



City of Hagerstown, Maryland Status & Information Report No. 13 for 2012

March 30, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

APRIL 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Meeting	4	5 Suns Opening Day (Game at 7:05 pm)	6 HOLIDAY City Offices Closed	7 8am Spring into Easter at the Market
8	9	10 4 pm Work Session	11	12	13	14
15	16	17 3 pm Joint Meeting w/Delegation 4pm Work Session	18	19	20	21
22	23	24 1pm Earth Day Celebration @ University Plaza 7pm Regular Session	25	26	27 10am Arbor Day Celebration @ Golf Course Club House	28 9am-2pm Faire on the Square
29	30					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **March 28, 2012:** City Staff coordinated a SBA sponsored Minority and Women Owned Business Program and held the second event, in a series running through August 2012, for City entrepreneurs and businesses that are 51% owned by a woman or a minority. Held at the Bridge of Life Church, the event featured a social media marketing expert presenting tips for using social media in marketing. A total of 29 people registered and 25 attended. This series of events is held on the last Wednesday of each month.
2. **Grand Openings:** The grand opening for SPIN located at 43 S. Potomac St. in City Center is slated for 10:30 a.m. on April 10th. City staff will also be scheduling the next grand opening with the Hagerstown's Children's Theater now at the Academy Theater.
3. **April Events:**
 - ▶ **April 21st - Shepherd University Art Show in City Center:** Shepherd University will be hosting an art show in City Center on April 21st from 5 p.m. to 9 p.m. in a variety of places. Also that evening the MSO will be performing at the Maryland Theatre, the Hagerstown's Children's Theatre will be having dinner and the play Oklahoma at Academy and the Washington County Playhouse will be doing a look back at all their performances.

- ▶ **April 24 - Earth Day:** The City's Earth Day Celebration will be held at University Plaza on Tuesday, April 24th at 1 p.m. Staff will be putting together an agenda and finalizing details.
- ▶ **April 27th - Arbor Day:** The City's Arbor Day Celebration will be held at the Hagerstown Greens Golf Course Club House on Friday, April 27th - National Arbor Day.
- ▶ **April 28th - Faire Off the Square:** The first Faire Off the Square Event will occur on Saturday, April 28 from 9 a.m. to 2 p.m. in the Elizabeth Hager Center. The Downtown Alliance is coordinating the event. The event will feature farmers and artisan vendors. It will be organized with a nonprofit each month. April's nonprofit is Easter Seals.
- ▶ **BISFA.** The Barbara Ingram School Art Foundation is also planning a sit down dinner fundraiser and auction at Leiters on the night of Saturday, April 28.

4. **CITY MARKET**

- Seasonal vendors will be coming back to City Market in the next two weeks, and we are getting ready for their return.
- Girl Scouts will be setting up for last weekend's at the Market. Staff is also getting set for Easter at the Market.
- Easter Bunny visits & Egghunt Egg-stravaganza will take place April 7th.

5. **FRANCHISE RENEWAL.** Staff met with Brian Lynch of Antietam Cable this week to discuss the process and to meet the team working on the renewal.

6. **HAGERSTOWN CITY NEWS**

- Watch the latest newsroom stories on air at the top of every hour on Hub City on 6 and online at www.hagerstownmd.org/citynewsroom.asp
- Latest Advisories and Releases are available online at www.hagerstownmd.org/Shared/cityNews.asp
- A listing of the latest events is available online at www.hagerstownmd.org/shared/calendarOfevents.asp
- City of Hagerstown job opportunities are posted online at www.hagerstownmd.org/Shared/JobOpenings.asp
- Subscribe to **City e-Newsletter** on city homepage.
- Some of this Week's Headlines and Media Releases:
 - ▶ Hagerstown Police Chief Announces Retirement
 - ▶ Enroll in Hagerstown's City College!
 - ▶ Golf Season in Full Swing!
 - ▶ Hydrant Flushing Schedule
 - ▶ Yard Waste Collection Advisory
 - ▶ Businesses Can Sponsor Blues Fest
- ▶ First Speed Cameras in School Zones

7. **HUB CITY ON 6 (CHANNEL 6)**

- Rebroadcast of the *State of the City* address is scheduled to air Saturday, Sunday, Monday and Wednesdays at 7 p.m.
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - ▶ Get Involved! Spring Recreation Leagues

- ▶ Speed Cameras Watching Out for Students
 - ▶ Hagerstown a Haven for History Lovers
 - ▶ State of the City: Unity is the Key
 - In production:
 - ▶ First Property Certified Under Crime-Free Housing Program
 - ▶ Take Advantage of Minority and Women-Owned Business Incentives
8. **WEBSITES** Departments are finalizing content for the new City of Hagerstown website. New site is currently scheduled to go live in mid-April.

