

# City of Hagerstown, Maryland

## Status & Information Report No. 28 for 2013

July 26, 2013

To Mayor Gysberts and Members of the City Council:

<b>UPCOMING MEETINGS</b>
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<b>JULY 2013</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 No Meeting	3	4 <b>HOLIDAY</b> <b>CITY OFFICES</b> <b>CLOSED</b>  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 4pm Executive Session 4:45pm Mayor & Council Tour of Downtown Projects	31			

<b>DEPARTMENT OF COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>
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<b>BUSINESS &amp; COMMUNITY RELATIONS DIVISION</b>
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**Grand Opening/Anniversaries**

- 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 PM.
- Checkers is moving their grand opening to Thursday, August 8 at 11 AM. Please mark your calendars now for the new date of the Grand Opening and Ribbon Cutting for Checkers Restaurant at 1720 Dual Highway, Hagerstown, MD 21740. The contact at Checkers is Malik Mehboob.

## **Events**

- Wind Down Fridays are continuing each week at the Maryland Theatre.
- The next Faire off the Square will be held this Saturday, July 27 from 9 AM to 2 PM. This month the featured nonprofit is the Hagerstown Area Religion Council (HARC). There are 18 vendors coming.
- The City of Hagerstown is again partnering with the Washington County Arts Council for our Music by the Lake Series. The second concert was on Saturday, July 23 and over 200 people attended. This week's featured artist for Saturday, July 30 is Hillbilly Gypsies. Hope to see you on Saturday at 7 PM.
- Krump's Donut Alley Rally is scheduled for 7:30 PM on August 9, 2013. It will benefit the Wounded Warriors Organization.
- The Augustoberfest Event will be held on August 24 and 25. All details of the event are being coordinated.

**Fundraising** Augustoberfest Event fundraising is gearing up and they are at approximately \$18,000.

**City Farmers Market** Staff are finalizing plans for the 230th Celebration of the Historic City Farmers' Market on August 17. Festivities are planned for both inside and outside the Market.

## **This Week's Headlines and Media Releases:**

- Northwestern Mutual Celebrates Business Expansion
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- E-casts:
  - o A Message From the Chief: Patrols in Our City Center
  - o Be Heard! City Center Business Recruitment and Retention Survey

## **Channel 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

## **In Production:**

- City of Hagerstown Assists in Duvinage Business Expansion
- Communications staff worked with the police department to film and produce a recruitment video. A link for the video is posted on the police department page of the website and can be found online at <http://vimeo.com/70053449>.

## **Websites:**

**YouTube:** Videos with the highest views:

- July 9<sup>th</sup> Mayor & Council Work Session 522 views
- Hagerstown Dog Park is Now Open! 258 views
- City Farmers' Market Promo 84 views

## **City Website:**

Website analytics for [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of July 1 - July 23:

- Nearly 6,000 people viewed over 15,000 pages on the City's website this week.

Top Content:

- Home page 5,239 visits
- Jobs page 879 visits
- Calendar 309 visits

**PLANNING & CODE ADMINISTRATION DIVISION**

**New Businesses:**

- 220 Manila Avenue – Hanson Mechanical – home work station for a mechanical contractor's office.

**Planning Commission** – The July 31 Planning Commission meeting has been canceled.

**Weekly Activity Report:** July 15 – July 19, 2013

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	9	Commercial -	2	Other -	1	5
Electrical	12	Residential -	8	Commercial -	3	Other -	1	12
Plumbing	50	Residential -	46	Commercial -	4	Other -	0	51
Mechanical	2	Residential -	1	Commercial -	1	Other -	0	2
Engineering Dept.	2							3
<b>TOTAL</b>	<b>78</b>		<b>64</b>		<b>10</b>		<b>2</b>	<b>73</b>
<b><u>Est. Value of Issued Building Permit Projects:</u></b>					<b><u>Fiscal Year Totals:</u></b>			
Residential	\$ 21,578.00				\$ 46,478.00			
Commercial	\$ 0.00				\$ 18,400.00			
Apartment	\$ 2,500.00				\$ 5,000.00			
Sign	\$ 4,530.00				\$ 24,530.00			
<b>TOTAL</b>	<b>\$ 28,608.00</b>				<b>\$ 94,408.00</b>			
<b>RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013</b>								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	65			239				
New Applications Issued	6			14				
Total Registered	2649			7406				
Percentage of total invoiced	82.3%			85.3%				
<b><u>Notes:</u></b> 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.								

