



# City of Hagerstown, Maryland Status & Information Report No. 22 for 2012

June 1, 2012

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

<b>JUNE 2012</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 4:30-9:45pm Blues Fest @ City Central Lot	2 12-9:30pm Blues Fest @ City Central Lot
3 12-5pm Blues Fest @ City Park Bandshell	4	5 3pm Executive Session 4pm Work Session	6	7 10am Market Faire @ Public Square	8	9
10	11	12 4pm Work Session	13	14 12:30pm Flag Day Ceremony @ University Plaza	15	16 8am-2pm Fishin' Frenzy @ Pangborn Park
17	18	19 7pm Regular Session	20	21	22	23
24	25	26 No Meeting	27	28	29	30

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**
  - 12817 Little Elliott Parkway - Summit Electrical Services - home work station for an electrical contractor's office
  
2. **New Development Cases:**
  - 609 Dual Highway - AutoZone Retail Auto Parts Store, #4651 - site plan
  
3. **Planning Commission:** The Planning Commission considered the following on May 30:
  - The Commission conducted a public review meeting on comprehensive amendments to the Land Management Code. The commission left the record open until June 19 to receive additional testimony.
  
  - The Commission reviewed and approved a Sketch Plan for the proposed AutoZone Retail Auto Parts Store on the Dual Highway (Aldi's Shopping Center parking lot).

4. Code Administration Weekly Activity Report: May 21–25, 2012

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	11	Residential -	4	Commercial -	5	Other -	2	7
Electrical	14	Residential -	3	Commercial -	11	Other -	0	15
Plumbing	7	Residential -	4	Commercial -	3	Other -	0	8
Mechanical	5	Residential -	3	Commercial -	2	Other -	0	5
Engineering Dept.	6							4
<b>TOTAL</b>	43		14		21		2	39
<b>Estimated Value of Weekly Issued Building Permit Projects:</b>					<b>Fiscal Year-To-Date Totals:</b>			
Residential	\$ 12,950.00				\$ 5,871,318.00			
Commercial	\$ 75,000.00				\$ 19,431,016.00			
Apartment	\$ 0.00				\$ 352,021.00			
Sign	\$ 3,750.00				\$ 387,815.00			
<b>TOTAL</b>	<b>\$ 91,700.00</b>				<b>\$ 26,045,170.00</b>			
<b>Building permit(s) of interest issued this week:</b>								
Interior work for Pet Scan at 1733 Howell Road - \$75,000								
<b>RENTAL LICENSES</b>								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	2			2				
New Applications Issued	3			4				
Total Registered Since 7/1/11	3158			8520				
% of Those Invoiced	99.9			99.9				
<b>Notes:</b> 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 5/25/12.								
<b>PAYMENT</b>								
Total Payments Received	\$ 100							
Adjustments	\$ 0							
<b>INSPECTIONS</b>								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	43							
Electrical	49							
Plumbing	17							
Mechanical	14							
Safety	117							
Neighborhood Vitality	431							
Quality of Life	3							
Preventive Maintenance	0							

<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total. Exterior rental licensing inspections for this program year have been completed.	
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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

<b>FINANCE</b>
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1. **Financials**  
 The FY11 Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) were completed in October 2011 and subsequently presented to the Mayor and City Council. Both the CAFR and PAFR were submitted to the Government Finance Officers Association (GFOA) for consideration in the GFOA's Certificate of Achievement award program for excellence in financial reporting. In May 2012, the City was notified that the Certificate of Achievement in Excellence in Financial Reporting was awarded to the City for its FY11 CAFR. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. \
 

All financial reports and budget documents can be viewed and/or downloaded from the City's website at [www.hagerstownmd.org](http://www.hagerstownmd.org) and are available in printed form in the Finance Department.
2. **FY12 Audit**  
 The auditing firm of SB & Company (SBC) was onsite in May 2012 to begin the FY12 end of year audit. Preliminary testing of transactions, processes and internal controls was completed successfully. The FY12 end of year physical count of inventory is scheduled to begin on Monday, June 25, 2012. Finance continues to prepare for the upcoming year end close and final site visits from SBC.
3. **Budget**  
 The Proposed FY13 Budget document was distributed in March 2012 to the Mayor, City Council, managers and staff. After completing the Mayor & Council's recommended adjustments, the FY13 Budget was approved on May 22, 2012. Additionally, the real property tax rate for FY13 remains the same as FY12 at \$0.788 per \$100 of assessed value. The FY13 budget message contained several important focus points: Living within our means/respecting taxpayers; Reinvention and rethinking City operations; Unity is the key; Strengthening City revenue; and Strong community based leadership. A comparison of the combined uses of funds for FY12 and FY13 is as follows:

**2012/2013 BUDGET BY FUND**

	<b>Revised Budget 2011/2012</b>	<b>Approved Budget 2012/2013</b>	<b>Increase / (Decrease)</b>	<b>Percent Change</b>
General Fund	\$ 35,861,619	\$ 36,659,394	\$ 797,775	2.2%
Community Dev. Block Grant Fund	1,607,027	1,616,336	9,309	0.6%
Other Special Revenue Funds	2,339,886	1,487,900	(851,986)	-36.4%
Capital Improvement Projects	4,326,497	18,412,900	14,086,403	325.6%
<b>Total Government-type Funds</b>	<b>44,135,029</b>	<b>58,176,530</b>	<b>14,041,501</b>	<b>31.8%</b>
Electric Fund	27,472,713	28,482,493	1,009,780	3.7%
Water Fund	14,016,690	17,580,726	3,564,036	25.4%
Wastewater Fund	13,255,940	14,486,878	1,230,938	9.3%
Parking Fund	751,472	800,008	48,536	6.5%
Golf Fund	442,609	401,707	(40,902)	-9.2%
Property Management Fund	1,303,292	957,130	(346,162)	-26.6%
<b>Total Enterprise-type Funds</b>	<b>57,242,716</b>	<b>62,708,942</b>	<b>5,466,226</b>	<b>9.5%</b>
Service & Trust Funds	7,136,455	7,652,753	516,298	7.2%
<b>Total Combined Uses of Funds</b>	<b>\$ 108,514,200</b>	<b>\$ 128,538,225</b>	<b>\$ 20,024,025</b>	<b>18.5%</b>

4. **Bond Issue**

Finance will seek approval from the Mayor and City Council to move forward with the anticipated FY13 General Obligation bond issue for General Fund, Parking Fund and Water and Wastewater funds. The FY13 approved budget estimates that the bond issue amount will total \$6.5 million; however, that amount may change as the MUSEC project continues to evolve. That bond issue will enable departments to initiate, continue or complete needed capital improvement projects to enhance services for citizens of Hagerstown and create departmental efficiencies. A preliminary bond schedule will be forthcoming.

**POLICE DEPARTMENT**

1. **STATS**

Calls for Service:	1,847	CDS Arrest:	8
Criminal Arrest/Warrants:	30	DUI Arrests:	0
Moving Violations:	43	Search Warrants Executed:	1
Safety Repair Orders:	5	Field Interviews:	32
Warnings:	32	Parking Tickets:	9

2. **REPORTS**

- **05/24/12**: Officer Filges was on a routine patrol when he observed a vehicle without a front registration plate. The officer conducted a traffic stop in the 100 block of South Potomac Street. The driver and passenger appeared to be breathing heavily and acting in a very nervous manner. The officer conducted a name search in the HPD data base and discovered that both individuals are known to the Hagerstown Police Department due to drug incidents. Based on that information, the officer requested a K9 search of the vehicle. The K-9 partner gave a positive alert on both sides of the vehicle. Baggies of a green leafy matter were discovered and a field test was conducted with a positive test for marijuana. The driver was arrested and charged with one count of possession of marijuana and one count of possession of drug paraphernalia.
- **05/27/12**: Officer Hoffner was dispatched to 204 Daycotah Avenue for a destruction of property. The victim stated that an unknown person scratched her vehicle on the passenger and driver's side. There were also scratches on the hood and trunk as well. The vehicle was parked in her driveway the whole night. No one witnessed the destruction. No further information is available at this time.

- 05/29/12: Officer Molineaux was dispatched to Hagerstown Block Company on Oak Street for a reported theft. The reporting person stated he noticed several pieces of angled iron missing from the company's lot. There were no witnesses to the incident and no evidence left at the scene. No further information is available at this time.

