



CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT No. 43

October 24, 2008

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

❖❖ OCTOBER 2008 ❖❖						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 8 am Market In The Square	3	4 5 am Fall Festival @ City Market
5	6	7 4 pm Work Session	8	9	10 7 pm Haunted Hager House Tours @ City Park	11 5 am Fall Festival @ City Market 7 am Community Yard Sale @ Fairgrounds Park Stables 1 pm Harvest Hoedown @ Fairgrounds Park 7 pm Haunted Hager House Tours @ City Park
12	13	14 4 pm Work Session	15	16 8 am Harvest Market In The Square	17 7 pm Haunted Hager House Tours @ City Park	18 5 am Fall Festival @ City Market 7 pm Haunted Hager House Tours @ City Park
19	20	21 4 pm Work Session	22	23	24 7 pm Haunted Hager House Tours @ City Park 7 pm Downtown Ghost Tours	25 5 am Fall Festival @ City Market
26 7 pm Haunted Hager House Tours @ City Park	27 7 pm Haunted Hager House Tours @ City Park	28 7 pm Regular Session	29	30 7 pm Witchcraft @ City Park	31 6 pm - 8 pm City Wide Trick- Or-Treat	

COMMUNITY AFFAIRS

1. **DOWNTOWN HOLIDAY OPEN HOUSE.** Staff is working with downtown businesses on the Downtown Holiday Open House which will be held on December 4-7, 2008.
2. **VETERANS TRIP.** On Wednesday, October 22, the City of Hagerstown hosted a Veterans Trip to the World War II Memorial in Washington DC. A total of 90 veterans and helpers went and it was very successful. Thanks to a number of sponsors, helpers and City staff.
3. **WESTERN MARYLAND BLUES FEST.** The Western Maryland Blues Fest Committee is gearing up for the 2009 Event. Currently they are seeking submission for the Visual Arts to create the theme and poster work for the Blues Fest.
4. **DOWNTOWN GHOST TOURS.** Downtown Ghost Tours will take place on Friday, October 24, 2008. All tours begin and end at the Washington County Free Library. Hayride tours are available at 7 p.m., 8 p.m. 9 p.m. for \$10 per seat. Walking Tours are available at 7 p.m., 7:30 p.m., 8 p.m. and 8:30 p.m.. Price of the walking tours are \$3 for adults and \$1 for children ages 6-12. Reservations and fee required in advance.
5. **COMMUNICATIONS TO CITIZENS AND VISITORS**
 - Press releases written and distributed to the media: Traffic Advisory for Jonathan & Bethel Streets
 - Latest *Request for Proposals* are available at hagerstownmd.org/rfp.asp

COMMUNITY DEVELOPMENT

1. **Single Family Rehabilitation**
 - A state rehabilitation loan and lead paint grant were approved for the owner of 60 Wayside Ave.
 - A lead paint grant was approved for the owner of 120 Fairground Ave.
2. **Neighborhoods 1st.** The monthly Network Meeting for all Neighborhoods 1st groups was held on Monday. Information was shared about HPD's upcoming Citizen's Police Academy and impending zoning changes. Glow Bracelets were distributed for use on Halloween. Groups throughout the City will offer the bracelets to Trick or Treaters to promote safety and visibility.
3. **Maryland Neighborhood Conservation Initiative**
 - NCI is part of the recently enacted \$390B federal program aimed at assisting communities impacted by housing foreclosures. The State received almost \$29M to assist those communities which were not provided funds directly from HUD. Late last Friday, the guidelines for applying for funding under the Maryland program were released.
 - Because of the short window for using the funds contained in the legislation, the State has placed a very aggressive schedule in place for applying for funds. Preliminary applications are due by noon on November 5. Preliminary applications are to identify the *proposed* NCI target areas; describe *proposed* housing investment strategies; and, other *proposed* neighborhood investment.
 - These applications are to assist the State in preparing an amendment to the Action Plan submitted to HUD. Additionally, only those jurisdiction who file a preliminary application will be eligible to apply for grant consideration in Phase II.
 - The staff proposed NCI area is bordered on the east by Cleveland Avenue; Memorial Avenue on the South; the railroad tracks on the north and the west would follow the boundaries of census tracts 3.02 and 9.
 - Staff has identified three potential uses for funds under the program:
 - Acquisition and rehabilitation of foreclosed units
 - Acquisition and conversion of single family units converted to multi-family units back to single family units.
 - Develop amenities designed to make effective neighborhoods attractive to homebuyers.Copies of the draft phase I application will be provided to Mayor and Council prior to submission.

