

City of Hagerstown, Maryland Status & Information Report No. 30 for 2013

August 16, 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

1. **Grand Openings/Anniversaries:**
 - Checkers Restaurant held their Grand Opening and Ribbon Cutting at 1720 Dual Highway on Thursday, August 8th. The entrepreneur at Checkers is Malik Mehboob.

- Mark your calendars now! The City of Hagerstown welcomes Thai Zap to 40 North Potomac Street, City Center. Please join owner Jerry Kostelny and manager Aya Hana on Thursday, August 22nd at 4:30 PM for a Grand Opening and Ribbon Cutting Ceremony.
2. **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 fourth and last concert was on Saturday, August 3, and over 200 people attended. The featured artist was Annapolis Bluegrass Coalition.
 - Krumpe's Donut Alley Rally was held on August 9, 2013 to benefit the Wounded Warrior Project. The run had 283 individuals pre-registered and ended with a total of 632 participants from 11 states.
 - The Augustoberfest Event will be held on August 24 and 25. All details of the event are being coordinated.
3. **Fundraising:** Augustoberfest Event fundraising is gearing up and they are at approximately \$23,000.
4. **City Farmers Market:** Staff, vendors and customers of the Historic City Farmers' Market will be celebrating the Market's 230th birthday with cake, giveaways and extra activities. The celebration will begin on Saturday, August 17th at 8:00AM with an expanded children's area for decorating birthday cards and making treats and trinkets. There will be a cake-cutting ceremony at 10:00AM. The celebration also serves as a "Thank you" to all the customers, vendors and staff.
5. **This Week's Headlines and Media Releases:**
- Arts in the Park: Model Boats Set Sail at City Park
 - City Farmers' Market Celebrates 230th Birthday!
 - Traffic Advisory: Burhans Boulevard between Franklin & Washington Streets
 - Traffic Advisory: North Mulberry Street & Broadway
 - E-casts:
 - ▶ A Special Invitation for a Grand Opening for Thai Zap
6. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - ▶ City of Hagerstown Assists in Duvinage Business Expansion
 - ▶ Augustoberfest Preview
 - ▶ Hagerstown Dog Park Grand Opening
 - ▶ Color Splash 5K Promotion
 - ▶ Washington County Museum of Fine Arts Profile
 - In Production:
 - ▶ Maryland Theatre Promotion
 - ▶ Dog Park Educational Video
7. **Websites:**
- **YouTube:**
 - ▶ The City of Hagerstown YouTube channel currently has 58 subscribers and 13,431 video views.

- City Website:
 - ▶ Website analytics for www.hagerstownmd.org for the week of August 8 - August 14:
 - Nearly 6,500 people viewed more than 17,650 pages on the City's website this week.
 - Top Content:

| | |
|-------------|--------------|
| ▪ Home page | 5,710 visits |
| ▪ Jobs page | 1,828 visits |
| ▪ Calendar | 293 visits |
 - Top views this month:

| | |
|----------------------------------|-----------|
| ▪ Augustoberfest Promotion | 101 views |
| ▪ Augustoberfest Commercial | 101 views |
| ▪ City Farmers' Market Promotion | 93 views |

PLANNING & CODE ADMINISTRATION DIVISION

1. New Businesses:

- 60 Manor Drive, Apt. 101 – Renee Melody Smith – creation of silk floral arrangements
- 18031 Garland Groh Boulevard – The Fine Arts Company, LLC – retail sales of art, gifts, and jewelry.
- 207 Pangborn Boulevard – Michael Musick – home work station for sale of postcards by mail, Ebay, and flea markets.
- 12805 Little Elliott Drive, Unit 11 – Wrenn's Painting Service – home work station for a painting/carpentry business.
- 1027 Maryland Avenue – Angel Pittington, d/b/a HCP, Inc. – Kirby vacuum sales/distribution office.
- 201 Prospect Avenue – R & B Mercantile – online retail sales.

