



City of Hagerstown, Maryland Status & Information Report No. 9 for 2009

March 6, 2009

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

❖❖ MARCH 2009 ❖❖						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Meeting 7 pm State of the City @ MD Theatre	4	5 7:30 Cabin Fever Blues Bash @ MD Theatre	6	7
8	9	10 Primary Election No Meeting	11	12	13	14
15	16	17 4 pm Work Session	18	19 7 pm Utility Relief Silent Auction @ Hagerstown Hotel and Conference Center	20	21
22	23	24 4 pm Work Session	25	26	27	28
29	30	31 7 pm Regular Session				

COMMUNITY AFFAIRS

- STATE OF THE CITY.** More than 110 people attended the State of the City on Tuesday, March 3 from 7pm-8pm
- BLUES BASH.** Cabin Fever Blues Bash took place on Thursday March 5 from 6:30 p.m. to 10 p.m. Blues Bash is the kick off for the Western Maryland Blues Fest. The event was well attended by 500 sponsors and additionally 250 individual tickets were sold.
- GRAND OPENING.** Potomac Bridals at 20 Public Square had their grand opening on Wednesday, March 4th at 4 pm.
- COMMUNICATIONS TO CITIZENS & VISITORS**
 - The Popular Annual Report is available online at <http://www.hagerstownmd.org/Finance/pafr.asp>
 - The latest Request for Proposals are available online at <http://www.hagerstownmd.org/rfp.asp>

ECONOMIC DEVELOPMENT

- Downtown Opportunity:** On April 24th the Barbara Ingram School for the Arts "Taking Flight" Civic Art Program will unveil 30 artist-rendered butterflies in downtown Hagerstown. The butterfly sculptures will be unveiled and celebrated one at a time. Sculpture locations will be marked on a map that will be made available for residents and visitors to use between April 24 and June 20 as a walking art tour. We expect that downtown will see weekend visitors who come specifically for the sculptures, and want to make this a positive event for downtown businesses as well. Downtown businesses will have an opportunity to have a coupon placed on the map to entice visitors to their stores and restaurants. We are also suggesting that businesses remain open during the festivities on April 24th.

2. **Spring Cleaning Sale:** Staff is assisting with a Spring Cleaning Sale with the Uptown Shoppes and Hoffman Clothiers scheduled for March 19th thru March 21st. Postcards have been developed and will be mailed out this week to each store's mailing list.
3. **Reminder:** The Meeting of Creative Minds will be held next Thursday, March 12th from 6-8 p.m. at the Academy Theater, Banquet & Conference Center. Soup and salad will be provided. This is an opportunity for the Hagerstown Arts & Entertainment District Management Team to collect input from artists in all fields as to how we can help them better practice, develop or promote their craft in downtown Hagerstown.

ENGINEERING & CODE ADMINISTRATION

1. **Update on Vacant Structure Licensing**
 - During February, 44 renewal applications for a vacant structure license were mailed to property owners of vacant commercial properties in the downtown C3 zoning district. To date, seven completed applications have been returned. Over the past month, exterior inspections have been completed on 40 vacant commercial structures and results are being mailed to owners.
 - Additionally, 62 renewal applications have been mailed to owners of vacant residential properties throughout the City. 18 additional renewal applications will be mailed to property owners on the anniversary date of their 2008 registration. 31 properties have had exterior inspections completed over the past month, with results now being mailed.
 - Staff are researching for additional properties that meet the City standard for inclusion in the Vacant Structure Licensing Program and applications will be sent to qualifying properties.
2. **Jonathan Street** The Water Department will resume work next week (March 9th). Work will begin in the intersection of Jonathan Street at Church Street. The contractor will start work in mid/late March.
3. **County Bus Transfer Project** The County applied for a demolition permit for 149 West Franklin Street, and they plan to start demolition the week of March 23rd.
4. **Butterflies** Staff met with representatives from the Board of Education to discuss the installation of butterfly sculptures in the Arts & Entertainment District. The sculptures are being placed in anticipation of the grand opening of the Barbara Ingram School for the Arts.
5. **Art Museum Expansion** Greg Deike attended the Washington County Museum of Fine Arts Building Committee meeting on March 4th. The contracted architects Murphy & Dittenhafer presented two final schemes of design for the courtyard skylight/roof based on earlier committee comments. Scheme two was overwhelmingly approved with concerns about HVAC location, structural supports, and cost. Scheme two is basically a glass pyramid type shape with a short ridge instead of a point. Murphy & Dittenhafer will proceed refining the design and finding answers to committee concerns along with developing a cost estimate.
6. **Mills Park Survey** As a follow-up to Council's direction, staff will deliver surveys on March 11th to the residents within easy walking distance to the Park. This survey will attempt to get citizen input on what future amenities they would like in this neighborhood park. The follow-up report will be presented to Council this summer.