ECONOMIC DEVELOPMENT

1. **Be At The Center Of It All.** The Be At The Center Of It All quarterly information meeting was held at the newly opened Academy Theatre, Banquet & Conference center located in the Central Parking Lot. This facility was the former Tusing Warehouse. Approximately 85 people attended this meeting and met the owners of the property, Milton Stamper and Mike Guessford, who spoke and gave a tour of the new building. The Mayor and Council's vision is for a revitalized downtown and the renovation of this property is a significant step towards realizing this goal.

ENGINEERING & CODE ADMINISTRATION

1. **Alley #3-38** While reconstructing the pavement of Alley #3-38 (north of East Baltimore Street and west of South Mulberry Street), the City encountered a portion of an unmarked grave marker and possible human remains. No name was found and it is estimated the headstone is from the 18th century. This current burial site is in Alley #3-38 immediately south and adjacent the St. John's Episcopal Cemetery located on the west side of the 100 block of South Mulberry Street (State Tax map 312, Parcel 446). The City is requesting authorization from the State's Attorney to relocate the remains to a permanent cemetery that provides perpetual care.
2. **Jonathan Street** The Water & Sewer staff continues to make good progress with the water and sanitary sewer replacement. Beginning Monday, they will be in the intersection at Bethel Street for about two weeks. This causes the next phase of traffic control to be implemented where the private alley west of Jonathan Street will be open to the public and Bethel Street will be made two-way east of Jonathan Street.
3. **Eastern Boulevard** The outside lanes are open to traffic. Work is progressing well on the center section, and median curbs should be placed next week.
4. **Street Trees** We are advertising this project this week, with an expected budget of about \$75,000. This will include a second year maintenance, and we are obtaining an alternate bid to plant larger 2-1/2" to 3" caliper trees instead of the normal 1-3/4" to 2" caliper.
5. **Valley Road Stream Restoration** The contractor continues work on this State-mandated supplemental environment project funded by the sewer fund. The dead trees and invasive species were removed and the stream restoration is about 50% complete. A gravel trail (connecting the Hamilton Run Trail to the Fairgrounds) will then be installed and the work should be complete by around Thanksgiving. The "before" and "after" on this project will be remarkable, and this natural area will definitely be yet another enhancement to Fairgrounds Park.
6. **Code Administration**
 - **Condemned Properties.** 732-734 West Washington Street - three units with no heat source, property owner Joan Rigault has electricians scheduled to correct the problem within the next two weeks.
 - **Abatements.** 15-17 Elizabeth Street - for overgrown grass/weeds, owner is Gary Craft, \$200 fine was issued along with being charged for the abatement work.

INFORMATION TECHNOLOGY

1. **MUNIS PHASE 1A IMPLEMENTATION:** The second week of system training on Invoice Processing was completed. Phase 1A Team and MUNIS staff met throughout the week doing additional tweaking to processes and system use. The week of 10/27 will complete our staff training with instruction on Journal Entry as well as a "soup-to-nuts" training on the Requisition process. Two half day training session for Manager's will round out the week. There will also be open lab time during the week, and we encourage staff to attend and fine tune their knowledge. The City's Intranet page will be a major repository of MUNIS information and should be a resource to all staff as we continue with the implementation. Production date for this first phase is Monday, November 3rd.
2. **NOVELL TO MICROSOFT MIGRATION:** We will flip the switch on the Microsoft Exchange / Outlook email system on Monday, October 27 for staff use. As of that day, Groupwise will not be accepting mail and should not be used. The web access of email will transfer to Microsoft web access. If any staff did not receive the email of 10/23 concerning access to the Web email system please let IT know via the Help Desk @ Ext. 333.
3. **CITY TECHNOLOGY TO BE FEATURED AT MAJOR INDUSTRY EXPO IN MAY, 2009:** The City's use of technology to manage their PC technology will be featured at the Interop Technology Exposition on May 17-22 in Las Vegas, NV. Scott Nicewarner will be a featured speaker during a symposium on the use of technology among municipalities throughout the US during challenging economic times. Interop is the leading global business technology event currently being held.

