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 3, 2013	5.92	0.00
Thursday, July 4, 2013	5.56	0.00
Friday, July 5, 2013	5.61	0.00
Saturday, July 6, 2013	5.50	0.00
Sunday, July 7, 2013	6.32	0.93
Monday, July 8, 2013	6.20	0.00
Tuesday, July 9, 2013	6.10	0.10
Weekly Average/Total	5.88	1.94
Monthly Average/Total	5.94	1.06

Projects:

- No major projects this week.

Miscellaneous:

- Maintenance replaced the motor in the ASPS air handling unit.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	15	177	6	1
Flushing	15,16,17	19,187		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main Line Only	12	1	Fiber Cable in main	6.8
Lateral Only	4,10	2	Roots, Broken Pipe	49.4
Main & Lateral	2	1	Roots	11.4
Manholes	16	1	Broken Cover	New Lid 26x2

Collection System Maintenance Task

- Bio-Bags throughout infrastructure to control FOG
- Chlorinated wet wells at station 2,8,15 and 23.
- Cleaned wet wells at stations 2, 11 and 15.
- Exercised all Emergency Generators and trailer mounted portable pumps.
- Down loaded Newgate interceptor flow monitor.
- Blockages in building sewer at 12917 Cathedral and 403 Cornell owner responsibilities.
- Removed fiber optic cable from 8 inch wastewater gravity main at E. Russell Hicks.
- Repaired broken lateral at 775 Frederick St.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	0	0	0	0	3	5
YTD	40	29	6	7	8	26	116

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

Engineering:

- Staff continued working with City Permits staff to streamline the sewer permits process.
- Staff met with the Wastewater Operations Manager regarding filling the Administrative Secretary position. Interviews are underway.
- Staff met with the Utilities Finance Director on a multi-water service commercial property's sewer discharge.

Wastewater Laboratory:

- DMRQA Study 33 has closed. Results for the permit parameters tested in-house were submitted to the provider for evaluation.
- The wastewater treatment plant third quarter effluent metals were collected and are being analyzed. Beginning next quarter three new metals (selenium, antimony, and arsenic) will be added to the parameter list.
- A sampler was set at Berwick Offray and a sample collected and tested. This is part of the City's Industrial Permit Program to monitor discharges into our system.
- With routine and regulatory testing the lab collected, tested, and processed over 2,000 analyses for the month of June.
- Process and regulatory testing was routine for the week.

Respectfully submitted,



Bruce Zimmerman
City Administrator

City of Hagerstown Recycling Tonnages