2. Historic District Commission: The HDC considered the following cases on August 8:

- 83 West Washington Street – Paul Crampton Contractors, Inc. – approved request to replace four windows (amended to include exterior contour windows).
- 170 West Washington Street – City of Hagerstown – approved repairs/alterations to rear of historic structure to correct damages found following demolition of the attached Mid-Town Motel.

The HDC is scheduled to review the following cases on August 22:

- 19-23 West Antietam Street – City of Hagerstown - demolition (deterioration following fire).
- 25 West Washington Street – Beatitudes Hair and Beauty – temporary banner.

3. Planning Commission: The Planning Commission reviewed Washington County's Proposed Amendments to the APFO for Schools and proposed amendments to the Emerald Pointe PUD at its workshop meeting on August 14. The Planning Commission's comments on both issues were forwarded to the County on Thursday morning. The Emerald Pointe comments focused on transportation issues. The APFO comments focused on the timing of the payment of the APFO fee and the appropriateness of assessing a mitigation fee on a school that is not over-capacity.

4. Highlight Hagerstown Awards: The Hagerstown Beautification Advisory Committee met on August 7 to choose winners for this year's Highlight Hagerstown Awards. The Highlight Hagerstown program recognizes properties that enhance the curbside appeal of Hagerstown through landscaping and/or façade improvements. This year's winners will be recognized at the August 27 Mayor & Council meeting. The winners are:

- ▶ Residential – 1400 Potomac Avenue, 547 Church Street, 30-32 South Mulberry Street, and 32 McKee Avenue.
- ▶ Non-Residential – Burkett's Deli – 15 North Locust Street.
- ▶ Adopt-a-Planter – Frederick Seibert & Associates, The Gourmet Goat, Poole & Kane P.A.

5. **Civil War 150th Commemoration:** Planning continues for the 2013 event at Rose Hill Cemetery on September 21 at 11 a.m. Kelly Wright will host the event. The Rohrsersville Community Band will provide the instrumental music. The memorial to Lyon Post #31 of the G.A.R. is mostly complete, and should be wrapped up by August 19 or 20.

6. **Weekly Activity Report: July 29 – August 2, 2013:**

| PERMITS | | | | | | | | |
|-------------------|-----------------------------------|---------------|----|--------------|---|---------|----------------------|----|
| <u>TYPE</u> | <u>NUMBER OF NEW APPLICATIONS</u> | | | | | | <u>NUMBER ISSUED</u> | |
| Building | 6 | Residential - | 2 | Commercial - | 2 | Other - | 2 | 14 |
| Electrical | 11 | Residential - | 5 | Commercial - | 3 | Other - | 3 | 11 |
| Plumbing | 12 | Residential - | 10 | Commercial - | 2 | Other - | 0 | 12 |
| Mechanical | 6 | Residential - | 4 | Commercial - | 2 | Other - | 0 | 6 |
| Engineering Dept. | 4 | | | | | | | 4 |
| TOTAL | 39 | | 21 | | 9 | | 5 | 47 |

| <u>Est. Value of Issued Building Permit Projects:</u> | <u>Fiscal Year Totals:</u> |
|---|----------------------------|
| Residential | \$ 757,550.00 |
| Commercial | \$ 380,797.00 |
| Apartment | \$ 2,500.00 |
| Sign | \$ 0.00 |
| TOTAL | \$ 1,140,847.00 |

Construct four new single family homes in Collegiate Acres - \$720,000

Cosmetic upgrades including dressing rooms, restrooms, and lounge at 17646 Garland Groh Boulevard - \$110,000

Installing sprinkler system and extending smoke barrier at 83 West Washington Street - \$250,000

| RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013 | | |
|--|-------------------|--------------|
| <u>NUMBER</u> | <u>FACILITIES</u> | <u>UNITS</u> |
| Registrations Received | 59 | 119 |
| New Applications Issued | 3 | 3 |
| Total Registered | 2760 | 7634 |
| Percentage of total invoiced | 85.7% | 88.0% |

