

City of Hagerstown, Maryland

Status & Information Report No. 29 for 2013

August 2, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

AUGUST 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Music By The Lake
4 8-9pm Arts in the Park -- Special Night Time Event @ City Park Bandshell	5	6 NO MAYOR & COUNCIL MEETING	7	8	9	10
11	12	13 4pm Mayor & Council Work Session	14 7-10pm Back to School Dive-In Movie & Swim Night @ Potterfield Pool	15	16	17
18	19	20 4pm Mayor & Council Work Session	21	22	23	24 9am-2pm Faire Off The Square in City Center 11am-10pm Augustoberfest in City Center
25 10am-2pm Arts in the Park - Sail the Park @ City Park Bandshell 11am-5pm Augustoberfest in City Center	26	27 7pm Mayor & Council Regular Session	28	29	30	31

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION
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Grand Opening/Anniversaries:

- This week a Grand Opening and Ribbon Cutting was held for the offices of Northwestern Mutual at 1165 Imperial Drive, Suite 100. Operators of this branch are Ed Lough and Alan Levin. This event was our 22nd Grand Opening/Anniversary Event this year.

- Checkers, located at 1720 Dual Highway, has moved its grand opening and ribbon cutting to Thursday, August 8 at 11 AM. The contact at Checkers is Malik Mehboob.

Events:

- Wind Down Fridays are continuing each week at the Maryland Theatre.
- The City of Hagerstown is again partnering with the Washington County Arts Council for our Music by the Lake Series. The third concert was on Saturday, July 30 and over 200 people attended. This week's featured artist for Saturday, August 3 is Annapolis Bluegrass Coalition. Hope to see you on Saturday at 7 PM.
- Krumpe's Donut Alley Rally is scheduled for 7:30 PM on August 9, 2013. It will benefit the Wounded Warriors Organization. The run currently has 283 participants registered. They have people from 11 states including Maryland, Pennsylvania, Virginia, West Virginia, Florida, Tennessee, Utah, New York, North Carolina, Oklahoma and Illinois. The number of registered runners continues to grow!
- The Screen on the Green event is being held on Friday, August 2 from 9-11 PM in University Plaza. The event is \$5. It is being hosted by the Maryland International Film Festival Committee.
- 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 \$20,000.

City Farmers Market:

- The Big Tomato Contest concludes with the measuring and weighing of tomato participant entries this Saturday at the Historic City Farmers' Market from 9-11 AM.
- The 230th anniversary celebration is just two weeks away. Staff is creating a layout for approval and gearing up outside vendors. Promotional items will begin next week.

This Week's Headlines and Media Releases:

- Potterfield Pool Hosts Dive-In Movie for Last Summer Splash
- Arts in the Park Offers City Park Ghost Tours on August 4th
- Traffic Advisory: Pavement Preservation
- E-casts:
 - o Grand Opening and Ribbon Cutting Invitation for Checkers
 - o Funding Still Available: Minority and Women-Owned Business Program
 - o Economic Newsletter - July/August

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
- Washington County Museum of Fine Arts Profile

In Production:

- City of Hagerstown Assists in Duvinage Business Expansion

Websites:

City Website:

- Website analytics for www.hagerstownmd.org for the week of July 26 - August 1:
 - o Over 5,000 people viewed more than 15,000 pages on the City's website this week.
 - o Top Content:
 - Home page 4,671 visits
 - Jobs page 1,661 visits
 - Calendar 463 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses:**
 - 114 East Washington Street – Uptown Trends & More – retail sales of clothing (change in business ownership only).
 - 1019 West Washington Street – C & R Yard Sale – retail sales of secondhand items (location change for an existing business).
2. **Heritage Projects** – Ground was broken on Tuesday, July 23, for the memorial to Lyon Post #31, G.A.R. Construction begins on Monday, August 5. The memorial will be dedicated as part of a larger event on September 21.
3. **Historic District Commission** – The docket for the August 8 meeting includes the following design reviews:
 - 83 West Washington Street – Paul Crampton Contractors, Inc. – replace four windows.
 - 21 West Antietam Street – City of Hagerstown – demolition (fire damage).
 - 170 West Washington Street – City of Hagerstown - repairs/alterations including bricking the openings left by demolition of the Mid-Town Motel.
4. **Weekly Activity Report:** July 22-26, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	13	Residential -	7	Commercial -	3	Other -	3	8
Electrical	13	Residential -	7	Commercial -	6	Other -	0	13
Plumbing	15	Residential -	13	Commercial -	2	Other -	0	15
Mechanical	10	Residential -	8	Commercial -	2	Other -	0	11
Engineering Dept.	6							5
TOTAL	57		35		13		3	52
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential	\$ 353,545.00				\$ 400,023.00			
Commercial	\$ 17,000.00				\$ 35,400.00			
Apartment	\$ 0.00				\$ 5,000.00			
Sign	\$ 0.00				\$ 24,530.00			
TOTAL	\$ 370,545.00				\$ 464,953.00			
Construct two new single family homes in Greenwich Village - \$260,000								
Interior repairs due to fire at 138 Fairground Avenue- \$60,000								
RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	52			109				
New Applications Issued	7			8				
Total Registered	2701			7515				
Percentage of total invoiced	83.9%			86.6%				

Notes: The 2013-2014 rental license renewals for 8,678 units in 3,220 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	\$ 5,450
Adjustments	\$ 450

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	52
Electrical	36
Plumbing	44
Mechanical	15
Safety	20
Neighborhood Vitality	18
Quality of Life	7
Preventive Maintenance	8
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.

