

City of Hagerstown, Maryland Status & Information Report No. 31 for 2013

August 23, 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 5:30pm Executive Session 7pm Mayor & Council Regular Session	28	29	30	31

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:**

- The City of Hagerstown held a Grand Opening at Thai Zap to 40 North Potomac Street located in City Center. Owner Jerry Kostelny and manager Aya Hana were on hand for the event. Experience the brand new taste of Thailand right in your town!

- A Grand Opening and Ribbon Cutting for Greens n Grains located at 2 West Washington Street in City Center is planned for Thursday, August 29 at 4:30 PM. The owner is Petro Preload.
- Please mark your calendars now for a Grand Opening/Ribbon Cutting for Creation Station at 28 South Potomac Street, Studio 301 in City Center and in the Arts and Entertainment District. The event will be Friday, August 30 at 5:00 PM. The owner is Andy Iverson. Creation Station offers art classes to students that love art. The classes are afterschool during the school year and camps are offered during the summer. We hope to see you there.

2. **Events:**

- Wind Down Fridays are continuing each week at the Maryland Theatre.
- The Augustoberfest Event will be held on August 24 and 25. All details of the event are being coordinated.

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

- Police Department Strengthens Checks on Speed Camera System
- Thai Zap Celebrates Grand Opening in City Center
- 2013 City Championship Winners Announced

4. **Channel 25:**

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

- City of Hagerstown Assists in Deviance Business Expansion
- Pooch Plunge at Porterfield Pool
- Color Splash 5K Promotion
- Washington County Museum of Fine Arts Profile

In Production:

- Maryland Theatre Promotion
- Dog Park Educational Video
- Bicycle Safety Video

5. **Websites:**

- *City Website:*
 - Website analytics for www.hagerstownmd.org for the week of August 16 - August 22:
 - Web traffic was below average for the week with less than 5,000 people viewing more than 12,450 pages on the City's website this week.
 - Top Content:

○ Home page	4,331 visits	(-24%)
○ Jobs page	861 visits	(-47%)
○ Calendar	310 visits	(+2%)

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses:**

- 501 Papa Court – Godiva's Enterprise – home work station for clothing, footwear, and ladies' and men's products (mail order only).
- 808 Frederick Street – Pure Consignment – consignment shop.

- 59 North Potomac Street – Lion’s Den – hookah lounge, including sale of nonalcoholic beverages and tobacco products and tobacco accessories (change in ownership only).

2. **Planning Commission:** The Planning Commission’s August 28 meeting has been canceled.
3. **HEPMPO Meeting:** The Hagerstown Eastern Panhandle Metropolitan Planning Organization is meeting in Martinsburg on August 28th. In addition to the usual transportation project amendment approvals, the MPO will receive an update on the Long Range Transportation Plan update project and a presentation on the Air Quality re-designation process for our Fine Particulate Matter status.
4. **County APFO Amendments:** It is anticipated that the County Commissioners will resume their discussions on August 27th on the proposed amendments to the County Adequate Public Facilities Ordinance for schools. The City forwarded comments from the Planning Director and the Planning Commission on areas of concern for us, and the Planning Director spoke at the public hearing on August 6th and discussed our concerns with Commissioner Callaham on August 8th. The two main areas of concern remain the timing of payment of the mitigation fee and the proposal to charge the fee even on schools that are not over-capacity.
5. **Weekly Activity Report:** August 12–16, 2013

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
		Residential -		Commercial -		Other -		
Building	7	2		2		3		5
Electrical	15	12		3		0		15
Plumbing	9	5		4		0		8
Mechanical	7	4		3		0		7
Engineering Dept.	22							23
TOTAL	60		23		12		3	58
Est. Value of Issued Building Permit Projects:						Fiscal Year Totals:		
Residential					\$ 360,000.00	\$ 1,684,323.00		
Commercial					\$ 200.00	\$ 419,397.00		
Apartment					\$ 21,000.00	\$ 28,500.00		
Sign					\$ 1,000.00	\$ 40,080.00		
TOTAL					\$ 382,200.00	\$ 2,172,300.00		
Construct two single family dwellings on full basements in Collegiate Acers - \$360,000								
RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013								
NUMBER		FACILITIES		UNITS				
Registrations Received		47		166				
New Applications Issued		3		4				
Total Registered		2829		7838				
Percentage of total invoiced		87.9%		90.3%				
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		\$ 8,300						
Adjustments		\$ 850						

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	42
Electrical	31
Plumbing	16
Mechanical	3
Safety	36
Neighborhood Vitality	240
Quality of Life	3
Preventive Maintenance	5
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:	
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. **Time and Attendance Software Evaluation:** A committee consisting of payroll processors, Finance, HR, and IT staff have attended demonstrations from the three respondents to the Time & Attendance RFP. We are now receiving answers back to areas of clarification from the respondent's, as well as identifying financing options for acquisition of the system. Staff are anticipating a recommendation to M&C in September on how to proceed.
2. **Supplemental Tax Billings Distributed:** The supplemental tax billings for those parcels new to the roll or had assessments adjusted from June 1, 2013 – June 30, 2013 are being distributed and should hit citizen mailboxes this weekend. A total of 211 bills will be delivered.
3. **Downtown Public Wireless:** Traffic continues to increase on the free public wireless network supplied by the City, USM-H, and CHIEF. Traffic has increased 25% in the past 2 weeks. There has been no logged malicious attempts to enter the network, and uptime has been 100%.