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 | \$ 5,950 |
| Adjustments | \$ 250 |

| INSPECTIONS | |
|-----------------------|-------------------------|
| <u>TYPE</u> | <u>NUMBER CONDUCTED</u> |
| Building | 45 |
| Electrical | 47 |
| Plumbing | 56 |
| Mechanical | 20 |
| Safety | 51 |
| Neighborhood Vitality | 40 |

| | |
|--|---|
| Quality of Life | 22 |
| Preventive Maintenance | 17 |
| 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. 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. Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations. |

7. **Weekly Activity Report: August 5-9, 2013**

| PERMITS | | | | | | | | |
|-------------------|-----------------------------------|---------------|----|--------------|----|---------|---|----------------------|
| <u>TYPE</u> | <u>NUMBER OF NEW APPLICATIONS</u> | | | | | | | <u>NUMBER ISSUED</u> |
| Building | 13 | Residential - | 5 | Commercial - | 6 | Other - | 2 | 11 |
| Electrical | 12 | Residential - | 3 | Commercial - | 7 | Other - | 2 | 12 |
| Plumbing | 14 | Residential - | 12 | Commercial - | 2 | Other - | 0 | 14 |
| Mechanical | 7 | Residential - | 7 | Commercial - | 0 | Other - | 0 | 7 |
| Engineering Dept. | 19 | | | | | | | 18 |
| TOTAL | 65 | | 27 | | 15 | | 4 | 62 |

| Est. Value of Issued Building Permit Projects: | | Fiscal Year Totals: |
|---|----------------------|----------------------------|
| Residential | \$ 166,750.00 | \$ 1,324,323.00 |
| Commercial | \$ 3,00.00 | \$ 419,197.00 |
| Apartment | \$ 0.00 | \$ 7,500.00 |
| Sign | \$ 14,550.00 | \$ 39,080.00 |
| TOTAL | \$ 184,300.00 | \$ 1,790,100.00 |

Construct a single story rancher on full basement with attached garage (Potomac Heights) - \$150,000

| RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013 | | |
|--|-------------------|--------------|
| <u>NUMBER</u> | <u>FACILITIES</u> | <u>UNITS</u> |
| Registrations Received | 22 | 38 |
| New Applications Issued | 8 | 13 |
| Total Registered | 2782 | 7672 |
| Percentage of total invoiced | 86.4% | 88.4% |

Notes: The 2013-2014 rental license renewals for 8678 units in 3220 facilities were printed and mailed on May 1, 2013. The second "Past Due" notice was mailed on August 5 to those still outstanding. This included a \$50 per facility late fee.

| PAYMENT | |
|-------------------------|----------|
| Total Payments Received | \$ 1,900 |
| Adjustments | \$ 1,750 |

| INSPECTIONS | |
|--|--|
| TYPE | NUMBER CONDUCTED |
| Building | 45 |
| Electrical | 47 |
| Plumbing | 56 |
| Mechanical | 20 |
| Safety | 56 |
| Neighborhood Vitality | 87 |
| Quality of Life | 8 |
| Preventive Maintenance | 13 |
| 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

- UTILITY DELINQUENCY REPORT FOR JULY:** The string of forecasted over 90 degree weather hampered the ability to interrupt service on delinquent electric customers, providing only 8 business days in the month to work. Delinquent water accounts were also scaled back due to the extreme temperatures. Staff was able to collect a good volume of delinquent payables regardless of the weather. Statistics for the month of July are below:

| | Current | 1-30 | 31-60 | 61-120 | 120+ | Total Receivable Outstanding |
|-----------------|---------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------------|
| Electric | \$1,975,633.78 (58.3%) | \$393,122.44 (11.6%) | \$148,607.65 (4.4%) | \$132,722.73 (3.9%) | \$56,087.55 (1.7%) | \$3,390,854.26 |
| Water | \$1,449,337.96 (59.5%) | \$483,745.76 (19.9%) | \$166,907.51 (6.9%) | \$115,168.75 (4.7%) | \$219,543.95 (9.0%) | \$2,434,703.93 |

Per goals on collection percentages set before cut-off season began, we are situated as shown below:

| | 31 – 60 | 61 – 120 | 121+ |
|-----------------|--------------------|--------------------|----------------------|
| Electric | Goal: 6.0% (+2.2%) | Goal: 4.0% (+0.1%) | Goal: 1.8% (+0.1%) |
| Water | Goal: 5.0% (-1.9%) | Goal: 8.0% (+3.3%) | Goal: 9.0% (at goal) |

A positive percentage to goal means that we are performing better. To date, staff have collected over \$569,000 in delinquent revenue in Electric, and over \$300,000 in delinquent Water revenue.