PARKS & ENGINEERING

- Arts in the Park.** On Sunday, August 4th, a special night time event themed "City Park Ghost Tour", will take place at 8pm, beginning at the Hager House. This free walking ghost tour takes guests back to a time of superstition and legend. Lantern toting guides will lead the way sharing tales of spirits who linger in the midst, secrets of forgotten cemeteries, and the impact of war on the lives of early local residents.
- Disaster Training.** Staff attended the Maryland Emergency Management Agency's *Initial Damage Assessment/Windshield Survey class* on Wednesday. This class is taught every two years. Public Works, Engineering and others have the responsibility for initial damage assessment in the event of a natural or man-made disaster. The class teaches us how to do these initial damage assessments
- Bridges.** Staff sent the (hopefully) final PS&E package for the rehabilitation of the three Burhans Boulevard Bridges to the State Highway Administration project on Wednesday. We anticipate their approval and we plan to bid the project in September. We are still bogged down in getting approvals from Norfolk Southern so the actual construction will likely be delayed until early 2014. The project is estimated to cost \$1.6 million of which 90% is Federal Aid funds.

In other bridge news, staff is working on a small contract to do guard rail and seal-replacement on other bridges. A Work Order of other required bridge work was sent to Public Works for them to tackle.

4. **Recyclebank.** Subscription rates (% of City residents in the program) continues to inch upward. The latest report shows it at almost 29% (a high percentage compared to most communities) and residents have redeemed points for almost \$40,000 of coupons.

POLICE DEPARTMENT

STATS:

Calls for Service:	1,507	Field Interviews:	29
Arrests/Warrants Served:	22	Moving Violations:	47
Domestic Violence Calls:	45	Parking Violations:	5
DUI Arrests:	1	Safety Repair Orders:	21
Reports Filed:	144	Warnings:	74

REPORTS:

- **07/25/13:** An HPD officer was on patrol in the area of East Avenue and was approached by a white male who advised he had just been robbed. The victim stated he was jumped by two males, one of which he was familiar with but unsure of his name. The victim appeared to need medical attention but refused any. Detectives arrived on scene for further questioning and following up on this case is on-going.
- **07/27/13:** Officer L. Dean was dispatched to Capital One Bank on the Dual Highway for an attempted burglary. The bank's manager advised that two of their office windows had been broken out. No entry had been gained into the bank. The manager stated the bank's own security department will be following up regarding the incident. No additional information is available at this time.
- **07/29/13:** Officers Robinson and Hostetter were dispatched to Moller Parkway for a reported theft. The victim stated he parked his truck in his driveway and the next morning his truck's tailgate was gone. The truck was not damaged in any other way and nothing else was missing. The neighbors advised they did not hear or see anything suspicious. There are no suspects at this time.
- **07/31/13:** At approximately 12:30 AM officers were dispatched to the 700 block of Security Road in reference to a stabbing. While en-route it was learned that the male victim had been transported to Meritus Medical Center by private auto. Officers then responded to the scene and the hospital. The investigation revealed that the victim, a 20 year old male, had been in an altercation with another male and was stabbed. The injuries did not appear to be life threatening. No additional details are available at this time. The Criminal Investigation Division is conducting the investigation. Anyone with information is requested to contact the Hagerstown Police Department at 301-790-3700.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	158	159
	University District Deck	285	284
	Downtown Parking Lots	376	374
Number of Patrons Using Decks	A & E Deck	1,719	1,527
	University District Deck	1,415	1,457
Sales of Discount Coupons		46	0
Number of Citations Issued	(Includes Warnings)		140
Number of Late Payment Notifications		18	16
Number of Cars Booted		1	1

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	4	2
Human Resources	0	0
Light	2	2
Parks & Engineering	1	2
Police	8	10
Public Works	4	8
Wastewater	1	4
Water	1	4
Weekly Totals	21	31

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

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

 - Thur. 7/25 - Various locations - reconnect customer after hours. Time out: 16.0 – 16.7.
 - Fri. 7/26 - 225 Wakefield Road - reconnect customer after hours. Time Out: 16.0 – 16.3.
 - Sat. 7/27 - Area of 440 North Prospect Street – total outage - squirrel got on top of transformer, transformer fuse & line fuse blown, replaced fuses and restored power. Time out: 9.8 – 10.8.
 - Tues. 7/30 - 500 ½ Mitchell Avenue – reconnect customer after hours. Time out: 16.0 – 16.4.
 - Wed. 7/31 - 20 South Locust Street- line crew reconnected customer after hours, reconnected service at pole. Time out: 4.1 – 5.1
- 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.
 - In coordination with the HLD Engineering staff, the Line crews are continuing the removal of unneeded overhead wires, hardware, and equipment as part of our effort to maintain and improve our facilities. This project will simplify inspection, repair and restoration of service to our valued customers.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
5	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.
- Engineering 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.
- Engineering staff updated firmware in HLD Substation relay devices, which are used to detect problems on the electrical infrastructure and operate over-current protection devices.
- Engineering staff performed maintenance to HLD's SCADA system to correct errors generated by various processes. These errors did not cause problems but are an annoyance to the users.