## PUBLIC WORKS

1. **City Property Theft:** Since Saturday, May 19<sup>th</sup>, there have been multiple thefts of storm drain lids and grates. The first theft occurred in an alley close to the intersection of Manila Avenue and Mulberry Street. The storm drain grate was removed from the alley. Shortly thereafter, the grates at the intersection of Manila Avenue and Mulberry Street were stolen. By Tuesday, theft of storm drain lids had occurred on East Lee Street and the 300 block of North Mulberry Street. Additional lids were then stolen on East Antietam Street and an attempted theft of a lid was made on the intersection of North Potomac and Franklin Streets across from City Hall. To date, we are aware of at least seven locations where drains have been stolen. HPD has been contacted and an investigation is under way. The grates and lids can cost anywhere from \$200 to \$500 to replace depending upon the size and makeup of the item. We assume the items are being taken for scrap metal.
2. **Blues Fest Parking Rates:** Be advised that the special event rate of \$5 will go into effect late Friday (June 1) afternoon for Blues Fest. The rate will apply at both parking structures. Those with parking deck passes will be able to enter for free by simply displaying their pass. For those paying the \$5 fee, there will be no "in-and-out" privileges. Each entry into the deck will cost \$5. Parking along the streets, the Market House parking lot and the Rochester Parking lot will be FREE.
3. **Asbestos Removal:** Asbestos floor tile was removed from the fourth floor of City Hall on Wednesday, May 30<sup>th</sup>. The work was confined to the former Planning Department area and was completed in one day with little to no impact on surrounding departments.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
  - Sat. 5/26 - 123 Elm Street- Miss Utility locate; our facilities were clear for the Hagerstown Water Department to make emergency repairs to water main break. Time Out: 5.7-6.7
  - Sun. 5/27 - Various locations- storm damage; strong storms which came through our service territory caused numerous outages, lines down, arcing wires, and trees to fall into the power lines. Lineworker replaced fuses and removed several tree limbs to correct problems and restore power. Time Out: 20.0-23.2
  - Mon. 5/28 - 1238 Salem Avenue- total outage; squirrel caused a transformer fuse to operate. (1) 6T fuse was replaced to restore power. Time Out: 8.7-10.3
  - 424 Sumans Avenue- total outage; Lineworker replaced (1) 10T fuse at transformer to restore power. Time Out: 13.5-14.5
  - Tues. 5/29 - Various locations- total outages; strong thunderstorms through our service area caused numerous outages. Lineworker replaced several fuses and removed large tree branches from service wires to correct problems and restore power. Time Out: 18.0-20.0
  - Various locations- Street light patrol in downtown Hagerstown in preparation for upcoming Blues Fest activities. Time Out: 20.5-23.0
2. **Distribution** Recent activity included:
  - Metering Department received no high bill complaints this week.
  - Line crews continue annual feeder inspections of Wesel Substation.

- 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 of Hagerstown.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
11	0	2	0

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

- The Staff Engineer met with HLD personnel to discuss further enhancements to the safety and operational aspects of HLD's work practices. Several ideas were agreed upon and will be implemented in the near future by our team.
- The Staff Engineer and Distribution Superintendent met with an HLD customer to discuss line work that will affect her property. HLD's recommendations were happily received. HLD will be coordinating with Verizon to perform this work as both company's facilities are affected.
- Engineering staff reviewed multiple submissions for upcoming work being done in the City.
- Staff performed the addition of streetlight circuits in HLD's electric GIS model.

4. **Administration:**

- The Maryland Public Service Commission issued Data Request No. 1 for a case that determines our interpretation of a section of COMAR addressing collections of deposits, establishing credit, and reestablishing credit. With assistance of the Technology and Support Services Department, this request was completed and submitted to their PSC Staff Counsel.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 23, 2012	10.11	0.36
Thursday, May 24, 2012	9.70	0.26
Friday, May 25, 2012	9.67	0.00
Saturday, May 26, 2012	8.69	0.00
Sunday, May 27, 2012	9.04	1.23
Monday, May 28, 2012	10.49	0.00
Tuesday, May 29, 2012	11.76	1.51
Weekly Average/Total	9.92	3.36
Monthly Average/Total	7.72	7.55
Yearly Average/Total	7.49	14.43

**Wastewater Treatment Plant**

- The WWTP continues to operate within its permitted parameters. Although heavy rains this week have elevated the plant flows to our highest daily treatment for the year. On May 23, flows were 10.11 MGD. There has been 2.74 inches of rain that has fallen on our service area during the last three days. In the last 8 days rain fall levels have totaled 5.74 inches with the monthly total being 7.55 inches as of May 30. More information will be included in next week's report.
- Mike Calandrella from First Incorporated is in the WWTP to continue work on then LEL's and other project.
- On Sunday morning around 6:00 am the plant experienced a power flicker, there were some problems with the UV channel # 1 but the rest of the plant was restarted without major problems.