2. **MUNICIPAL CITY CENTER PUBLIC WIRELESS PROJECT:** The City has received the \$20,000 grant from CHIEF and will be meeting with representatives from USM-H on allocating those funds between the two entities to expand the public wireless system. The fourth City unit has been installed in the center of our Central Lot and is covering a good portion of the block between East Washington Street, East Franklin Street, North Locust Street and North Potomac Street.

This now sets our public wireless boundary as:

- North to the Franklin Street
- East to Locust Street
- West to Summit Avenue/Jonathan Street
- South to Antietam Street

Our next area of coverage will be the block between Antietam Street and Baltimore Street and will look to begin that installation after our procurement meeting next week.

3. **TIME AND ATTENDANCE SOFTWARE IMPLEMENTATION:** Vendor demonstrations began this week related to the pending implementation of a new Time and Attendance System. Demos will finish up on 8/14, and a recommendation to Mayor & Council on a vendor and price package will occur in September.
4. **ONE-MARYLAND BROADBAND IMPACT STUDY PRESENTATION:** Andrew Cohill of Design Nine, Inc. will present the findings of the impact study to the Washington County Commissioners on August 27. Andrew will return in September to present the report to Mayor & Council (tentative 9/3), as well as address other opportunities for the City to consider as far as high-speed (> 1GB) broadband Internet service.
5. **SAILOR INTERNET SERVICE CUT-OVER TO THE NEW LIBRARY SITE:** The move of the Sailor Internet connection from Western Maryland Parkway to South Potomac Street has been scheduled for August 26th. The exact time has not yet been determined, as Library technical staff are still trying to coordinate with Comcast and Antietam Cable. The expected timeframe is to begin at 4am and be up before 6am. City operations begin at 7 AM, so this outage (even if delayed) should not impact us. City IT staff will be on-hand to assist the Library if necessary. The SAILOR Internet connection is originated from the Enoch Pratt Library in Baltimore and is the free service the City uses for its internet capabilities.
6. **CABLE FRANCHISE RENEWAL NEGOTIATIONS:** Staff will take part in working with the cable franchise consultant (CBG Communications) in finalizing the Cable-related needs assessment report that is required before entering into formal negotiations with Antietam Cable. The consultant is scheduled to present the findings to Mayor & Council later this month, with discussion occurring early in September.
7. **CUMBERLAND, MD STAFF VISIT TO HAGERSTOWN TO VIEW MUNIS FINANCIAL SYSTEM INSTALLATION:** Several members of Cumberland city government visited with staff on August 8 to view our installation and operations of the MUNIS Financial System. Cumberland is currently in the product evaluation stage of their financial system upgrade and we are happy to provide them some insight as to our processes. These visits proved very beneficial to us when going through the process and hope to provide the same good information to them. The City of Lancaster, PA will be in town later this month for the same purpose.

8. **TONER/INK CARTRIDGE RECYCLING:** IT staff will be working with our primary vendor (Vision Business Systems), as well as West Point Recycling, to recycle all old toner / ink cartridges. Containers will be provided to each City building to place their expended cartridges and once full be able to send back postage paid to West Point for their use. More information will be provided.
9. **FY2014 TAX COLLECTIONS DURING JULY DISCOUNT PERIOD:** The City has collected **\$8,732,744.38 (56.24%)** of our total tax receivable in the discount month of July, 2013. This compares to **\$ 10,279,903.88 (47.54%)** collected over the same discount period in FY13 (7/1/12 – 8/1/12). This represents an **8.4%** increase in collections for this tax year in the first month of FY14.
10. **DISTRIBUTION OF UTILITY RELIEF FUNDS BY CAC:** Community Action Council has distributed \$2,825.62 (in addition to \$367.83 pending) of utility relief money from April through June, 2013. The balance available is \$12,067.50. There have been 15 households (35 individuals) have been provided assistance on electric arrearage during those months.