<b><u>PAYMENT</u></b>	
Total Payments Received	\$ 11,950
Adjustments	\$ 1,650
<b>INSPECTIONS</b>	
<b><u>TYPE</u></b>	<b><u>NUMBER CONDUCTED</u></b>
Building	51
Electrical	57
Plumbing	55
Mechanical	30
Safety	35
Neighborhood Vitality	37
Quality of Life	7
Preventive Maintenance	3
Planning & Zoning	0
<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><u>Categories of Conditions</u></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. **Mills Park Phase II Trail** After 21 months of getting easements, waterway construction permits, funding agency approvals and soliciting bids, we finally have all approvals for this Phase II Trail. We will act as the general contractor and we hope to start work in August and have a dedication (as requested by the Legion who donated the land) in early October. In addition, the local Washington County Bird Club has inventoried the many species of birds in the area of Mills Park. We plan to do an interpretive sign for bird watching and an associated pamphlet for both Mills Park and for a surprising number of birds on the PangbornPark/Fairgrounds Park trail adjacent Hamilton Run. We hope to have the signs up when the trail opens.
  
2. **Fairgrounds Park Grandstand** To prohibit water from leaking into the PAL area, we are making numerous repairs to the roof of the bleacher area above PAL.
  
3. **Claude M. Potterfield Pool** A "Back to School Night Swim and Dive In Movie Night" is being planned for Wednesday, August 14<sup>th</sup>, 7pm – 10pm. Disney's "Teen Beach Movie" (rated G) will be shown at approx. 8 p.m. on an inflatable movie screen poolside. (Rain date is August 15<sup>th</sup>)  
  
 Fee: age 4 & under – FREE; age 5-12 - \$3; age 13-61 - \$4; age 62 & older - \$3  
  
 Come join us for a fun night of swimming and a poolside movie. Feel free to bring a raft for great movie seating! Concessions will be available to purchase.
  
4. **HEAL ColorSplash 5K** Staff has been meeting with HEAL to plan the course layout, logistics and after-party details for this September 14<sup>th</sup> event. To date, \$38,500 has been raised in sponsorships and more than 500 participants have registered. It is anticipated that we will have 750 – 1,000 walkers/runners.
  
5. **Midtown Motel** Demolition work is complete and the curb and sidewalk is being replaced. The project should be complete this week. Repairs to the remaining structure's back wall are being discussed by staff.
  
6. **Recreation Stats**
  - Jonathan Hager House: April–40; May –105; June–172
  - Hagerstown Train Museum: April–76; May–370 (Railroad Heritage Days was held May 18 & 19); June–161
  
7. **The Greens at Hamilton Run** A "City Championship Golf Tournament" is being planned for Friday, August 16<sup>th</sup>, at 1:00pm. The fee to participate is \$45 and the deadline to register is August 12<sup>th</sup>; save \$5 by registering by August 1<sup>st</sup> (\$40).
  
8. **BMX Track** Located at Fairgrounds Park, we are relocating approx. 120 ft. of chain link fence within the immediate area for expansion of the BMX track. The track use is up significantly and many events are being planned.
  
9. **Arts in the Park**– This series continues every other Sunday in the City Park Band Shell. Our next event is scheduled for August 4<sup>th</sup>, a "City Park Ghost Tour" that will begin at 8:00pm.

## POLICE DEPARTMENT

**STATS:**

Calls for Service:	1,612	Field Interviews:	17
Arrests/Warrants Served:	17	Moving Violations:	37
Domestic Violence Calls:	23	Parking Violations:	20
DUI Arrests:	0	Safety Repair Orders:	24
Reports Filed:	151	Warnings:	96

**REPORTS:**

**07/18/13:** A citizen entered the lobby of the Hagerstown Police Department to report his vehicle stolen. He parked the vehicle on the parking lot of Weis Market located at Shanks Farm Way. It had been parked there for some time and when he returned for it, the vehicle was not there. Officer Robinson contacted numerous tow companies but was unable to locate it. No additional information is available at this time.

**07/19/13:** Officer Johnson responded to the 200 block of North Potomac Street for a report of an assault. The victim stated he was in front of a carwash, along with a group of other individuals, when someone from the group began assaulting him. Due to continual hitting, he was forced to leave the area. The victim was transported by CRS to Meritus Medical Center as his request.

**07/21/13:** HPD responded to West Side Avenue for a report of burglary, attempted theft and malicious destruction of property. The property management of this residence reported that he noticed several things out of the ordinary at this location. The officer noticed no sign of forced entry. No additional information is available at this time.

