



City of Hagerstown, Maryland Status & Information Report No. 3 for 2012

January 20, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

JANUARY 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No M&C Meeting	4	5	6	7
8	9	10 4pm Work Session	11	12	13	14
15	16 HOLIDAY City Offices Closed	17 4pm Work Session	18	19	20	21
22	23	24 4pm Joint Meeting w/County Commissioners Work Session	25	26	27	28
29	30	31 7pm Regular Session				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

Outreach

- Staff hosted the monthly Downtown Alliance Meeting this week in the Community and Economic Development Offices in the Elizabeth Hager Center. 46 people attended the meeting. The Alliance is a growing group of downtown business owners and supporters working together on positive and impactful events and marketing.
- Staff have finalized the display materials for the City Center informational outreach planned for February 9, 2012 in Annapolis as part of the Coalition Lobbying Reception.

Events

- Grand Openings
 - Staff are organizing a grand opening for Full Circle V-Twin at 901 Pope Avenue. The event will be held on Tuesday, January 31, 2012 at 10:30 a.m. Full Circle V-Twin is a professional motorcycle service, repair, restoration, machine and fabrication shop located in Hagerstown, Maryland.

- The next Grand Opening is set for Tuesday, Feb 14 at 10:30 a.m. at Toni Sandridge State Farm. This business is located at 917 Pennsylvania Avenue.
- Western Maryland Blues Fest: Staff are working on finalizing the national acts for the Western Maryland Blues Fest. Acts will be announced the first of February.
- March Events: The Cabin Fever Blues Bash is being planned for March and Guitar Blues Legend Bobby Parker Band is scheduled to entertain.
- The St. Patrick's Day Run will be March 17th. Washington County, the City of Hagerstown and the Community Free Clinic are working together to make this a large event. It will be held at 10 a.m. Approximately 600 to 1,000 runners are expected. The run is being held in the City Center.

Arts And Entertainment District The State of Maryland will soon be sending out guidelines on the redesignation of the district. The packet will need to be completed by April 1, 2012.

Fundraising

- The interim report for grant for the 2012 Blues is due on January 31, 2012. Staff is working on completing the report for the State of Maryland.
- The event fundraising campaigns will be kicking off in January. Fundraising packets for the large events and small programs are being finalized and will soon be available for companies to review.

City Market January 21st – Soup's On (Vendor Contest) – Customers judge which vendor has the best soup.

Hagerstown City News

- Watch the last 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 the City homepage.
- Some of this Week's Headlines and Media Releases:
 - Survey to Assess Needs in Parking Master Plan
 - Traffic Advisory Revised - East Baltimore Street
 - More Recreation Activities in Hagerstown!
 - Recycling and Trash Collection Changes Coming
 - Neighbors Helping Neighbors: Snow Angels Program

Hub City on 6 (Channel 6)

- *Valor in the Streets: The Battle of Hagerstown* is scheduled to air Sundays and Wednesdays at 7:00 p.m.
- Watch in the City Newsroom at the top of every hour. This week's news stories include
 - Hagerstown Parking Survey
 - Home Heating Safety Tips

- Hagerstown's Reasons to Recycle
- Neighbors Helping Neighbors: Snow Angels Program
- Washington County Library: From Before to After
- Recycling & Trash Collection Changes
- Recycling & Trash Collection PSA
- Recycling & Trash Collection Zones

E-Casts: Grand Opening for Full Circle V-Twin

PLANNING & CODE ADMINISTRATION DIVISION

Zoning Certificates Issued For New Businesses:

- 1501-J Wesel Boulevard - Big Lots Stores, Inc. - retail sales of general merchandise
- 167 South Potomac Street - Or Best Offer Secondhand Shop
- 335 East Ridge Drive - Divas N ShatEees Sweets N Treats - home office for off-premise sales of homemade dog treats and dog accessories
- 216 West Franklin Street - Nenette Store - retail food store

Planning Commission: The Planning Commission will review the following matters at its regular meeting on January 25:

- Multi-Family Development Design Standards - public review meeting on proposed text amendments to Land Management Code
- Continuation of consultation for the expansion of the nonconforming use at 1050 Florida Avenue (AC & T Garage)
- Land Management Code Amendments - continue review of proposed text amendments for Articles 5 through 8

Historic District Commission: The HDC took the following action at its meeting on January 12:

- 138 West Washington Street - Rafie Ansari/Wareham Investments, LLC - approved an application to replace the existing storefront windows
- University Plaza - West Washington Street - MSB Architects on behalf of City of Hagerstown - approved plans for a new band shell
- 400 Park Lane - Paul and Susan Pritchard - approved an application for installation of a wooden fence; creation of a door in a space currently used as a window; installation of half-round gutters
- Workshop: 305 North Potomac Street - Gerald N. Minnich Funeral Home - advised owner on roofing material alternatives

At the HDC's next meeting on January 26, the following matters will be reviewed or discussed:

- 208 South Prospect Street - Joseph Grewe - replacement windows
- Discussion about proposed changes to demolition by neglect provision in the Zoning Ordinance

BZA: The BZA heard one case on January 18. A special exception was granted to Brett Borland for permission to open a tattoo parlor, including store and piercing services, at 71 Eastern Boulevard, North. This property is zoned C2 (Commercial General).