PARKS & ENGINEERING

1. **Arts in the Park** A large turn-out gathered at the Hager House on Sunday, August 4th for the City Park Ghost Tours. Because of its success, staff will be working to expand the Hager House Ghost Tours in the fall to include an expanded City Park Ghost Tour. Over 150 people showed up to take the tour.
2. **National Night Out** Staff assisted in setting up and tearing down for the National Night out, which was held Tuesday, August 6th from 6 p.m. - 8 p.m. with a favorable turnout. Staff has kept busy with cleanup and maintenance of trees, shrubs, walkways, buildings, turf, etc. Catching up on daily maintenance needs.
3. **Washington County Free Library** The Code Administration Division has issued a temporary Use & Occupancy Certificate to the Library. This certificate will allow the Library to begin installing shelving and stocking the building.
4. **Back to School Night Swim & Dive-In Movie** On August 14th, more than 100 people enjoyed night swimming and a movie on a large inflatable movie screen.
5. **The Greens at Hamilton Run** On Friday, August 16th, at 1:00 pm, we are hosting a City Championship golf match.
6. **Dog Park** The electric was installed for a new camera system; the cameras will be installed next week.
7. **City Park** Along the south side of the lower lake, we corrected a drainage problem which required removing a section of the sidewalk to install drainage pipe.
8. **University Plaza** Cars continued to run off the alley and rut the grass in the rear of University Plaza; therefore, we prepped and installed a 4 ft. wide x 80 ft. long concrete area to prevent this from reoccurring.
9. **Fairgrounds Park** "Welcome to Fairgrounds Park" banners are being installed on the light poles throughout the park.

POLICE DEPARTMENT

1. **STATS FOR WEEK ENDING AUGUST 9, 2013:**

| | | | |
|--------------------------|-------|-----------------------|----|
| Calls for Service: | 1,713 | Field Interviews: | 18 |
| Arrests/Warrants Served: | 21 | Moving Violations: | 49 |
| Domestic Violence Calls: | 23 | Parking Violations: | 10 |
| DUI Arrests: | 0 | Safety Repair Orders: | 18 |
| Reports Filed: | 176 | Warnings: | 64 |

2. **STATS FOR WEEK ENDING AUGUST 16, 2013:**

| | | | |
|--------------------------|-------|-----------------------|----|
| Calls for Service: | 1,732 | Field Interviews: | 31 |
| Arrests/Warrants Served: | 23 | Moving Violations: | 99 |
| Domestic Violence Calls: | 35 | Parking Violations: | 8 |
| DUI Arrests: | 0 | Safety Repair Orders: | 15 |
| Reports Filed: | 192 | Warnings: | 92 |