PARKS DEPARTMENT

1. **End of Park Season** - We are in the process of winterizing the park facilities - turning off water, disconnecting and blowing out pipes. To date, all of our parks have been completed except Fairgrounds Park. We recently began winterizing Potterfield Pool. After the Hagerstown Suns hold their last event of this year on October 25, we will winterize the Municipal Stadium.
2. **Fairgrounds Park Entrance Building/Gatehouse** - Painting the trim continues; this job is now 60% complete.
3. **Hagerstown Greens at Hamilton Run** - The new cart path around #5 tee and greens was blacktopped this week.
4. **Tree Maintenance** - Throughout all our parks and the golf course, we are elevating and removing dead limbs.
5. **Program Open Space** - We received notice from the State Board of Public Works that the projects listed below have been approved for POS funds. Each requires a 10% local match.

Fairgrounds Park Soccer Irrigation	\$55,000
Pangborn Park Upgrade Restroom	\$40,000
Mills Park Play Equipment	\$13,333
Benches, Picnic Tables & Trash Receptacles	\$11,111

The play equipment has already been installed at Mills Park (to replace equipment removed that was set on fire by vandals back in February). As soon as the building permit is approved, our crews will begin upgrading the restroom at Pangborn Park. The upgrade will include a new roof, new windows and exterior doors. We will also totally demolish the interior and replace all plumbing, fixtures, electric, partitions and stall doors. Bids have already been received by the Engineering Department to install an irrigation system on all three soccer fields at Fairgrounds Park for approximately \$85,000. POS approved \$55,000 for this project; we have submitted a request to Jim Sterling, POS Liaison, to redirect funds from baby pool amenities to cover the \$30,000 shortage. Plans are to start this project in December. Request for Bids for the park benches, picnic tables and trash receptacles will be processed as time allows.

PLANNING DEPARTMENT

1. **Zoning Certificates Issued For New Businesses:**
 - 12818-A Shank Farm Way - Green Turtle - restaurant.
 - 12813-A Shank Farm Way - Stone House Cleaners - pick-up, drop-off only dry cleaning business.
 - 542 Salem Avenue - Luis A. Vega Peres - home office for residential and commercial cleaning business.
 - 12813-F Shank Farm Way - Subway restaurant.
2. **Planning Commission:** The Planning Commission reviewed the following cases on October 22:
 - Public Review Meeting: Text Amendments for Downtown Mixed-Use District; Neighborhood Mixed-Use District; and Industrial Mixed-Use District.
 - Public Review Meeting: Comprehensive Rezoning - Phase I.
 - Public Review Meeting: Almshouse Landmark Designation.
 - Kirkpatrick Rezoning - recommended approval of rezoning request to Mayor and Council.
 - House Bill 1141 - discussion about joint meeting with Washington County Planning Commission.
 - Quitclaim Request for a portion of Alley #1-6 - recommended that the Mayor and Council approve the quitclaim request.
3. **Historic District Commission:** The HDC reviewed the following cases on October 23:
 - Approved twelve applications for Civil War Trails Markers at various locations in the downtown.
 - 131 South Prospect Street - Jennifer Fettig - approved modified application for fences and gates.
 - 715 Potomac Ave - Victor Campbell - replace front window. This application was withdrawn by the applicant.
 - 125 West Washington Street - Juanita Gray - lighting. This application was withdrawn by the applicants.
4. **Appeal Victory:** The Planning Department has received the decision of the Court of Special Appeals in "Yeado vs. City of Hagerstown", in which a property owner knowingly made changes to his property on Oak Hill Avenue without PDDC review and approval. The PDDC (now known as the Historic District Commission) denied Mr. Yeado's request for "after the fact" approval and directed him to bring the property into compliance. Mr. Yeado appealed to Circuit Court and failed to get the decision overturned, and then appealed to the Court of Special Appeals with the same result. We thank Mr. Nairn of our legal team for his successful defense of the City in this case.

RECREATION DEPARTMENT

1. HAGER HOUSE AND STEAM ENGINE 202 UPDATE

- Tours: Visitation continues to be steady at both sites with a particular good turn out thus far for the first two weeks of The Haunted Hager House Tours. The Hager House will also host a group of students from St. Mary's Catholic School on Friday.
- Hager House Programs and Events: Staff is pleased by the attendance so far for the Haunted Hager House tours moving into this last week 246 people have taken this special tour. Staff has spent time this week putting the last touches on the "Witchcraft" lecture to be presented Thursday, October 30. Also time has been spent creating a manual of special tour set up and procedures and completing a children's book to be printed in the near future.
- Railroad Museum at City Park: Staff is very pleased with the season we have had moving into the final weekend. Much time has been spent this week finishing preparations for the "End of Season" event to be held this weekend October 25th and 26th. Staff is pleased this will be the best attended season for the facility to date