National Road Corridor Partnership Plan: On January 12 Planning Staff attended the first of five meetings in order to update the Plan, which was originally adopted by the State in 2001. The purpose of the Plan is to identify the many ways on how communities can preserve the historic, scenic, and natural resources along the Historic National Road Scenic Byway and to develop and enhance the Byway to attract tourism. Approximately 3.5 miles of the Historic National Road Scenic Byway comes through Hagerstown.

Hospital Redevelopment Planning: The hospital's RFP steering committee will conduct interviews on January 26th of the top 4-5 firms that submitted RFP's for the redevelopment planning and feasibility study project for the former hospital properties. The Planning Director serves as a resource for the committee.

HEPMPO Meeting: The Hagerstown Eastern Panhandle Metropolitan Planning Organization will meet on January 25th at the Hagerstown airport. Two local projects to be discussed are modeling assistance for Eastern Boulevard and safety concerns on Exit 1 of I-81.

Code Administration Weekly Activity Report: January 9 – 13, 2012

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	5	Residential -	2	Commercial -	2	Other -	1	6
Electrical	10	Residential -	8	Commercial -	2	Other -	0	10
Plumbing	19	Residential -	11	Commercial -	6	Other -	2	18
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	9							9
TOTAL	48		25		11		3	48
Estimated Value of Weekly Issued Building Permit Projects:					Fiscal Year-To-Date Totals:			
Residential					\$ 12,900.00	\$ 4,139,410.00		
Commercial					\$ 19,600.00	\$ 13,010,722.00		
Apartment					\$ 0.00	\$ 171,171.00		
Sign					\$ 4,500.00	\$ 307,351.00		
TOTAL					\$ 37,000.00	\$ 17,548,654.00		
Building permit(s) of interest issued this week:								
RENTAL LICENSES								
NUMBER	FACILITIES			UNITS				
Registrations Received	6			9				
New Applications Issued	4			5				
Total Registered Since 7/1/11	3066			8351				
% of Those Invoiced	98.7			99.4				

Notes: The 2011-2012 rental license renewals for 8355 units in 3053 facilities were mailed at the end of June. This represents the percentage of those all applications returned as of 1/13/12.

PAYMENT

Total Payments Received	\$ 450
Adjustments	\$ 300

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	28
Electrical	38
Plumbing	33
Mechanical	7
Safety	5
Neighborhood Vitality	47
Quality of Life	1
Preventive Maintenance	0

Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total. 50% 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. <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

PARKS & ENGINEERING

- Recreation Activities** Sign-ups for the following spring sessions will start next week: Adult Outdoor Basketball, Coed Adult Kickball, Coed Adult Dodgeball, 4v4 Flag Football, Ultimate Frisbee and Coed Adult Touch Football. More info will be forthcoming!
- City Webpage Hits** From December 12th – January 11th, the Trash/Recycling pages of the City webpage had a total of 18,036 “views”, primarily due to the program changes that took effect January 1, 2012.

3. **Bike Lanes and Routes** Prior to January 1, 2011 there were 18.31 miles of bike lanes/routes in the City. As of January 1, 2012, the City added .90 miles bringing the total to 19.21 miles. In 2011, the City completed the following:

Bike Lane: Maryland Avenue – 640 feet
 Prospect Avenue – 2,400 feet
 Manila Avenue – 400 feet

Bike Routes: McComas Street – 960 feet
 East Lee Street – 360 feet

The loop around the downtown, as presented in the Master Plan, is now 95% complete. Only Park Circle area from Walnut Lane to Lee Street remains unmarked.

4. **Kiwanis Park** Staff met with representatives of the Kiwanis to discuss the possible park in the Light Business Park that would provide access to Antietam Creek. Staff will develop a concept plan and will send it to the Kiwanis in February. Once the Kiwanis finalize a deal with the current owners, we will present the project to the Mayor & Council. The current thinking is the City will own the park and the Kiwanis will have a "user agreement" to use and maintain the park.
5. **Community Yard Sales** Changed from previous years, instead of four yard sales, there will only be two – April 14th and October 13th. Right now, only those who participated in 2011 can apply for a stall. All others will be able to sign up beginning March 1st.
6. **Park Facilities** We are now accepting reservations for pavilions for the park season, mid April thru mid October. We are also accepting reservations for the Band Shell. For more information, please call the Parks & Recreation office at 301-739-8577, ext. 169.
7. **Pro Shop Renovations** The trusses have been ordered and should be delivered on Tuesday. To prepare, on Monday (weather permitting), we will rent a crane to remove the old roof and will keep the crane through Tuesday to set the new trusses.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,576	CDS Arrest:	4
Criminal Arrest/Warrants:	20	DUI Arrests:	3
Moving Violations:	58	Search Warrants Executed:	0
Safety Repair Orders:	12	Field Interviews:	8
Warnings:	99		