PARKS & ENGINEERING

1. **Pavement Preservation** All crackfilling and slurry-seal work is complete. Patching work is about 60% complete. We anticipate work will resume (Craig has left to do other work) in September and all milling and overlay completed the last half of September. Project completion deadline is October 4th.

2. **Attendance Figures for July**

Pool Attendance		
	Daily Total	Private Parties
July 2013	2,873	714
Golf Course Attendance		
	Daily Total	
July 2013	1,595	
Hager House Attendance		
	Monthly Total	
July 2013	98	
Train Museum Attendance		
	Monthly Total	
July 2013	46	

3. **Walking Maps** The "Hagerstown Walks" brochures are very popular. About 6,000 of these have been given out and it is time for the 3rd printing. Staff has added several more historic markers and a total of 91 points of interest are now highlighted on the brochure! We plan to order 3,000 more this week of the 3rd Edition.

4. **Colorsplash** The City is partnering with HEAL and we now expect 1,000 participants for this event on September 14th at Fairgrounds Park.

5. **Engineering Division Items**

Traffic issues		
Description	Week of 8/12/13	Year-to-Date
Traffic complaints received	4	90
Work Orders completed	2	82
Traffic counts completed	0	17
Construction Projects		
Description	Week of 8/12/13	Year-to-Date
Projects advertised for bids	2	20
Projects under construction	7	11
Projects completed	0	4

Recommendations from Board of Traffic & Parking (August 8, 2013)

- Haven Road Traffic Calming: Paint parking spaces and bike lane
- Alley 1-67: Post for no trucks

6. **1ST Annual City Golf Championship** The 1st Annual City Championship was a great success with 28 golfers registered and a City Champion named, whose name will be on a plaque displayed permanently at the course. Additional tournaments are being planned for the fall season. The course is hosting the Chamber of Commerce on Friday, Aug 23rd for their 1st Annual Chamber Glow Ball Tournament and Mixer.

7. **Model Boat Regatta** Join us in City Park Sunday, Aug 25th for Arts in the Park: Sail the Lake from 11am-3pm. This is the City's 1st official Model Boat Regatta and will feature sailing demonstrations, racing and a boat building workshop for kids.

8. **Fairgrounds Park** Received and installed banners for light poles.

9. **Potterfield Pool** Wednesday, August 21st was the 10th annual Pooch Plunge, and the official closing of the pool for the season. Staff will be evaluating new management for the 2014 season.

POLICE DEPARTMENT

STATS:

Calls for Service:	1,581	Field Interviews:	36
Arrests/Warrants Served:	24	Moving Violations:	51
Domestic Violence Calls:	28	Parking Violations:	7
DUI Arrests:	1	Safety Repair Orders:	5
Reports Filed:	145	Warnings:	56

REPORTS:

- **08/20/13:** Officer Hay was dispatched to East Irvin Avenue concerning a reported theft. The victim stated she removed her ring before working out at the YMCA. The ring was placed on a nearby shelf. She left the area not remembering to take the ring. When she returned the ring was gone and the management at the YMCA stated no ring was found and turned in to them. The officer checked the RAPIDS Pawn System, however, nothing was located. No further information is available at this time.
- **08/16/13:** Officer Keefer responded to Summit Avenue for a malicious destruction of property report. The victim stated that the rear window of his vehicle was busted out over the course of the night. A resident did hear a loud noise but didn't observe any suspects or damage. A rock slightly larger than a golf ball was located inside the vehicle. There are no suspects or leads at this time.
- **08/18/13:** Officer Cox was dispatched to North Burhans Boulevard for a report of juveniles throwing rocks at parked vehicles near the Roy Rogers Restaurant. One vehicle was damaged and it was estimated it would probably cost less than \$500 to repair. A juvenile was apprehended and the case was forwarded to the Department of Juvenile Justice.
- **08/19/13:** Officers responded to Meritus Medical Center for a report of an assault. The victim advised he was walking north on Cramers Alley with his girlfriend when they were approached by a black male asking for a cigarette. He was described as about 6 feet tall, wearing a dark hoodie and dark pants. When the victim stated he did not have a cigarette, the black male cut him on his left thigh. The victim was transported to Meritus. Officers searched the area but located no one that matched the description of the suspect. No more information is available at this time.