3. **REPORTS:**

- **08/01/13:** Officers Plummer and Reese responded to Burger King on the Dual Highway for a reported fight. Apparently two males had an incident occur between them earlier in the day which led to this incident. The verbal argument escalated to a physical altercation with a baseball bat. Neither individual needed immediate medical attention. Photos were taken of one male's injured arm. One individual inquired how he could file for charges against the other involved person. The officers advised he could file for charges at District Court.
- **08/02/13:** Officer Reese responded to West Side Avenue in reference to a theft from a motor vehicle. The victim noticed she had some items missing from her glove box. It should be noted the vehicle was parked in an area that is not well lit and the victim neglected to lock the vehicle. There are no suspects at this time.
- **08/04/13:** Officer Johnson was contacted at HPD by a victim who wanted to report a burglary on Summit Avenue. She was in the process of moving from Summit and on a return trip to Summit for additional items she discovered some jewelry was missing from her apartment. She advised she saw no signs of forced entry. There are no suspects at this time.
- **08/06/13:** Officers were dispatched to KFC on the Dual Highway in reference to a robbery. The investigation revealed that an unknown suspect jumped over the counter and pushed a cashier and then attempted to open the cash register. The suspect was not successful and then fled the business on foot. The suspect is described as a tall, black male wearing a fishing cap, plaid shirt and camo style shorts. The clerk was not injured. Anyone with information is requested to contact the Hagerstown Police Department at 301-791-3700.
- **08/08/13:** Officers responded to the Liberty Gas Station on West Washington Street for a report of a robbery that had just occurred. Officers conducted a K-9 search and reviewed the camera footage to get the best description of the suspect. The K-9 search ended at Wakefield and officers began showing the suspect's picture to the residents in that area. The officers received several good leads and the suspect was apprehended.
- **08/10/13:** Officers responded to Adams Avenue in reference to a theft. The victim stated she was in the restroom of the Dollar Store and placed her purse on a shelf. She left forgetting to take her purse with her. She returned in about 10 minutes and the purse was gone. The officer spoke with the manager and was told no purse had been turned in to the office. There are no suspects at this time.
- **08/11/13:** Officers McKenzie and Crowder responded to George Street for reports of several vehicles with slashed tires. The malicious destruction occurred between the hours of 11 p.m. and 10 a.m. on August 10 and 11. The officers spoke with people that live in the neighborhood and no one heard or observed anything suspicious during the times the tires were slashed. There are no suspects at this time.
- **08/14/13:** Officers were dispatched to 1500 block Wesel Boulevard in reference to an accident involving a pickup truck and a motorcycle. The investigation revealed that the operator of the pickup truck failed to stop for the red traffic signal and as a result struck the motorcycle. Both the male and female occupants of the motorcycle were transported to Meritus Medical Center where the female later died. Charges are pending. The investigation is continuing.

PUBLIC WORKS

PARKING SYSTEM DATA

| | | Current Week | Previous Week |
|---|--------------------------|--------------|---------------|
| Number of Permit Holders | A & E Deck | 166 | 156 |
| | University District Deck | 279 | 283 |
| | Downtown Parking Lots | 374 | 372 |
| Number of Patrons Using Decks | A & E Deck | 1,537 | 1,563 |
| | University District Deck | 1,345 | 1,467 |
| Sales of Discount Coupons | | 50 | 0 |
| Number of Citations Issued | (Includes Warnings) | 178 | 156 |
| Number of Late Payment Notifications | | 8 | 12 |
| Number of Cars Booted | | 2 | 4 |

CENTRAL MAINTENANCE GARAGE REPAIR DATA

| | Current Week | Previous Week |
|--------------------------------|--------------|---------------|
| DCED | 2 | 0 |
| Fire | 3 | 4 |
| Human Resources | 0 | 0 |
| Light | 3 | 1 |
| Parks & Engineering | 3 | 0 |
| Police | 9 | 5 |
| Public Works | 6 | 2 |
| Wastewater | 3 | 1 |
| Water | 4 | 5 |
| Weekly Totals | 33 | 18 |

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.

STREET SWEEPING DATA

| Month | Number of Miles of Streets Swept |
|-----------------|----------------------------------|
| January | 402 |
| February | 806 |
| March | 762 |
| April | 1,111 |
| May | 999 |
| June | 814 |
| July | 1,004 |