2. **REPORTS**

- **01/12/12:** Officer Vandyke was dispatched to the Dollar General Store on Maryland Avenue for a reported counterfeit bill being passed. An employee received a bill in which she checked with a counterfeit marker. It proved positive as a counterfeit bill. The customer stated he received the bill in change from Burger King. The officer examined the bill and could clearly see that the bill was indeed counterfeit. Numerous security features within the bill were missing. Lastly, the bill showed improper cutting, resulting in abnormal dimensions of the bill. At this time there is no suspect in relation to the case and there is no further information.
- **01/14/12:** Officer Biden responded to the AC&T on Frederick Street for a reported burglary. Dispatch advised that a delivery driver pulled up and saw the glass in the door had been broken. The officer noticed there were two holes in the glass just above the handle on the door. The door was still locked and the holes were not big enough to suggest that the suspect had gained entry into the business. The manager responded to the store to make sure everything else was secure. The estimated cost to replace the door is \$800. No further information is available at this time.

- **01/16/12:** Officer R. Dean responded to 136 West North Avenue for a report of shots fired. Upon arrival the officer checked for any individuals who may have been in the area. After securing the area, he began investigating to see who may have seen or heard anything. A neighbor stated she heard three shots fired in front of her residence. The officer canvassed the area to look for shell casings or other evidence of shots being fired. No spent casings or bullet holes in any building or vehicles could be found. No further information is available at this time.

PUBLIC WORKS

1. **Winter Work:** The snow-free winter and milder temperatures are allowing staff to work on other outdoor projects. Work is currently being completed along Wesel Boulevard to trim back the trees and brush overgrowing the south side of the road. The debris is being mulched on site.
2. **Christmas Decorations Being Removed:** Staff has begun to remove all the Christmas tree lights and silhouettes around the city including City Park to be placed back into storage. This can take several weeks depending upon weather and other work items.
3. **Parking Plan Update:** Rich & Associates will be back in town on Thursday, January 19th to complete traffic counts throughout the city center including on-street parking, in the decks and in the parking lots. A survey has been constructed that can be easily completed online. The link to the survey is <http://www.surveymonkey.com/s/HagerstownParkingSurvey>. We encourage as many people as possible to participate. The survey will be available until January 31, 2012.
4. **2-Way Radio Changes:** Staff met with City Light and a radio vendor to discuss the necessary changes to our 2-way radio system (excludes Fire and Police who operate in conjunction with Washington County). The narrow band operation required under FCC rules must be in place by January 1, 2013. The good news for the City is that we have staff members trained in the installation of these radios and a radio system that will only need minor modifications to continue to function well. Unfortunately, there is a cost to replace many of the vehicle radios, desk top base units, several antennas and some base units. Public Works has a large number of replacements that will cost upwards of \$45,000. City Light and the Water Department will also be investing thousands of dollars for upgrades and replacements. Staff decided to coordinate the channels on the radios so departments could communicate with one another when necessary such as weather emergencies (for example, snow storms, tornados and ice storms).

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Sun. 1/15 - 233 East Avenue- total outage; bird caused line fuse to operate, (1) 6T fuse replaced to correct problem and restore power. Time Out: 11.3-12.0
 - 75 East Washington Street- total outage; bird caused line fuse to operate, (1) 10T fuse replaced to correct problem and restore power. Time Out: 13.3-14.2
 - Mon. 1/16 - 372 Radcliffe Avenue- total outage; customer had breaker tripped inside panel box, breaker reset to correct problem. Time Out: 9.6-10.6
 - 1137 Fairview Road- Miss Utility Locate; our underground facilities were clear for emergency repairs to sewer line. Time Out: 13.0-14.5
2. **Distribution** Recent activity included:
 - Metering Department received no high bill complaints this week.
 - Line maintenance work continues in various areas.

- Line crews continue trimming trees in various residential locations.
- Line crews have been assisting the Engineering Department with the 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 of Hagerstown.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
10	0	1	0

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

- Due to additional residential electrical load projections, staff engineered primary and secondary distribution improvements in the 400 block of Virginia Avenue.
- Staff reviewed final drawings for the manufacturing of replacement breaker bushings for a damaged unit. These will be approved and returned to the manufacturer for production as opposed to purchasing an entire new breaker.
- Engineering staff continued system device coordination and improvements.
- Engineering reviewed multiple jobs and proposals from firms doing electrical work within the City.
- Staff performed quality checks and additions related to our electric model in the GIS environment.