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**
 - 125 East Franklin Street - Smith's Fugitive Recovery Team - home work station for a fugitive recovery service
 - 1200 Pennsylvania Avenue - EJ Fuller Youth Sports Camp - four-date football camp with accessory sales of T-shirts, cups to participants
2. **Historic District Commission:** The HDC reviewed and approved two cases on March 22:
 - 114 North Potomac Street - Oak Hill Interior Design, LLC - sign and grant
 - 826 The Terrace - Karl and Diane Sanford - fence
3. **Board of Zoning Appeals:** The BZA will hear the following cases on April 18:
 - 906 Rose Hill Avenue - Doy Clifford Sneckenberger - multiple variances for the purpose of resubdividing property
4. **Heritage Tourism:** The March 18 issue of the Herald-Mail included a two-page fold out entitled "Become a Civil War Smarty." This article was essentially a tour guide of 28 sites around the tri-state area for folks interested in Civil War history. Of the 28 sites highlighted by the writers, 11 were in Maryland. Of these 11, nine were in Washington County and three of those were Hagerstown sites. Of the 28 sites featured in a three-state area, over 10% were within the corporate limits of the City. This demonstrates that our efforts to promote the City's heritage resources are gaining notice and producing tangible results.
5. **Condominium Study:** In preparing for the meeting with the HUD rep last week, staff did an SDAT study of the condominium projects in Hagerstown. We have five residential developments that were constructed as condominiums: Woodcrest Village in 1977, Woodlands Run in 1985, Summerland Manor in 1997, Cortland Manor in 2000's, and Cortland Villas in mid 2000's to on-going. In addition, since 2005, we have seen three buildings adapted for condominiums: 43 South Prospect Street (an apartment building), 37 South Prospect Street (an apartment building), and 138 East Antietam Street (the old Antietam Street school). The old Hamilton Hotel at 90-98 West Washington Street is in mid-construction for an adaptation to create 27 condominiums. At 43 South Prospect Street, three units are owner-occupied, three rentals, and one vacant. The mean assessed value of the occupied units at 43 South Prospect Street is \$65,000. At 37 South Prospect Street (Tovornik), three units are owner-occupied, five units are rentals, and five units have not been renovated yet. The mean assessed value of the occupied units at 37 South Prospect Street is \$104,875. At 138 East Antietam Street, 10 units are owner-occupied, 16 are rentals, and one may be vacant. The mean assessed value of the units at 138 East Antietam is \$88,926. The mid-range assessed values at the "new development" condos are as follows: Woodcrest Village at \$100,000; Woodlands Run at \$110,000; Summerland Manor at \$135,000; Cortland Manor at \$135,000; and Cortland Villas at \$380,000.

6. **National Road Corridor Plan Update:** On March 22 Planning Staff attended the second of five meetings for the update of the Plan that was originally adopted by the State in 2001. The purpose of the Plan is to identify the many ways that communities can preserve the historic, scenic, and natural resources along the Historic National Road Scenic Byway while also developing and enhancing the Byway to attract tourism. The meeting primarily focused on identifying preservation priorities along the Byway.

7. **Code Administration Weekly Activity Report:** March 19–23, 2012

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	9	Residential -	7	Commercial -	1	Other -	1	8
Electrical	21	Residential -	11	Commercial -	7	Other -	3	21
Plumbing	9	Residential -	5	Commercial -	4	Other -	0	10
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	20							61
TOTAL	64		27		13		4	105
Estimated Value of Weekly Issued Building Permit Projects:				Fiscal Year-To-Date Totals:				
Residential				\$ 16,825.00				\$ 4,982,558.00
Commercial				\$ 36,000.00				\$ 17,022,688.00
Apartment				\$ 4,600.00				\$ 235,621.00
Sign				\$ 0.00				\$ 360,065.00
TOTAL				\$ 57,425.00				\$ 22,603,932.00
Building permit(s) of interest issued this week:								
RENTAL LICENSES								
NUMBER			FACILITIES			UNITS		
Registrations Received			7			14		
New Applications Issued			1			2		
Total Registered Since 7/1/11			3127			8479		
% of Those Invoiced			99.9			99.9		
Notes: The 2011-2012 rental license renewals for 8355 units in 3053 facilities were mailed at the end of June 2011. This represents the percentage of those applications returned as of 3/23/12.								
PAYMENT								
Total Payments Received		\$ 700						
Adjustments		\$ 150						
INSPECTIONS								
TYPE		NUMBER CONDUCTED						
Building		51						
Electrical		41						
Plumbing		32						
Mechanical		12						
Safety		36						
Neighborhood Vitality		108						
Quality of Life		23						
Preventive Maintenance		0						
Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total. 96% of the exterior rental licensing inspections for this program year are completed.								
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