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:
 - Fri. 8/2 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
 - 2 Broadway- total outage; squirrel caused transformer & line fuses to operate. (1) 65T line & (1) 5T transformer fuse replaced to restore power. Time Out: 19.3-20.4
 - Sat. 8/3 - 328 North Potomac Street- partial outage; bird caused transformer fuse to operate. (1) 15T fuse replaced to restore power. Time Out: 16.1-16.7
 - Mon. 8/5 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.3
 - Tues. 8/6 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
 - Thur. 8/8 - Various locations - (reconnections for non-payment) Time Out: 16.0-16.5
 - Rear of, 520 George Street - buzzing noise reported coming from transformer. Lineman checked and found no problems with transformer or services. Time Out: 17.5-19.0
 - Fri. 8/9 - Various locations - (reconnections for non-payment) Time Out: 16.0-16.3
 - Sun. 8/11 - 132 Marshall Street - total outage; bird caused transformer fuse to operate. A (1) 10T fuse replaced to restore power. Time Out: 8.0-9.0
 - Mon. 8/12 - Rear of, 1061 View Street - wire down; line was found to belong to Antietam Cable Television. Lineworker removed wire to side of pole and notified Antietam Cable of needed repairs. Time Out: 18.7-19.2
 - Tues. 8/13 - 323 West Wilson Blvd. - Pole struck in vehicle accident; however lineworker found no damage to our facilities. Time Out: 19.0-19.5

2. **Distribution** Recent activity included:
 - Metering Staff received one high bill complaint this week. Upon testing, meter was found to have met all Public Service Commission requirements.
 - 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 obsolete 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 |
|----------------|--------------------|------------|------------------|
| 10 | 1 | 1 | 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.
 - Software and hardware maintenance/updates were performed on relays that control the substation breakers.
 - Staff reviewed amendments to the HLD Safety Manual and recommended certain pertinent changes and additions.
 - Michael Walchshauser has completed over a dozen concrete jobs for the HLD distribution department to fill voids around utility poles that have been replaced throughout the City. This is a huge cost savings to HLD performing this work "in-house" and a big thank you goes out to Mike.
 - The Staff Engineer reviewed and evaluated bids received for the purchase from HLD of its scrap and surplus electrical distribution equipment.
4. **Administration:**
- The Hagerstown Light Department would like to welcome Corey Saufley to our team. Corey transferred from the Water Division after accepting the recently advertized meter reader position.
 - Staff is assisting the Police Department with lighting improvements in the North-East quadrant of town.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|-------------------------------------|------------|-------------------|
| Wednesday, July 31, 2013 | 5.63 | 0.00 |
| Thursday, August 1, 2013 | 5.65 | 0.06 |
| Friday, August 2, 2013 | 5.45 | 0.00 |
| Saturday, August 3, 2013 | 5.20 | 0.09 |
| Sunday, August 4, 2013 | 5.29 | 0.00 |
| Monday, August 5, 2013 | 5.32 | 0.00 |
| Tuesday, August 6, 2013 | 5.64 | 0.28 |
| Weekly - Avg. Flow / Total Rainfall | 5.43 | 0.43 |
| Monthly - Avg. Flow /Total Rainfall | 5.43 | 0.43 |

| Date | Flow (mgd) | Rainfall (inches) |
|-------------------------------------|------------|-------------------|
| Wednesday, August 7, 2013 | 5.44 | 0.04 |
| Thursday, August 8, 2013 | 5.61 | 0.21 |
| Friday, August 9, 2013 | 5.94 | 0.63 |
| Saturday, August 10, 2013 | 5.41 | 0.09 |
| Sunday, August 11, 2013 | 5.40 | 0.00 |
| Monday, August 12, 2013 | 5.54 | 0.00 |
| Tuesday, August 13, 2013 | 6.37 | 0.63 |
| Weekly - Avg. Flow / Total Rainfall | 5.67 | 1.6 |
| Monthly - Avg. Flow /Total Rainfall | 5.56 | 1.94 |

Miscellaneous

- Maintenance working on the signal conditioner for the #2 methanol pump.
- Maintenance working on getting a replacement printer for the pH meter in the mini lab.

Projects

- Atlas Copco was on site to install a new oil cooler on #1 Oxygen compressor. They then cleaned the old oil cooler removed from #1 compressor and installed it into #2 compressor. #2 oil cooler was then cleaned and placed in storage as a spare.
- Air Products was on site to replace the pressure relief valves on the plant's liquid oxygen storage tank, he also replaced the PSI gauge on the tank.
- On Tuesday 08/13/13 at about 12:20 pm the plant experienced a power flicker. The flicker was long enough to start the ENR generator and we lost power to the ENR building, O2 building, digester building. We were able to get the plant back on line rather quickly except for the O2 building which turned out to be an issue with the PLC and has since been resolved.