OTHER NEWS/INFORMATION:

- **Officer of the Month:** Officer Langley Dean has been selected as the Officer of the Month for July 2013. Officer Dean has been employed by the City of Hagerstown for seven years and is currently assigned to the Uniform Patrol Division's Baker Platoon. On July 1, 2013, Officer Dean responded to Ridge Avenue for a report of several dogs running loose. While Officer Dean was on the sidewalk investigating the matter, a bulldog rushed out from an open gate and began attacking him. Seconds later, a second bulldog rushed out and joined the attack on Officer Dean. Two additional dogs also began jumping on and biting at Officer Dean. Due to safety concerns for the area residents and witnesses, Officer Dean chose not to utilize his duty weapon. Officer Dean was eventually able to fend off the dogs by kicking them away and finally forced them back into the fenced yard where they belonged. During the incident, Officer Dean sustained several bites.

Commenting on the incident, Chief Holtzman stated, "*This is an outstanding demonstration of the commitment our officers have to public safety.*"

Due to his ability to remain calm while under attack and his selfless act of bravery in not wanting to endanger surrounding bystanders by discharging his weapon, Officer Langley Dean was selected as the Hagerstown Police Department Officer of the Month for July 2013. The Hagerstown Police Department is proud to have dedicated officers and supervisors such as Officer Langley Dean as one of its own and congratulates him for a job well done.

- **New Hire:** A special welcome to Michael Ault the newest member of the Hagerstown Police Department. Officer Ault has been assigned to the Uniform Patrol Division's Delta Platoon and will begin his duties on Monday, August 26, 2013. He is a U.S. Marine Corps veteran and a graduate of the Allegheny County Police Academy. He was previously employed as a police officer in Pennsylvania. 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	176	166
	University District Deck	280	279
	Downtown Parking Lots	375	374
Number of Patrons Using Decks	A & E Deck	1,567	1,537
	University District Deck	1,377	1,345
Sales of Discount Coupons		0	50
Number of Citations Issued	(Includes Warnings)	172	178
Number of Late Payment Notifications		20	8
Number of Cars Booted		0	2

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	4	2
Fire	1	3
Human Resources	0	0
Light	2	3
Parks & Engineering	1	3
Police	8	9
Public Works	3	6
Wastewater	2	3
Water	6	4
Weekly Totals	27	33

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:

Mon. 8/12 - 1061 View Street (rear) - lines down; wires were found to belong to Antietam Cable Television. Time Out: 18.7-19.2

Tues. 8/13 - 323 West Wilson Blvd. - pole damaged; street light pole struck in vehicle accident, Lineman found no damage to our facilities. Time Out: 19.0-19.5

Wed. 8/14 - Various locations - (reconnections for non-payment). Time Out: 16.0-16.4

Thur. 8/15 - Various locations - (reconnections for non-payment). Time Out: 16.0-16.6
 - Hillcrest Avenue & Pennsylvania Avenue- pole damaged; line crew removed broken guy wire from pole. Follow-up repairs to replace wire completed the following business day. Time Out: 20.5-21.5

Sat. 8/17 - 1000 Pennsylvania Avenue- lines down; Lineworker found pole belonged to Verizon Phone Company and notified them of needed repairs. Time Out: 12.5-13.0
 - 1015 Hamilton Blvd. (rear) - box located on existing pole was open, box was a phone junction box & Verizon was notified for needed repairs. Time Out: 22.2-22.7

- Sun. 8/18 - 717 Frederick Street- leaking transformer; line crew replaced (1) 75KVA transformer to correct problem and restore power. Time Out: 2.0-5.7
- 232 East Irvin Avenue- total outage; disconnected service temporarily for electrician to make emergency repairs to meter socket and reconnected once complete. Time Out: 8.6-9.7
- Mon. 8/19 - Various locations - (reconnections for non-payment). Time Out: 17.5-18.0
- 717 Frederick Street- total outage; (1) 15T replaced to correct problem and restore power. Time Out: 16.8-17.5

2. **Distribution** Recent activity included:

- Metering Staff received no high bill complaints this week.
- 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
21	1	3	0

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

- HLD staff coordinated the loading and transportation of HLD's scrap electrical materials for delivery to the successful bidder of our removal project.
- The Staff Engineer covered Distribution Superintendent duties.
- Engineering staff reviewed multiple permits and electrical service upgrades on HLD's system.
- The Staff Engineer began electrical usage review of an HLD industrial customer to make recommendations on the conservation of electricity within their facility.