PARKS & ENGINEERING

1. **New Aerial Photos** We received new aerial photos flown in 2011 from the State, via the County's GIS office. We will begin to use these in lieu of the 2006 photos we have been using. These will show recent land development. The aerials were free, thanks to the efforts of our GIS and survey staff.
2. **Edgewood Drive at Howell Road** We held the bid opening for the traffic islands at Edgewood Drive and Howell Road. The low bid is \$16,165.00. One of the proposed traffic islands is planned to be constructed outside of the public right-of-way in the driveway of the shopping center entrance. We sent drawings to the shopping center owner last week asking for permission to proceed with that island. We will give a contractor the notice to proceed as soon as the shopping center approves of the island.
3. **South Prospect Streetscape** We are advertising the South Prospect Streetscape project this Friday, with bid opening in late April. We will then advise each property owner of their cost (if any) to replace sidewalks that are in poor condition but not damaged by street trees (a City responsibility). Results of the bid will be reviewed with Mayor & Council, with an expect to start work date in September, after residents have a chance to do the work themselves.
4. **Multi-Use Event Center Traffic Study** We are collecting traffic counts to prepare a preliminary evaluation to quantify the impact on traffic created by a City Center Multi-Use Outdoor Event Center. We will have our analysis complete in about a week.
5. **Speed Cameras** We completed the drawings for speed cameras at each of the schools as requested by HPD and sent them to the consultant. Six streets are in the City's jurisdiction and two are maintained by State Highway. The consultant will submit the camera locations on Rt 65 and US 40 to State Highway for approval.
6. **New Pool Slide** Work continues on installing a new double-tube slide at the Potterfield Pool.
7. **Municipal Stadium** Staff is making the minor welding repairs to areas of the 1st and 3rd base bleachers. The defects were found during the recent inspection.
8. **City Park Lake Wall** We are replacing some of the missing stone around the exterior of the lower lake wall and making some needed mortar repairs.
9. **Park Season** Our seasonal grounds maintenance employees started on March 26th and the Park Attendants on March 30th. The restrooms will be open starting this weekend.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,851	CDS Arrest:	7
Criminal Arrest/Warrants:	35	DUI Arrests:	4
Moving Violations:	73	Search Warrants Executed:	1
Safety Repair Orders:	19	Field Interviews:	34
Warnings:	33		

2. **REPORTS**

- **03/24/12:** Officer Biden responded to McDonald's at 1737 Dual Highway for a reported counterfeit bill. The officer made contact with the assistant manager who advised him that sometime yesterday McDonald's received a counterfeit bill. She stated she was contacted by the Susquehanna Bank on Dual Highway where the counterfeit was detected by the money counter. It is uncertain if the bill was taken inside or via the drive through. The bill was packaged as evidence and placed into the Hagerstown Police department evidence drop box. No further information is available at this time.

3. **OTHER NEWS/INFORMATION**

- **Update on the Crime Free Multi-Housing Program.** The first property, located at 32-34 West Church Street was fully certified on March 29, 2012. Mr. Terry McLeod is the owner of the property. The program requires the property owners or managers to attend an eight hour training session, have an in-depth safety and security inspection (CPTED) of the property, use a "Crime Free" lease addendum with his lease and conduct criminal and financial backgrounds on all tenants. The Bradford on the Dual Highway and Bethel Gardens will be fully certified in the near future as well. The idea behind this program is to reduce police calls for service to these locations by keeping criminals out in the first place. If you have any questions about this program or any other program feel free to contact the Hagerstown Police Department and ask for Officer Gerard Kendle.

This is the first of many Crime Free properties and a great crime reduction strategy for Hagerstown. Officer Kendle is the force and drive behind this successful program. His dedication in helping provide safer streets for the citizens of Hagerstown is greatly appreciated.

PUBLIC WORKS

1. **Correction on FEMA Grant:** The Hazard Mitigation grant for \$15,000 has not been approved as previously reported. FEMA's award letter was in regard to Washington County's Hazard Mitigation Plan and not the grant. The grant award will be given only after approval of the county's mitigation plan being approved which requires the approval of the county's cities and towns.
2. **Parking Plan Update:** Staff presented the preliminary findings to the Urban Committee of the Greater Hagerstown Committee, Inc. Staff will return to the Urban Committee in April to present the second half of the preliminary plan. Rich & Associates continue to work on the final version of the plan and should have a more complete analysis later in April with a full presentation to the council in May.
3. **Vehicle Purchases:** Staff will be bringing two vehicle purchases to the council in April. The vehicles, two pickup trucks, will be ordered for delivery in July and paid for from funds in the next fiscal year budget and not the current fiscal year. The estimated cost will be \$40,000 total.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
Sat. 3/24 - 730 Northern Avenue- total outage; lineman found address was outside of our service territory and advised customer to contact Potomac Edison for assistance. Time Out: 21.4-22.4
2. **Distribution.** Recent activity included:
 - Metering Department received four high bill complaints this week; upon testing, meters were found to have met all Public Service Commission requirements.
 - Line crews continue annual feeder inspections for Wesel Substation.