**OTHER NEWS/INFORMATION:**

**Welcome:** Effective Monday, July 15, 2013, Samantha Reese and Greg Pheabus joined the Hagerstown Police Department as Police Officers. Best of luck to both of them.

- **Samantha Reese** graduated from the Harrisburg Area Community College Police Academy in May of 2013. She will be attending the Comparative Compliance Academy in Prince George's County in August. She will be sworn-in Monday, July 29, 2013 in Council Chambers. She will be assigned to the Charlie Platoon under the command of Sgt. Stewart Heckman.
- **Greg Pheabus** is currently attending the Hagerstown Community College Police Academy.

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

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	159	160
	University District Deck	284	284
	Downtown Parking Lots	374	374
<b>Number of Patrons Using Decks</b>	A & E Deck	1,527	1,463
	University District Deck	1,457	1,453
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	140	170
<b>Number of Late Payment Notifications</b>		16	16
<b>Number of Cars Booted</b>		1	2

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	0	0
Fire	2	1
Human Resources	0	0
Light	2	1
Parks & Engineering	2	1
Police	10	14
Public Works	8	6
Wastewater	4	4
Water	4	3
<b>Weekly Totals</b>	<b>31</b>	<b>30</b>

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.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
  - Thur. 7/18 - 22 Wayside Avenue- total outage; tree caused 34.5 line to burn down; Lineworker trimmed trees and reattached lines to restore power. Time Out: 16.4-18.2
  - Fri. 7/19 - Storm Trouble (various locations) - total outages, wires down, trees on power lines. Several services were reattached, fuses replaced, and tree limbs removed from primaries to restore power. Time Out: 19.0-23.5
  - Sat. 7/20 - 857 Willow Circle- partial outage; bird caused line fuse to operate, (1) 50T fuse was replaced to restore power. Time Out: 5.2-6.5
  - 825 Lanvale Street- total outage; tree limb tore service loose from house, line reattached to correct problem. Time Out: 7.3-8.8
  - 826 Pennsylvania Avenue- total outage; (1) 10T fuse was replaced to restore power. Time Out: 11.5-14.2
  - Sun. 7/21 - 13 North Potomac Street- total outage; customer's main breaker was found to have been tripped. Breaker was reset to correct problem. Time Out: 2.9-3.9
  - 827 Lanvale Street- partial outage; sleeve was replaced to correct problem and restore customer's power. Time Out: 11.4-12.5
  - Mon. 7/22 - 66 West Church Street- partial outage; lineworker found no problem with our service and advised customer of an internal problem. Time Out: 16.9-17.5
  - 347 West Memorial Blvd. - line down; bracket had pulled loose from house; a new bracket was installed to correct problem. Time Out: 18.5-19.2
  - 919 Eldridge Drive- partial outage; bird caused transformer fuse to operate, (1) 65T fuse replaced to restore power. Time Out: 20.9-21.9
  - Tues. 7/23 - 600 & 700 Blocks of Virginia Avenue- lines down; large tree branch across 3-phase service, wire was replaced and reattached to restore power. Time Out: 6.0-7.7
  - Wed. 7/24 - Oak Hill Avenue & Country Club Road-total outage; line reattached to correct problem. Time Out: 1.7-3.6
  - 1411 Oak Hill Avenue- total outage; tap was found to be burned off at pole; necessary repairs were made to restore power. Time Out: 5.0-6.6
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
11	0	1	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 drafted a bid document for the purchase of distribution transformers required for new customers being added to HLD's system, as well as to accommodate upgrades to existing customer's electrical service. In conjunction, the construction materials of each unit are being amended to offer equal to lower total cost of ownership, equal reliability, and less up front purchase cost allowing HLD to realize a return on investment in less time.
- The Staff Engineer identified locations on HLD's distribution infrastructure in which to install additional line protective devices to better manage outages or emergencies on the system.
- Staff provided additional tools and safety items to HLD's line crews to assist with their daily work function.
- The Staff Engineer met with an HLD customer to discuss energy saving options to better manage electric charges during summer and winter months.
- Staff continues to distribute HLD's Energy Saving kits to qualifying customers. This program will wrap up at the end of August 2013 or until materials are exhausted.

4. **Administration:**

- Staff is in the process of creating Crystal Reports to pull information from Utility Billing so that responses can be prepared for the Maryland Public Service Commission's Staff Counsel Data Request No. 1 regarding Case 8903 – the Electric Universal Service Program Surcharge (EUSP).