4. **Administration:**

- The 2013 Neighborhood College was hosted at the Hagerstown Light Department. Utility and Public Works functions were presented to the group.
- Staff met with the Town of Thurmont to discuss our present Wholesale Purchase Power Contract and the steps we will take to move past year 2015.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 14, 2013	5.73	0.00
Thursday, August 15, 2013	5.53	0.00
Friday, August 16, 2013	5.32	0.00
Saturday, August 17, 2013	5.10	0.00
Sunday, August 18, 2013	5.49	0.14
Monday, August 19, 2013	5.50	0.04
Tuesday, August 20, 2013	5.59	0.00
Weekly - Avg. Flow / Total Rainfall	5.46	0.18
Monthly - Avg. Flow / Total Rainfall	5.53	2.12

Miscellaneous

- Maintenance replaced the weir plates in all modules of filter cells 1 and 7 then placed the units back in service.
- Mini lab pH meter printer is back in service.
- The Pista Grit #2 is out of service until further notice. Maintenance found the entire lower bearing housing was severely worn away.
- No major projects this week

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
Flushing	18,19	9,193		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	14	1	Broken Pipe	14.5
Manholes	1,15,22	7	I&I and Structure Repair	50.5 V.F

Collection System Maintenance Task

- Exercised emergency Generators and dropped Bio-Bags in manholes to control FOG.
- Removed flow meters from manhole 08013, 08014 and reinstalled in manhole 08001 and 07094.
- Hauled scrap metal to conservit.
- Station 24; new controls are online.
- Blockage at 1130 Kuhn Avenue, 833 Dewey Ave, 414 George St, and 133 Broadway no conflict with public sewer.
- Broke hydraulic hose on 528 on Virginia Avenue, spread stay dry on road, CMG made repair.
- Adjusted pump-off float at station 12 up inches (hung on ledge), shop cleanup.
- Confirmed pump operation at 11002 Eastwood Dr, test was ok, 1531 Woodlands Run, responded to alarm; had to replace the pump core.
- Epoxy coated bench in manhole 01201.
- Excavated main at 25 Burhans BLVD for broken pipe; replaced 14 feet.
- Painted walls and bench in manholes 15072 and 15073 with SEL-80 Epoxy.
- Power washed manholes 15075 and 15076, grouted walls in 15075.
- Installed 1.5" manhole riser in manhole 22192. Restocked unit 526 with gas and fittings.
- Completed epoxy work in flow channel of manhole 01207.
- Delivered Unit 508 to CMG for DOT inspection and 593 for B maintenance.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	5	2	1	0	0	7	15
YTD	52	36	9	7	8	40	157

* 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 performed engineering reviews and evaluations for the Washington County Division of Public Works and the contractor - Milani Construction, regarding wastewater collection system issues and materials submittals for the Robinwood corridor improvement project.
- Staff performed engineering assessments on video, drawings, and other data for wastewater collection system infrastructure in Wastewater District 21 to determine segments to be prioritized for repair, rehabilitation or replacement with a focus on Inflow/Infiltration and structural defects such as fractures. Staff analyzed flow meter data collected in Wastewater District 8.

Wastewater Laboratory

- A sampler was set at Hagerstown Bookbinding Printing Co. to monitor the company's discharge into our system.
- Gary Palmer was just scheduled to have knee surgery the beginning of September. Following that he will be off work for a few weeks.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
8/14/13	11.81		11.81
8/15/13	11.94		11.94
8/16/13	11.78		11.78
8/17/13	11.66		11.66
8/18/13	11.34		11.34
8/19/13	11.87		11.87
8/20/13	12.27		12.27
Average			11.81

Water Production at RC Willson

- *Operations*
 - Completing routine PMs.
 - Running Trac-Vacs
- *Maintenance*
 - R C Willson – Performing routine PMs.

- Instrumentation

- R C Willson – Fixed fluoride probe and changed turbidity head unit.
- Pump Stations – Completed new communications at Orchard Hills and Mack Tanks.
- Pump Stations – Completed installation of receptacles and lights in the vaults of Orchard Hills and Mack Tanks

Water Production at Breichner

- The Edgemont Reservoir is currently at -7.6'; 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. We are doing two 16x8 taps on Morning Glory Lane.

Laboratory

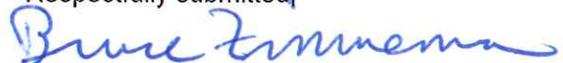
- A new line tested at the Bester Elementary School was cleared to put in service.
- Lower chlorine residuals were found at one of the outer reaches of our system. Distribution was notified and it was flushed.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		3
Preliminary Plat		1
Building Permit	6	

- Staff performed routine inspections on construction projects associated with the distribution system and fielded calls regarding potable water service.
- Staff attended seminars on how to analyze a water plant and distribution system for the best opportunities to achieve energy and process related savings, and the long-term cost, operational, and environmental benefits of system investments as well as Funding Infrastructure Investments with Guaranteed Performance.

Respectfully submitted,



Bruce Zimmerman
City Administrator