FIRE DEPARTMENT

1. **Antietam Academy** – Monday morning during a two hour weather delay a worker was using a torch to repair some pipes in between a wall at the Antietam Academy. At some point he noticed smoke and tried to get to the other side of the wall which was a storage space. Unfortunately this door was locked and it appears there may have been some wasted time in notifying us of the fire.

When HFD was dispatched it was to a storage building on fire and to enter off Maryland Avenue. Because of our fast response most of our apparatus had committed to Maryland Avenue before we found out exactly where the fire was and a Funkstown engine and Halfway ladder truck ended up in front of the building. By this time heavy smoke had filled the building and because of wind direction and speed it took knocking out windows on both sides of the building and cutting a whole in the roof to properly ventilate the school.

We were able to limit fire damage to a very small area but in that area was all the electrical, telephone and other wiring for the whole building. Also the rest of the school suffered extensive smoke damage.

Our Fire Marshal has inspected the Hagerstown Grace Church at 837 Spruce Street which may be the temporary home for school.

HUMAN RESOURCES

1. **Employee Training Classes:** This month was a busy training month. We offered refresher training for Performance Reviews and updated guidelines for Family and Medical Leave (FMLA). Training will continue this month.
2. **HIP Award:** A HIP award was presented to Mark Holtzman from HPD for his efforts in getting a box truck donated to the City for the Forensics team to use for investigations.

PARKS DEPARTMENT

1. **Pangborn Park Restrooms** – Being funded by POS, this project will be completed this week with the exception of painting the exterior which will be completed when weather permits.
2. **Hellane Park Play Equipment** – Also a POS project, installation of replacement play equipment at Hellane Park will be completed this week. We will then compile all costs and submit a Request for Reimbursement from the State.
3. **Park Circle Fountain** – To be funded by CDBG, we started laying block for the foundation.
4. **Municipal Stadium** – We continue to prepare for the Hagerstown Suns' April 13 opening day – minor building maintenance, bleacher repair, repairing decks and fencing, etc.
5. **Fairgrounds Park Irrigation** – Another POS project, installation of the irrigation system for all three soccer fields is nearly complete. The contractor needs to add topsoil to the open ditches; we will then fertilize and seed the areas. When weather permits, we will turn the water on and the contractor will return to check the system to see if it is working properly. They will explain to Parks staff the different control panels and zoning areas, start-up, winterization, minor maintenance repairs, etc.