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. Problem Areas. Recent call-outs included:

- Thu. 10/16 - Various (reconnect for non-payment). Time Out: 18.0-18.5
- Fri. 10/17 - 575 Dunn Irvin Avenue. Total outage; replaced (1) 10T fuse. Time Out: 17.8-18.6
- Sat. 10/18 - 1028 Rose Hill Avenue. Lines down; found guy wire broken at pole, re-attached service and sleeved guy. Time Out: 10.0-11.2
- Tue. 10/21 - Various (reconnect for non-payment). Time Out: 17.7-18.5
- Guilford Avenue & West Howard Street. Lines sparking; replaced damaged insulator. Time Out: 20.4-21.5

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
29	0	2	0

2. Engineering Staff worked on the following projects:

- The Staff Engineer began designing the upgrades at Mitchell substation. The upgrade will improve the reliability for the area and provide faster communication with our SCADA in the upcoming years.
- The Electrical Engineer reviewed and revised sections of the Streetlight and Electric Service manuals. These revisions will be added to the list for the 2009 Customer Ways Manual.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
10/16/08	10.45		10.45
10/17/08	10.52		10.52
10/18/08	10.02		10.02
10/19/08	10.16		10.16
10/20/08	10.77		10.77
10/21/08	10.47		10.47
10/22/08	10.56		10.56
Average			10.42

Water Production at RC Willson

- The Willson Plant continues to operate efficiently; water temperature is 63 degrees.
- The instrumentation crew is working on the installation of a new graphic chart recorder and flow meter at Pump Station #2. They have also been working on heaters at multiple locations.

Water Distribution

- This past week crews worked throughout the system performing a variety of customer service duties. The water main is installed on Tammany Manor Drive and has passed the pressure & bac-t tests and service changeovers will be completed this week. Also, the water department is working on Jonathan St. main replacement and has installed over 320' of new 16" water line. The large meter testing a repair programs continue to go well and we are planning to install approximately 1200 new radio read meters in the Cross Creek and South Pointe areas. We repaired a leak on Sycamore St. and continue to work on street overlay, meter reading and new service installation.

Laboratory

- Manganese levels in the Edgemont supply remain seasonally high at 1.1mg/l. The hydrogen sulfide odor (rotten egg) has been greatly reduced. It was recommended that the discharge lines be heavily flushed.

Engineering

Reviews:	City	County
<u>Water</u>		
Building Permits	4	

<u>WASTEWATER DIVISION</u>

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 15, 2008	5.05	0.00
Thursday, October 16, 2008	4.97	0.00
Friday, October 17, 2008	4.88	0.00
Saturday, October 18, 2008	4.83	0.00
Sunday, October 19, 2008	4.87	0.00
Monday, October 20, 2008	5.02	0.00
Tuesday, October 21, 2008	4.91	0.00
Weekly Average/Total	4.93	0.00
Monthly Average/Total	5.05	0.00
Yearly Average/Total	7.38	35.04

- The Wastewater Treatment Plant continues to operate efficiently; all parameters are within MDE compliance specifications. Plant Flows are at their lowest levels for the year.

Activity	Districts	Linear Feet of Main	Feet of Lateral	# of Later Inspections
Closed Circuit TV Inspections	5, 8	614	415	27
Flushing	11, 12	9,055		
Point Repairs		# of Repairs	Reason	Linear Feet of Repair
Main & Lateral	8	Jonathan Street	I & I	117
Manholes	8	2-Jonathan Street	I & I	26.49 VF

- Collection System crews continue working on the sewer pipe replacement of the Jonathan Street Project.

Laboratory

- MDE requirements for certain parameter testing in the lab have been changed dramatically. We are working diligently to implement the additional testing requirements.

Administration

- Met with Black & Veatch to discuss Collection System Rehabilitation & Salem Avenue projects, both projects are listed on the Intended-Use Plan (IUP) with MDE for funding in 2009.

Sewer Reviews:	City	County
Simplified Plat	1	
Building Permits	2	
Sewer Permits	1	

<p>City of Hagerstown Strategic Plan - Focus on the Quality of Life in Hagerstown</p>
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Respectfully submitted,

Bruce J. Zimmerman
City Administrator