4. **Administration:**

- Staff, with much appreciated assistance from the City's Technology and Support Services Department, has been gathering information from the HP3000 Customer Information System and other sources, to complete a questionnaire posed by the Maryland Office of People's Council.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 11, 2011	7.66	0.68
Thursday, January 12, 2011	9.24	0.11
Friday, January 13, 2011	8.90	0.21
Saturday, January 14, 2011	8.39	0.00
Sunday, January 15, 2012	8.11	0.00
Monday, January 16, 2012	8.23	0.00
Tuesday, January 17, 2012	8.25	0.13
Weekly Average/Total	8.39	0.16
Monthly Average/Total	8.04	1.24
Yearly Average/Total	8.04	1.24

Wastewater Treatment Plant

- The WWTP continues to operate within its permitted parameters.

Miscellaneous

- Fidelity Company was on site to replace the heaters and thermo couplings on the BNR generator fuel tank. They also had their representative complete startup and testing of the heater system including the six month service associated with the generator.
- AR&E completed repairs to the heating system of the ASPS building.
- Beaver was on site to replace the site glass on the OPS boiler system.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	5,6,15,17	1,218	292	20
Flushing	15,22	10,280		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	5,7	2	Roots/Cracked pipe	25,4

Collection System Maintenance Task

Pump Station

- Caulking interior walls, windows and doors at pump station # 11.
- Painting at pump station # 17.
- Pulled pump from station # 11 and STH representative transported it to Frederick for mechanical seal replacement (pump under warranty).
- Exercised all emergency generators.
- Reset check valve failure at pump station # 26.
- Emptied fuel tank from station # 12.
- Chlorinated wet wells at following pump stations: 2, 8, 15 and 23.

Manholes

- Adjusted apron in manhole 05048
- Replaced riser and cover in manhole 06015.
- Plugged 8" and 21" influent in manhole 20001 to check for leaks in flow channel found one leak next to the 8" and sealed leak with seal tight. This manhole is ready to grout and epoxy.

Sewer Backups

- Merrbaugh Drive and Bamley Court: Both backups associated with the private side of the building lateral.

Miscellaneous

- The T.V. Rig unit # 518 has been taken to Rausch for service, it's having software issues.
- Replaced several service laterals: 4 East Antietam Street, Because of cracked pipe. 1009 Hamilton Boulevard, roots in line and crew also added top soil at 1007 and 1009 Hamilton Boulevard.
- Repaired broken wire to GFCI-Circuit Interceptor at the pole barn.
- Fixed tail lights on construction trailer.

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	1	0	0	0	0	4
YTD	6	1	1	0	0	0	8

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

- Staff met with MDE representative to review pay application # 7 associated with the Citywide Collection System Rehabilitation Project, there are no outstanding issues at this time.
- Citywide project monthly progress meeting was held on January 18, 2012
- Staff met with representative of Synagro to discuss some possible future upgrades to the system. Once Synagro firms up their proposal, we will schedule a meeting with Mayor & Council.
- Staff participated in a webinar associated with the new NetDMR program being place in service by MDE, this has allowed us to submit our NPDES permit Discharge Monitoring Reports (DMR) on-line to MDE and EPA.

Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Citywide Sanitary Sewer Rehabilitation progress meeting.
- Staff met with a commercial redevelopment project manager regarding final site plan and building permit approvals.

Wastewater Laboratory

- With routine and regulatory testing the lab collected, tested, and processed

<u>WATER DIVISION</u>

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
1/12/12	11.50		11.50
1/13/12	11.61		11.61
1/14/12	11.61		11.61
1/15/12	11.45		11.45
1/16/12	12.07		12.07
1/17/12	11.85		11.85
1/18/12	11.54		11.54
Average			11.66

Water Production at RC Willson

- Operations
 - Performing tests at the stations.
 - Performing routine maintenance.
- Maintenance
 - Performing routine maintenance.
- Instrumentation
 - R. C. Willson - Working on the level sensor on the screen chamber..
 - R. C. Willson - Installing the new network cabinets in the filter room.
 - Breichner - Installing a new tap turbidimeter.

Water Production at Breichner

- The Edgemont Reservoir is -2.5'; the hydrant is closed and the bypass 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 and installing dual check valves and we are working on a main replacement on Margaret Dr.

Laboratory

- Proficiency samples were ordered for the lab's annual recertification testing. Samples of unknown levels will be analyzed and the results submitted to the State MDE Laboratory Administration for evaluation.

Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant for final approval of a redevelopment site plan.
- Staff met with a fire protection company owner regarding service for a commercial business expansion.
- Staff met with a commercial development project manager on approvals of a site plan and building permit.

Respectfully submitted,



Bruce Zimmerman
City Administrator