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 17, 2013	5.57	0.00
Thursday, July 18, 2013	5.63	0.00
Friday, July 19, 2013	6.05	0.45
Saturday, July 20, 2013	6.10	0.86
Sunday, July 21, 2013	5.89	0.12
Monday, July 22, 2013	6.37	0.76
Tuesday, July 23, 2013	6.84	0.05
Weekly - Avg. Flow / Total Rainfall	6.06	2.24
Monthly – Avg. Flow /Total Rainfall	5.97	3.63

**Projects:**

- Cummins and crew in plant for the replacement of the radiator on the 750kw generator. Work was scheduled to be completed in one day but due to some difficulties and the extreme heat it took two days.

- AR&E was onsite for the removal and replacement of the main PLC UPS system in the main control room. At about 1:00 pm Friday afternoon we did the switch over, it took about 3.5 hours to get the plant systems back on line and under computer control (no violations). Staff was able to get servers 1 & 2 back on-line but are still working on server #3 (historical).
- On Friday evening the plant lost power due to the thunder storm, both the 750 kw generator and the new UPS worked as planned and the plant was back on line without any major problems. The approximate max flow during the event was 11 MGD (unable to do look at the historical trends for now).

**Miscellaneous:**

- Maintenance trouble shot the torque switches for primary clarifier #6 and found shorted-out wiring from the control panel to the torque control box that disabled the safety interlocks. The unit has been rewired. Removal of damaged portion of the rotating skimmer arm will follow.
- Maintenance cleaned the UV bulbs and found that many of the bulbs in the first banks were not working. In the process of reinstalling the old UV lamps into the first UV banks until the new UV bulbs arrive.
- The second oxygen generation compressor was brought on-line due to the extreme heat.
- The plant historical server has been placed back in service.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	11	782	354	14
Flushing	17	13,720		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Manholes	1,12	2	Broken Lid Missing bricks	Replace lid Replace Masonry

**Collection System Maintenance Task**

- Checked fluid levels in vehicles, greased backhoes and loaders.
- Repaired missing brick and mortar under frame in manhole 01206.
- Replaced frame and cover at manhole 12072.
- Repaired main in front of 934 Marshall Street. Appeared that main was broken when water department replaced fire hydrant.
- Bio-Bags throughout infrastructure to control FOG.
- Cleaned in district 17, cleaned and inspected storm sewer at park circle.
- Repaired shackle on grinder lid at 11217 Eastwood, and locked.
- Chlorinated wet wells at station 2, 8, 15, 18 and 23.
- Control work at station 24, #1 pump; other pump appears Shorted, started purchasing items for total control upgrade.
- Call to south end shopping center for Blockage, private sewer owner calling plumber. Inspected laterals in district 8, pulled pump from station 24, grinder bench work.

**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	42	31	8	7	8	29	125

\* 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 on streamlining the sewer permits process.
- Staff met with County construction project staff and the general contractor for pre-construction discussions on the Robinwood Corridor II project.
- Staff met with a residential owner regarding the configuration of a fence relative to sanitary sewer easements.
- Staff met with a developer regarding a water main construction and commercial allocation.

**Wastewater Laboratory:**

- The wastewater treatment plant third quarter effluent metals were collected and analyzed. Results were within normal ranges.
- A sampler was set at Mack Truck and a sample collected and tested. This is part of the City's Industrial Permit Program to monitor discharges into our system.
- Process and regulatory testing was routine for the week.

<b>WATER DIVISION</b>
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**Plant Flows - System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
7/18/13	13.03		13.03
7/19/13	12.42		12.42
7/20/13	11.39		11.39
7/21/13	11.38		11.38
7/22/13	11.78		11.78
Average			12.00

**Water Production at RC Willson**

- *Operations*
  - Completing routine PMs.
  - Mowing/yard work.
- *Maintenance*
  - R C Willson – Performing routine PMs.
  - R C Willson – Cleaning Del-Pac tanks
- *Instrumentation*
  - R C Willson – Working on Fluoride probe.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -6.7'; the bypass and the 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 are installing new services at Emerald Point and working on services throughout the system. We also repaired a leak on Princeton Place.

**Laboratory**

- A new line installed on Dumbarton Drive and Sharpsburg Pike was tested and cleared for use.
- Materials are being prepared for the collection of 3<sup>rd</sup> quarter THMs/HAA's and the first round of UCMR 3 plants and distribution sampling.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Building Permit	11	5

- Staff continued working with City Permits staff on streamlining the water permits process.
- Staff met with County construction staff and their general contractor for pre-construction discussion of the water facilities relative to the Robinwood Corridor II project.
- Staff met with property owners regarding approval of water service outside of the Medium Range Growth Area.

Respectfully submitted,



Bruce Zimmerman  
City Administrator