Wastewater Collection

SSES Weekly Progress

| Activity | Districts | L. F. main | Feet of lateral | # inspected |
|------------------|-----------|--------------|-----------------|-----------------|
| CCTV Inspections | 8 | 1583 | 379 | 32 |
| Flushing | 8, 18 | 10,783 | | |
| Point Repairs | | # of Repairs | Reason | L.F. of Repairs |
| Lateral Only | 11 | 1 | Broken Pipe | 6 |

Collection System Maintenance Task

- Core drilled 4-inch hole in pump station 24 wet well for conduit.
- Moved generator at pump station 8 per contractors' request.
- Control work at pump station 24.
- Installed new muffin monster motor at pump station 4.
- Rebuilt muffin monster for WWTP.
- Installed Bio-Bags throughout infrastructure to control FOG.
- Blockage call from 1130 Kuhn Avenue; owner problem.
- Replaced Grinder pump core at 1529 Kensington Drive.
- Replace broken service connection at 23 South Colonial Drive.

Administration

| Wastewater Division – Customer Call Log Summary 2013 | | | | | | | |
|--|-----------|---------------|-----------------|----------|-----------------|-------|--------|
| Type | Blockages | Grinder Pumps | Odor Complaints | Flushing | WW Pump Station | Other | Totals |
| Weekly | 1 | 2 | 0 | 0 | 0 | 2 | 5 |
| YTD | 47 | 34 | 8 | 7 | 8 | 33 | 142 |

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

Engineering

- Ongoing Event -Staff attends a development review meeting at the County Planning Office.
- Ongoing Event- Staff meets with the City Permits staff to continue to streamline the sewer permits process.
- Staff attended an initiation meeting with the Wastewater Operations Manager, Staff, and the new Administrative Secretary.

Wastewater Laboratory

- A sampler was set at Phoenix Color Corp. to monitor the company's discharge into our system
- 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> |
|-------------|----------------|------------------|--------------|
| 7/31/13 | 12.12 | | 12.12 |
| 8/01/13 | 11.96 | | 11.96 |
| 8/02/13 | 12.09 | | 12.09 |
| 8/03/13 | 11.25 | | 11.25 |
| 8/04/13 | 11.56 | | 11.56 |
| 8/05/13 | 11.95 | | 11.95 |
| Average | | | 11.83 |

| <u>Date</u> | <u>Willson</u> | <u>Breichner</u> | <u>Total</u> |
|-------------|----------------|------------------|--------------|
| 08/07/13 | 11.73 | | 11.73 |
| 08/08/13 | 11.71 | | 11.71 |
| 08/09/13 | 11.82 | | 11.82 |
| 08/10/13 | 11.39 | | 11.39 |
| 08/11/13 | 11.46 | | 11.46 |
| 08/12/13 | 12.22 | | 12.22 |
| 08/13/13 | 11.96 | | 11.96 |
| Average | | | 11.70 |

Water Production at RC Willson

- Operations

- Completing routine PMs.
- Fixed first stage flocculator.

- Maintenance

- R C Willson – Performing routine PMs.
- R C Willson – Fixed first stage flocculator.

- Instrumentation

- R C Willson – Fixed fluoride probe and changed turbidity head unit.
- Pump Stations – Working on Station #2 wireless.

Water Production at Breichner

- The Edgemont Reservoir is currently at -7.3'; 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 checking streets that are on the overlay list and are upgrading services as needed and are gearing up to start the main replacement on Ewell Drive.

Laboratory

- Process and regulatory testing was routine for the week.

Engineering

| <u>Reviews:</u> | <u>City</u> | <u>County</u> |
|-----------------|-------------|---------------|
| Site Plan | | 2 |
| Replat | | 1 |
| Building Permit | 10 | 8 |

- Staff met with City Permits staff to continue streamlining the water permits process.

Respectfully submitted,



Bruce Zimmerman
City Administrator