PLANNING DEPARTMENT

1. **New Development Cases:**
 - 570 Northern Avenue - Meineke - auto repair.
 - 431 Dual Highway (Venice Inn) - Roger Hooper - temporary auction.
2. **Planning Commission:** The Planning Commission will review and discuss the following on March 11:
 - Groh Parking Lot Improvements - 851-881 Pennsylvania Avenue - site plan and forest conservation plan.
 - Amendments to Commercial Districts - Revised Text.
3. **Historic District Commission:** The HDC will review the following on March 12:
 - 826 The Terrace - Karl Sanford - air conditioning compressor.
 - 457 North Potomac Street - Brian McKoy/Revest, LLC - alterations.
 - Workshop: 65-67 West Franklin Street - Nader Daneshzadeh - bay windows.
 - Workshop: 9-11 West Antietam Street - Mike Deming and John Lestitian - structural issues.
4. **Board of Zoning Appeals:** The BZA is scheduled to hear the following cases on March 18:
 - 451 East First Street - Heidi Phillips - variance to reduce the front yard setback on East First Street from 25 feet to 0 feet and to reduce the front yard setback on Oak Street for a fence over three feet high within 25 feet of an intersection to 0 feet.
 - 161 Brynwood Street - Donny Ravas, t/a Dr. Designs - special exception for a home occupation for a home office.
 - 539-541 George Street - The Salvation Army of Hagerstown - variance to reduce the front yard setback from 25 feet to 10 feet to construct a community center, and for a special exception for a community center.
 - 360 South Burhans Boulevard - Charles Mazingo, t/a The Train Room - variance to reduce the side yard setback from 25 feet to 17 feet to construct an addition .
5. **Beautification Advisory Committee:** The Committee met on March 4th and reviewed the following projects:
 - *Adopt-A-Planter:* 15 planters will be ready for delivery to the downtown participants in the first week of May. There will be a planting demonstration at MayMart.
 - *Highlight Hagerstown:* discussed ideas for raising the profile of this activity in the community. An alternative venue to target a larger audience is desired.
 - *Tree Seedling Project:* exploration of tree seedling project with school system.

6. **MML/MACO Meeting:** Staff will travel to Annapolis with the County Planning Director on March 6th for a joint MML/MACO meeting on the pending planning-related bills in the State legislature.

PUBLIC WORKS

1. **EHC Mural Removal:** March 16, 2009 is the tentative schedule to begin removing the mural from the Elizabeth Hager Center. It is expected to take approximately one week barring any complications.
2. **Parking System Supervisor:** Jason Rodgers began work on February 23, 2009, as the city's new Parking System Supervisor. The plan is to place the parking decks, surface lots and eventually enforcement under one roof per se. Jason has already tackled some smaller issues at the A & E Deck, the N. Potomac St. Deck and is already working with some downtown businesses on their parking needs.
3. **Modified Parking Spaces:** As noted in an earlier report, the bus and RV designated parking in the Central Lot was changed to single, permit only parking spaces. City Hall employees were asked to utilize these new, permit spaces so that metered parking spaces formerly used by employees could be available to the general public. The metered spaces are now available to the general public. We thank those City Hall employees who have cooperated by parking in the new spaces.
4. **Butterfly Placement:** The Public Works staff continues to meet with city staff, county staff and BOE staff on the placement of the butterfly monuments being used as a fund raiser for the Barbara Ingram School for the Arts. The 30 butterflies will be set and revealed in late April. The BOE, county and city will evenly divide the monuments with each group placing 10 each.

RECREATION DEPARTMENT

1. **HAGER HOUSE PROGRAMS AND EVENTS:**
 - Tours: Staff is pleased to note that bookings for tours of the Hager House for the upcoming season are coming at a record pace. This week five group tours were scheduled.
 - Hager House Programs and Events:
 - Staff assisted with preparations for the State of the City event and worked cooperatively with the Community Affairs Department to assist with information distribution for upcoming City sponsored events.
 - Completing the annual inventory and researching programs and grant options for the upcoming season.
 - The newly printed calendar of events was finalized and staff is inserting them in brochures for distribution.
 - Railroad Museum at City Park: This week staff met to set in motion the preparations for the 2009 season. We are pleased to announce the addition of a Thomas the Tank Engine themed event this year. Staff hopes that the two cabooses open for display will be cosmetically restored with a more historically accurate paint scheme and proper markings by the opening of the 2009 season in May. Preliminary plans have also been set in motion for the creation of a "Friends of the 202" group if public interest is strong.
 - Maintenance: With Spring approaching, maintenance preparations are underway at both historic sites. Staff at the Hager House will over the next couple of weeks do some cosmetic touch ups to trim and baseboards in the founder's home. Also, preparations are underway to till the gardens for planting.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call outs included:
Fri. 2/27 - 919 Chestnut Street. Partial outage; checked voltage and all connections, found no problems. Informed customer an electrician would have to make internal equipment repairs. (Charge).
Time Out: 21.1-21.6