- Line crews continue trimming trees in various residential locations.
- Line crews have been assisting Engineering staff with re-vamping and other maintenance related to the Carroll Heights Project.
- 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
7	0	1	0

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

- Engineering staff submitted preliminary plans for the electrical service, relocations, and street lighting for the Bester Elementary School project.
- The Staff Engineer began reviewing manufacturers of rock boring bits/augers for HLD's use. The cost for a contractor to bore rock holes for HLD utility poles has risen to a level that is not practical; therefore, we would like the ability to complete the work ourselves with existing capable support equipment.
- The Staff Engineer met with construction superintendants at the Washington County Library project to discuss upcoming utility relocations and improvements related to the rebuilding project.
- The Substation Technician attended training related to NFPA 70 E protocols involving proper PPE for electrical maintenance.
- Engineering staff reviewed multiple jobs and proposals from firms doing electrical work within the City.
- Staff performed additions and corrections in HLD's electric GIS model and assisted the Distribution Dept. with underground locating.

4. **Administration:**

- As part of the American Management Association, Utility staff attended a Hagerstown Community College continuing education course at the Valley Mall this week.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 21, 2011	7.24	0.00
Thursday, March 22, 2011	6.89	0.00
Friday, March 23, 2011	6.74	0.00
Saturday, March 24, 2011	7.25	0.30
Sunday, March 25, 2012	7.22	0.05
Monday, March 26, 2012	7.09	0.00
Tuesday, March 27, 2012	6.87	0.00
Weekly Average/Total	7.04	0.35
Monthly Average/Total	7.58	0.92
Yearly Average/Total	7.78	5.69

Wastewater Treatment Plant

- The WWTP continues to operate within its permitted parameters.
- Maintenance crew removed nitrified recycle pump #1 for AR&E to repair. Also the motor repair on #2 internal recycle pump.
- Maintenance crew received the new Fiber Optic Repeater and installed it on Friday, March 23, 2012. Communications to the PLC-1 has been restored and level indicator is functioning properly.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
Flushing	29 & 30	12,800		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main Line Only	6	1	Cracked Pipe	5
Lateral Only	6	1	Roots	7
Main & Lateral	6	1	Intruding Tape	7

Collection System Maintenance Task

Pump Station

- Continuing control upgrades at pump station 10

Grinder

- Replaced grinder pump at West End Little League.

Miscellaneous

- Bio-bags through the infrastructure to control FOG.
- Exercised all emergency Generators.
- Downloaded flow data a Newgate and Meritus.

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	1	0	0	1	3
YTD	16	16	7	1	2	17	59

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

Engineering

- Staff met to discuss the 54" main trunk cured in place pipe (CIPP) rehabilitation design and refine insertion details.

Wastewater Laboratory

- State inspector Charles Hatfield made his annual inspection of the plant and briefly inspected some records in the lab.
- Regulatory and process sampling and testing were routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
3/22/12	11.83		11.83
3/23/12	11.55		11.55
3/24/12	10.98		10.98
3/25/12	10.89		10.89
3/26/12	11.43		11.43
3/27/12	11.39		11.39
3/28/12	11.17		11.17
Average			11.32

Water Production at RC Willson

- Operations

- Completing routine PMs
- Mowing

- Maintenance

- R C Willson - Performing routine PMs.
- Pump Stations - Pulled Pump #2 motor and took to AR&E for diagnostics.
- Pump Stations - Preparing the stations' chlorine feed systems.

- Instrumentation

- R. C. Willson - Installing the new network cabinets in the filter room (this is a large job and will take several weeks to complete).
- Pump Stations - Pulled Pump #2 motor and took to AR&E for diagnostics.
- Pump Stations - Installing a new chlorine feed pump at P.S. #4.
- Pump Stations - Preparing the stations' chlorine feed systems.

Water Production at Breichner

- The Edgemont Reservoir is currently at 0"; the bypass is open and the hydrant is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service duties along with meter exchanges. We are continuing to do general service work, replacing meter tiles, checking for galvanized services and installing dual checks on services on the streets scheduled for overlay. We repaired a leak on Cleveland Avenue and are relocating services on Marsh Pike.

Laboratory

- Regulatory and process sampling and testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		3
Development Plan		1
Building Permit	13	

- Staff attended a design progress meeting for the Phase IV Willson Water Treatment Plant Improvements project.

Respectfully submitted,



Bruce Zimmerman
City Administrator