- One of the storms that passed through over the week took down a fairly large tree on the back of the plant at the old drying beds. The fence will need repaired after the tree removal.
- On 05/29/2012 at about 6 p.m. the plant received 1.51 inches of rain, 1.0 inch in 10 minutes. Plant flows peaked at 30 MGD. There was no major impact on the plant operations.
- We are still awaiting the shipment of new filter airlifts.

**Wastewater Collection System**

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspection	0	0	0	0
Flushing	1	9,138		

**Collection System Maintenance Task**

*Pump Station*

- Pulled both pumps at pump station # 1 and cleaned the cutters and impellers.
- Control work at pump station # 26 and completely purged both chemical feed pumps, will start draining chemical feed tank to wet well to make repairs.
- Programmed new PLC at pump station # 8 (HCC) on the transducer count
- Cleaned wet wells at stations 1 and 2.
- Exercised emergency generators.
- Dropped Bio-Bags throughout infrastructure to control FOG (Fats, Oil & Grease), and chlorinated wet wells to control odor.

*Manhole*

- Cleaning main lines in district 1

*Miscellaneous*

- Both CCTV units at Rausch Electronics for repairs, (control issue, and cable issue).
- Replaced pump intake check valve O-ring on unit 528.
- Unit 591 to CMG B maintenance.
- Crew attended Trenching, and Shoring training.

**Administration**

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	1	0	0	1	4
YTD	27	27	9	5	2	30	100

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

- Citywide Collection System Rehabilitation Project - 54 inch main interceptor under MELP facility is being lined this week, the process began on May 31 and is expected to take four days to complete.
- Local Limit Study RFP's two have been reviewed by our staff; a recommendation will be part of the Consent Agenda packet for the June M&C meeting.

### Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Hall concerning a commercial

### Wastewater Laboratory

- The lab is continuing to perform testing on DMR-QA samples required annually by our permit. Once the analyses are completed the results will be sent to the provider.
- A new Lachat Block Digestor was ordered and is expected to be delivered toward the end of June.
- Process and regulatory testing was routine for the week.

<b><u>WATER DIVISION</u></b>
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### Plant Flows – System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
5/24/12	12.29		12.29
5/25/12	12.28		12.28
5/26/12	12.42		12.42
5/27/12	11.43		11.43
5/28/12	12.16		12.16
5/29/12	12.02		12.02
5/30/12	11.95		11.95
Average			12.07

### Water Production at RC Willson

#### *Operations*

- Completing routine PMs.
- Performing tests at the stations

#### *Maintenance*

- RC Willson – Performing routine PMs

#### *Instrumentation*

- Tanks – Working on electrical and signal upgrades

### Water Production at Breichner

- The Edgemont Reservoir is currently at +.5'; the bypass is open and the hydrant is open.

### Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on testing and repair of large meters. We completed work on Devonshire Road and are preparing to replace a hydrant on Longmeadow Road. We repaired two leaks this past week, an 8" on Frederick Street and a 6" on Elm Street.

### Laboratory

- The third USEPA Unregulated Contaminant Monitoring Rule (UCMR3) is being scheduled. We got quotes that suggest the testing will cost approximately \$10,000.
- The lab contracted to test our annual SOC sampling ran into a problem with holding time on the sample sent to them. They were resampled and collected by the contract lab.
- Results were received for the Willson Plant lagoon sludge.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Preliminary Plat		2
Replat	1	
Final Plat		1
Building Permit	25	4

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant on final approval of a commercial addition site plan.
- Staff attended a Plan Review Committee meeting at City Hall regarding a commercial development replat.

Respectfully submitted,



Bruce Zimmerman  
City Administrator