3. **Administration:**

- Staff reviewed the State IT fiber optic installation routes and attachments to our poles so that an amendment can be composed to the existing agreement.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 24, 2013	6.33	0.00
Thursday, July 25, 2013	5.91	0.00
Friday, July 26, 2013	5.92	0.00
Saturday, July 27, 2013	5.56	0.00
Sunday, July 28, 2013	5.64	0.07
Monday, July 29, 2013	5.65	0.00
Tuesday, July 30, 2013	5.59	0.00
Weekly - Avg. Flow / Total Rainfall	5.80	0.07
Monthly - Avg. Flow / Total Rainfall	5.93	3.70

Miscellaneous

- Maintenance continues to work on UV bulb replacements.
- Cummins on site Tuesday, July 30th to perform scheduled PM on Effluent 750KW generator.
- Atlas Copco on site Tuesday, July 30th to troubleshoot # 2 Compressor high oil temp alarm issues in O2 Building.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	8, 17	711	192	15
Flushing	17	9,823		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main Line Only	07,17	2	Broken Pipe	6.5

Collection System Maintenance Task

- Excavated main line 53' downstream from manhole 07056 for cracked pipe, two 12" x 12" terra cotta conduits, one wooded conduit, one 2" direct buried cable and a conduit encased in flowable fill prevented repair.
- Replaced section of broken main at railroad underpass on Antietam Street.
- Scrapped heavy scaling from manholes 15067, 68, 69, and 71, vacuumed with unit 527 while power washing walls.
- Parged walls of manholes 15067 and 68 with manhole liner, prepped for epoxy.
- Filled portable gas cans for use in saw, tamper, small generators and K-12.
- Installed sensor in dusk to dawn light on collections building and installed expanded metal material in front of laundry room window.
- Replaced broken hydraulic hose on unit 592.
- Cleaning main line trouble spots throughout infrastructure and placed Bio-Bags in manholes throughout infrastructure to control FOG.
- Blockage calls; 1130 Outer Dr, 143/145 Alexander Street, 25 West Side Avenue, 68 Devonshire and Court 1 Noland Village, all private issues. Wastewater will be reimbursed for Noland Village. Blockage at 23 South Colonial Drive was broken service connection, will repair next week.
- Replaced pump-off float at station 12.
- Dye test and CCTV for Water Quality Dept on Maugans Avenue and Volvo Way.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	0	0	0	0	5	8
YTD	45	30	8	7	8	34	132

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

Engineering

- Staff attended training on the One Call Center (Miss Utility) process in Baltimore County.

Wastewater Laboratory

- The results of DMRQA 33 EPA required proficiency testing were received from the provider. All in-house testing for permit required parameters were found to be "Acceptable".
- Readings on the ChemScan unit were off. Maintenance cleaned the flow cell, samples were taken and the unit is reading in normal range again.
- With routine and regulatory testing the lab collected, tested, and processed over 2,000 analyses for the month of July. 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>
7/24/13	11.96		11.96
7/25/13	12.14		12.14
7/26/13	11.97		11.97
7/27/13	11.44		11.44
7/28/13	11.45		12.45
7/29/13	11.95		12.95
7/30/13	12.18		12.18
Average			11.87

Water Production at RC Willson

- *Operations*

- Completing routine PMs.
- Completing routine PMs at the stations.

- *Maintenance*

- R C Willson – Performed routine PMs.

- *Instrumentation*

- R C Willson – Troubleshooting the valve network.
- Pump Stations – Working on the automatic valve at P.S #3.

Water Production at Breichner

- The Edgemont Reservoir is currently -7.0'; the bypass is closed and the hydrant is 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 checking streets that are on the overlay list and are upgrading services throughout the system. We also repaired two blow-off pipes, one on Oak Valley Drive and the other on Leitersburg Pike.

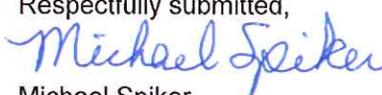
Laboratory

- Samplers for the consecutive systems Smithsburg, Williamsport, and Funkstown were notified of our collection of 3rd quarter THMs/HAA's next Tuesday.
- A purchase order was received for the contract lab performing the UCMR3 testing. Sample containers were ordered. When they arrive they will be prepared to collect next Wednesday.
- Process and regulatory testing was routine for the week.

Engineering

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

- Staff met with a consultant on review of a County intersection improvement project with impact on Division facilities.
- Staff attended training on the One Call Center (Miss Utility) process.

Respectfully submitted,

 Michael Spiker
 Director of Utilities