- Sat. 2/28- 206 Bryan Place. Miss Utility emergency locate for plumbing contractor; informed crew on site area was clear. Time Out: 7.4-7.9
- Tue. 3/3 - 265 South Prospect Street (2-F). Total outage; reconnected service per Billing Office. Time Out: 16.8-17.5
- 453 West Antietam Street (Apt. #11). Total outage; breaker reset, power restored (Charge to landlord). Time Out: 23.9-0.8

2. **Distribution.** Recent activity included:

- Transformers in place and metering installed this week at the Barbara Ingram School for the Arts.
- Metering Department received two high bill complaints this week. Upon testing, found both met Public Service Commission guidelines.
- Spanish classes continue with several Light Department employees in attendance.
- Several service upgrades were completed this week by the Line Department.
- Tree trimming continues in various residential areas.
- Line maintenance work continues in various locations.
- Jones Substation maintenance and feeder inspection continues.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
17	0	3	4

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

- The Staff Engineer is working on recoordination of our relays in the substations. The new settings will reduce the amount of damage on the equipment caused by squirrels and other animals.
- The Electrical Engineer evaluated the bids for the fiber optic cable and materials. The cable and materials will be installed to our substations for SCADA communications.
- Several new electric service designs, existing electric service relocations, and existing electric service upgrades have been completed.

WATER DIVISION

Water Production at RC Willson

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
02/26/09	10.90		10.90
02/27/09	10.41		10.41
02/28/09	10.67		10.67
03/01/09	11.63		11.63
03/02/09	11.18		11.18
03/03/09	10.70		10.70
03/04/09	11.31		11.31
Average			10.97

- The flows for this week are estimated due to a faulty flow meter on the west transmission main (scheduled for replacement).
- Willson continues to operate well; water temperature is currently 41 degrees.
- The instrumentation and maintenance crews continue working on the installation of a new pump/motor at Pump Station #3.
- The instrumentation crew is also working on the relocation of the PLC (programmable logic controller) at Pump Station #4.

Water Production at Breichner

- The Edgemont Reservoir is currently at -5.9'; the bypass is open one turn and the hydrant is closed. The Breichner Plant was run on 02/27 in an effort to turn the clearwell over.

Water Distribution

- This past week crews worked on Tammany Manor Drive installing the new 8" water line along with the installation of fire hydrants. The main has been installed from Donelson Drive to Stuart Drive and we will be testing it this week. Crews continue to perform customer service related duties throughout the system and work on meter settings, meter reading and meter exchanges. We are also starting the Jonathan Street project this coming week.

Laboratory

- THM/HAA data was sent to Hazen and Sawyer for the previous three quarters in 2008 and the first quarter of this year in an effort to determine Stage 2 sample sites.
- Performance testing evaluation samples for microbial analysis of potable and ambient waters were completed Thursday. The results will be submitted to the PT providers.

Engineering

Reviews:

Site Plan	2
Simplified Plat	1
Building Permits	5

- Staff met with City consultants and contractors on the West End Tanks I & II projects.
- Staff met with City consultants on the R. C. Willson Transmission Mains design project.
- Staff attended the Jonathan Street pre-construction meeting at the Engineering Department.
- Staff attended a local Planning Committee meeting at the Washington County Sheriff's Department.
- Staff attended a GIS pre-bid meeting with vendors.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 25, 2009	5.31	0.00
Thursday, February 26, 2009	5.31	0.07
Friday, February 27, 2009	5.52	0.00
Saturday, February 28, 2009	5.27	0.00
Sunday, March 1, 2009	5.35	0.05
Monday, March 2, 2009	5.57	0.00
Tuesday, March 3, 2009	5.52	0.00
Weekly Average/Total	5.41	0.12
Monthly Average/Total	5.45	0.05
Yearly Average/Total	6.16	2.13

- The Wastewater Treatment Plant continues to operate efficiently; all parameters are within MDE compliance specifications. Maintenance crews completed 57 corrective and 39 preventative maintenance work orders.
- Tier II Chemical Report completed and mailed to EPA.

Activity	Districts	Linear Feet of Main	Feet of Lateral	# of Lateral Inspections

